



འབྲུག་གི་པའི་མཐའ་འབྲུག་དབང་འཛིན།  
བད་དོན་དང་བརྒྱུད་འབྲུག་ལྷན་ཁག། དབུ་ཕྱོད་འབྲུག་གཞུང་།  
BHUTAN CIVIL AVIATION AUTHORITY  
Ministry of Information & Communications  
Royal Government of Bhutan  
Paro : Bhutan



BCAA/ADM/01/2017-18/ 1096


4<sup>th</sup> 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 Gyaltsen  
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.