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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHO DZONG



MoF/DNP/PMDD-14/2021-22/ 795

13 December 2021

NOTIFICATION

As approved during the 180th Ministry of Finance Human Resource Committee (HRC) meeting held on 17 November 2021, the Ministry of Finance would like to notify all budgetary Bodies and Procurement Officers on the issuance of the following Documents which shall effective from the date of issuance of this notification:

1. Code of Conduct for Procurement Officers 2021

The Code of Conduct is being adopted to make the procurement profession uphold its profession with dignity and honour. Adherence to this code of conduct will promote cooperation, understanding and a sense of dedication and loyalty towards procurement professions. In all cases, a code of conduct must be an integral part of the procurement practitioner's contract and must be signed as proof that it has been read and agreed. All Procurement Officers shall sign the undertaking and email a copy to gppmd@mof.gov.bt latest by 15th January 2022.

2. Job Description for Procurement Officers 2021

The Job Description provides the duties & responsibilities, knowledge & required skills and general tasks of Procurement Officers holding different position levels (Assistant Procurement Officer, Procurement Officer, Senior Procurement Officer, Deputy Chief Procurement Officer and Chief Procurement Officer).

3. Standard Operating Procedure (SOP) for Public Procurement Personnel 2021

The SOP is a comprehensive statement for undertaking procurement activities under three broad functions of procurement management, Store management and Property management. The detailed step by step information on the procedures, timeframe and required documents are clearly specified in this SOP.

Kindly email at gppmd@mof.gov.bt or contact at 02-336962 for any clarification or interpretation


(Kesang Deki)
Finance Secretary

Copy to:

1. The Auditor General, Royal Audit Authority, Thimphu.
2. The Chairperson, Royal Civil Service Commission.
3. The Chairperson, Anti-Corruption Commission, Thimphu.
4. All Constitutional Heads, Government Secretaries, Dzongdags, Thrompons, Heads of Autonomous Bodies, Drungpas and Gups.
5. All Procurement Officers, for necessary action and dissemination of information.