

## **Tour Proposal Procedure**

1. All sectors heads and staff (through their respective sector heads) must submit their tour proposal in the prescribed format.
2. All tour proposal for the following week must be submitted to the Head of the agency every Wednesday for approval.
3. Get the approved proposals dispatched and then forward to the head of AFD.
4. The AFD head will work on the proposals by clubbing and arranging pool vehicles and the dates in consultation with the sector heads.
5. The AFD head will accordingly inform the sector heads with the tour schedule for the following week by Thursday.
6. The individuals and the sector heads will accordingly submit their tour authorization in eDATs by Friday. The dispatch number of the tour proposal will serve as the office order number in eDATs for tours inside the Dzongkhag. HR section will issue relieving order for tours outside the Dzongkhag based on the approval from the Head of agency.
7. Then the tour shall be performed as per the schedule prescribed by AFD.
8. No tours shall be scheduled on beautification and zero waste hour day.
9. The above procedures will apply to all the staff in the Dzongkhag including the field staff.
10. No ad-hoc tour proposal will be entertained except on emergencies with a verbal/written approval from the head of agency.
11. Detail tour report and pictorial evidence must be maintained/uploaded in the system for future reference. Travel allowance claim may be submitted in the eDATs.
12. Travel approved as work charge should select interim authority and submit to concern approving authority by inserting the CID Number in Edats.
13. Once tour form is approved for OBC 11.01 by the head of agency. The sector heads travel can proposed travel using organization authority, thereafter the authorization and claim will be and approve by Dasho Dzongrab and respective approving officer mapped as per the eDATs.