

| INTERNAL SOP on Walk-to-Work and Remote Work Guideline (MoF) | | |
|---|--|---|
| Feature | Details | Remarks |
| Context | Issued in line with Executive Order No C-2/2026/1146 to alleviate the burden on the national exchequer and promote prudent use of public resources. | |
| Primary Objectives | 1. Substantially reduce fossil fuel-based transport use. 2. Establish digital/virtual alternatives as the administrative default. 3. Ensure uncompromised service outcomes. | |
| Included Agencies | All Public Sector Agencies (Ministries, Constitutional bodies, Local Governments, SOEs, Financial Institutions, etc.). | |
| Excluded Entities | Hospitals, schools (MoESD to issue separate directives), and other onsite critical utilities/services. | |
| Operating Principles | 1. Walking; 2. Remote Work; 3. Virtual Meetings; 4. Electric Vehicles (EVs); 5. Pooled transport. | The Operating principles will depend on Situation Level and directives of PMO and RCSC. |
| 1. Situation Level Interventions | | |
| These interventions are scaled based on the severity of the fuel situation. | | |
| Situation Level | Mobility & Remote Work Measures | Other Measures |
| Level 1 (Preventive) | <ul style="list-style-type: none"> Walk to office if within a 1-hour distance. Remote work for those beyond 1 hour and for vulnerable groups (pregnant/differently-abled). | <ul style="list-style-type: none"> Restrict government vehicles to critical needs only. Default to virtual workshops/meetings. Establish service contact points. |
| Level 2 (Partial Disruption) | <ul style="list-style-type: none"> Continue Level 1 measures. Further rationalize car use for essential services. | <ul style="list-style-type: none"> No movement of government vehicles except for essential services. Activate the Help Desk. |
| Level 3 (Total Disruption) | <ul style="list-style-type: none"> Continue previous interventions. Dedicate electric cars for essential services. | <ul style="list-style-type: none"> Only essential travel is permitted. |
| ----- | | |
| ----- | | |
| 2. Operational Guidelines for Our Ministry | | |
| The following Standard Operating Procedures (SOPs) based on the guidelines of RCSC shall apply | | |
| Situation Level | Interventions | Key Requirements |
| Level 1 (Preventive) Risk Signals with increase in Fuel Price | Walk-to-Work First | <ul style="list-style-type: none"> Applies to staff within 1-hour walking distance (one-way). To facilitate this flexible arrival time shall be permitted up to 10:00 AM. Similarly, early departure from 4:00 PM onwards shall be allowed. |
| | Remote Work Delivery | <ul style="list-style-type: none"> Applies to staffs residing beyond 1 hour of walking distance from the workplace (one way) & for pregnant women/feeding mothers/differently abled. Shift from attendance-based to task-and-outcome-based performance. (Respective Offices shall have the discretion to implement this if necessary) Prioritize public transport. Requires daily check-ins, consistent online presence, and self-accountability. |
| | Communication SOP | <ul style="list-style-type: none"> All the Head of Divisions/RRCOs/Clusters shall be the contact point for services and grievance redressal required within their Divisions/RRCOs/Clusters. Publish internal communication channels if necessary within the respective Divisions/RRCOs/Clusters. |
| | Staff Welfare & Exceptions | <ul style="list-style-type: none"> Walking expectations shall be suspended during unsafe weather, poor visibility, public safety alerts, or hazardous route conditions. Does not apply to staff with disability, temporary injury, chronic illness-related mobility limitations, or age-related difficulties. Staff with caregiving responsibilities including school and daycare drop-off or pick-up obligations. Pregnant and breast feeding mothers. |

| | | |
|--|-------------------------|--|
| Level 2 (Partial Disruption) Fuel Ration | Risk & Continuity | <ul style="list-style-type: none"> Continue with above interventions. Mitigation of coordination gaps. |
| | Rationalization | <ul style="list-style-type: none"> Use of cars for essential services to be further rationalised. Rationalise staff mobility for essential Service. No movement of government vehicles other than for essential. |
| | Activate Help Desk | <ul style="list-style-type: none"> Appoint focal persons responsible for responding to queries and addressing grievances in a timely manner within the Offices. Grievance cases beyond the capacity of the focal person may be forwarded to the Go-To person and Alternate Go-To person of the Ministry. |
| | Any other Interventions | <ul style="list-style-type: none"> Any other interventions as directed by the Government and RCSC. |
| Level 3 (Total Disruption) Fuel available only for essentials | Risk & Continuity | <ul style="list-style-type: none"> Continue with above interventions. Mitigation of coordination gaps. |
| | Travel Restriction | <ul style="list-style-type: none"> Only essential travel allowed |
| | Electric Option | <ul style="list-style-type: none"> Dedicate electric cars for essential services. |
| | Any other Interventions | <ul style="list-style-type: none"> Any other interventions as directed by the Government and RCSC. |

*****Remote work shall not apply to officials engaged in in-person service delivery. Nevertheless, flexible working hours may be arranged to support them. Offices providing such services may establish internal guidelines and formally notify service recipients accordingly.**

*****Take leave when attending to personal work; the provision of remote working shall not be misused.**

| | | |
|-------|--|--|
| ----- | | |
| ----- | | |

3. Travel Restrictions and Specialized Transport

All non-essential domestic and international official travel is hereby restricted. Travel may only be authorised where:

| Category | Policy Directive | Details |
|----------------------------|--|--|
| STT-Incountry | Workshops, seminars, consultations, conferences, and routine coordination events shall default to virtual participation. | If within walking distance, employees are directed to walk to venues if not it shall default to virtual participation. |
| Non-Essential Travel | Restricted unless mandated by law, emergency, or critical in-person negotiations. | |
| Critical Service Transport | Departments/Offices may explore shared transport (pooled cars) for indispensable personnel (e.g., shift workers, field teams) or for regular duties. | If not prioritize public transport. |
| Vehicle Priority | Electric vehicles (EVs) must be prioritized; agencies should dedicate their own EVs or hire private ones where permitted. | |
| ----- | | |
| ----- | | |

4. Roles and Responsibility Matrix

This matrix defines accountability at the HQ, Departmental, and individual levels.

| Stakeholder | Responsibilities | Details |
|--------------|--|---|
| Head Quarter | Issue SOPs, monitor implementation, and establish service contact points. | All the Head of Divisions/RRCOs/Clusters shall be the contact point for services required within their Divisions/RRCOs/Clusters. |
| Department | <ul style="list-style-type: none"> Assign remote tasks where applicable. Execute the SOP as deemed appropriate within the respective organizational setting. Activate helpdesks. Maintain online attendance reports if necessary. <p>-Submit an action taken report within first week of receipt of formal directives to HRD.</p> | <p>Departments/Offices shall have the autonomy and responsibility to execute the SOP as context specific to respective organizational setting.</p> <p>All action taken reports must be submitted within first week of formal receipt of directives and as in when necessary to HRD.</p> |

| | | |
|--|---|---|
| Employee | Fulfill reporting requirements, remain reachable during hours, follow security rules, and practice self-accountability. | |
| ----- | | |
| 5. Administration and Compliance | | |
| Final details regarding the enforcement of the guideline. | | |
| Element | Provision | Contact |
| Misuse & Integrity | Flexibility is grounded in trust; misuse may result in administrative action. | 1. Go-To Person (77651778 or kdem@mof.gov.bt) 2. Alternate Go-To Person (17992158 or karmawangchuk@mof.gov.bt) |
| Public Duty | Personnel are called to discharge this directive as a moral responsibility for the national good. | RBP-113 Ambulance-112 Disaster Communication Help Unit-999 |
| Effective Date | This SOP is in force with immediate effect for all employees under the direct purview of the Ministry. | Please feel free to contact hrd@mof.gov.bt during office hours. |

“Every kilometer shared is fuel saved, every step walked is money earned — together we drive a stronger economy.”