

## **SOP for transportation and distribution of essential items during total lockdown**

### **1. Background**

This SOP is developed in the context of a worst case scenario resulting in total lockdown.

### **2. Scope**

This SOP shall apply to all suppliers within Bhutan to ensure uninterrupted transportation and distribution of essential items.

RSTA shall:

- (a) Facilitate mobilization of additional fleet of vehicles for transportation and distribution of essential items to locations identified by the relevant agency, in case the dealer/supplier are not able to mobilize transport of their own ; and
- (b) Maintain inventory of vehicles and develop a deployment plan.
- (c) RSTA shall develop a form to be submitted by suppliers to Local Government Authorities of Dzongkhag/Dungkhag/Thromde/Gewog for approval of transportation and distribution of essential goods (annexure1)

### **3. Procedure for Implementation**

Dealer/Supplier/Trader:

- Work out the requirement of essential items as per the required form(Form I) and submit to concerned LocalGovernment Authority.

Local Government:

- Verify the details of dealer/supplier/trader and accord approval for transportation of essential items in the Form (Form I)

RSTA:

- On verifying the requirement of essential items of dealer/supplier/trader by the Dzongkhag Administration, RSTA shall issue special route permit (Form II) for the movement and transportation essential items of the captioned vehicle.
- Shall instruct dealer/supplier/trader to surrender Form I to RSTA office in destination. The permit shall be valid for one-wayjourney.

On reaching the source (warehouse/storage facility) of supply of essential items:

- Dealer/supplier/trader shall fill up the form (Form I) with a copy of invoice, cash memo, etc. A copy of Form I that was submitted in RSTA office in the origin need to be attached.
- Upon verification of the essential items, special route permit (Form II) shall be granted for onward movement and transportation of essential items.
- Brief the drivers on safety protocol before the issuance and commencement of travel.

Local Government:

- Shall verify delivery of the goods as per the invoice.

## FORM I

Form to be submitted by Dealer/Trader to RSTA

SI.No	Details	Particulars
1	Name of the Importer	
2	Trade License No.	
3	TPN No.	
4	Item List	
5	Quantity	
6	Value of goods	
7	Place of Pick up	
8	Place of Delivery (Destination)	
9	Date of Travel	

SI.No	Driver's Name	Vehicle Registration No.	Driving License No.	Age	Contact No
1					
2					
3					

Verified by:

Approved by:

**FORM II**

**SPECIAL ROUTE PERMIT FOR MOVEMENT OF MOTOR VEHICLES TO  
TRANSPORTESSENTIAL GOODS  
(For Internal Use only)**

This is to certify that the below mentioned motor vehicle is permitted to ply on the mentioned route within Bhutan to carry essential items

1. Vehicle Registration No: .....
2. Type of Vehicle: .....
3. Driver's Name: .....
4. Driving License No.: .....
5. Age: .....
6. Driver's contact no.: .....
7. Route From: .....
8. Route to: .....
9. Date of Movement: .....
10. Date of Return: .....

Therefore, RBP is kindly requested to facilitate the movement of the captioned vehicles

ISSUING AUTHORITY

**Dealer/Supplier** to work out essential item requirement as per Form I and submit to Dzongkhag Administration.

**Dzongkhag Administration** to verify the details of dealer/trader and accord approval to source essential items in the Form I.

**RSTA** to accord approval for movement of motor vehicles in Form II. Permit shall be valid one way only.

**Dealer/Supplier** to move to the source location. RBP to allowed movement of motor vehicles based on the approval accorded Form II

**Dealer/Supplier** to source the essential items in the sourcing location as per the Form I submitted in origin location.

**Dealer/Supplier** to report to RSTA office with Form I in source location to process for vehicle movement along with invoice, challen, cash memo etc. A copy of Form I that was submitted in RSTA office in the origin location need to be attached.

**RSTA** to verify the essential item in Form I that was submitted in origin location and cross check with the challen, cash memo, etc. Approve Form II.

Debrief drivers on COVID-19 safety protocol and issue Form II

**Dzongkhag Administration** to ascertain whether the goods that was intended to be procured by dealer/trader as per Form I has reached or not