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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/DNP/PPD/Notification/2021 /3015

27th December, 2021

NOTIFICATION

**Sub: Decentralization of rebates collection for Cements and High Density Polyethylene(HDPE) Pipes**

This is to notify all the Budgetary Bodies that the rebate collection for procurement of cements and HDPE Pipes is hereby decentralized to the Spending Agencies with the objectives to:

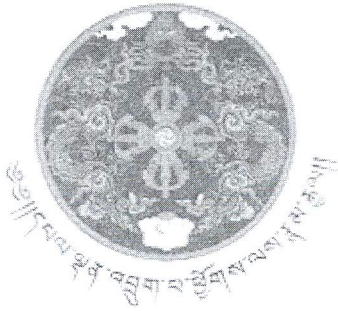
- Achieve higher rate of compliance by all procuring agencies;
- Avoid persistent problem of incomplete reports from procuring agencies;
- Plug the revenue leakage by collection at source.

In this regard, following procedures is prescribed for rebates collections:

- Every Spending Agency carrying out civil works (*either through contracts or departmental works*) which involves cement consumption and water supply works/irrigation works/plumbing works which involves consumption of HDPE pipes shall clearly specify in the specification section of bidding documents the use of Penden Cement /Lhaki Cement/Dungsam Cement and Druk Pipes/Rabten Pipes which should be lifted from the nearest sales depot.
- Each time the contractor lifts the Cement and HDPE pipes, a letter shall be issued by the Spending Agency to the depot manager specifying the price and quantity of Cement and HDPE pipes to be lifted for each consignment.
- The letter issued by the Spending Agency shall be produced by the contractor to the Depot Manager during the purchase of cement and HDPE pipes for each consignment. The Contractor shall submit the invoice copies to the Spending Agency.

THIMPHU, BHUTAN. Post Box No. 117, Ph: 322223, 322271, 322514 Fax: 32315

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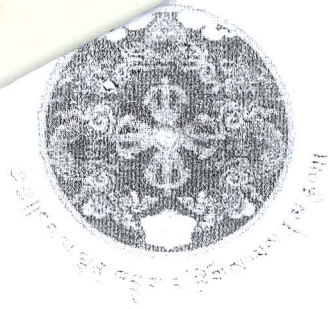


- iv. All Geog Administration and Dungkhag Administration awarding work shall submit at the end of every month a report of Cement and HDPE pipes purchased for the government construction works (*both contractual and departmentally executed*) with invoice number and dates to the Dzongkhag Administration for compilation and collection of rebates offered by the Manufacturers;
- v. All regional office<sup>1</sup>s shall submit at the end of every month a report of Cements and HDPE pipes procured by contractors or their offices to their respective Departments for compilation and rebate collection. Similarly, autonomous agencies shall submit at the end of every month a report of Cements and HDPE pipes procured by contractors or their offices to their Higher Autonomous Bodies for compilation and rebate collection. The Ministries shall compile monthly consumption of cements and HDPE pipes by their offices and collect rebates from manufacturers;
- vi. The Head of Agencies shall appoint Procurement Officer (*relevant officer in absence of procurement officer*) as focal officer for compilation and collection of rebates from the Manufacturers;
- vii. The collection of rebates from the manufacturers shall be done on a quarterly basis based on the consumption reports compiled by the agencies and deposit it into the Government Revenue Account using Revenue Administration Information Management System (RAMIS).
- viii. DNP shall circulate rebate agreements executed with the manufacturers to all rebate collecting agencies for compliance.

<sup>1</sup> Regional Offices include Regional Revenue & Customs Offices, Regional Offices, DoR, Regional Trade Offices, Regional Immigration Offices, Regional RSTA Offices, all offices under MoAF and all other Regional Offices executing government-budgeted activities

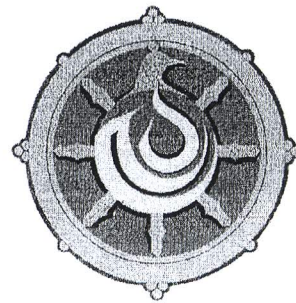
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This notification shall supersede other notifications/circulars issued earlier and is effective from 1st January, 2022. The Flow chart attached (*Annex-I*) herewith for better understanding of the report compilation flows.

For further information and clarification please contact Central Procurement and Property Management Division (CPPMD), DNP at 02-324151.

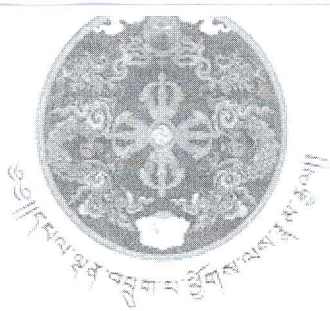
  
[Kesang Deki]

**Finance Secretary**

Copies:

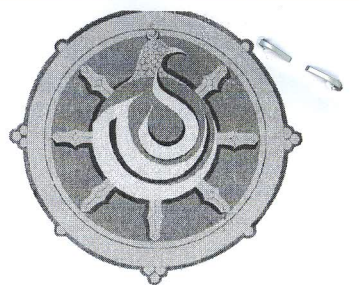
1. The Auditor General, Royal Audit Authority, Thimphu, for circulation to all the Regional Audit Office and Field Auditors.
2. All Constitutional Heads, Government Secretaries, Dzongkhags, Thrompons, Autonomous Bodies, Regional Heads, Drungpas and Gups
3. All Procurement Officers, for necessary action.

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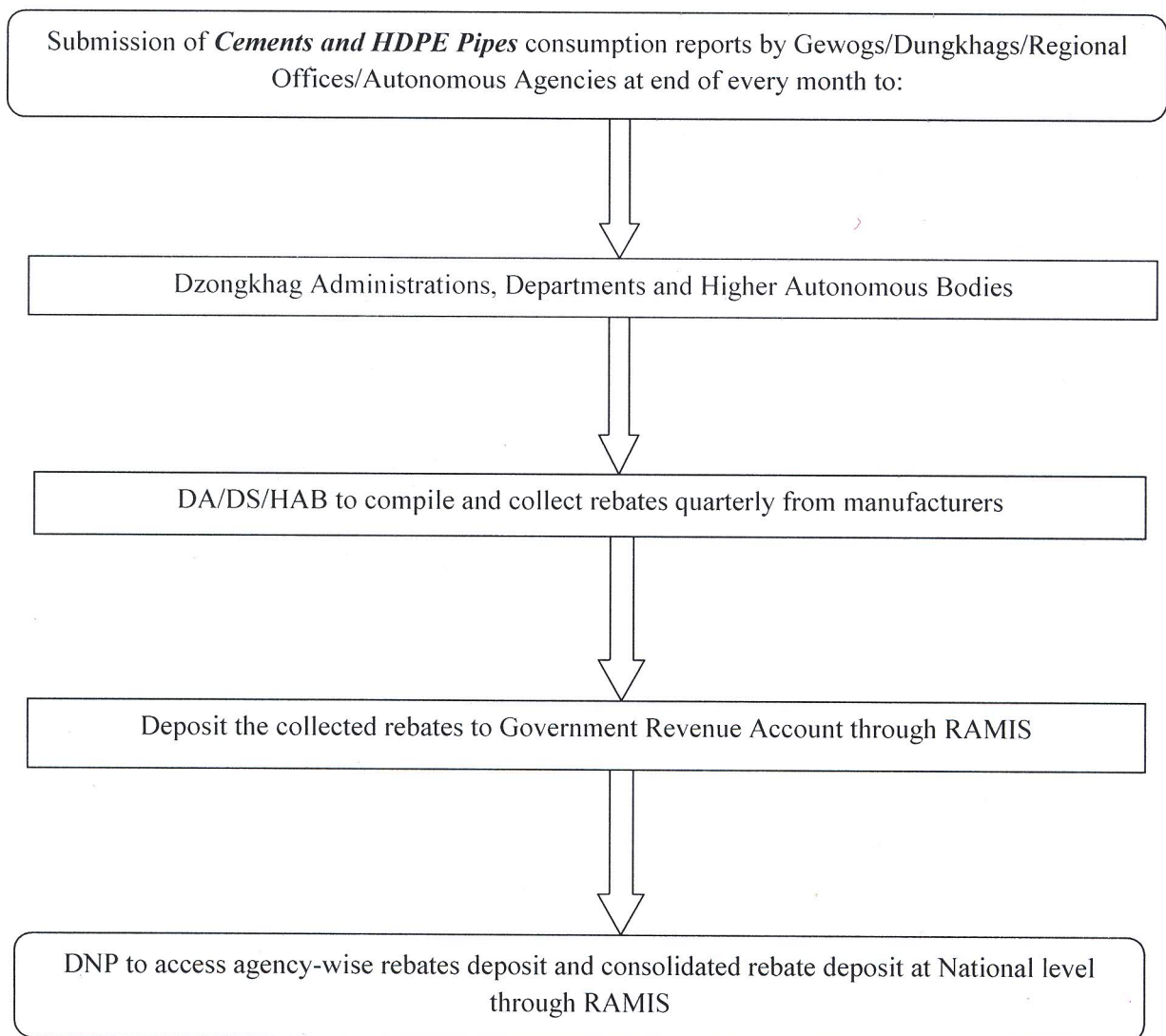
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ANNEX-I

REBATE COLLECTION PROCESS FLOW CHART



1. DA- Dzongkhag Administration; DS-Departments; HAB- Higher Autonomous Bodies
2. All Gewogs and Dungkhags shall submit to DA; All regional offices shall submit to their respective DS; All Autonomous Bodies shall submit to their respective HAB; All Ministries shall compile and collect rebates of their own Ministries