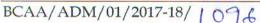


## यर्-रूप-रेट-त्रकीर-एड्नम-इष-प्रवा र्टनम-स्य-एड्नम-पर्विग्राषु-यपु-भाषप-एर्ग्नम-रेनट-एर्ड्न्य-।

BHUTAN CIVIL AVIATION AUTHORITY
Ministry of Information & Communications

Royal Government of Bhutan

Paro: Bhutan





4th January 2018

## Office Order

Based on office order No. RCSC/HRMD/Transfer/1/22017/2122 dated 11<sup>th</sup> December 2017 of the Royal Civil Service Commission, Mr. Mindu Wangdi, Administrative Officer has joined BCAA on the 1<sup>st</sup> January 2018, forenoon. Mr Mindu shall take the charges as head of Administration Section/Division of BCAA from Ms Dawa Yangchen, Legal Officer / Interim Adm Head, with immediate effect.

In addition to his normal responsibility, Mr. Mindu Wangdi, shall also take up additional responsibility as Human Recourses Officer of BCAA till such time a dedicated HR Officer is made available to BCAA.

Therefore, all the staff of BCAA, including local staff attached to COSCAP-SA, shall contact him for all administrative related matters while rendering full support and cooperation. Where the matter pertains to availing "Leave", the officials of the two Technical Divisions and COSCAP-SA shall route their applications through their respective supervisors while the staff under Administration Division shall route through the Administrative Officer for approval.

Wangdi Gyaltshen Director General

Copy to:

- 1. The Hon'ble Secretary, MoIC for kind information.
- 2. The Chief HR Officer, RCSC for kind information.
- 3. The Chief HRO, MoIC for information and necessary action.
- 4. Mr. Mindu Wangdi Administrative Officer BCAA for necessary action.
- 5. Mr. Pema Tashi, Chief ANAD to handover charges of pool vehicle In-charge to him.
- 6. Ms. Dawa Yangchen, Legal Officer to handover the charges of Adm Officer.
- 7. Mr. Dema Wangdi PEL Officer to handover the charges of HRO.
- 8. All the staff of BCAA through group email.