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दणो लोणलर धुणल थ्रोमडे
ROYAL GOVERNMENT OF BHUTAN
GELEPHU THROMDE



Guideline for Gift Administration
Gelephu Thromde
2022

Background:

As mandated by The Gift Rules 2017, Gelephu Thromde instituted the Gift Administration Committee to administer gifts, prohibit solicitation and acceptance of gifts and gift related actions.

To further strengthen the gift administration system, this Guideline for Gift Administration was developed to guide and strategically implement The Gift Rules 2017, which will supplement just and unbiased decisions during service delivery.

The Guideline for Gift Administration, Gelephu Thromde 2022 was endorsed during the 2nd Gift Administration Committee meeting held on October 18, 2022.

Objectives:

1. To implement The Gift Rules 2017 timely and efficiently.
2. To guide the Gift Disclosure Administrator (GDA) and the Gift Administration Committee (GAC) for implementation of The Gift Rules 2017.

Operating Procedures:

1.1 Declaration of any gift by gift recipient from any source within 24 hours of receiving the gift in the prescribed Annexure I gift disclosure form provided in The Gift Rules 2017.

1.2 Enter particulars of the Disclosures provided in the gift disclosure form and in

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- the gift register by GDA.
- 1.3 GDA to report to the Head of Agency within 24 hours.
 - 1.4 Conduct Gift Administration Committee meeting within 3 working days if any.
 - 1.5 GDA to carry out the directives or the decisions of the GAC.
 - 1.6 Returning, retaining or disposal of gift shall be as per the procedures laid out in The Gift Rules 2017.
 - 1.7 Penalties for the breach of gift rule shall be imposed as per The Gift Rules 2017.
 - 1.8 The Terms of Reference for the Head of Agency, GDA and GAC shall be as per The Gift Rules 2017.
 - 1.9 GDA to sensitize The Gift Rules 2017 within 1st Quarter annually to the whole staff and to test participants through online questionnaires to ensure participants' knowledge on the gift rule and related feedback.
 - 1.10 GDA to update on gift disclosure to GAC quarterly.
 - 1.11 GAC meeting to be conducted as and when required.

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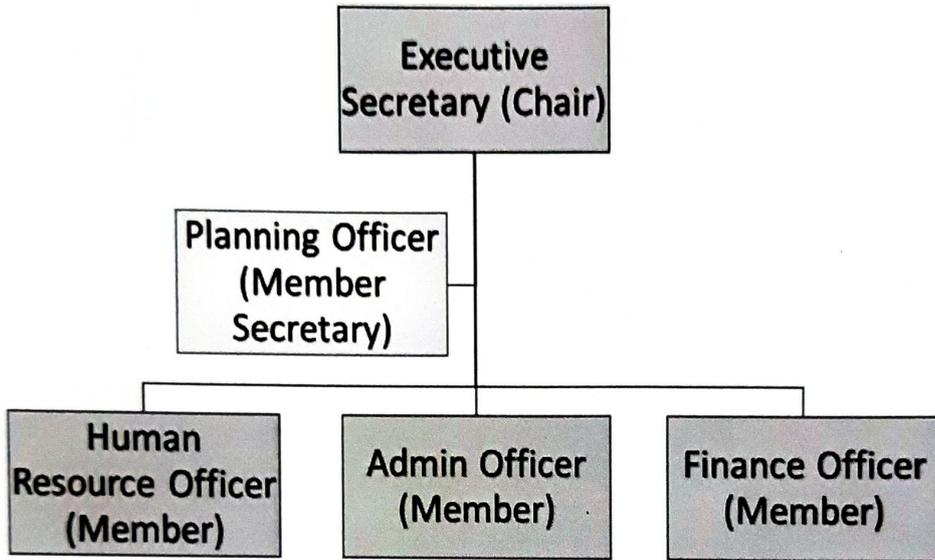
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Committee Members:



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