



དཔལ་ལྷན་འབྲུག་གཞུང་།  
བསམ་རྩེ་རྫོང་ཁག་བདག་སྐྱོང་།

ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION, SAMTSE

*"A prosperous community living in harmony with diverse culture and safe environment"*



Samdzong/Khodrup-01/2023-2024/ 2418

November 3, 2023

### Office Memo

As outstated by the in the recent Audit Observations by the Royal Audit Authority on the lack of transparency and efficiency in the procurement of Goods and Asset and also outlined in the simplified Procure Rules and Regulations 2021, to ensure efficiency and transparency in procurement of goods and assets, a robust and systematic procedure in place is essential. With the aims to streamline the system and procedure for the procurement of goods and assets with shared responsibility by all stakeholders, Dzongkhag Administration have come up with the standard operating procedure (SOP) for Good Receiving Committee (GRC), exception to consumable goods.

Therefore, all concerned are urged to strictly adhere to the SOP with immediate effect.

(Choeku Wangchuk)

**Sr. DZONGRAB**

Copy;

1. Dasho Dungpa(s) Tashichoeling and Dorokha Dungkhag for information and necessary action.
2. All Gups for information and necessary action.
3. All Sector Heads for information and necessary action.
4. All GAOs for information and necessary action.
5. Officiating Procurement Officer for necessary action.
6. Store In-charge for necessary action.

# STANDARD OPERATING PROCEDURE (SOP) FOR PROCUREMENT OF GOODS AND ASSETS

*SAMTSE DZONGKHAG, 2023*

## Objective

This Standard Operating Procedure (SOP) for procurement of goods and assets in Samtse Dzongkhag, 2023, aims to provide a transparent and efficient system that ensures the procurement of quality goods while adhering to the established guidelines and regulations

## Scope

This SOP shall apply to procurement of all the goods and assets procured through the Dzongkhag procurement section and field level institutions.

## Background

To ensure efficiency and transparency in procurement of goods and assets in the Dzongkhag, a robust and systematic procedure in place is essential, the Dzongkhag Administration aims to streamline the system and procedure for the procurement of goods and assets with shared responsibility by all stakeholders.

In doing so, moving forward, the procurement of all goods and assets, with exception to consumable goods of field office which shall be procured by concerned field level institutions, shall be centrally procured through the Dzongkhag Procurement Section in consultation with the concerned sectors. To ensure that the procured goods are of good quality and as per the requirement, Goods Receiving Committee (GRC) shall be instituted at Dzongkhag and field level for verification and assessing the goods received.

## Goods Receiving Committee

### 1. *Dzongkhag Goods Receiving Committee;*

- |  |             |
|--|-------------|
| a. Procurement Officer                   | Chairperson |
| b. Concerned Sector heads                | Member      |
| c. Finance Officer/ Concerned Accountant | Member      |
| d. Relevant Technical Sector(if any)     | Member      |
| e. Store In-charge                       | Member      |



## **2. Field Level GRC(Dungkhags/Gewogs/ Schools/Hospitals)**

Respective Institutions such as Dungkhag, Schools and Hospital shall constitute GRC headed by the head of the Institution

## **3. Field Level GRC(Primary Health Center /RNR)**

The concerned In-charges of PHC and Extension Supervisors of RNR shall be fully responsible for assessment and verification of the quality, quantity validity and specification of Goods received directly in the field from the supplier.

## **4. Terms of reference of the GRC**

- ✓ The GRC shall physically assess and verify both fixed assets and consumable goods received of its quality, validity and specification;
- ✓ The GRC, on meticulous verification of goods shall accept or reject the goods received;
- ✓ The Procurement Section shall inform the supplier on the receipt of defective/ wrong/ mismatched goods and assets for necessary action, if any;
- ✓ The GRC shall record and specify the ground for rejection so received, if at all goods is rejected;
- ✓ All GRC member shall dully verify and signed on the receipts /bills to authenticate the goods/assets are accepted;
- ✓ The Procurement section shall record accepted goods in the Government Inventory and Management System (GIMS) and provide the identification code of the goods and issue to end user within 2 days after the GRC verification;
- ✓ The receipt /bills shall be forwarded to Dzongkhag Cluster Finance Section who shall verify and proceed for the payment in line with the stipulated time as stated in the PRR, 2019;
- ✓ The field level GRC (Dungkhags/Gewogs/ Schools, Hospital and RNR) shall verify the goods and assets received and communicate its acceptance or rejection to the Dzongkhag Procurement Section through concerned sectors;
- ✓ The GRC members shall assert highest diligence to verify and assess the goods so received; and





- ✓ The GRC members shall declare conflict of interest, if any.

**5. Step by step procurement procedure:**

- ✓ Procurement Section receives requisitions from sectors
- ✓ Placement of supply order within two days from the day of receiving requisition
- ✓ Receipt of goods/assets from Supplier
- ✓ Procurement Office shall call GRC for assessment and verification of goods/assets received
- ✓ GRC members sign bills after due assessment/ verification
- ✓ Store Unit shall issue the verified goods/ assets to the end users after updating in GIMS
- ✓ Procurement Office shall approve the issued goods/assets in GIMS
- ✓ Concerned sector/ Procurement Office shall submit the bills to CFS within 5 days from the day of verification by GRC
- ✓ CFS shall verify and disburse payment within one month from the day of GRC verification

**6. Roles of Cluster Finance Section:**

The CFS shall not make any payment of the bill that are not verified by the GRC and if system generated item code is not reflected on the bill.

**7. Accountability**

The GRC and field officials shall be fully accountable for acceptance of goods without meeting the specifications, inferior quality or acceptance of bills/receipts/ challan before receiving the goods and assets.

