



དཔལ་ལྷན་འབྲུག་གཞུང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**LHUMENTSE DZONGKHAG ADMINISTRATION**  
ཇོང་ཁག་བདག་སྐྱོང་། ལྷན་གྲུབ་རིན་ཆེན་ཅེས་ཇོང་།



Agency.....

Date:.....

File No:.....

**Travel Order**

As per the decision of the HRC/undersigned vide Note sheet No:.....

dated....., the following official (s) is/are hereby relieved from his/her office duty as detailed below;

**Purpose of Travel:**.....

**Duration: From**.....**To**.....

**Place(s) of visit:**.....

**Mode of Travel:** Pool Vehicle ☐ Private Car ☐ Bus ☐ Taxi ☐

Air ☐ Train ☐ Foot ☐

**Funding Source (s):**.....

Sl. No	Name of Official	Designation	Position Level	Remarks

The official (s) is/are instructed to claim the travel entitlements strictly as per this order accordance to the prevailing travel rules.

**Name, Sign & Seal**

**Head of Budgetary Body/Agency/Controlling Officer**

**Copy to:**

1. Controlling Officer of the individual
2. Individual Concerned