

**MINISTRY OF HOME AND CULTURAL AFFAIRS  
TASHI CHHODZONG**

**Form I:** Movement of Department Heads for Tour / Meeting / Conference / Training / Workshop etc.

<b>Ref. No:</b>	<b>Date:</b>
<b>NOTE-SHEET</b>	
<b>Department:</b>	
<b>Date (from-till):</b>	
<b>Purpose:</b>	
<b>Submitted by:</b>	
(Signature of Dept Head)	
<i>Name of the Officiating Department Head:</i>	
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<b><u>Hon'ble Secretary, MOHCA</u></b>	

**Note:** A copy of the Note-Sheet is to be sent to HRD, Directorate Services so that it is shared with the Hon'ble Home Minister on the same day, either in person or via email.