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ROYAL GOVERNMENT OF BHUTAN

DZONGKHAG ADMINISTRATION, PARO



རིན་ལྷན་རྫོང་སྤྱི་ཚོལ་།

Rinpung Dzong

STANDARD OPERATING PROCEDURE (SOP) For Implementation of Walk-to-Work Initiative To Minimize Use of Fossil Fuel-Based Transportation

1. Purpose

This SOP establishes procedures and modalities for implementing the **Walk-to-Work Initiative** aimed at reducing the use of fossil fuel-based vehicles, promoting sustainable commuting practices, and ensuring uninterrupted public service delivery.

2. Scope

This SOP shall apply to:

- All civil servants under Dzongkhag Administration and Gewog Administrations
- All sectors, except those explicitly exempted under Section 3

3. Exemptions

The following categories of employees are exempted due to the critical nature of their services:

- Education Sector personnel (schools and institutions)
- Health Sector personnel (hospitals, BHUs, and outreach clinics)
- Technical personnel including engineers, technicians, and municipal staff engaged in essential and emergency services

Sector Heads shall clearly identify and maintain a list of exempted staff.

4. Walk-to-Work Requirement

- All civil servants residing within **one hour walking distance** from their workplace shall mandatorily walk to and from work.



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- Sector Heads, Gewog Adm. Officers, Gewog Extension Supervisors are required to lead by example and strictly comply where applicable.
- All officials shall:
 - Minimize non-essential travel within and outside the Dzongkhag; and
 - Prioritize virtual meetings and engagements wherever feasible.

5. Flexible Working Hours

To facilitate walking:

- **Morning Reporting Time:** 9:30 AM – 9:45 AM
- **Office Closing Time:** 4:30 PM

Supervisors shall ensure flexibility is applied without affecting operational efficiency.

6. Modality for Employees Residing Beyond One Hour

Each sector shall develop a **mini-SOP** covering the following:

6.1 Transport Optimization Measures

- Promote **carpooling arrangements** among staff
- Encourage use of **public transport where available**
- Introduce **drop-off points** to reduce travel distance

6.2 Work Arrangement Measures

- Implement **staggered reporting time** where necessary
- Allow **partial remote working** (subject to approval and feasibility)
- Prioritize physical presence only for essential duties

6.3 Monitoring Mechanism

- Maintain a **record of staff commuting modes**
- Ensure fairness and transparency in transport arrangements



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7. Service Delivery Assurance

- All sectors shall ensure that **public services are not disrupted, delayed, or compromised** under any circumstances.
- Sector Heads shall:
 - Adjust internal workflows accordingly
 - Ensure adequate staffing during office hours
 - Monitor service delivery timelines

8. Roles and Responsibilities

8.1 Sector Heads

- Enforce implementation of this SOP
- Monitor compliance and address challenges
- Submit periodic updates to the Administration

8.2 Gewog Administrative Officers

- Ensure implementation at Gewog level
- Facilitate coordination among staff

8.3 Individual Employees

- Comply with the Walk-to-Work requirement
- Cooperate with sector arrangements
- Maintain punctuality and productivity

9. Compliance and Reporting

- Sector Heads shall conduct **weekly monitoring** of compliance
- Non-compliance without valid justification may be addressed administratively
- Reports may include:
 - Number of employees walking to work
 - Exceptions granted
 - Issues and mitigation measures



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10. Effective Date

This SOP shall come into effect **immediately upon issuance** and shall remain in force until further notice.

11. Review and Adjustment

The Dzongkhag Administration may review and revise this SOP based on implementation experience and emerging requirements.