



དབལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN
LHUNTSE DZONGKHAG ADMINISTRATION
 རྫོང་ཁག་བདག་སྐྱོང་། ལྷན་གྲུབ་རིན་ཆེན་ཚེའི་རྫོང་།



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