



Royal University of Bhutan

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Office of the Vice Chancellor  
Post Box: 708  
Motithang, Thimphu, Bhutan

RUB/REG-01/2023-2024/ 2712

20 March 2023

### OFFICE ORDER

The Guidelines for Procurement of Computers in the Royal University of Bhutan endorsed by the 9<sup>th</sup> Executive Forum Meeting on 1 March 2023 is attached for implementation with effect from 1 July 2023. All laptops procured on or before July 2023 shall be guided by the earlier guidelines until the completion of 5 years.

(Karma Tshering)  
Registrar

Copy to:

1. PVC (P&R), OVC
2. PVC (A&R), OVC
3. Presidents of constituent Colleges of the Royal University of Bhutan
4. All staff RUB for information

# ROYAL UNIVERSITY OF BHUTAN

## Guidelines for Procurement of Computers in RUB

*Status:*

1. The 476<sup>th</sup> Meeting of the Senior Management Team at the Office of the Vice Chancellor (OVC) on 25 March 2020, endorsed the revised guidelines for procurement of computers.
2. The 9<sup>th</sup> Executive Forum Meeting endorsed amendments to the Guidelines on 1 March 2023.

### 1. Objective

The objective of the guidelines is to reduce administrative burden, improve the efficiency of the staff and reduce maintenance costs by providing computers to individual staff.

### 2. Guidelines

- 2.1. All staff at position level PL 8 and above, including staff on fixed-term appointment of two years or more be entitled to procure laptops. Staff below PL 8 will be entitled to procure laptops if the nature of the job demands mobility at the OVC, while Colleges will determine who will be eligible for this facility.
- 2.2. Based on eligibility, a lump sum amount of Nu. 60,000.00 will be allocated for the procurement of laptops every five years;
- 2.3. Staff shall procure a standard laptop with the required specifications to perform the stated job responsibilities efficiently;
- 2.4. The individual staff will have full ownership of the laptop at the end of five years and will take full responsibility for any damage or theft of the laptop within the five-year period;
- 2.5. The individual staff shall procure the laptop on their own or through the bulk procurement system coordinated by the Procurement Officer;
- 2.6. The laptop will be entered in the stock register of the office and written off at the end of the five-year period;
- 2.7. In case of transfer/resignation before the five-year period, the individual staff shall refund to the office at a 20% depreciation rate per annum as of the date of transfer/resignation. Thereon, the individual shall take full ownership of the computer;
- 2.8. Eligible staff shall have only a laptop or desktop at any point in time;
- 2.9. This guideline shall be effective from 1 July 2023 and shall be reviewed after every five years.
- 2.10. This guideline shall supersede all other guidelines /or regulations for the procurement of computers issued earlier.

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20/3/23

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21/03/2023