



ལོ་ནམ་དང་ནགས་ཚལ་ལྷན་ཁག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture and Forests
Tashichhodzong
Thimphu:Bhutan



Ref. no.

Dated:

OFFICE ORDER

The undersigned will be away to attend(mention meeting/conference, etc) in(mention place name, etc) from.....to(mention date) for duration of(mention nos. of days). During my absence, Mr/Dr.....(mention Position Title), EID No.....Division, Department, will officiate till I resume office.

(.....)

Position title

Copy to:

1. Hon'ble Minister, MoAF for kind appraisal.
2. Director General, BAFRA for information.
3. Director General, CORRB for information.
4. Director General, DoFPS for information.
5. Offtng. Director, DoA for information.
6. Director, DAMC for information.
7. Programme Director, NBC for information.
8. Programme Director, ICS for information.
9. Chief Administrative Officer, AFD for information.
10. Offtng. Chief Planning Officer, PPD for information.
11. Chief HR Officer, HRD for information.