



དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུ་
རྒྱལ་ཁབ་འབྲུག་གཞི་རྒྱུ་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHANG ADMINISTRATION, SAMDRUP JONGKHAR

Standard Operating Procedure for sustainable management of Chadi Items

Objective/ Purpose

To streamline the efficient use of Chadi items of Dzongkhag Administration, Samdrup Jongkhar

Managements of Chadi Items

All the Chadi items in the Dzongkhag shall be taken care of by Khangnyer and Store In-Charge.

Terms and Conditions

Any agency/ sectors/ individuals requiring the Chadi item must submit a duly filled up application form (Annexure 1: Application form for use of Chadi Item)

Penalty

Any agency/ office/ individuals failing to meet the terms and conditions/ items are (damaged/ lost) shall be either refund the value of the goods or replace it to the equivalent value of the goods borrowed.

1. If other agencies want to borrow the item, they need to write an application to the Head of Agency requesting for the approval. The application should **highlight** the following;
 - a. Time period (From.....till.....)
 - b. Purpose for borrowing.
 - c. List the items to be borrowed
 - d. Duly signed by the requested person
 - e. If the borrowed items are not returned to the agency on agreed time then the borrower will be denied similar support from the administration.
 - f. The things borrowed should be returned to the agency with no damage.
2. Both the store and Khangnyer are accountable for any damage to the goods.
3. If goods are lost or misplaced, the store in-charge and khangnyer need to replace it.
4. Store-in-charge and Khangnyer shall issue goods with prior permission from HoPA/ Dasho Dzongrab/ Procurement Officer/ Culture Officer .
5. If found breaching clause no.5, administrative action will be taken against either the store-in-charge or Khangnyer.

Tel(PABX): +975-07251080, 251011, 251191, (Dasho Dzongdag) 251131 Fax: 07-251158

Website: www.samdrupjongkhar.gov.bt



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རྒྱལ་ཁབ་འདུག་རྒྱུ་། བསམ་གྲུབ་རྒྱལ་ཁབ་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHANG ADMINISTRATION, SAMDRUP JONGKHAR

Annexure 1: Application for the use of Chadi Items

Date:

The Dasho Dzongdag,
Dzongkhag Administration,
Samdrup Jongkhar 41001 Bhutan.

Subject: Application for the use of Chadi Items

Dasho,

Kindly accord approval for the use of Chadi Items of the Dzongkhag Administration as detailed below:

Purpose :

Time period : From..... To.....

#	Item	Quantity

Sincerely yours,

Signature :
Applicant Name & Designation :
Office :

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



Annexure 2: Goods Borrowed Note/ Form

Date.....

Goods Borrowed Note

Borrowers' Name:

CID no:

Purpose for borrowing;

Phone Number:

Agency:

Sl.no	Name of item	Borrowed Date	Condition	Returned Date	Condition

Borrowing;

Signature of Store-in-charge/Khangnyer

Signature of Borrower

Returning;

Signature of Borrower

Signature of Store-in-charge/ Khangnyer