



དཔལ་ལྷན་འབྲུག་གཞུང་།
དར་དཀར་ན་རྫོང་ཁག་བདག་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
Dzongkhag Administration, Dagana

HR-01/2026-2025/4197

06 April, 2026

Notification

Pursuant to Executive Order no. **C-2/2026/1146** dated 2 April 2026, and the subsequent "**Guideline for Fossil Fuel Use Minimization (Walk-to-Work & Remote Working) for Public Sector Employees,**" the Dzongkhag Administration would like to notify all public servants and Local Government officials under Dagana Dzongkhag regarding the activation of the Walk-to-Office mode. To ensure its smooth implementation, the following terms and conditions shall be enforced with immediate effect:

1. Walk-to-Office

- a) Employees residing within one hour walking distance (one-way) between the office and their residence should walk to and from work.
- b) Given the walkable distance between the office and residents in most of the areas in the Dzongkhag, the working time (9 am to 5 pm) remains unchanged.
- c) Employees must prioritise walking when attending meetings or work sites at nearby venues where it is feasible and safe.
- d) The Human Resource Section shall compile the list of employees who are residing beyond one hour's working distance and assess the requirement for flexibility of working time or remote working modality.

Exceptions

- a) Employees residing beyond a one-hour walking distance, if necessary.
- b) Employees with mobility difficulties due to disabilities, illnesses, temporary injuries, etc.
- c) Expectant and breastfeeding mothers.
- d) Periods of unsafe weather or hazardous route conditions.
- e) Use of electric vehicles and cycles.

5. General Travel

- a) Vehicle usage should be minimised by prioritising essential movements and eliminating non-critical travels.
- b) In instances where multiple officials are travelling to the same destination or along the same route, employees must carpool.
- c) Head of Agency/travel approving authorities are responsible for exercising the utmost prudence in approving employees within their authority. Travel should be authorised



དཔལ་ལྷན་འབྲུག་གཞུང་།
དར་དཀར་ན་རྫོང་ཁག་བདག་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
Dzongkhag Administration, Dagana

only when it is clearly demonstrated that physical presence is required for effective public service delivery.

- d) All meetings, workshops, and consultations should be conducted via virtual platforms whenever feasible.
- e) Parents are encouraged to restrict the pick-up and drop-off of children only to day care centres, Early Child Care and Development, and classes PP to III, if needed.

6. Remote Working

Remote Working mode shall be facilitated by the head of the agency as deemed feasible.

For any clarification, please contact the Human Resource Officer at ugyent@dagana.gov.bt or 77695449.

A handwritten signature in black ink, appearing to read 'Tashi Tobgay'.

(Tashi Tobgay)

Dzongdag