



རྒྱལ་ཡོད་འབྲུག་གཞུང་།
 ལས་འགན་ལྷན་ཁག་གི་
 རྒྱུ་ལུགས་ལྷན་ཁག་།
 ལྷོ་ཕྱོད་ལྷན་ཁག་།

ROYAL GOVERNMENT OF BHUTAN
 MINISTRY OF HEALTH
 DEPARTMENT OF PUBLIC HEALTH
 THIMPHU : BHUTAN
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OFFICE MEMORANDUM

This is to inform all concern Departments, Divisions, Programme Project, Heads and Individuals of the ministry that the AUDIO VISUAL unit, ICB under DOPH has been facing several bitter misunderstanding due to assigning informal and verbal assignments to audio visual unit for programme production for Radio & TV. Photo and video coverage for any events in the Ministry.

Therefore, to avoid further misunderstanding and to improve for better communication and also to facilitate professional services for effective Audio video activities eg like event coverage, both on still and video / producing radio an TV programme and also liaison work and corresponding with broadcasting TV and RADIO station in the country should be routed through HEAD AUDIO VIDEO UNIT.

As AV unit is only the technical unit in the ministry in regards to audio video and in mass communication, every individual should try to avail maximum technical support. Assignments for the unit should attached approved note sheet, mentioning clear budget availabilities and what programme to produce and its specifications with desired dateline for submitting the work by the AV unit.

Henceforth, AUDIO VIDEO unit and the staff will not entertain any ADHOC and verbal communication for any assignment without prior approval of the Director DOPH.

(Dr. Ugen Dophu)
DIRECTOR

CC : Department, Division, Programme, projects, Heads of the unit for kind information and necessary compliance.

IT
 for putting up on
 web. (MOH) also

29/11/2010