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BHUTAN POSTAL CORPORATION LIMITED

BP(C)/05/MD/CEO/2024- 633

June 19 2024

The Officiating Chief HR Officer

Ministry of Infrastructure & Transport (MoIT)
Royal Government of Bhutan
Thimphu: 11001

Subject: Funding support to attend UPU's POC Standing Group Session

Sir,

Bhutan Post is pleased to provide funding support for Dasho Phuntsho Tobgay, Secretary of MoIT, who is concurrently the Chairman Board of Directors for Bhutan Postal Corporation Limited as follows:

- Air tickets for both ways via the most direct and economic route including mode/class entitlements as provisioned for Government Secretary or Equivalent Post.
- 90% DA advance as per Bhutan Post Service Rule and Regulation- 2020 at the rate prescribed by RGoB.
- Reimbursement of incidental expenses upon the submission of original receipts.
- VISA processing fee will be reimbursed upon submission of original receipts.

The Ministry of Infrastructure & Transport (MoIT) is therefore requested to kindly process and procure air tickets expeditiously for Dasho following proper procurement norms and submit all originals to Bhutan Post who will make the payment-based recommendation received from MoIT.

This has reference to the letter of award - MoIT/HRD/20/2024/638, dated 18 June 2024 received via email dated 19 June 2024 from the Officiating Chief HRO, MoIT. Yours sincerely,

(Karma Nidup)

Chief Executive Officer

Copy to:

1. The Chairman, Board of Director, Bhutan Postal Corporation Limited, C/o: Dasho Secretary, MoIT for your kind information.
2. The Board of Directors, Bhutan Postal Corporation Limited for your kind information.
3. The Head AHRD, Bhutan Post for necessarily follow up action
4. The Company Secretary for information
5. The Guard file for record.



G.P.O. Building, Chenglam, Thimphu-11001, Bhutan
PABX: 02 322281, 02 77190173, Customer Care: 02 334444, Hotliner: 1290, Fax: 02 337205
Email: customer@bhutanpost.bt
www.bhutanpost.bt

