CDA/IAS – 07/ 2018-2019/ 25.09.2018

**OFFICE ORDER (SAMPLE)**

Mr/Mrs.. ..... **(Name & Designation of an Official or Committee members)** will be out of town as detailed under:

1. **Destination** :
(*need to record the name of 'specific places or offices' INSTEAD OF mentioning a 'broad place name'*
*Eg: "RCSC, ACC, RAA, GNHC" etc INSTEAD OF 'Thimphu'*)

2. **Duration** :
(*Should specify 'Start Date' and 'End Date'. For 'End Date' which can't be specified based on the work nature, 'rationales for not having an End Date' should be clearly recorded* )

3. **Mode of transport** :
(*Should specify whether the tour was made on 'Private Vehicle' or 'Pool Vehicle'.*)

4. **Travel Budget to be booked** :
(*Travel Budget to be booked need to be specified for a better sector coordination programme* )

5. **Travel purpose** :

(*'**Detailed purposes or objectives**' in the particular place or offices need to be specified to have a better rationales on ones work load INSTEAD of '**General Purpose**' as reflected in the past office orders)*

(Name of an Authorizing Official)
**Designation of an Authorizing Official**

**CC for kind information (Chhukha Dzongkhag Administration):**
1. Dasho Dzongdag/ Dahsho Dzongrab
2. Sr. Finance Officer
3. Human Resource Officer
4. Person Concerned