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Ministry of Information & Communications
Royal Government of Bhutan
Thimphu: Bhutan



MoIC/HRD-2019/Notification/ ༤༩༦

7th November 2019

Internal Notification for Visa Clearance processing

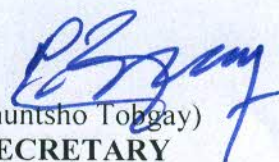
It has been observed that the ICT/Telecommunication/Media Industry and similar Agencies are making requests to the ministry for visa clearance/recommendation/endorsement required for bringing in experts/consultants, often at very short notice. There have also been instances in the past where recommendations for gratis visas have been abused by some applicants. To ensure proper accountability and vetting of the applications, the Ministry is adopting a procedure to streamline the process.

All the Departments and Divisions under MoIC are in this respect, to follow the procedure outlined below for visa clearance and processing:

1. Forwarding letter for visa to be routed through the Head of Department/Agency from where the visa request is originating with details of applicants;
2. A program schedule where relevant to be attached.
3. A duly signed Letter of Undertaking from Head of the originating agency including visa recommendation letter;
4. CV's of the consultants/expert etc to be attached for reference;
5. Necessary vetting process to be completed by the respective Departments;
6. Concerned Department to put up Note with recommendation to Secretary for approval;
7. Concerned Department to draft letter to be signed by Secretary for forwarding to DoI, MoHCA.

Further, visa application process for hosting International Conferences/Seminars in Bhutan/including participation in trade promotion events etc, shall be as per the Executive order C-2-39-320 dated 30th October, 2019 issued by the Hon'ble Prime Minister.

This system is being adopted to ensure that the visa facility is not misused and also to fix accountability on the applicant and for oversight of the relevant department under MoIC on the matter. *(Form 1 can be downloaded from the MoIC website under downloads)*


(Phuntsho Tobgay)
SECRETARY