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FINANCE MINISTER

དངུལ་རྩིས་སྒྲོན་པོ།  
ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG  
THIMPHU



MoF/DNP/PPD/Notification/2021/678

20<sup>th</sup> February, 2021

**NOTIFICATION**

**Subject: Revised Guidelines on Standard Rates for Food & Lodging and Hiring of Vehicles for official travel and in-country trainings**

The Ministry of Finance, in keeping with the approval of the 85<sup>th</sup> Session of Third Lhengye Zhungtshog dated 17<sup>th</sup> February, 2021 would like to notify the revised Guidelines on Standard Rates for Food & Lodging, and Hiring of Vehicles as follows:

1. The rates for hire of hotel and vehicle have been revised as indicated in the Guidelines attached;
2. Official travels other than workshops, conferences/meetings, trainings or retreats etc shall not be required to follow the Guidelines;
3. Officials attending workshops, conferences/meetings, in-house trainings or retreats etc from within the same place of posting need not use the hotel for lodging purposes;
4. Officials coming from beyond the place of posting and other Dzongkhags shall be mandated to use the hotel. However, officials who opt not to use the hotel for lodging purposes shall be entitled to 50% of the DA;
5. Officials participating in In-country trainings approved by the respective HRC and who opt not to use the hotel for lodging purposes shall be entitled to 50% of the DSA;
6. All Officials participating in virtual In-country trainings approved by the respective HRC shall be entitled to 50% of the DSA;
7. Hotels shall register with the respective Dzongkhags Focal Officers (FORM II) as per the list attached and registration of vehicles (FORM I) with DNP at: [tsheringyangzom1@mof.gov.bt](mailto:tsheringyangzom1@mof.gov.bt)



དངུལ་ཅིས་ལྷན་ཁག།  
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THIMPHU



This Notification on the revised rates shall come into effect from 20 February 2021. For further clarification kindly email at: [karmaw@mof.gov.bt](mailto:karmaw@mof.gov.bt) or contact 336962.

This is in continuation to the Notification No.DNB/Rules.1/2020-21/231 dated 29 December 2020 regarding Daily Allowances/Daily Subsistence Allowance & Leave Travel Concession,

  
Namgay Tshering

Copy to:

1. Dasho Zimpon, Office of the Gyalpoi Zimpon, Thimphu.
2. The Hon'ble Prime Minister, Gyalyong Tshokhang, Thimphu.
3. The Auditor General, Royal Audit Authority, Thimphu.
4. The Chairperson, RCSC, Thimphu.
5. All Constitutional Bodies, Government Secretaries, Heads of Autonomous Agencies, Dzongkhags, Thrompons and Gups.





***Guidelines on Standard Rates  
for Food & Lodging, and Hiring of Vehicles  
for Official travel and in-country trainings***

**Department of National Properties  
Ministry of Finance  
February 2021**



## **Guidelines on Standard Rates for Food & Lodging, and Hiring of Vehicles for Official travel and in-country trainings**

### **1. Objectives:**

- Set a standard rate for hiring of hotel and transportation services.
- Provide an equal opportunity to host meetings/conferences/trainings or official gatherings for government agencies.
- Provide income to hoteliers and hiring agents.

### **2. Application:**

This Guidelines shall:

- apply to all Budgetary Bodies and participating hotels and hiring agents.
- be piloted for six months and reviewed accordingly.
- not apply to civil servants participating in events hosted and sponsored by the International Organizations in Bhutan.

### **3. Department of National Properties:**

The Department of National Properties shall

- Regularly update the registered hotels list and circulate to all Government Agencies.
- Instantly communicate with the requesting agencies.

### **4. Dzongkhags:**

The Dzongkhags shall be responsible:

- Assessing the infrastructure of the hotels.
- Allocating the requested hotels on a rotational basis in the most fair and equitable manner by directly liaising with the requesting agency (ics).
- Facilitating and resolve issues faced by the public servants when availing the facilities in the respective Dzongkhags.
- Appointing a focal person from their Dzongkhag for effective implementation.

### **5. Hotels:**

Participating Hotels offering the Government Standard Rates and with the required facilities shall:

- Register with the DNP through their respective Dzongkhags in prescribed format - **Form II** to offer the accommodation as per the prescribed rates.
- Provide rooms (double or single occupancy) as per the requirement of the government agency.



- make available a meeting hall(s) based on the number of participants.
- have documentation facilities like photocopying and printing.
- have reliable internet connection to cater all participants.
- Maintain the highest standards of cleanliness of all the rooms including changing the used linens.
- Provide food and refreshment as per the agreed menu. However, Standard Rates for Day Meeting across all Dzongkhags/Thromdes shall not be applicable as given in the serial 10.
- Disinfect all the rooms and surroundings a day before the arrival of participants.
- Directly submit the invoice to the government agency which availed the service.
- Set ready staff and rooms a day before arrival of participants.
- Provide details of contact staff and mobile number.

#### 6. Hiring of buses/vehicles:

Participating Travels Agents/ Tour Operators / individuals (as per Registration Certificate) accepting the Government Standard Rates for hiring of vehicles shall:

- Register as per the prescribed format-**FORM I** with DNP.
- Provide the services as per the required terms and conditions mentioned along with the Format.
- Provide details of contact staff with mobile number

#### 7. Government Agencies:

Government agencies conducting meetings, conferences, in-country trainings, retreat etc for official purpose outside their work location shall:

- Directly submit a plan to the Dzongkhag to conduct a workshop/conference, in-country trainings, retreat etc.
- Hire vehicles for transportation of officials as per the vehicle details provided by DNP by direct negotiation with the hiring agent other than rates.
- Management may review the cost benefit and then decide whether to hire a vehicle or permit the use of a private vehicle on mileage for lone official travel.
- Make the Payment directly to the service providers as per the agreed rates.
- Submit information report on the services availed to DNP after every meeting, conference, retreat etc
- Officials attending workshops, conferences/meetings, training or retreats etc shall use the hotels registered as per this Guidelines.
- Officials attending workshops, conferences/meetings, in-house training or retreats etc from within the same place of posting need not use the hotel for lodging purposes.



- Officials coming from beyond the place of posting and other Dzongkhags shall be mandated to use the hotel. However, officials who opt not to use the hotel for lodging purposes shall be entitled to 50% of the DA.
- Officials participating in In-country training approved by the respective HRC and who opt not to use the hotel for lodging purpose shall be entitled to 50% of the DSA.
- All Officials participating in In-country training approved by the respective HRC and conducted virtually shall be entitled to 50% of the DSA.
- Official travels other than for workshops, conferences/meetings, training or retreats are not required to follow the Guidelines.

#### 8. Standard Rates for Food and Lodge:

Hotel Standard	Rate per head (Food)	Rate Per head (Room)	Total	Conference (Per Day)
Budget Hotel	Nu.600	Nu.700	Nu.1,300	Nu.2,500
3 Star and Above	Nu.850	Nu.1,200	Nu.2,050	Nu.4,500

#### Note:

- A. Food includes-breakfast, lunch, dinner with two times refreshment, mineral water to be served as per the agreed menu.
- B. Conference hall charges include hall, ICT equipment, internet and any other items required.

#### 9. Hiring Rates for Vehicles:

Type	Approved Rate per KM (Nu.)	Halt charges per day (Nu.)
Coaster Bus with 19 Seats	30	1,500.00
Coaster Bus with 22 Seats	40	2,000.00
Hiace bus/SUV/Utilities	22	1,100.00



**10. Standard Rates for Day Meeting across all Dzongkhags/Thromdes**

<b>Hotel Type</b>	<b>Rate per Head (Food &amp; Refreshment)</b>	<b>Conference Hall Charges per Day</b>
Budget	Nu.500.00	Nu.3,000.00
3 Star Hotel	Nu.700.00	Nu.5,000.00
4 Star Hotel and above	Nu.950.00	Nu.6,500.00

**11. Effective Date: From 20th January, 2021**

**2. Forms :**

<b>Form #</b>	<b>Form Name</b>	<b>To be Submitted By:</b>
Form I	Vehicle Registration Form	Vehicle Owners
Form II	Hotel Registration Form	Hoteliers





## FORM I - Vehicle Registration Details

Name of Owner (As per Registration Certificate) :

Tax Payer Number :

Contact Person :

Contact Number :

### Qualification for registration of hiring vehicle must have:

1. Registration to be done in the name of Vehicle Owner as per the Vehicle ownership registration Certificate..
2. Valid full insurance (comprehensive) of the vehicle.
3. Valid road worthiness certificate issued by RSTA (in good mechanical condition).
4. Maintained neat and clean.
5. Registration not earlier than 2015.
6. Drivers must be free of any drinking habitual or drugs.
7. Immediate replacement (same model) in case of a breakdown from the time the agent is notified within 12 Hours.

The undersigned would like to offer the above vehicles for hire as per the Government Approved Rates.

Name and Signature

Date :

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**FORM II- Hotel Registration Form****Name of the Hotel :****Taxpayer Number :****Location :****Dzongkhag :****Contact Person and Number :**

Sl No.	Type of Room	No of Rooms	Remarks
1	Standard	12	
2	Delux	5	
3	Suite	1	

**Other Services, if any :**

- 1.
- 2.

The undersigned would like to register my Hotel with the details provided above for providing Food and Lodge at the Government Approved Standard Rates.

**Name and Signature****Date :**



## **Food Menu**

### **Breakfast**

- ❖ Fried rice/Puri with ezay or any vegetable mixed.
- ❖ Tea/coffee
- ❖ Juice
- ❖ Boiled eggs
- ❖ Mineral water

### **Lunch**

- ❖ Rice/Naan/Noodles
- ❖ Two vegetable items
- ❖ One meat item
- ❖ Mixed Salad,
- ❖ Fruits
- ❖ Mineral water

### **Dinner**

- ❖ Rice/Naan/Noodles
- ❖ Two vegetable items
- ❖ One meat item
- ❖ Mixed salad
- ❖ Fruits
- ❖ Mineral water

### **Morning and Evening Refreshments**

- ❖ Tea/coffee
- ❖ Two snacks items
- ❖ Mineral water

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