

**MINISTRY OF WORKS AND HUMAN SETTLEMENT**

**DEPARTMENT OF ROADS**

**SERVICE: APPROVAL FOR APPROACH ROAD TAKE-OFF FROM EXISTING HIGHWAYS AND ROADS**

**SERVICE ACCESS POINTS (with online web address):**

Nine Regional Offices

Regional Offices	Jurisdiction
Thimphu	Thimphu, Paro, Haa
Lobeysa	Wangdue, Punakha, Gasa
Trongsa	Trongsa, Bumthang
Lingmethang	Mongar, Lhuentse
Trashigang	Trashigang, Trashiyangtse
Samdrup Jongkhar	Samdrup Jongkhar, Pemagatshel
Phuentsholing	Chukha, Samtse
Sarpang	Sarpang, Dagana, Tsirang
Tingtibi	Zhemgang

**Note: No web facility**

**PROCEDURES TO AVAIL THE SERVICES**

Step 1:	Receiving of proposal (application) by the applicant	2 days
Step 2:	Site verification of applicant's proposal by site engineer <i>(Verify alignment, geology, slope stability, drainage, and existing road structures at the intended take-off point)</i>	15 days
Step 3:	Submit feasibility report by the site engineer to the Regional Office (RO)	6 days
Step 4	Review of feasibility report by the RO <i>(Review the report and prepare agreement)</i>	6 days
Step 5	Sign the agreement between the RO and the applicant if the applicant's proposal is approved	1 day

**TURN AROUND TIME: A month**

**FEES & PAYMENT PROCEDURE:**

No Fees charged as of now.

**CONTACT/FOCAL PERSON:**

Thimphu RO	Chador Gyeltshen	Chief Engineer	cgyeltshen@mowhs.gov.bt	17602316
Lobeysa RO	Karma Tenzin	Chief Engineer	ktenzin@mowhs.gov.bt	376010
Trongsa RO	Ugyen Dorji	Chief Engineer	ugyendorji1@mowhs.gov.bt	17164074
Lingmethang RO	Karma Rinzin	Chief Engineer	krinzin@mowhs.gov.bt	77347499
Trashigang RO	Jambay Wangchuk	Chief Engineer	jwangchuk@mowhs.gov.bt	17800177
Samdrup Jongkhar RO	Jigme Choidup	Chief Engineer	jchoedup@mowhs.gov.bt	17121511
Phuentsholing RO	Dorji Wangdi	Chief Engineer	dorjiwangdi@mowhs.gov.bt	17960176
Sarpang RO	Chet Bdr. Mongar	Chief Engineer	cbmongar@mowhs.gov.bt	17606832
Tingtibi RO	Karma Dorji	Chief Engineer	karmad@mowhs.gov.bt	17611131

**LOCATION/ADDRESS OF THE OFFICE:**