**GUIDELINES FOR THE USE OF DZONGKHAG MACHINERIES**

In order to make best use of the machines and equipment granted by the Government for the intended purpose, the beneficiary should strictly adhere to the following:

1. The Dzongkhag shall hereafter take the full ownership of the machines and operators already recruited by the Central Machinery Unit (CMU) in Bumthang. Therefore the operator’s salary, DSA and other benefits shall be paid by the Dzongkhag. The operators will be part of the Dzongkhag staff.
2. The recurring cost of the machines like POL( fuel, engine oil, lubricants) , spare parts and other cost related to the machines shall met by the Dzongkhag.
3. Log book for each machine shall be maintained and the progress report for both physical and financial must be submitted to CMU, Bumthang on monthly basis.
4. The priority for the construction shall be as follow:
* New farm road construction
* Farm road maintenance
* Land development works
* Monsoon restorations works
* Any emergency works.
1. The Dzongkhag shall not utilize the machines for the purposes other than the ones mentioned above.
2. The Dzongkhag may avail the services of CMU repair/maintenance team and can also seek CMU’s administrative support for procurement of the spare parts if required.
3. No replacement of the machines will be entertained in case of accidents or damages due to unforeseen error.
4. The machines granted shall not be hired out to private party/s.
5. Periodic maintenance and inspection must be carried out as per the manufacture’s recommendation.
6. Only the lubricants recommended by the manufacturer must be used in the machines. The manufacturer has warned that use of other lubricants could cause breakdown of the machines.
7. The machines should be put optimum use and not kept ideal.
8. The Dzongkhag should submit quarterly reports to MoAF through CMU for onwards submission to the Donor. This is a requirements as per the Agreement signed between the Donor and RGoB.
9. Any modification and alteration to machines is not recommended.
10. In case of accident and if the machines is beyond repair, prior approval must be sought from MoAF before surrendering to DNP

**Guidelines for the use of Dzongkhag machineries**

1. The hiring of machine shall be specifically focused on the rural livelihood enhancement related activities.
2. The committee so appointed by the Dzongkhag shall have full authority on the operation of the Dzongkhag machineries (Kobelco Excavator & JCB Backhoe).
3. The committee’s decision shall be final and binding on the interpretation of this guideline.
4. Emergency works shall be given top priority.
5. The committee shall have the authority to redeploy the machineries to meet the needs as for under serial no 4.
6. Dzongkhag Agriculture officer shall serve as the focal person.
7. The focal person shall convene committee meetings as and when required.
8. The application/requisition shall be routed through the Gewog Administration for gewog related activities benefiting communities.
9. The committee shall review the application and respond within three working days and notify the applicant accordingly.
10. The machines shall be hired out on priority and on case by case basis.
11. The transportation cost of the machines from center (station) to site and back to center shall be borne by the beneficiaries.
12. A reasonable amount or equivalent to the cost of lifting machines back to center (station) shall be deposited as security deposit before the machine is lifted.
13. The fueling cost of machinery shall be borne by the beneficiary.
14. The recurring cost like engine oil, lubricants, spare parts and other cost related to the machines shall be arranged by the Dzongkhag Agriculture Sector.
15. The DSA of the operator shall be borne by the beneficiaries as per the prevailing government rules.
16. The beneficiary shall surrender the machines as soon as the assigned works are completed. In case, additional days are required to complete the same work, prior approval needs to be sought from the competent authority a week in advance.
17. The machine so deputed shall be used only for the approved works.
18. The focal person shall maintain records and submit monthly report to the Dzongkhag committee and CMU accordingly.

**The committee members shall be as follows:**

 Agriculture Officer Planning Officer Account Officer

 Disaster Focal Officer Legal Officer District Engineer

 Sr. Dzongrab

 **Dasho Dzongdag**

**Machinery requisition form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Type of machine/s required** | **Name of activity** | **Target (no, acre, km)** | **Source of Fund**  | **Gewog** | **Chiwog** | **Location** | **No. of days requested** | **No. of days approved** | **Remarks** |
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**Requested by : Dzo.Agri.Office Approved by:**

**Reporting form for Machinery use**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Activity** | **Target** | **Unit** **(no, acre, km)** | **Physical Achievement**  | **Expenditure** **(Nu.)** | **Location(s)/****Place(s)** | **Remarks** |
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