



འབྲུག་གི་རྒྱལ་ཡོངས་ཚོགས་འདུ།
NATIONAL ASSEMBLY OF BHUTAN



NAB/Adm-9/20____/
Date:

**The Secretary General
National Assembly Secretariat
Gyelyong Tshogkhang
Langjophakha, Thimphu.**

Dasho/Sir/Madam,

We have committee meeting as mentioned below:

Name of committee:

Agenda:

Venue:

Meeting Date:

Refreshment/Lunch Item: 1

2

No of heads: Refreshment serving time:

Yours sincerely

(Name & signature)

Designation

(Approved / not approved)

Secretary General

Note:

- 1. The committee Secretary shall be obtained the bill verification by the respective Committee Chairperson before submitting to the AFD for payment.*
- 2. The copy of attendance of participants should be attached during submission of bill*