



BCAA/DIR/005/1220

3rd April 2026

Bhutan Civil Aviation Authority

Standard operating procedure for minimization of fossil fuel usage

1. BCAA shall strictly comply with **Situation Level 1** measures as outlined by the RGoB for fossil fuel use minimization.
2. Staff residing within a one-hour walking distance (specifically between Bonday Suspension Bridge and NIE Bridge) shall walk to and from the office.
3. Staff residing beyond the one-hour walking radius shall practice mandatory carpooling arrangements one from upper airport and one below Bonday town.
4. Vehicles used for carpooling shall be deployed on a rotational (turn-wise) basis to ensure equitable usage.
5. All non-essential official travel shall be restricted until further notice.
6. All meetings, workshops, and consultations shall be conducted virtually using approved digital platforms.
7. Following official shall be the contact point for public service inquiry:

SL no.	Name	Division	Email ID	Contact No.
1	Mr. Karma Gayley	Air Navigation and Aerodrome Division	kgayley@bcaa.gov.bt	17833052
2	Mr. Tshering Tenzin	Flight Safety Division	ttenzin@bcaa.gov.bt	17383961

This SOP shall take effect from today and will remain in force until revised or withdrawn based on RGoB directives.

Director General