USER MANUAL

Construction Development Board (CDB)

Electronic Government to Citizen Service Delivery System- Enhancement

Submitted *By*:

NGN Technologies Pvt Ltd.

Table of Contents

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1   How to apply online application?

1.1 *Process 1: Filing online Application for the CDB Services*

✓ **Action:** Follow the url http://www.citizenservices.gov.bt/

✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.

✓ **Process 1.1.1:** Click on the link called Construction Development Board services.

✓ **Result 1.1.1**: The following page will appear.

- ✓ **Process 1.1.2: Registration of Contractor**
  - ➢ **Process 1.1.2.1:** From the above home page, select the service called **Contractor** under New Registration.
  - ➢ **Result 1.1.2.1:** The following page appears

  - ➢ **Process 1.1.2.2:** After viewing the fees structure of the contractor registration services, click on to "Next" Button.
  - ➢ **Result 1.1.2.2:** The following page appears:

Construction Development Board » Registration Of Contractor

⚙ Contractor Registration

General Information

Ownership Type :*	Sole Proprietorship	Nationality :*	Bhutan
Trade License No. :		Proposed Firm Name :*	FirmName Construction
			For Sole Proprietorship, please include construction or builder after the proposed firm name
Tpn :			

Name of Owner/Partners/Others with controlling interest

Nationality :	CID/Work Permit No:	Salutation :	Name :	Gender :	Designation :	Show in Certificate:
Algerian	👤 11606003497	Mr.	Tshewang Tenzin	Male	Manager	☑

Induction course Details

SI No	Training type	Training Dates	Module	partipant	CID No
		No Training detials are found on this cid:11606003497			

Establishment Addresses

Address :*	Expressway, Olakha, thimphu	Dzongkhag :	--Select--
Email Id :*	✉ wangzin53@gmail.com1	Mobile No. : *	📞 17880455
Telephone No. :	📞 Enter Your Telephone Number	Fax No. :	

[Next] [⊘ Cancel] [↺ Back]

➢ **Process 1.1.2.3:** The above section is general information and owner information.

➢ **Result 1.1.2.2:** Fill up the form above and click on next button to reach next page.

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Construction Development Board » Registration Of Contractor

Contractor Registration

Note:First tick the checkbox and select category. Then select the appropriate class of your choice.

	Category	Apply for Class
☑	W1-Roads and Bridges	Medium ▼
☐	W2-Traditional Bhutanese Painting/Finishing Works	-Select- ▼
☑	W3-Buildings,Irrigation,Drainage,Flood Control,Water Supply and Sewerage	Large ▼
☐	W4-Power and Telecommunication Works	-Select- ▼

[Next] [⊘ Cancel] [↺ Back]
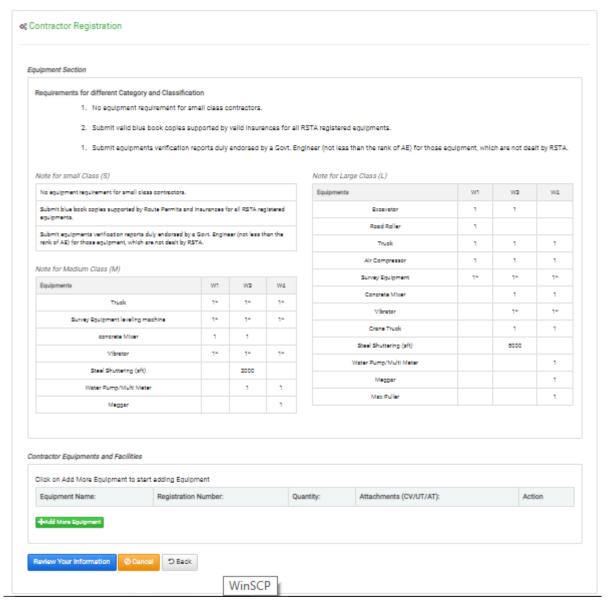
> **Process 1.1.2.4:** The above page shows contractor's classification that applicant wish to apply.
> **Result 1.1.2.4:** Choose and select category and press next to proceed further.

Contractor Human Resource Section

Requirements for different Category and Classification

CID/ Work Permit copy for all Personnel including his/her academic transcripts(For engineers Provisional Certificate will not be accepted if the engineer has graduated more than six months ago) and undertaking letter with legal stamp.

Note for Small Class (S)

Key Employees	W1,W2,W3 and W4
Site Supervisor (Class X and above)	1

Note for Large Class (L)

Key Employees	W1 and W3	W4
Manager	Only 1	
Engineer(Degree)	1(Civil)	1(Electrical)
Engineer(Diploma)	2(Civil)	1(Electrical)
Accountant	1	
Site Supervisor	2(Civil)	1(Electrical)

Note for Medium Class (M)

Key Employees	W1 and W3	W4
Manager	Only one or Owner can be the Manager	
Engineer(Diploma)	1(Civil)	
Site Supervisor	1	1

Contractor Human Resources

Salutation :	Name :	CID/Work Permit No:	Gender :	Country:	Designation :	Qualification :	Trade :	Service Type	Attachments (CV/UT/AT):	Action
Mr.	Tshewang Tenzin	11606003498	Male	Albania	Engineer	VTI	Class VIII	Probation	✔CID	✎ 🗑

[+Add More HR]

[Next] [⊘ Cancel] [↺ Back]   Java EE - http://localhost:8081/CDBPUBLIC/ - Eclipse

> **Process 1.1.2.5:** The applicant need to provide all human resource detail according to the requirements.
> **Result 1.1.2.5:** On clicking next button after entering human resource, then following equipment section will be displayed.

Contractor Registration

Equipment Section

Requirements for different Category and Classification

1. No equipment requirement for small class contractors.

2. Submit valid blue book copies supported by valid insurances for all RSTA registered equipments.

1. Submit equipments verification reports duly endorsed by a Govt. Engineer (not less than the rank of AE) for those equipment, which are not dealt by RSTA.

Note for small Class (S)

No equipment requirement for small class contractors.
Submit blue book copies supported by Route Permits and insurances for all RSTA registered equipments.
Submit equipments verification reports duly endorsed by a Govt. Engineer (not less than the rank of AE) for those equipment, which are not dealt by RSTA.

Note for Medium Class (M)

Equipments	W1	W2	W4
Truck	1*	1*	1*
Survey Equipment leveling machine	1*	1*	1*
concrete Mixer	1	1	
Vibrator	1*	1*	1*
Steel Shuttering (sft)		2000	
Water Pump/Multi Meter		1	1
Megger			1

Note for Large Class (L)

Equipments	W1	W2	W4
Excavator	1	1	
Road Roller	1		
Truck	1	1	1
Air Compressor	1	1	1
Survey Equipment	1*	1*	1*
Concrete Mixer		1	1
Vibrator		1*	1*
Crane Truck		1	1
Steel Shuttering (sft)		5000	
Water Pump/Multi Meter			1
Megger			1
Max Puller			1

Contractor Equipments and Facilities

Click on Add More Equipment to start adding Equipment

Equipment Name:	Registration Number:	Quantity:	Attachments (CV/UT/AT):	Action

+Add More Equipment

Review Your Information   Cancel   Back

WinSCP

> **Process 1.1.2.6:** After filling up the equipment section, then need to press review your information Button to revisit all information the applicant has provided. During review time applicant can also edit details in the form. The applicant also needs to accept undertaking and finally submit the application.

> **Result 1.1.2.6:** The following acknowledge page is displayed with application number and other details.

Construction Development Board Acknowledgement

Application No:801_0000130.

Thank you for applying for registration with Construction Development Board (CDB). Your application is under process. When it is approved, you will receive an email and SMS to the given email address and mobile number. You can track your application at www.cdb.gov.bt/trackapplication using your CID No. or Application No. If you want to print this details , click on the print button below.

Print

Users can use the print button to print the acknowledgement message.

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2   Verification of Application by Dealing Officer

2.1   Process 1: Verification of Registration of Contractor

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
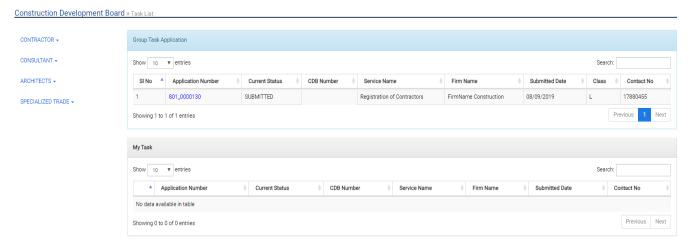
- ✓ **Process 2.1.1:** Enter Login id and password. Then Click "login" button.

- ✓ **Result 2.1.1:** On successful login, the following page appears which contains all application submitted by the applicants which needs to be verified and further action.

✓ **Process 2.1.2:** To take action on application submitted, then verifier need to select service to which he/she going to take action.

✓ **Result 2.1.2:** The task list for that selected service will be displayed.

✓ **Process 2.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 2.1.3:** The page will be open for verification of application submitted.

➢ General section:

> ➢ Classification section:

Verification and Approval of New Registration » Application Number : 801_0000130

Contractor Information

Classification Details

	Category SUBMITTED	Applied	Large	Medium	Small	Registered	Amount (Nu.)
W1	Roads and Bridges :	M	○	●	○	○	10000
W2	Traditional Bhutanese Painting/Finishing Works		○	○	○	○	
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	L	●	○	○	○	15000
W4	Power and Telecommunication Works		○	○	○	○	
						Total	25000

[Next] [⊘ Cancel] [↺ Back]

> ➢ Human Resource Section:

Verification and Approval of New Registration » Application Number : 801_0000130

Contractor Information

Contractor Human Resources

Salutation :	Name :	CID/Work Permit No :	Gender :	Country :	Designation :	Qualification :	Join Date :	Trade :	Attachments (CV/UT/AT):	Check for the CID :	Verify:
1) Mr.	Tshewang Tenzin	11606003498	Male	Albania	Engineer	VTI	2019-09-08	Class VIII	⌐CID	check for this CID	☐

[Next] [⊘ Cancel] [↺ Back]

> ➢ Equipment section:

Contractor Information

Contractor Equipments and Facilities

SI No:	Equipment Name:	Registration Type:	Registration No :	Registration To :	Quantity :	Attachments :	Check for the Registration Number :	Verify:
1)	Gas Cutting	Non-Registered			1	⌐E1	Check for Equipment Details	☑

Application Status

Status	Action By	Action Date	Remarks
SUBMITTED	(CITIZEN)	2019-09-08	

Remarks :   Verified and send for apprval

[Verify] [Reject] [⊘ Cancel] [↺ Back]

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✓ **Process 2.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).

✓ **Result 2.1.4:** On successful submission the following acknowledgement slip will be shown.

✓ **Process 2.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.

✓ **Result 2.1.5:** Applicant will be notified both in email and sms.

3   Approval of Application

3.1   Process 1: Approval of Registration of Contractor

✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
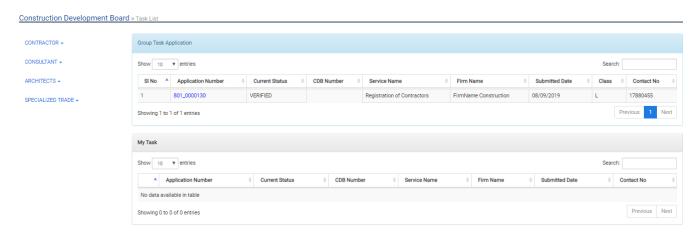
✓ **Process 3.1.1:** Enter login id and password. Then Click "login" button.

✓ **Result 3.1.1:** On successful login, the following dealing Officer page appears
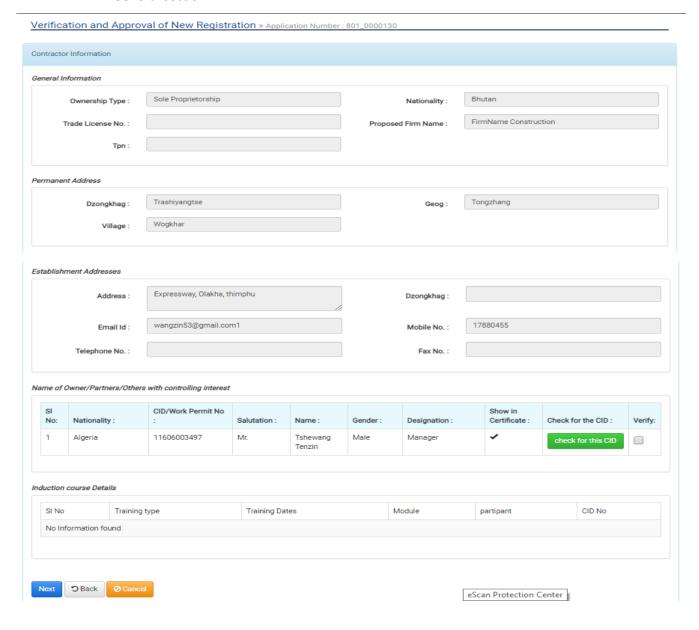
✓ **Process 3.1.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

✓ **Result 3.1.2:** The task list for that selected service will be displayed

.
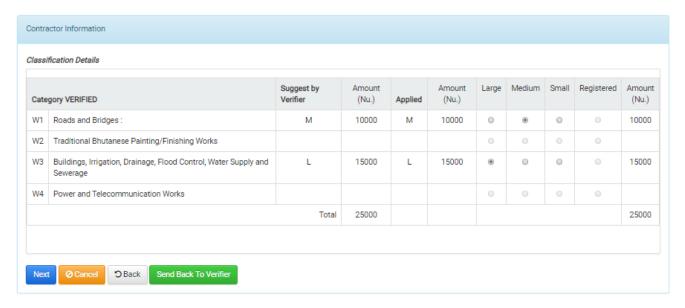
- ✓ **Process 3.1.3:** From group task, he/she need to click on application number to take further action
- ✓ **Result 3.1.3:** The page will be open for verification of application submitted.
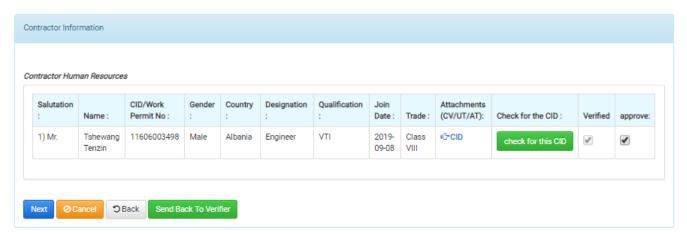
➢ General section:

➢ Classification section:

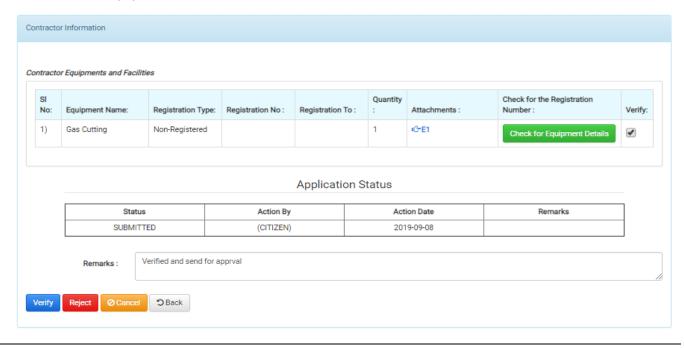Verification and Approval of New Registration » Application Number : 801_0000130

Contractor Information

Classification Details

Category VERIFIED		Suggest by Verifier	Amount (Nu.)	Applied	Amount (Nu.)	Large	Medium	Small	Registered	Amount (Nu.)
W1	Roads and Bridges :	M	10000	M	10000	○	◉	○	○	10000
W2	Traditional Bhutanese Painting/Finishing Works					○	○	○	○	
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	L	15000	L	15000	◉	○	○	○	15000
W4	Power and Telecommunication Works					○	○	○	○	
		Total	25000							25000

[Next] [⊘ Cancel] [↺ Back] [Send Back To Verifier]

➢ Human Resource Section:

Verification and Approval of New Registration » Application Number : 801_0000130

Contractor Information

Contractor Human Resources

Salutation :	Name :	CID/Work Permit No :	Gender :	Country :	Designation :	Qualification :	Join Date :	Trade :	Attachments (CV/UT/AT):	Check for the CID :	Verified	approve:
1) Mr.	Tshewang Tenzin	11606003498	Male	Albania	Engineer	VTI	2019-09-08	Class VIII	↻ CID	check for this CID	☑	☑

[Next] [⊘ Cancel] [↺ Back] [Send Back To Verifier]

➢ Equipment section:

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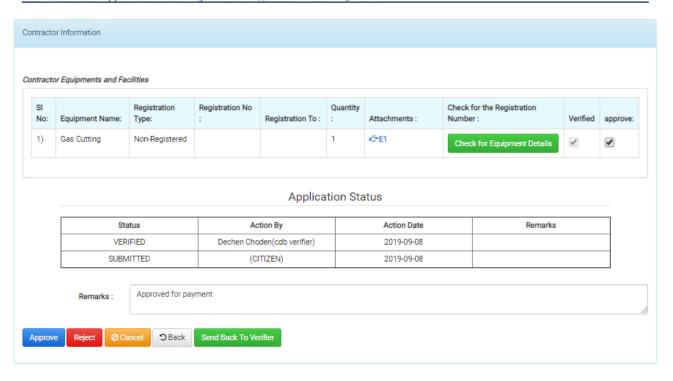
- ✓ **Process 3.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).
- ✓ **Result 3.1.4:** On successful submission the following acknowledgement slip will be shown.
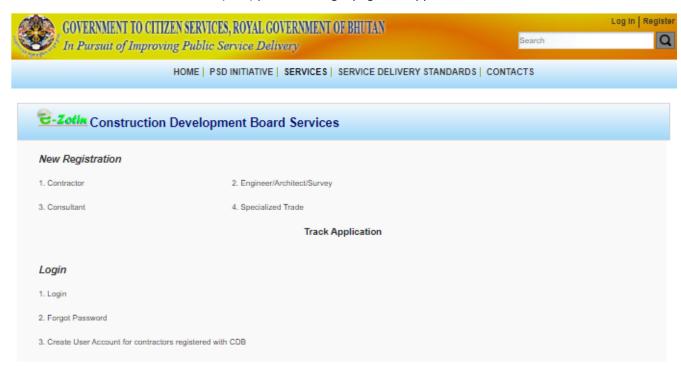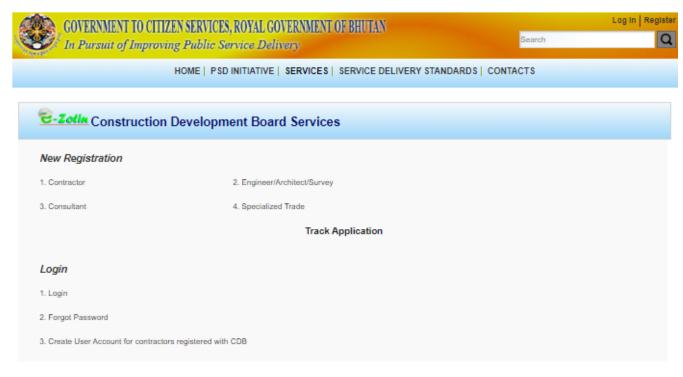

- ✓ **Process 3.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.
- ✓ **Result 3.1.5:** Applicant will be notified both in email and sms.

4   Payment and Printing of Contractor certificate

4.1 Process 1: Payment and Printing certificate for Contractor Registration

✓ **Action:** Update payment and Printing of certificate can be done by Accounts from the following url

http://www.citizenservices.gov.bt/CDB

✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
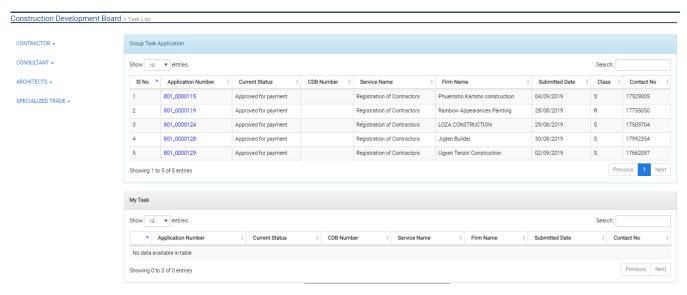
✓ **Process 4.1.1:** Enter login id and password. Then Click "login" button.

✓ **Result 4.1.1:** On successful login, the following dealing Officer page appears

✓ **Process 4.1.2:** Select and click on the service that he/she going to update payment.

✓ **Result 4.1.2:** Following page appears

Construction Development Board » Task List

	CONTRACTOR ▾	Group Task Application

CONTRACTOR ▾

CONSULTANT ▾

ARCHITECTS ▾

SPECIALIZED TRADE ▾

Group Task Application

Show 10 ▾ entries   Search:

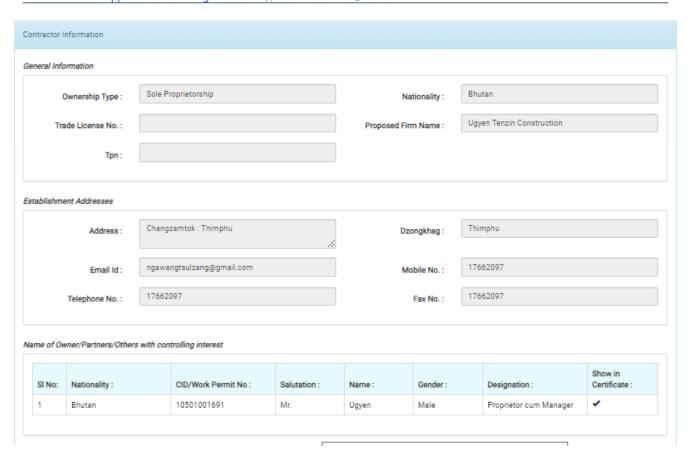| Sl No ▲	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Class	Contact No
1	801_0000115	Approved for payment		Registration of Contractors	Phuentsho Kartsho construction	04/09/2019	S	17529005
2	801_0000119	Approved for payment		Registration of Contractors	Rainbow Appearances Painting	28/08/2019	R	17755050
3	801_0000124	Approved for payment		Registration of Contractors	LOZA CONSTRUCTION	29/08/2019	S	17509704
4	801_0000128	Approved for payment		Registration of Contractors	Jigten Builder	30/08/2019	S	17992354
5	801_0000129	Approved for payment		Registration of Contractors	Ugyen Tenzin Construction	02/09/2019	S	17662097

Showing 1 to 5 of 5 entries   Previous 1 Next

My Task

Show 10 ▾ entries   Search:

▲	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Contact No
			No data available in table				

Showing 0 to 0 of 0 entries   Previous Next
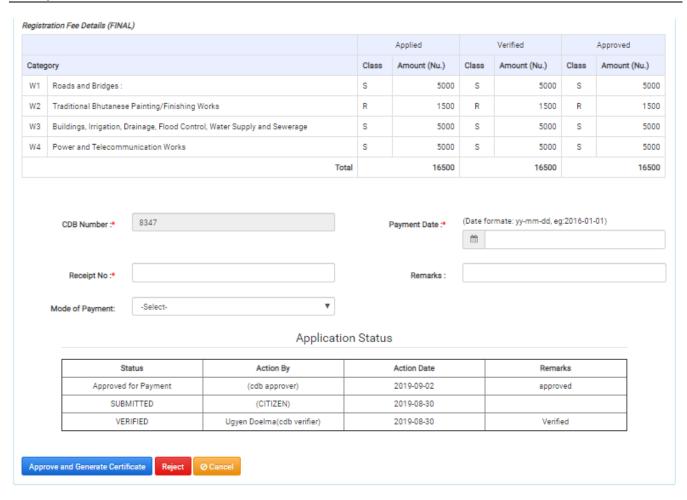
- ✓ **Process 4.1.3:** Click on the application number to open the application.

- ✓ **Result 4.1.3:** The following page will be displayed to update payment.

Verification and Approval of New Registration » Application Number : 801_0000129

Contractor Information

General Information

Ownership Type :	Sole Proprietorship	Nationality :	Bhutan
Trade License No. :		Proposed Firm Name :	Ugyen Tenzin Construction
Tpn :			

Establishment Addresses

Address :	Changzamtok : Thimphu	Dzongkhag :	Thimphu
Email Id :	ngawangtsulzang@gmail.com	Mobile No. :	17662097
Telephone No. :	17662097	Fax No. :	17662097

Name of Owner/Partners/Others with controlling interest

Sl No:	Nationality :	CID/Work Permit No :	Salutation :	Name :	Gender :	Designation :	Show in Certificate :
1	Bhutan	10501001691	Mr.	Ugyen	Male	Proprietor cum Manager	✔

Registration Fee Details (FINAL)

Category			Applied		Verified		Approved	
		Class	Amount (Nu.)	Class	Amount (Nu.)	Class	Amount (Nu.)	
W1	Roads and Bridges :	S	5000	S	5000	S	5000	
W2	Traditional Bhutanese Painting/Finishing Works	R	1500	R	1500	R	1500	
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	S	5000	S	5000	S	5000	
W4	Power and Telecommunication Works	S	5000	S	5000	S	5000	
	Total		16500		16500		16500	

CDB Number :*   8347

Payment Date :*   (Date formate: yy-mm-dd, eg:2016-01-01)

Receipt No :*

Remarks :

Mode of Payment: -Select-

Application Status

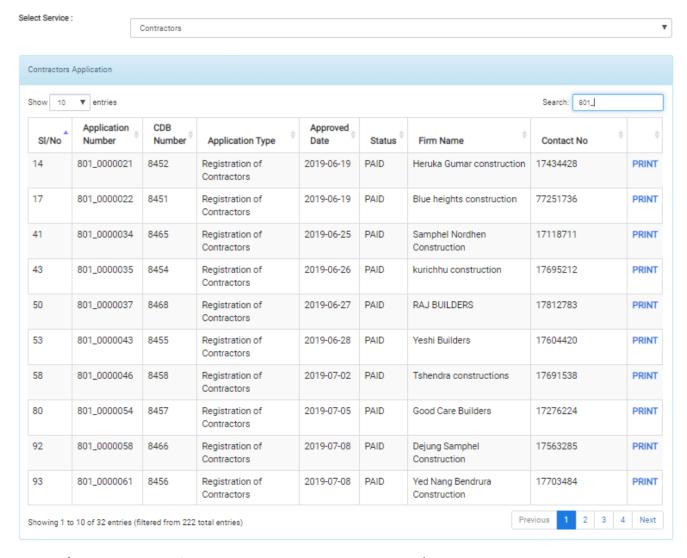| Status	Action By	Action Date	Remarks
Approved for Payment	(cdb approver)	2019-09-02	approved
SUBMITTED	(CITIZEN)	2019-08-30	
VERIFIED	Ugyen Doelma(cdb verifier)	2019-08-30	Verified

Approve and Generate Certificate   Reject   Ⓧ Cancel

- ✓ **Process 4.1.4:** After mentioning payment detail, he/she will click on the button called Approve and Generate Certificate.
- ✓ **Result 4.1.4:** The application will be update and certificate is read for printing.
- ✓ **Process 4.1.5:** To print certificates, he/she need to click on the link called Print certificates. The page will appear where he/she need to choose the service for. After selecting the service, the list of payment approved application will be displayed.
- ✓ **Result 4.1.5:** The application list to print will appear as shown below.

Select Service :

| Contractors | ▼ |

Contractors Application

Show 10 ▼ entries   Search: 801_|

Sl/No	Application Number	CDB Number	Application Type	Approved Date	Status	Firm Name	Contact No	
14	801_0000021	8452	Registration of Contractors	2019-06-19	PAID	Heruka Gumar construction	17434428	PRINT
17	801_0000022	8451	Registration of Contractors	2019-06-19	PAID	Blue heights construction	77251736	PRINT
41	801_0000034	8465	Registration of Contractors	2019-06-25	PAID	Samphel Nordhen Construction	17118711	PRINT
43	801_0000035	8454	Registration of Contractors	2019-06-26	PAID	kurichhu construction	17695212	PRINT
50	801_0000037	8468	Registration of Contractors	2019-06-27	PAID	RAJ BUILDERS	17812783	PRINT
53	801_0000043	8455	Registration of Contractors	2019-06-28	PAID	Yeshi Builders	17604420	PRINT
58	801_0000046	8458	Registration of Contractors	2019-07-02	PAID	Tshendra constructions	17691538	PRINT
80	801_0000054	8457	Registration of Contractors	2019-07-05	PAID	Good Care Builders	17276224	PRINT
92	801_0000058	8466	Registration of Contractors	2019-07-08	PAID	Dejung Samphel Construction	17563285	PRINT
93	801_0000061	8456	Registration of Contractors	2019-07-08	PAID	Yed Nang Bendrura Construction	17703484	PRINT

Showing 1 to 10 of 32 entries (filtered from 222 total entries)   Previous 1 2 3 4 Next

- ✓ **Process 4.1.6:** After selecting the application to print, he/she need to click on print link to print the certificate.
- ✓ **Result 4.1.6:** The certificate will be displayed and need to print to issue as shown below.

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དཔལ་ལྡན་འབྲུག་གཞུང་།
བཟོ་བསྐྲུན་གོང་འཕེལ་བགོད་ཚོགས།

CONSTRUCTION DEVELOPMENT BOARD

CERTIFICATION

CDB Registration No .:	8347
Initial Registration Date.: :	08-09-2019
Up-Gr/Revalidation Date.:	08-09-2019
Registration Expiry Date.:	08-09-2021

Ugyen
(10501001691)

This is to certify that **Ugyen Tenzin Construction** of **Thimphu** Dzongkhag is a

registered Construction Firm with the Construction Development Board. The firm is registered in the

following catagories and classifications:

Category	Classification
W1 - Roads and Bridges	Small
W2 - Traditional Bhutanese Painting /Finishing	Registered
W3 - Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	Small
W4 - Power and Telecommunication Works	Small

(Director)
Construction Development Board

Tel. No: +975-2-326035 / 333502 Fax No: +975-2-321989 : Post Box # 1349

E-mail: registration@cdb.gov.bt : Web address : www.cdb.gov.bt

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NOTE: *This e-certificates is generated from E-Zotin Online System.*

Terms & Conditions of CDB Certificatation

1. As provided in clause 2.1.1.2 and 2.3.1 of Procurement Rules and Regulations 2009, the holder of this Certificate is qualified to participate in public procurement procedure

2. The issuance of CDB Registration Certificate will be based largely on the fulfillment of the minimum criteria set against classification of Contractor/Consultant and Categorization of Works and upon

3. All the registered contractors should comply with 'Code of ethics for Contractors'.

4. CDB will not be accountable for any false/fabricated submission that could have led to the fulfillment of the criteria and subsequent issue of CDB Registration Certificate.

5. CDB Registration Certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.

6. Notwithstanding the provisions of Companies Act of Bhutan, the certificate issued is non-transferable

7. CDB Certificate cannot be leased or subleased to any individual or another firm.

8. Certificate is valid during the period for which it was issued provided it has not been cancelled,

9. Failing to renew within the expiry date will lead to penalty of Nu.100 per day.

10. Failing to pay the fees for approved online application within 30 days will lead to cancellation of the application.

11. All registered construction firm must attend the mandatory refresher course in order to apply for renewal.

12. No Contractors can submit bid, participate in bidding or be on the contention for award if the registration has expired.

13. No Contractors can undertake/implement works which is not within the scope of the registration.

14. The registration is subject to verification whenever the CDB so desires.

15. Large and Medium Contractors must have Office established with Signboard (requirements of office

16. Registered firms are required to inform the CDB of any changes in their address, contact details or any pertinent particulars within one month.

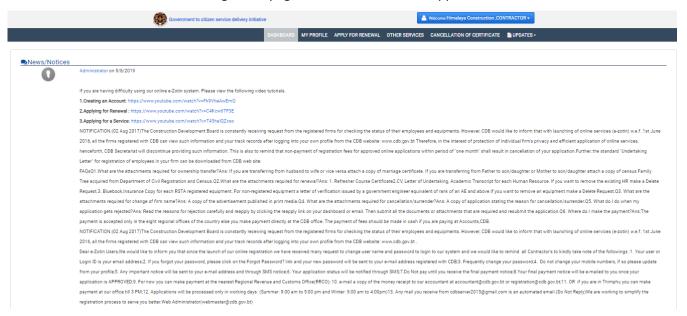17. The CDB Registration Certificate can be revoked, downgraded, suspended or cancelled at any given time if the:

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5   Renewal of CDB Certificate contractor

✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
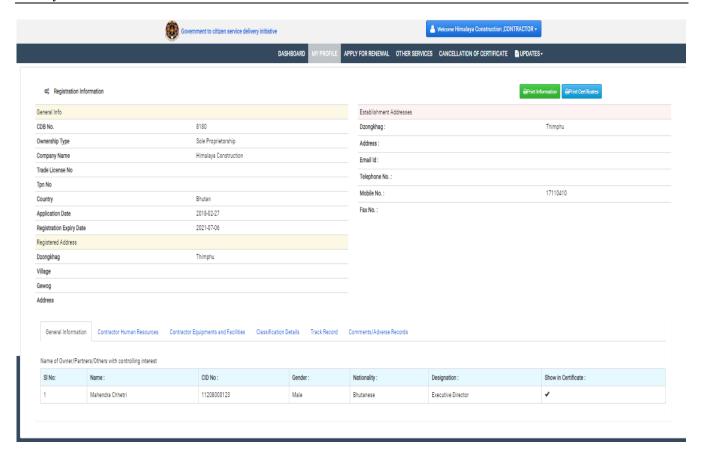

✓ **Process 5.1:** click on the link called login and provide correct user name and password.

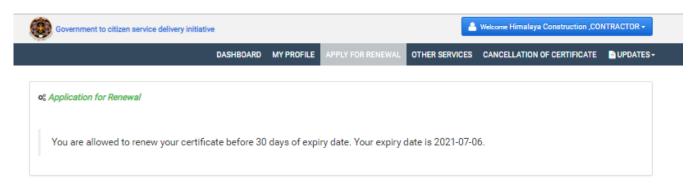✓ **Result 5.1**: The following home page for CC contractor will appears.

✓ **Process 5.1:** Contractors can able to view all information by clicking on my profile link.

✓ **Result 5.1**: The following page represents the profile.
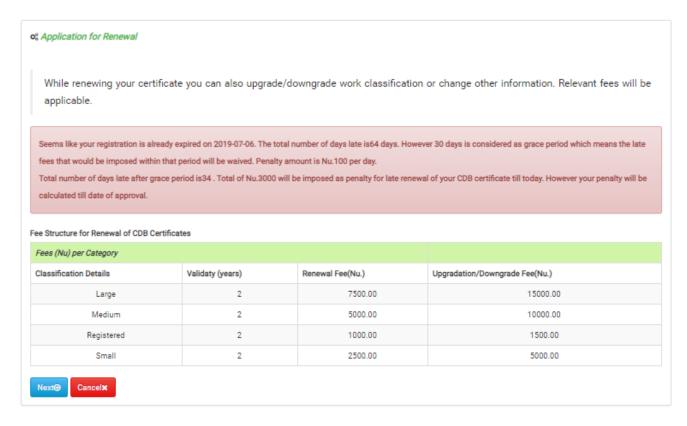
- ✓ **Process 5.2:** To avail **Renewal of CDB Certificate Contractor,** the applicant need to click on the link called apply for renewal. They are allow to renew their certificate only before 30 days of expiry.

- ✓ **Result 5.2** (a)**:** If they try to renewal before 3 days, then the following screed will displayed for their information.
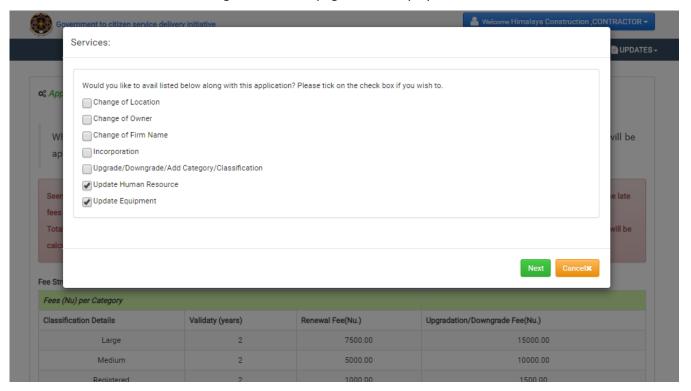

- ✓ **Result 5.2** (b)**:** If the renewal time is approached, then they are allow to apply for renewal and following screen will be shown on clicking on apply for renewal link.

As shown in above image, if applicant has crossed its grace period, then they are imposed penalty 100 a day. For small and registered contractor, the penalty will be up to Nu. 3000, while large and medium is counted till the date of approval (if penalty is applied for 35 45 days, then total penalty will be Nu.4500).
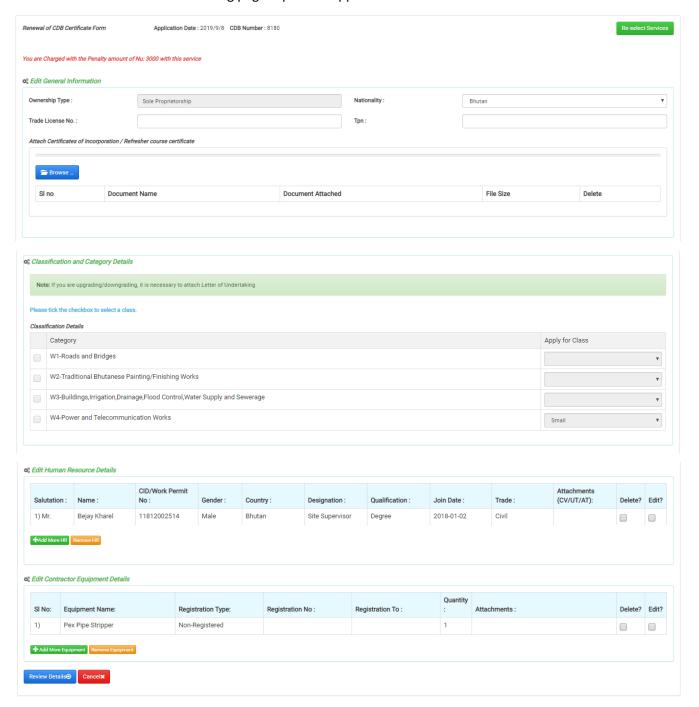
✓ **Process 5.3:** On clicking on next button, applicant need to select services he/she is going to apply with renewal.

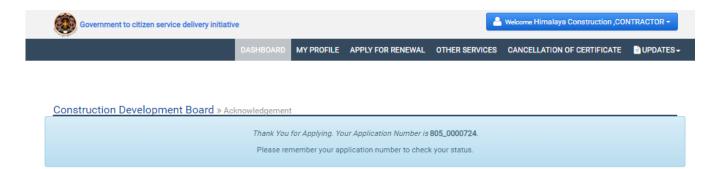✓ **Result 5.3:** The following service select page will be displayed:

He/she can select as many service they wish to along with renewal. The service fees will be calculated and send to they email on submission. Update human resoure and Update equipment service are free cost.

- ✓ **Process 5.4:** After selecting service and pressing on next button, the form will be displayed for renewal.

- ✓ **Result 5.4:** The following page represent application form for renewal.

- ✓ **Process 5.5:** After filing up the form, applicant need to review form once more for confirmation. Then he/she need to accept terms and condition and finally submit the form.

- ✓ **Result 5.5:** The following page will appear as acknowledgement.

6   Renewal of CDB Certificate contractor Verification

6.1   Process 1: Verification of Renewal of Contractor

✓   **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

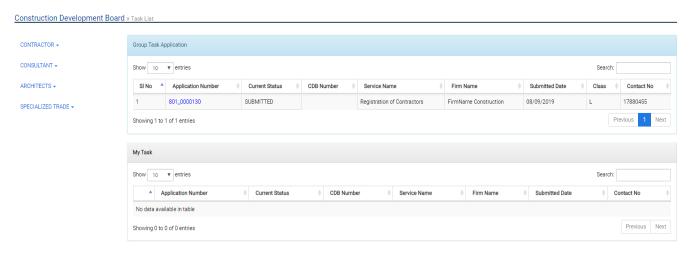✓   **Result:** Login form for the verifier for CDB will appear as follows.

✓   **Process 6.1.1:** Enter Login id and password. Then Click "login" button.

✓   **Result 6.1.1:** On successful login, the following page will be displayed.
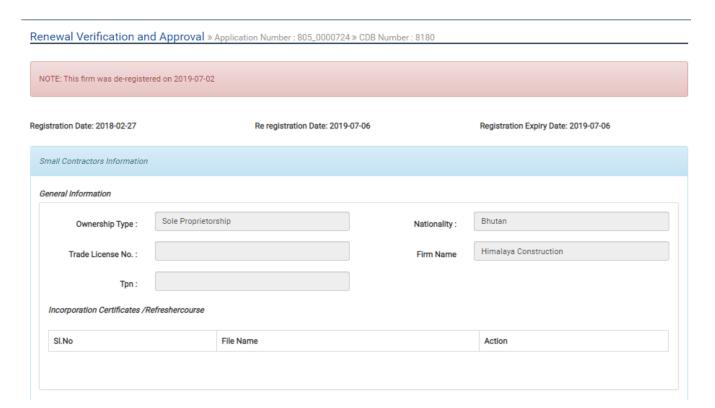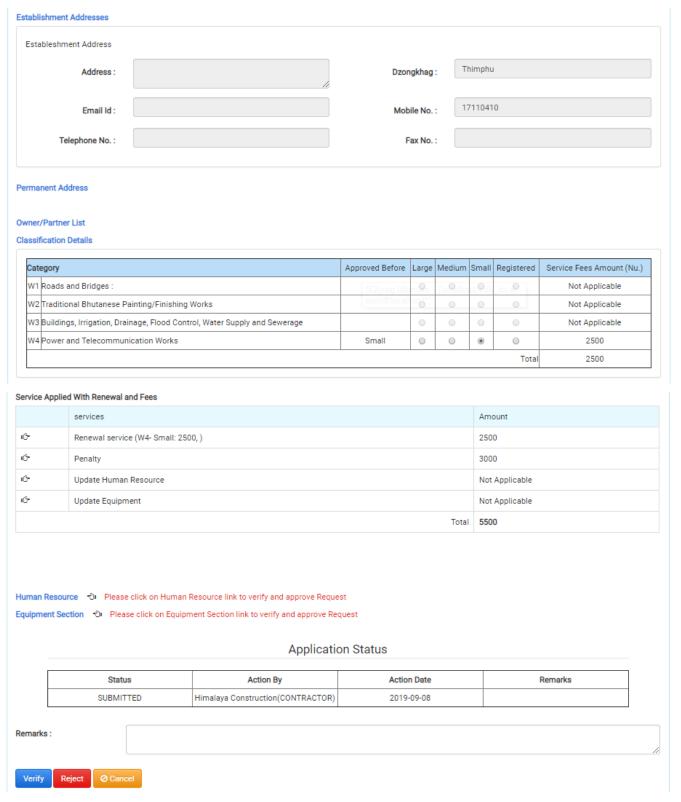
✓ **Process 6.1.2:** To take action on application submitted, then verifier need to select service to which he/she is going to take action.

✓ **Result 6.1.2:** The task list for that selected service will be displayed.

✓ **Process 6.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 6.1.3:** The page will be open for verification of application submitted.

Establishment Addresses

Estableshment Address

Address :		Dzongkhag :	Thimphu
Email Id :		Mobile No. :	17110410
Telephone No. :		Fax No. :	

Permanent Address

Owner/Partner List

Classification Details

Category	Approved Before	Large	Medium	Small	Registered	Service Fees Amount (Nu.)
W1 Roads and Bridges :		○	○	○	○	Not Applicable
W2 Traditional Bhutanese Painting/Finishing Works		○	○	○	○	Not Applicable
W3 Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage		○	○	○	○	Not Applicable
W4 Power and Telecommunication Works	Small	○	○	◉	○	2500
					Total	2500

Service Applied With Renewal and Fees

	services	Amount
☞	Renewal service (W4- Small: 2500,)	2500
☞	Penalty	3000
☞	Update Human Resource	Not Applicable
☞	Update Equipment	Not Applicable
	Total	5500

Human Resource ☜ Please click on Human Resource link to verify and approve Request

Equipment Section ☜ Please click on Equipment Section link to verify and approve Request

Application Status

Status	Action By	Action Date	Remarks
SUBMITTED	Himalaya Construction(CONTRACTOR)	2019-09-08	

Remarks :

[Verify] [Reject] [⊘ Cancel]

✓ **Process 6.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).

✓ **Result 6.1.4:** verification acknowledgement will be displayed for some second and redirect to dashboard.

✓ **Process 6.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.

✓ **Result 6.1.5:** Applicant will be notified both in email and SMS.

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7   Approval of Application

7.1   Process 1: Approval of Renewal for Contractor Certificate

✓ **Action: :** Follow the url http://www.citizenservices.gov.bt/CDB

✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.

✓ **Process 7.1.1:** Enter login id and password. Then Click "login" button.
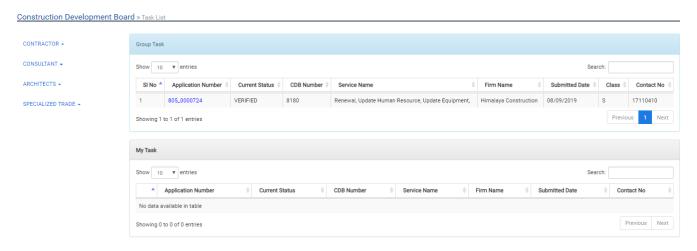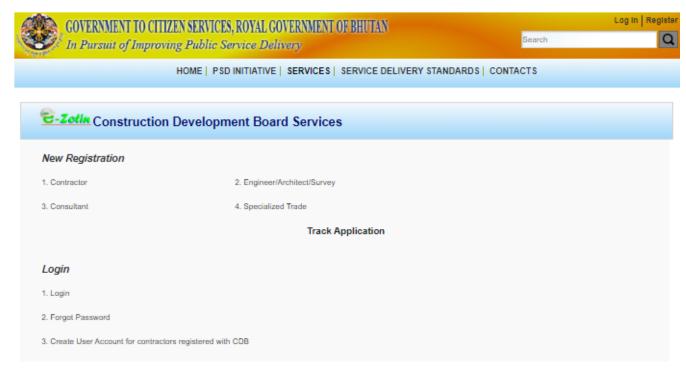
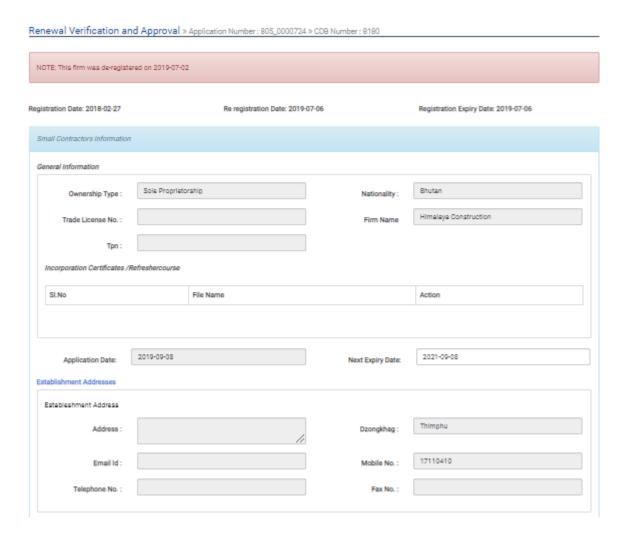✓ **Result 7.1.1:** On successful login, the following dealing Officer page appears

✓ **Process 7.1.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

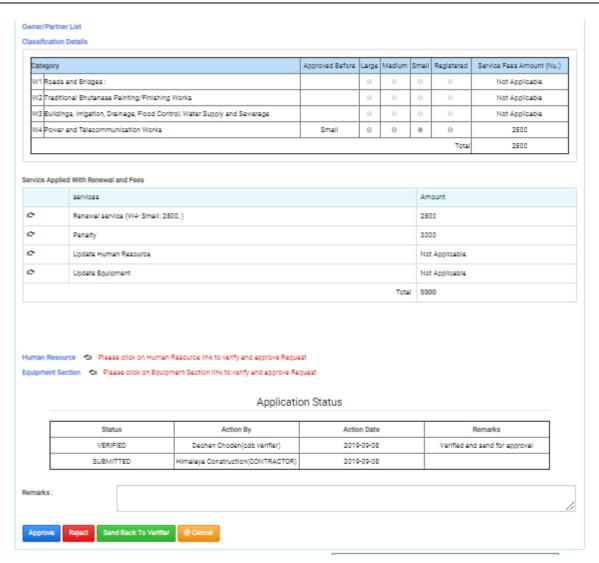✓ **Result 7.1.2:** The task list for that selected service will be displayed

✓ **Process 7.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 7.1.3:** The page will be open for verification of application submitted.

Owner/Partner List
Classification Details

Category	Approved Before	Large	Medium	Small	Registered	Service Fees Amount (Nu.)
W1 Roads and Bridges :		○	○	○	○	Not Applicable
W2 Traditional Bhutanese Painting/Finishing Works		○	○	○	○	Not Applicable
W3 Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage		○	○	○	○	Not Applicable
W4 Power and Telecommunication Works	Small	○	○	⊙	○	2500
					Total	2500

Service Applied With Renewal and Fees

	services	Amount
☞	Renewal service (W4- Small: 2500,)	2500
☞	Penalty	3000
☞	Update Human Resource	Not Applicable
☞	Update Equipment	Not Applicable
	Total	5500

Human Resource   ↻   Please click on Human Resource link to verify and approve Request

Equipment Section   ↻   Please click on Equipment Section link to verify and approve Request

Application Status

Status	Action By	Action Date	Remarks
VERIFIED	Dechen Choden(cdb verifier)	2019-09-08	Verified and send for approval
SUBMITTED	Himalaya Construction(CONTRACTOR)	2019-09-08	

Remarks :

[Approve] [Reject] [Send Back To Verifier] [⊘ Cancel]

✓ **Process 7.1.4:** If the applicant has submitted all required documents and information, then application will approved for payment. Otherwise reject with reason and notify applicant in sms and email. If application need to be send back to verifier, then he/she need to enter the reason and click on send back to verifier button.

✓ **Result 7.1.4:** The respective acknowledgement slip will be displayed for few second and then redirect to dashboard.

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8   Payment and Printing of Contractor certificate

8.1   Process 1: Payment and Printing certificate for Contractor Renewal

   ✓ **Action:** Update payment and Printing of certificate can be done by Accounts from the following url

      http://www.citizenservices.gov.bt/CDB

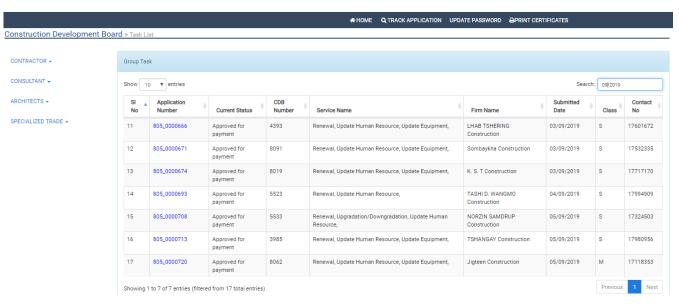   ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.

   ✓ **Process 8.1.1:** Enter login id and password. Then Click "login" button.

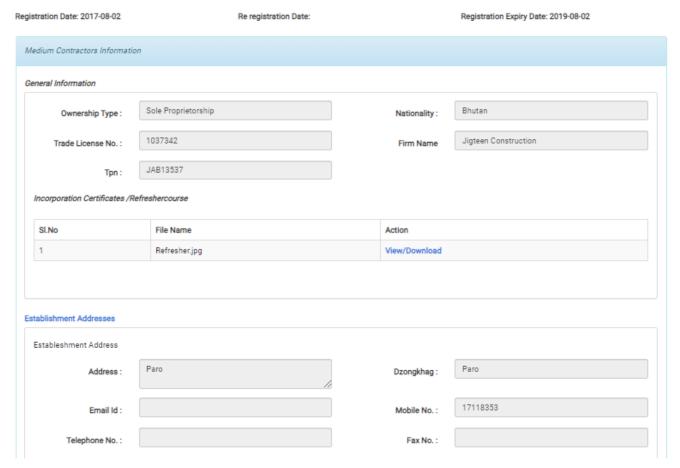   ✓ **Result 8.1.1:** On successful login, the following dealing Officer page appears

   ✓ **Process 8.1.2:** Select and click on the service that he/she going to update payment.

   ✓ **Result 8.1.2:** Following page appears

Sl No	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Class	Contact No
11	805_0000666	Approved for payment	4393	Renewal, Update Human Resource, Update Equipment,	LHAB TSHERING Construction	03/09/2019	S	17601672
12	805_0000671	Approved for payment	8091	Renewal, Update Human Resource, Update Equipment,	Sombaykha Construction	03/09/2019	S	17532335
13	805_0000674	Approved for payment	8019	Renewal, Update Human Resource, Update Equipment,	K. S. T Construction	03/09/2019	S	17717170
14	805_0000693	Approved for payment	5523	Renewal, Update Human Resource,	TASHI D. WANGMO Construction	04/09/2019	S	17994909
15	805_0000708	Approved for payment	5533	Renewal, Upgradation/Downgradation, Update Human Resource,	NORZIN SAMDRUP Construction	05/09/2019	S	17324503
16	805_0000713	Approved for payment	3985	Renewal, Update Human Resource, Update Equipment,	TSHANGAY Construction	05/09/2019	S	17980956
17	805_0000720	Approved for payment	8062	Renewal, Update Human Resource, Update Equipment,	Jigteen Construction	05/09/2019	M	17118353

Showing 1 to 7 of 7 entries (filtered from 17 total entries)

✓ **Process 8.1.3:** Click on the application number to open the application.

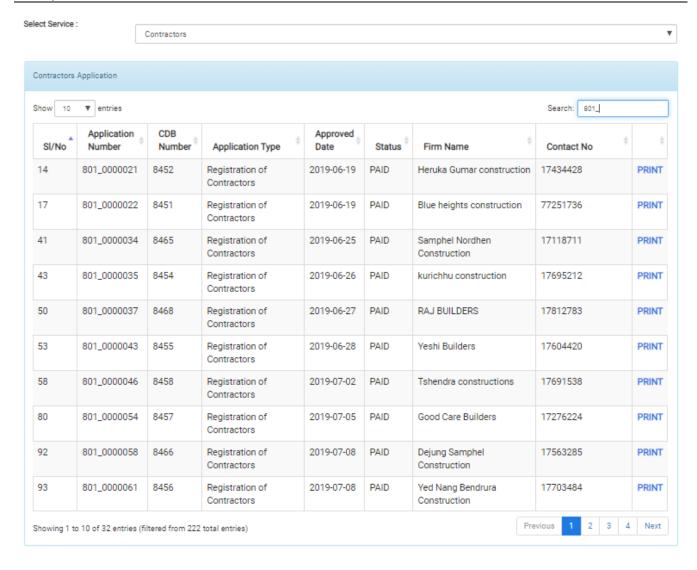✓ **Result 8.1.3:** The following page will be displayed to update payment.

Classification Details

Category		Approved Before	Large	Medium	Small	Registered	Service Fees Amount (Nu.)
W1	Roads and Bridges :	Medium	○	⦿	○	○	5000
W2	Traditional Bhutanese Painting/Finishing Works		○	○	○	○	Not Applicable
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	Medium	○	⦿	○	○	5000
W4	Power and Telecommunication Works		○	○	⦿	○	Not Applicable
						Total	10000

Service Applied With Renewal and Fees

	services	Amount
☞	Renewal service (W1- Medium: 5000, W3- Medium: 5000,)	10000
☞	Penalty	400
☞	Update Human Resource	Not Applicable
☞	Update Equipment	Not Applicable
	Total	10400

Approve Date:	2019-09-05	Expiry Date:	2021-09-05
CDB Number : *	8062	Payment Date :*	(Date formate: yy-mm-dd, eg:2016-12-12)
Receipt No :*			
Amount Paid:	10400	Mode of Payment:	-Select- ▼

Application Status

Status	Action By	Action Date	Remarks
Approved for Payment	Tshering Nidup(cdb approver)	2019-09-05	No Remarks
SUBMITTED	Jigteen Construction(CONTRACTOR)	2019-09-05	
VERIFIED	Ugyen Doelma(cdb verifier)	2019-09-05	Verified

Remarks :

[Approve and Generate Certificate] [⊘ Cancel]

- ✓ **Process 8.1.4:** After mentioning payment detail, he/she will click on the button called Approve and Generate Certificate.
- ✓ **Result 8.1.4:** The application will be update and certificate is read for printing.
- ✓ **Process 8.1.5:** To print certificates, he/she need to click on the link called Print certificates. The page will appear where he/she need to choose the service for. After selecting the service, the list of payment approved application will be displayed.
- ✓ **Result 8.1.5:** The application list to print will appear as shown below.

Select Service :

Contractors ▼

Contractors Application

Show 10 ▼ entries   Search: 801_

Sl/No	Application Number	CDB Number	Application Type	Approved Date	Status	Firm Name	Contact No	
14	801_0000021	8452	Registration of Contractors	2019-06-19	PAID	Heruka Gumar construction	17434428	PRINT
17	801_0000022	8451	Registration of Contractors	2019-06-19	PAID	Blue heights construction	77251736	PRINT
41	801_0000034	8465	Registration of Contractors	2019-06-25	PAID	Samphel Nordhen Construction	17118711	PRINT
43	801_0000035	8454	Registration of Contractors	2019-06-26	PAID	kurichhu construction	17695212	PRINT
50	801_0000037	8468	Registration of Contractors	2019-06-27	PAID	RAJ BUILDERS	17812783	PRINT
53	801_0000043	8455	Registration of Contractors	2019-06-28	PAID	Yeshi Builders	17604420	PRINT
58	801_0000046	8458	Registration of Contractors	2019-07-02	PAID	Tshendra constructions	17691538	PRINT
80	801_0000054	8457	Registration of Contractors	2019-07-05	PAID	Good Care Builders	17276224	PRINT
92	801_0000058	8466	Registration of Contractors	2019-07-08	PAID	Dejung Samphel Construction	17563285	PRINT
93	801_0000061	8456	Registration of Contractors	2019-07-08	PAID	Yed Nang Bendrura Construction	17703484	PRINT

Showing 1 to 10 of 32 entries (filtered from 222 total entries)   Previous 1 2 3 4 Next

✓ **Process 8.1.5:** After selecting the application to print, he/she need to click on print link to print the certificate.

✓ **Result 8.1.5:** The certificate will be displayed and need to print to issue as shown below.

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དཔལ་ལྡན་འབྲུག་གཞུང་།
བཟོ་བསྐྲུན་གོང་འཕེལ་བཀོད་ཚོགས།

CONSTRUCTION DEVELOPMENT BOARD

CERTIFICATION

CDB Registration No .:	8347
Initial Registration Date.: :	08-09-2019
Up-Gr/Revalidation Date.:	08-09-2019
Registration Expiry Date.:	08-09-2021

Ugyen
(10501001691)

This is to certify that **Ugyen Tenzin Construction** of **Thimphu** Dzongkhag is a registered Construction Firm with the Construction Development Board. The firm is registered in the following catagories and classifications:

Category	Classification
W1 - Roads and Bridges	Small
W2 - Traditional Bhutanese Painting /Finishing	Registered
W3 - Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	Small
W4 - Power and Telecommunication Works	Small

(Director)
Construction Development Board

Tel. No: +975-2-326035 / 333502 Fax No: +975-2-321989 : Post Box # 1349
E-mail: registration@cdb.gov.bt : Web address : www.cdb.gov.bt

NOTE: *This e-certificates is generated from E-Zotin Online System.*

Terms & Conditions of CDB Certificatation

1. As provided in clause 2.1.1.2 and 2.3.1 of Procurement Rules and Regulations 2009, the holder of this Certificate is qualified to participate in public procurement procedure

2. The issuance of CDB Registration Certificate will be based largely on the fulfillment of the minimum criteria set against classification of Contractor/Consultant and Categorization of Works and upon

3. All the registered contractors should comply with 'Code of ethics for Contractors'.

4. CDB will not be accountable for any false/fabricated submission that could have led to the fulfillment of the criteria and subsequent issue of CDB Registration Certificate.

5. CDB Registration Certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.

6. Notwithstanding the provisions of Companies Act of Bhutan, the certificate issued is non-transferable

7. CDB Certificate cannot be leased or subleased to any individual or another firm.

8. Certificate is valid during the period for which it was issued provided it has not been cancelled,

9. Failing to renew within the expiry date will lead to penalty of Nu.100 per day.

10. Failing to pay the fees for approved online application within 30 days will lead to cancellation of the application.

11. All registered construction firm must attend the mandatory refresher course in order to apply for renewal.

12. No Contractors can submit bid, participate in bidding or be on the contention for award if the registration has expired.

13. No Contractors can undertake/implement works which is not within the scope of the registration.

14. The registration is subject to verification whenever the CDB so desires.

15. Large and Medium Contractors must have Office established with Signboard (requirements of office

16. Registered firms are required to inform the CDB of any changes in their address, contact details or any pertinent particulars within one month.

17. The CDB Registration Certificate can be revoked, downgraded, suspended or cancelled at any given time if the:

9   **Other services**
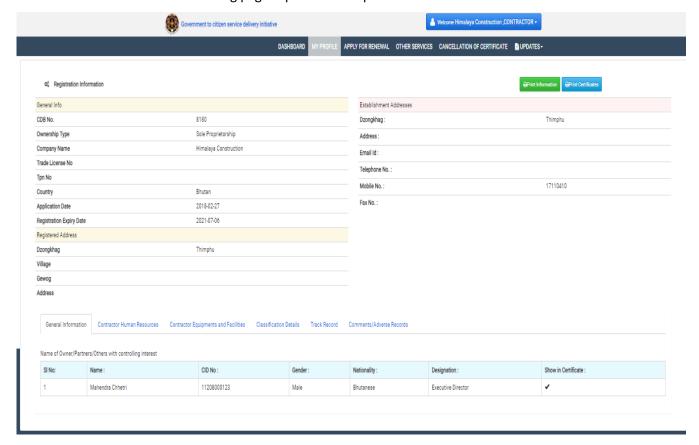
- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
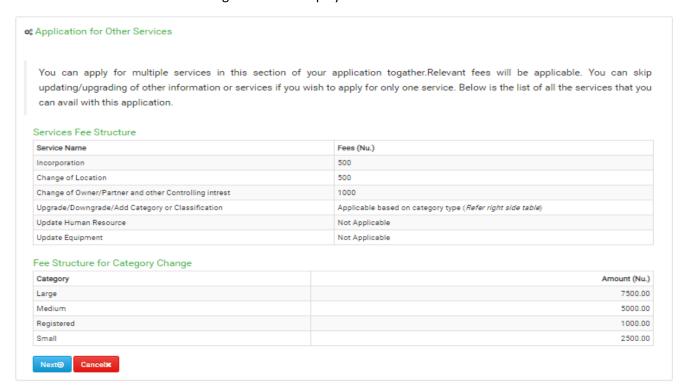
- ✓ **Process 9.1:** click on the link called login and provide correct user name and password.

- ✓ **Result 9.1**: The following home page for CC contractor will appears.

✓ **Process 9.1:** Contractors can able to view all information by clicking on my profile link.

✓ **Result 9.1**: The following page represents the profile.
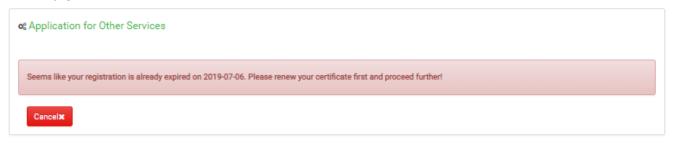
✓ **Process 9.2:** To avail **Other service,** the applicant need to click on the link called Other services

✓ **Result 9.2:** The following screed will displayed for their information.

Note: If there is ongoing application, like same applicant has applied for other services or renewal or any other services, then he/she is not allow to apply unless complete that applicant process. Certificate
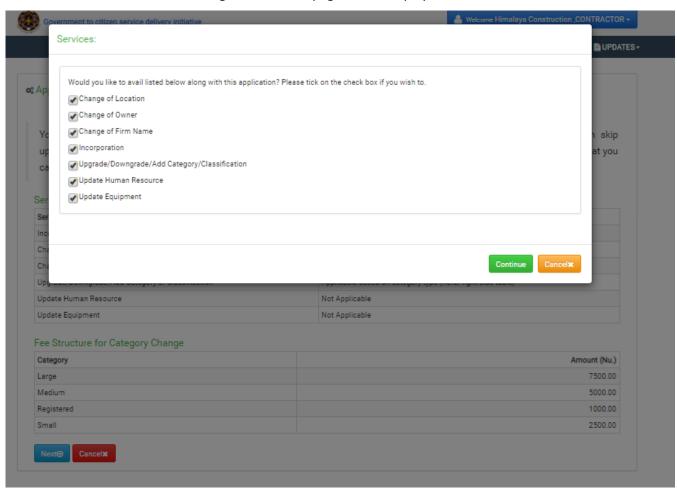
should have active to avail any services, otherwise not allow to apply. Flowing screen show some of them.
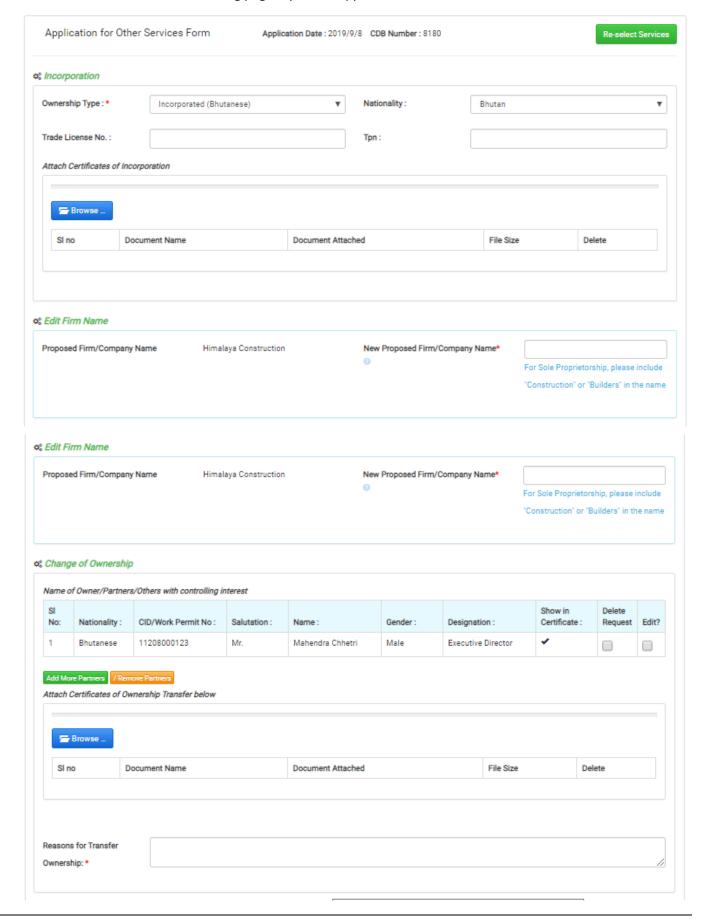
- ✓ **Process 9.3:** On clicking next button, applicant need to select services that he/she going to apply.

- ✓ **Result 9.3:** The following service select page will be displayed:
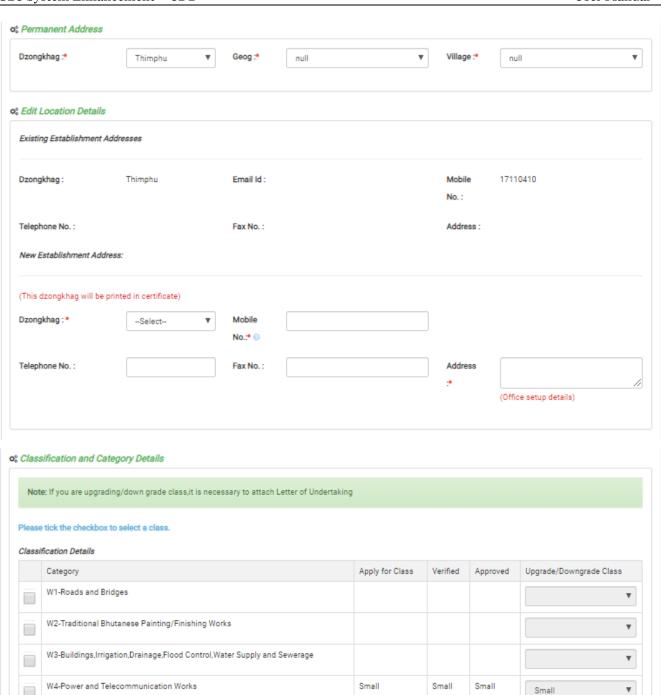
He/she can select as many service they wish to. The service fees will be calculated and send to they email on submission. Update human resoure and Update equipment service are free cost.

✓ **Process 9.4:** After selecting service and pressing on continue button, the form will be displayed for renewal.

✓ **Result 9.4:** The following page represent application form for other service.

⚙ Permanent Address

| Dzongkhag :* | Thimphu ▼ | Geog :* | null ▼ | Village :* | null ▼ |

⚙ Edit Location Details

Existing Establishment Addresses

| Dzongkhag : | Thimphu | Email Id : | | Mobile No. : | 17110410 |
| Telephone No. : | | Fax No. : | | Address : | |

New Establishment Address:

(This dzongkhag will be printed in certificate)

| Dzongkhag : * | --Select-- ▼ | Mobile No.:* ⓘ | |
| Telephone No. : | | Fax No. : | | Address :* | |

(Office setup details)

⚙ Classification and Category Details

Note: If you are upgrading/down grade class,it is necessary to attach Letter of Undertaking

Please tick the checkbox to select a class.

Classification Details

	Category	Apply for Class	Verified	Approved	Upgrade/Downgrade Class
☐	W1-Roads and Bridges				▼
☐	W2-Traditional Bhutanese Painting/Finishing Works				▼
☐	W3-Buildings,Irrigation,Drainage,Flood Control,Water Supply and Sewerage				▼
☐	W4-Power and Telecommunication Works	Small	Small	Small	Small ▼

Attach your UnderTaking Below

📁 Browse ...

SI no	Document Name	Document Attached	File Size	Delete

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Human Resource Details

Salutation :	Name :	CID/Work Permit No :	Gender :	Country :	Designation :	Qualification :	Join Date :	Trade :	Attachments (CV/UT/AT):	Delete Request	Edit?
1) Mr.	Bejay Kharel	11812002514	Male	Bhutan	Site Supervisor	Degree	2018-01-02	Civil		☐	☐

[+ Add More HR] [Remove HR]

Equipment Details

SI No:	Equipment Name:	Registration Type:	Registration No :	Registration To :	Quantity :	Attachments :	Delete Request	Edit?
1)	Pex Pipe Stripper	Non-Registered			1		☐	☐

[+ Add More Equipment] [Remove Equipment]

[Review Details] [Cancel ✖]

✓ **Process 9.5:** After filing up the form, applicant need to review form once more for confirmation. Then he/she need to accept terms and condition and finally submit the form.

✓ **Result 9.5:** The following page will appear as acknowledgement.

Government to citizen service delivery initiative   👤 Welcome Himalaya Construction ,CONTRACTOR ▾

DASHBOARD   MY PROFILE   APPLY FOR RENEWAL   OTHER SERVICES   CANCELLATION OF CERTIFICATE   📄 UPDATES ▾

Construction Development Board » Acknowledgement

Thank You for Applying. Your Application Number is 807_0000446.

Please remember your application number to check your status.
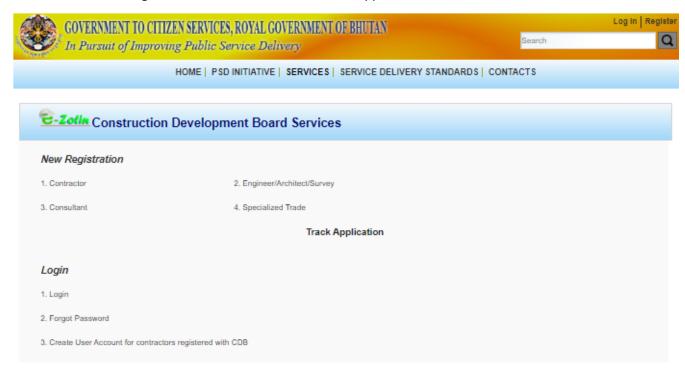
10   Contractor Verification

10.1 Process 1: Verification of Other services of Contractor

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.

- ✓ **Process 10.1:** Enter Login id and password. Then Click "login" button.

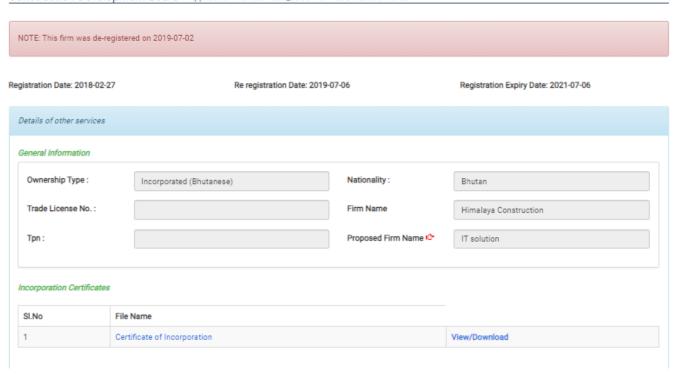- ✓ **Result 10.1:** On successful login, the following page will be displayed.

✓ **Process 10.2:** To take action on application submitted, then verifier need to select service to which he/she going to take action.

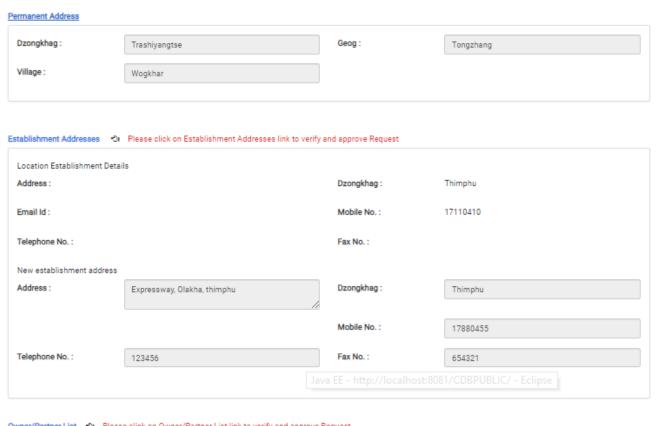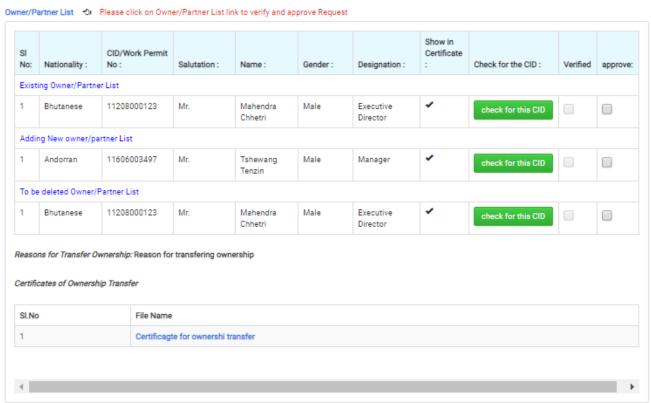✓ **Result 10.2:** The task list for that selected service will be displayed.

✓ **Process 6.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 6.1.3:** The page will be open for verification of application submitted.

Permanent Address

| Dzongkhag : | Trashiyangtse | Geog : | Tongzhang |
| Village : | Wogkhar | | |

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Establishment Addresses ↻ Please click on Establishment Addresses link to verify and approve Request

Location Establishment Details

Address :		Dzongkhag :	Thimphu
Email Id :		Mobile No. :	17110410
Telephone No. :		Fax No. :	

New establishment address

Address :	Expressway, Olakha, thimphu	Dzongkhag :	Thimphu
		Mobile No. :	17880455
Telephone No. :	123456	Fax No. :	654321

Owner/Partner List ↻ Please click on Owner/Partner List link to verify and approve Request

SI No:	Nationality :	CID/Work Permit No :	Salutation :	Name :	Gender :	Designation :	Show in Certificate :	Check for the CID :	Verify:
Existing Owner/Partner List									
1	Bhutanese	11208000123	Mr.	Mahendra Chhetri	Male	Executive Director	✔	check for this CID	☐
Adding New owner/partner List									
1	Andorran	11606003497	Mr.	Tshewang Tenzin	Male	Manager	✔	check for this CID	☐
To be deleted Owner/Partner List									
1	Bhutanese	11208000123	Mr.	Mahendra Chhetri	Male	Executive Director	✔	check for this CID	☐

Reasons for Transfer Ownership: Reason for transfering ownership

Certificates of Ownership Transfer

SI.No	File Name
1	Certificagte for ownershi transfer

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Classification Details ↻ Please click on Classification Details link to verify and approve Request

Category	Approved in pre-Service	Applied	Large	Medium	Small	Registered	Amount (Nu.)
W1 Roads and Bridges :		L	●	○	○	○	15000
W2 Traditional Bhutanese Painting/Finishing Works		R	○	○	○	●	1500
W3 Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage			○	○	○	○	Not Applicable
W4 Power and Telecommunication Works	Small		○	○	○	○	Not Applicable
						Total	16500

Undertaking Attachment

Sl.No	File Name	Given File Name	Action
1	judiciaryDB.xlsx	Undrtaking Certificate	View/Download

	Services Applied	Amount
⟲	Change Of FirmName	500
⟲	Change Of Location	500
⟲	Change Of Owner	1000
⟲	Incorporation	500
⟲	Upgradation/Downgradation (W1- Large: 15000, W2- Registered: 1500,)	16500
⟲	Update Human Resource	Not Applicable
⟲	Update Equipment	Not Applicable
	Total	19000

Human Resource ↻ Please click on Human Resource link to verify and approve Request

Salutation :	Name :	CID/Work Permit No :	Gender :	Country :	Designation :	Qualification :	Join Date :	Trade :	Attachments (CV/UT/AT):	Check for the CID :	Verify:
Existing HR List											
1) Mr.	Bejay Kharel	11812002514	Male	Bhutan	Site Supervisor	Degree	2018-01-02	Civil		check for this CID	☐
To be Added HR List											
1) Mr.	Name of the hr	11223344556	Male	Algeria	Accountant	Diploma	2019-09-08	Class X	⟲ Cid	check for this CID	☐

Equipment Section ↻ Please click on Equipment Section link to verify and approve Request

Sl No:	Equipment Name:	Registration Type:	Registration No :	Registration To :	Quantity :	Attachments :	Equipment Check	Verify:
Existing Equipment List								
1)	Pex Pipe Stripper	Non-Registered			1		Check for Equipment Details	☐

Remarks :

[Verify] [⊘ Cancel] [Reject]

Java EE - http://localhost:8081/CDBPUBLIC/ - Eclipse

- ✓ **Process 10.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).

- ✓ **Result 10.4:** verification acknowledgement will be displayed for some second and redirect to dashboard.

- ✓ **Process 10.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.

- ✓ **Result 10.5:** Applicant will be notified both in email and SMS.

11   Approval of Application

11.1 Process 1: Approval of Other services for Contractor Certificate

- ✓ **Action: :** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
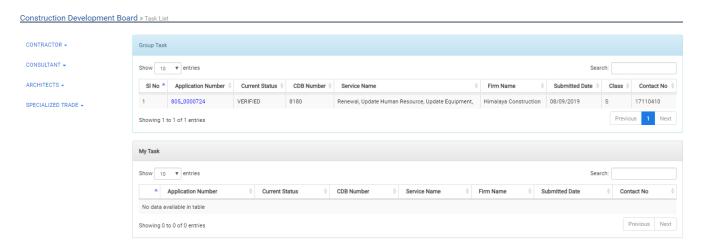
- ✓ **Process 11.1:** Enter login id and password. Then Click "login" button.

- ✓ R**esult 11.1:** On successful login, the following dealing Officer page appears

- ✓ **Process 11.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

- ✓ **Result 11.2:** The task list for that selected service will be displayed

Construction Development Board » Task List

CONTRACTOR ▾
CONSULTANT ▾
ARCHITECTS ▾
SPECIALIZED TRADE ▾

Group Task

Show 10 ▾ entries   Search:

Sl No	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Class	Contact No
1	805_0000724	VERIFIED	8180	Renewal, Update Human Resource, Update Equipment,	Himalaya Construction	08/09/2019	S	17110410

Showing 1 to 1 of 1 entries   Previous 1 Next

My Task

Show 10 ▾ entries   Search:

Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Contact No
No data available in table						

Showing 0 to 0 of 0 entries   Previous Next

- ✓ **Process 11.3:** From group task, he/she need to click on application number to take further action

- ✓ **Result 11.3:** The page will be open for verification of application submitted.

Construction Development Board » Application Number : 807_0000446 » CDB Number : 8180

NOTE: This firm was de-registered on 2019-07-02

Registration Date: 2018-02-27   Re registration Date: 2019-07-06   Registration Expiry Date: 2021-07-06

Details of other services

General Information

Ownership Type :	Incorporated (Bhutanese)	Nationality :	Bhutan
Trade License No. :		Firm Name	Himalaya Construction
Tpn :		Proposed Firm Name ↻	IT solution

Incorporation Certificates

Sl.No	File Name	
1	Certificate of Incorporation	View/Download

Permanent Address

| Dzongkhag : | Trashiyangtse | Geog : | Tongzhang |
| Village : | Wogkhar | | |

Establishment Addresses   ↻   Please click on Establishment Addresses link to verify and approve Request

Location Establishment Details

Address :		Dzongkhag :	Thimphu
Email Id :		Mobile No. :	17110410
Telephone No. :		Fax No. :	

New establishment address

Address :	Expressway, Olakha, thimphu	Dzongkhag :	Thimphu
		Mobile No. :	17880455
Telephone No. :	123456	Fax No. :	654321

Java EE - http://localhost:8081/CDBPUBLIC/ - Eclipse

Owner/Partner List   ↻   Please click on Owner/Partner List link to verify and approve Request

SI No:	Nationality :	CID/Work Permit No :	Salutation :	Name :	Gender :	Designation :	Show in Certificate :	Check for the CID :	Verified	approve:
Existing Owner/Partner List										
1	Bhutanese	11208000123	Mr.	Mahendra Chhetri	Male	Executive Director	✔	check for this CID	☐	☐
Adding New owner/partner List										
1	Andorran	11606003497	Mr.	Tshewang Tenzin	Male	Manager	✔	check for this CID	☐	☐
To be deleted Owner/Partner List										
1	Bhutanese	11208000123	Mr.	Mahendra Chhetri	Male	Executive Director	✔	check for this CID	☐	☐

Reasons for Transfer Ownership: Reason for transfering ownership

Certificates of Ownership Transfer

SI.No	File Name
1	Certificagte for ownershi transfer

◄   ►

e_Centric

Classification Details ⟳ Please click on Classification Details link to verify and approve Request

Category	Approved in pre-Service	Verified	Large	Medium	Small	Registered	Amount (Nu.)
W1 Roads and Bridges :		L	●	○	○	○	15000
W2 Traditional Bhutanese Painting/Finishing Works		R	○	○	○	●	1500
W3 Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage			○	○	○	○	Not Applicable
W4 Power and Telecommunication Works	Small	S	○	○	●	○	Not Applicable
						Total	16500

Undertaking Attachment

Sl.No	File Name	Given File Name	Action
1	judiciaryDB.xlsx	Undrtaking Certificate	View/Download

	Services Applied	Amount
☞	Change Of FirmName	500
☞	Change Of Location	500
☞	Change Of Owner	1000
☞	Incorporation	500
☞	Upgradation/Downgradation (W1- Large: 15000, W2- Registered: 1500,)	16500
☞	Update Human Resource	Not Applicable
☞	Update Equipment	Not Applicable
	Total	19000

Human Resource ⟳ Please click on Human Resource link to verify and approve Request

Salutation :	Name :	CID/Work Permit No :	Gender :	Country :	Designation :	Qualification :	Join Date :	Trade :	Attachments (CV/UT/AT):	Check for the CID :	Verified	approve:
Existing HR List												
1) Mr.	Bejay Kharel	11812002514	Male	Bhutan	Site Supervisor	Degree	2018-01-02	Civil		check for this CID	☐	☐
To be Added HR List												
1) Mr.	Name of the hr	11223344556	Male	Algeria	Accountant	Diploma	2019-09-08	Class X	☞ Cid	check for this CID	☐	☐

Equipment Section ⟳ Please click on Equipment Section link to verify and approve Request

Application Status

Status	Action By	Action Date	Remarks
VERIFIED	Dechen Choden(cdb verifier)	2019-09-08	Verified and send for approval
SUBMITTED	Himalaya Construction(CONTRACTOR)	2019-09-08	

Remarks :

[Approve] [Send Back To Verifier] [⊘ Cancel] [Reject]

e_Centric
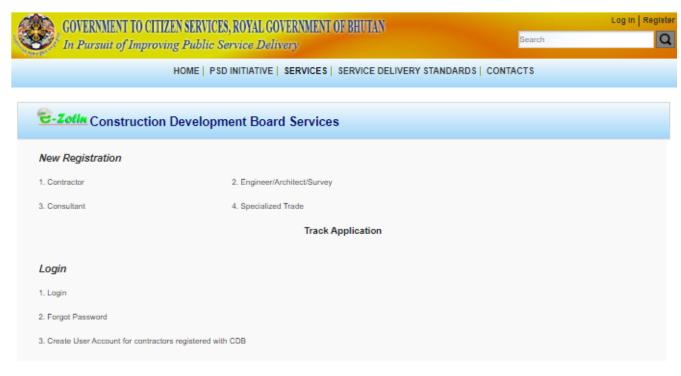
✓ **Process 11.4:** If the applicant has submitted all required documents and information, then application will approved for payment. Otherwise reject with reason and notify applicant in sms and email. If application need to be send back to verifier, then he/she need to enter the reason and click on send back to verifier button.

✓ **Result 11.4:** The respective acknowledgement slip will be displayed for few second and then redirect to dashboard.

12   Payment and Printing of Contractor certificate

12.1 Process 1: Payment and Printing certificate for Contractor Renewal

- ✓ **Action:** Update payment and Printing of certificate can be done by Accounts from the following url

   http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
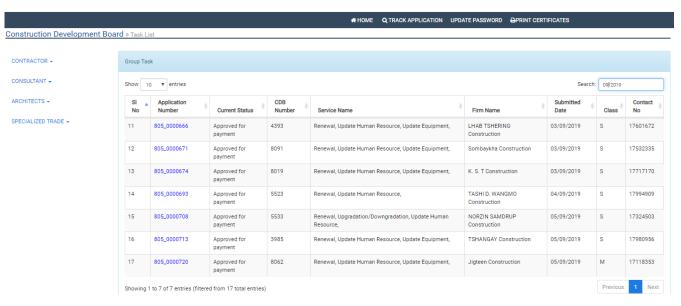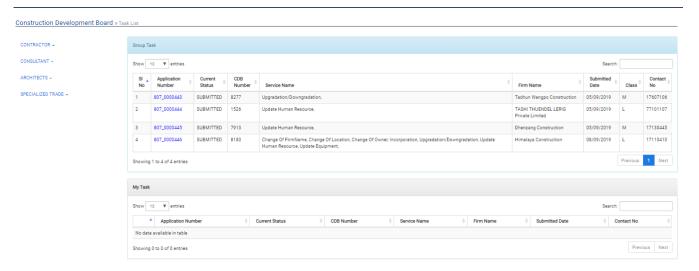

- ✓ **Process 12.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 12.1:** On successful login, the following dealing Officer page appears
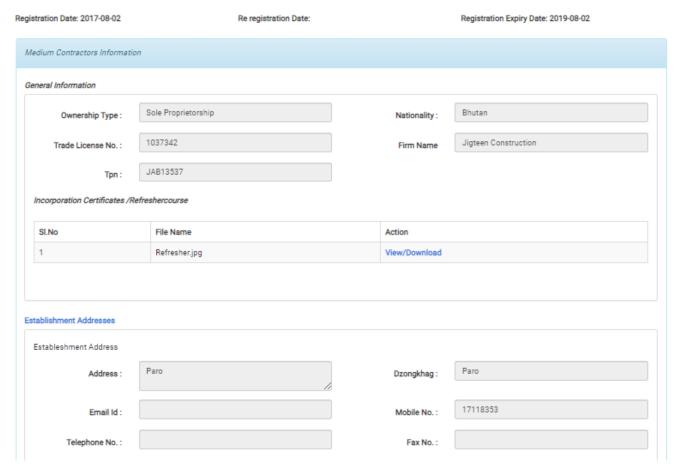
- ✓ **Process 12.2:** Select and click on the service that he/she going to update payment.

- ✓ **Result 12.2:** Following page appears
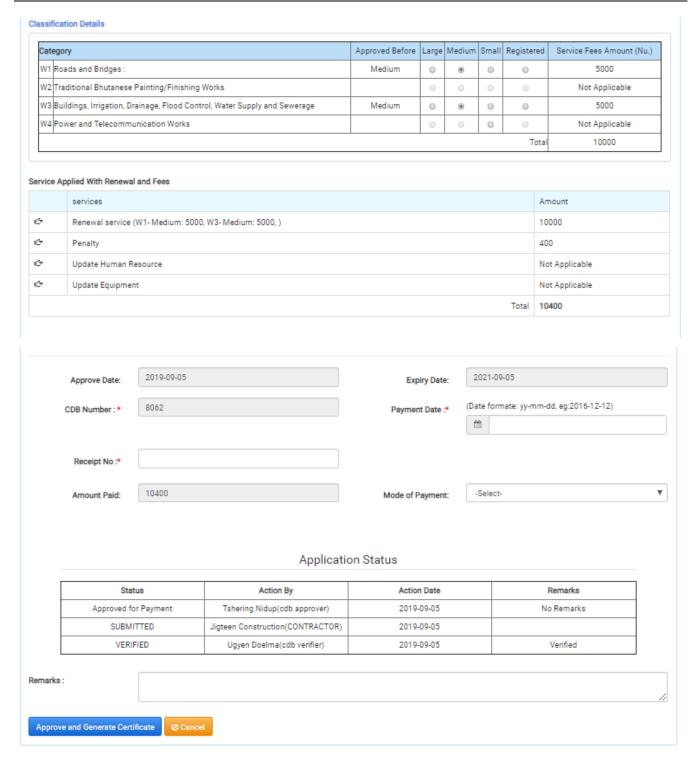
- ✓ **Process 12.3:** Click on the application number to open the application.
- ✓ **Result 12.3:** The following page will be displayed to update payment.

Classification Details

Category		Approved Before	Large	Medium	Small	Registered	Service Fees Amount (Nu.)
W1	Roads and Bridges :	Medium	○	◉	○	○	5000
W2	Traditional Bhutanese Painting/Finishing Works		○	○	○	○	Not Applicable
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	Medium	○	◉	○	○	5000
W4	Power and Telecommunication Works		○	○	◉	○	Not Applicable
						Total	10000

Service Applied With Renewal and Fees

	services	Amount
☞	Renewal service (W1- Medium: 5000, W3- Medium: 5000,)	10000
☞	Penalty	400
☞	Update Human Resource	Not Applicable
☞	Update Equipment	Not Applicable
	Total	10400

Approve Date:	2019-09-05	Expiry Date:	2021-09-05
CDB Number : *	8062	Payment Date :*	(Date formate: yy-mm-dd, eg:2016-12-12)
Receipt No :*			
Amount Paid:	10400	Mode of Payment:	-Select- ▼

Application Status

Status	Action By	Action Date	Remarks
Approved for Payment	Tshering Nidup(cdb approver)	2019-09-05	No Remarks
SUBMITTED	Jigteen Construction(CONTRACTOR)	2019-09-05	
VERIFIED	Ugyen Doelma(cdb verifier)	2019-09-05	Verified

Remarks :

[Approve and Generate Certificate] [⊘ Cancel]

- ✓ **Process 12.4:** After mentioning payment detail, he/she will click on the button called Approve and Generate Certificate.
- ✓ **Result 12.4:** The application will be update and certificate is read for printing.
- ✓ **Process 12.5:** To print certificates, he/she need to click on the link called Print certificates. The page will appear where he/she need to choose the service for. After selecting the service, the list of payment approved application will be displayed.
- ✓ **Result 12.5:** The application list to print will appear as shown below.

- ✓ **Process 12.5:** After selecting the application to print, he/she need to click on print link to print the certificate.
- ✓ **Result 12.5:** The certificate will be displayed and need to print to issue as shown below.

 དཔལ་ལྡན་འབྲུག་གཞུང་།
བཟོ་བསྐྲུན་གོང་འཕེལ་བགོད་ཚོགས།

CONSTRUCTION DEVELOPMENT BOARD

CERTIFICATION

CDB Registration No .:	8347	
Initial Registration Date.: :	08-09-2019	
Up-Gr/Revalidation Date.:	08-09-2019	
Registration Expiry Date.:	08-09-2021	Ugyen (10501001691)

This is to certify that **Ugyen Tenzin Construction** of **Thimphu** Dzongkhag is a registered Construction Firm with the Construction Development Board. The firm is registered in the following catagories and classifications:

Category	Classification
W1 - Roads and Bridges	**Small**
W2 - Traditional Bhutanese Painting /Finishing	**Registered**
W3 - Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	**Small**
W4 - Power and Telecommunication Works	**Small**

(Director)
Construction Development Board

Tel. No: +975-2-326035 / 333502 Fax No: +975-2-321989 : Post Box # 1349
E-mail: registration@cdb.gov.bt : Web address : www.cdb.gov.bt

e_Centric

NOTE: *This e-certificates is generated from E-Zotin Online System.*

Terms & Conditions of CDB Certificatation

1. As provided in clause 2.1.1.2 and 2.3.1 of Procurement Rules and Regulations 2009, the holder of this Certificate is qualified to participate in public procurement procedure

2. The issuance of CDB Registration Certificate will be based largely on the fulfillment of the minimum criteria set against classification of Contractor/Consultant and Categorization of Works and upon

3. All the registered contractors should comply with 'Code of ethics for Contractors'.

4. CDB will not be accountable for any false/fabricated submission that could have led to the fulfillment of the criteria and subsequent issue of CDB Registration Certificate.

5. CDB Registration Certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.

6. Notwithstanding the provisions of Companies Act of Bhutan, the certificate issued is non-transferable

7. CDB Certificate cannot be leased or subleased to any individual or another firm.

8. Certificate is valid during the period for which it was issued provided it has not been cancelled,

9. Failing to renew within the expiry date will lead to penalty of Nu.100 per day.

10. Failing to pay the fees for approved online application within 30 days will lead to cancellation of the application.

11. All registered construction firm must attend the mandatory refresher course in order to apply for renewal.

12. No Contractors can submit bid, participate in bidding or be on the contention for award if the registration has expired.

13. No Contractors can undertake/implement works which is not within the scope of the registration.

14. The registration is subject to verification whenever the CDB so desires.

15. Large and Medium Contractors must have Office established with Signboard (requirements of office

16. Registered firms are required to inform the CDB of any changes in their address, contact details or any pertinent particulars within one month.

17. The CDB Registration Certificate can be revoked, downgraded, suspended or cancelled at any given time if the:

13   **Cancellation of Contractor Certificate**

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
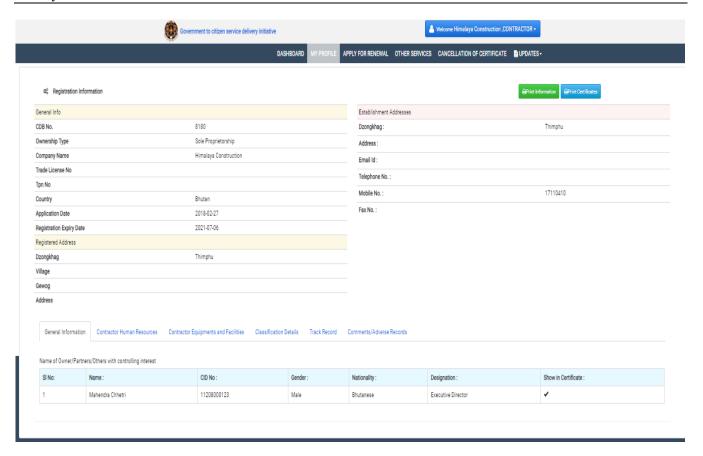
- ✓ **Process 13.1:** click on the link called login and provide correct user name and password.

- ✓ **Result 13.1**: The following home page for CC contractor will appears.
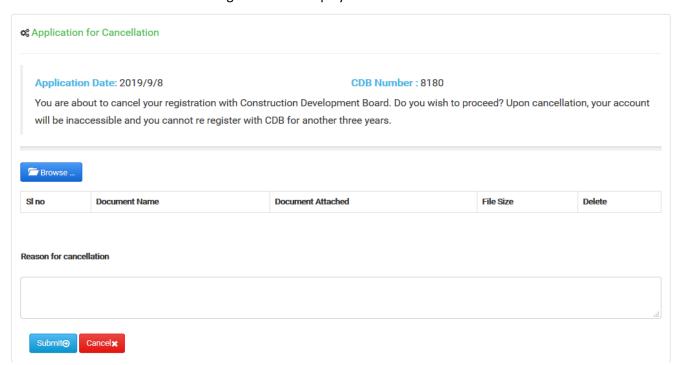
- ✓ **Process 13.2:** Contractors can able to view all information by clicking on my profile link.

- ✓ **Result 13.2**: The following page represents the profile.
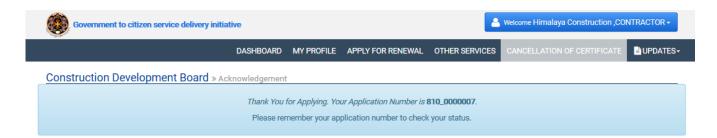
- ✓ **Process 13.3:** To avail **Cancellation service,** the applicant need to click on the link called Cancellation of Certificate.

- ✓ **Result 13.3:** The following screed will displayed.
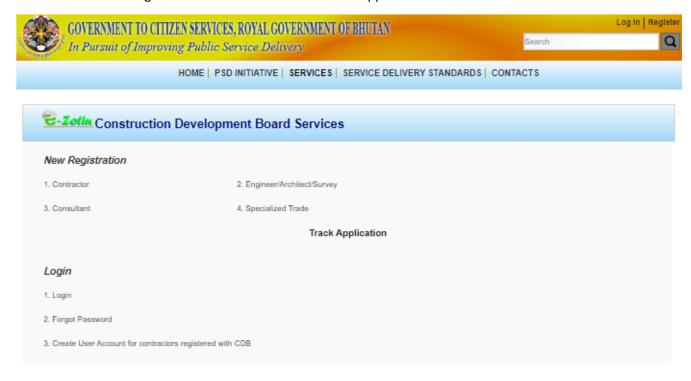
✓ **Process 13.4:** After filing up the form, and mentioning the reason for cancellation, applicant submits form.

✓ **Result 13.5:** The following page will appear as acknowledgement.

14   Contractor Verification

14.1 Process 1: Verification of cancellation of Contractor certificate.

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.

- ✓ **Process 14.1.1:** Enter Login id and password. Then Click "login" button.

- ✓ **Result 14.1.1:** On successful login, the following page will be displayed.

✓ **Process 14.1.2:** To take action on application submitted, then verifier need to select service to which he/she going to take action.

✓ **Result 14.1.2:** The task list for that selected service will be displayed.

✓ **Process 14.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 14.1.3:** The page will be open for verification of application submitted.

- ✓ **Process 14.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).
- ✓ **Result 14.1.4:** verification acknowledgement will be displayed for some second and redirect to dashboard.

- ✓ **Process 14.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.
- ✓ **Result 14.1.5:** Applicant will be notified both in email and SMS.

15   Approval of Application

15.1 Process 1: Approval of Cancellation of Contractor Certificate

- ✓ **Action: :** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
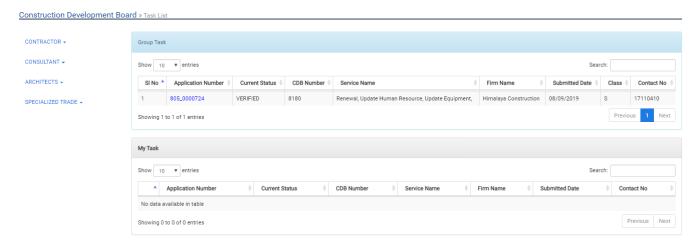
- ✓ **Process 15.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 15.1:** On successful login, the following dealing Officer page appears
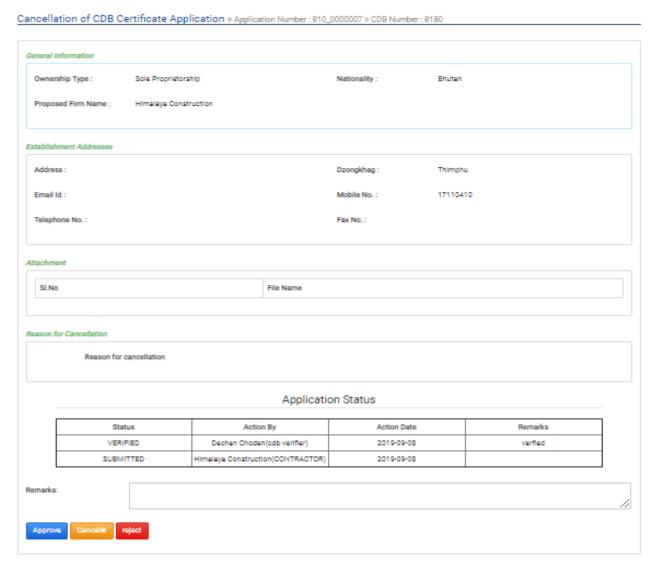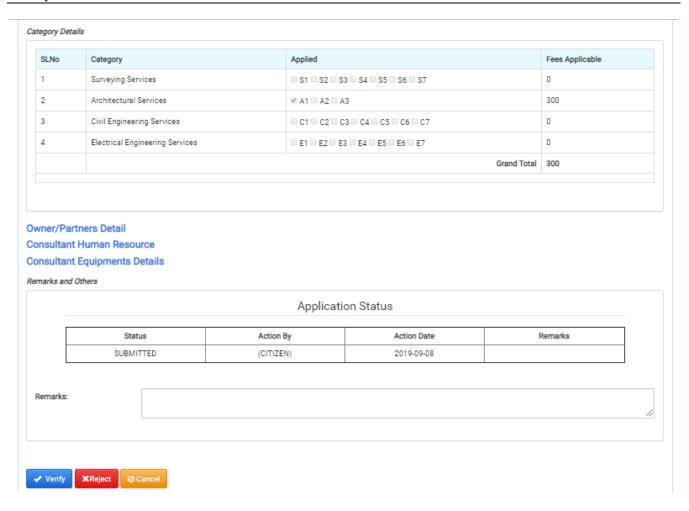

- ✓ **Process 15.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

- ✓ **Result 15.2:** The task list for that selected service will be displayed

- ✓ **Process 15.3:** From group task, he/she need to click on application number to take further action

- ✓ **Result 15.3:** The page will be open for verification of application submitted.
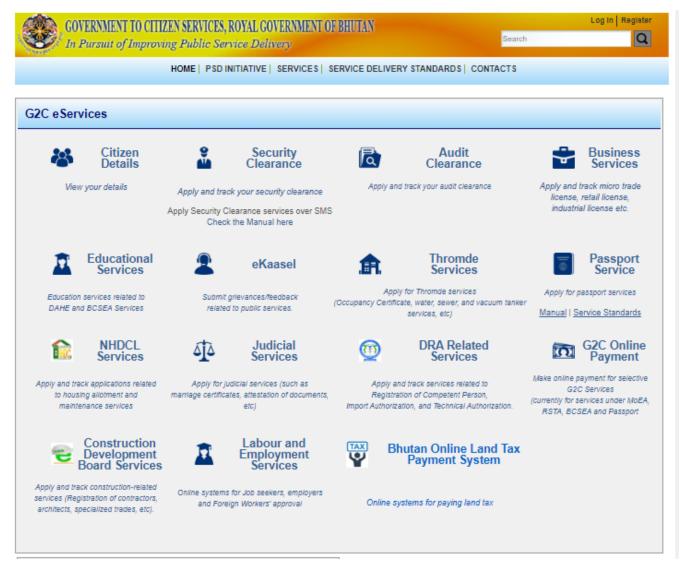
- ✓ **Process 15.4:** If the applicant has submitted all required documents and information, then application will approved and update the information.
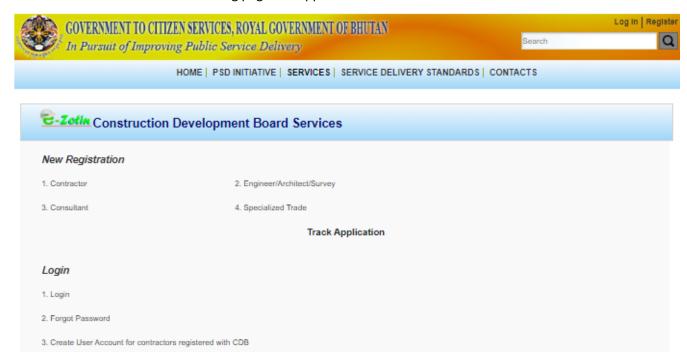
16   Registration of Consultant

✓ **Action:** Follow the url http://www.citizenservices.gov.bt/

✓   **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.

✓ **Process 16.1:** click on the link called Construction Development Board services.

✓ **Result 16.1**: The following page will appears.

✓ **Process 16.2:** From the above home page, select the service called **Consultant.**

✓ **Result 16.2:** The following page appears
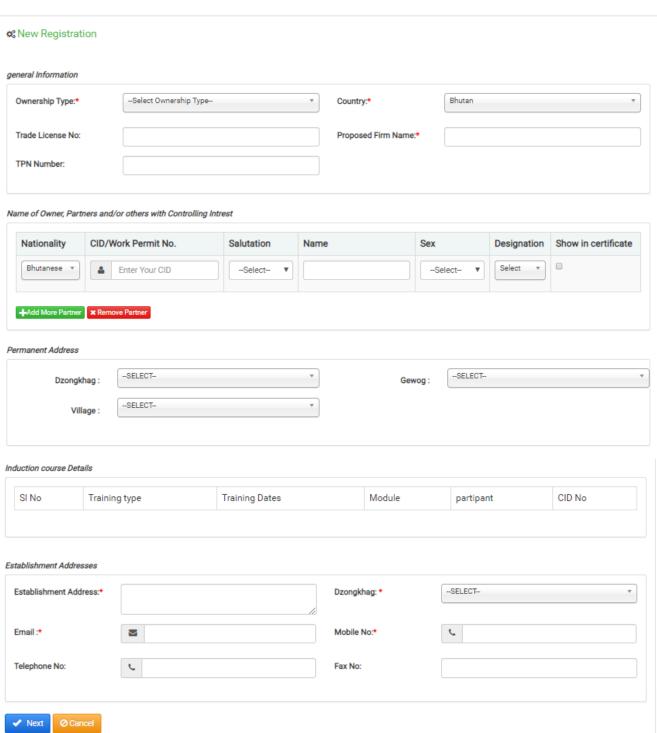
✓ **Process 16.3:** After viewing the fees structure of the Consultant registration services, click on to "Next" Button.

✓ **Result 16.3:** The following page appears

Construction Development Board » Registration Of Consultant

⚙ New Registration

general Information

Ownership Type:*	--Select Ownership Type-- ▼	Country:*	Bhutan ▼
Trade License No:		Proposed Firm Name:*	
TPN Number:			

Name of Owner, Partners and/or others with Controlling Intrest

Nationality	CID/Work Permit No.	Salutation	Name	Sex	Designation	Show in certificate
Bhutanese ▼	👤 Enter Your CID	--Select-- ▼		--Select-- ▼	Select ▼	☐

➕Add More Partner   ✖ Remove Partner

Permanent Address

Dzongkhag :	--SELECT-- ▼	Gewog :	--SELECT-- ▼
Village :	--SELECT-- ▼		

Induction course Details

SI No	Training type	Training Dates	Module	partipant	CID No

Establishment Addresses

Establishment Address:*		Dzongkhag: *	--SELECT-- ▼
Email :*	✉	Mobile No:*	☎
Telephone No:	☎	Fax No:	

✔ Next   ⊘ Cancel

- ✓ **Process 16.4:** The above section is general information and owner information.
- ✓ **Result 16.4:** Fill up the form above and click on next button to reach next page.

Construction Development Board » Registration Of Consultant

⚙ New Registration

Category Details

Hover over the ❓ icon to view what the abbreviation means.

Category	Apply for services
Architectural Services	❓☐A1 ❓☐A2 ❓☐A3
Civil Engineering Services	❓☐C1 ❓☐C2 ❓☐C3 ❓☐C4 ❓☐C5 ❓☐C6 ❓☐C7
Electrical Engineering Services	❓☐E1 ❓☐E2 ❓☐E3 ❓☐E4 ❓☐E5 ❓☐E6 ❓☐E7

Category you wish to apply for? ○ Surveying Services ⦿ Architectural,Civil Engineering and Electrical Engineering Services

✔ Next   ⊘ Cancel   ↺ Back
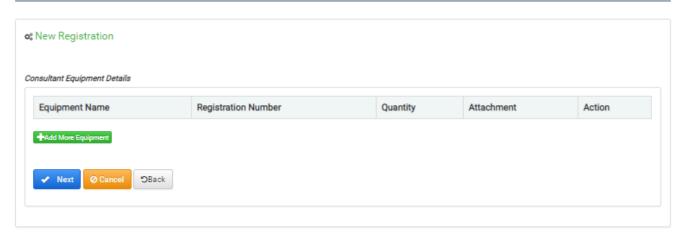
- ✓ **Process 16.5:** The above show consultant's classification that applicant wish to apply.
- ✓ **Result 16.5:** Choose and select category and press next to proceed further.

Human Resource

Requirements for different Category and Classification

Note for Surveyor Services

SlNo	Category	Human Resource Requirement	Equipment Requirement
1	S1	Minimum Diploma field of specialization with Certified Cadastral Surveyor: 2	Total Station (3 sec or better): 1 set Or GNSS RTK: 1 set
2	S2	Minimum Diploma in field of specialization: 1 Certificate in field of specialization: 1	GNSS/RTK: 1 set Total Station (5 sec or better): 1 set Levelling instrument: 1
3	S3		Bathymetric Survey Instrument: 1
4	S4	Minimum professional in field of specialization: 1	Survey Grade GNSS: 4 Precision Levelling instrument: 1 Licensed GNSS Data Processing & adjustment Software: 1
5	S5		DPWS: 1 Licensed Photogrammetric software: 1
6	S6		
7	S7	Minimum diploma in field of specialization: 1	Established collimator: 1

Note for Electrical Engineering Services

Employees	E1&E2	E3&E4	E5&E6	E7
Manager	1	1	1	1
Engineer (Degree)	1(civil),1(Elect),1(Mech),1(Hydrologiest)	1(civil),1(Elect)	1(Elect)	-
Engineer (Diploma)	-	1(civil)	1(civil)	1(Elect)

Note for Architectural Services

Employees		A1	A2	A3
Architect(Bhutanese)Master/Degree		1	1	1

Note for Civil Engineering Services

Employees	C1&C4	C2	C3	C5&C6	C7
Manager	1	1	1	1	1
Engineer (Degree)	1	1*	1**	-	1
Engineer (Diploma)	-	-	-	1	-

*Geo-Tech Engineer, **Social Science/Environmental

Salutation	Name	ID/Work Permit No.	sex	Country	Designation	Qualification	Trade/Fields	Service Type	Attachments (CV/UT/AT)	Action

➕ Add More HR

✔ Next   ⊘ Cancel   ↺ Back

✓ **Process 16.6:** The applicant need to provide all human resource detail according to the requirements.

✓ **Result 16.6:** On clicking next button after mention human resource, then following equipment section will be displayed.

Construction Development Board » Registration Of Consultant

⚙ New Registration

Consultant Equipment Details

Equipment Name	Registration Number	Quantity	Attachment	Action

+Add More Equipment

✓ Next   ⊘ Cancel   ⊃ Back

✓ **Process 16.7:** After filling up the equipment section, then need to press review your information Button to revisit all information the applicant has provided. During review time applicant can also edit details in the form. Then there will applicant need to accept undertaking and finally submit the application.

✓ **Result 16.7:** The following page appears as success message.

Government to citizen service delivery initiative

👤 Welcome Citizen ▾

⌂ MY HOME   Q VIEW STATUS

Construction Development Board » Acknowledgement

Your application for **Registration Of Consultant** has been successfully submitted and your application number is **803_0000048**.

You can track your application using Above Application Number.

Thanks You.

Print

e_Centric
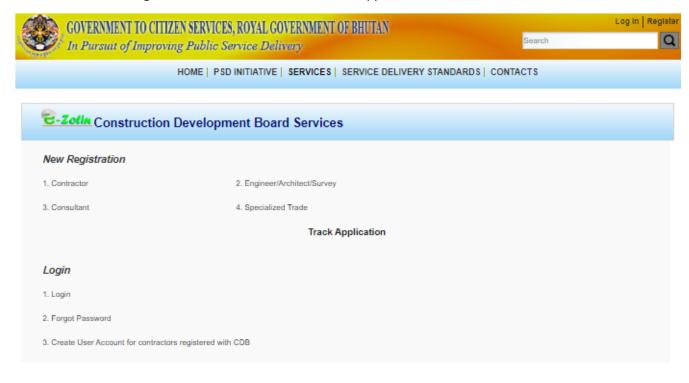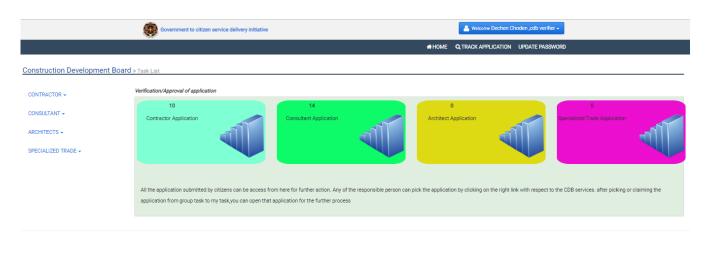
17 Verification of Application by Dealing Officer

17.1 Process 1: Verification of Registration of Consultant

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
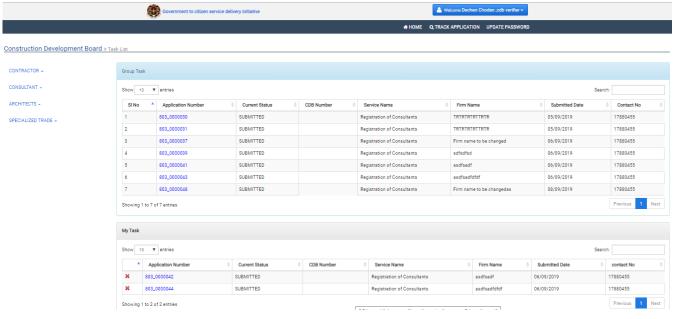
- ✓ **Process 17.1.1:** Enter Login id and password. Then Click "login" button.

- ✓ **Result 17.1.1:** On successful login, the following page appears which contains all application submitted by the Applicants which needs to be verified and further action.
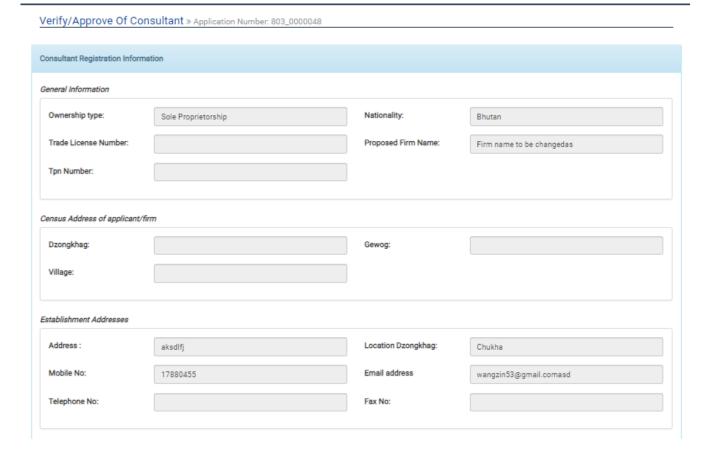
✓ **Process 17.1.2:** To take action on application submitted, then verifier need to select service to which he/she going to take action.

✓ **Result 17.1.2:** The task list for that selected service will be displayed.

✓ **Process 17.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 17.1.3:** The page will be open for verification of application submitted.

➢ General section:

Category Details

SLNo	Category	Applied	Fees Applicable
1	Surveying Services	☐ S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5 ☐ S6 ☐ S7	0
2	Architectural Services	☑ A1 ☐ A2 ☐ A3	300
3	Civil Engineering Services	☐ C1 ☐ C2 ☐ C3 ☐ C4 ☐ C5 ☐ C6 ☐ C7	0
4	Electrical Engineering Services	☐ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7	0
		Grand Total	300

Owner/Partners Detail
Consultant Human Resource
Consultant Equipments Details

Remarks and Others

Application Status

Status	Action By	Action Date	Remarks
SUBMITTED	(CITIZEN)	2019-09-08	

Remarks:

[✔ Verify] [✖ Reject] [⊘ Cancel]

- ✓ **Process 17.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).
- ✓ **Result 17.1.4:** On successful submission the following acknowledgement slip will be shown.

Government to citizen service delivery initiative   👤 Welcome Dechen Choden ,cdb verifier ▾

🏠 HOME   🔍 TRACK APPLICATION   UPDATE PASSWORD

Construction Development Board » Acknowledgement

Application Number: 803_0000048 has been Verified by you
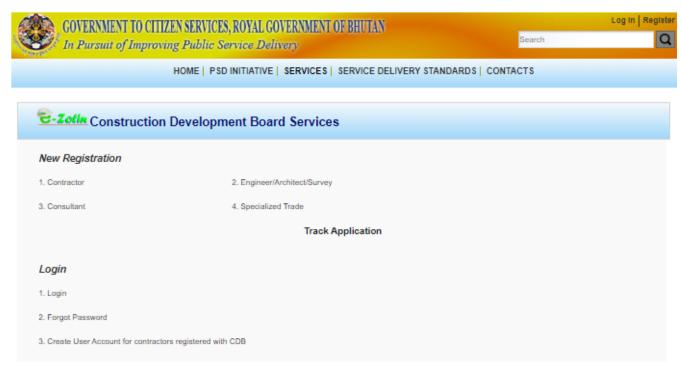
- ✓ **Process 17.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.
- ✓ **Result 17.1.5:** Applicant will be notified both in email and sms.

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18   Approval of Application

18.1 Process 1: Approval of Registration of Consultant

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
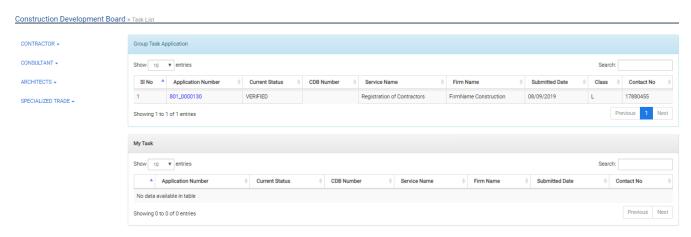
- ✓ **Process 18.1.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 18.1.1:** On successful login, the following dealing Officer page appears
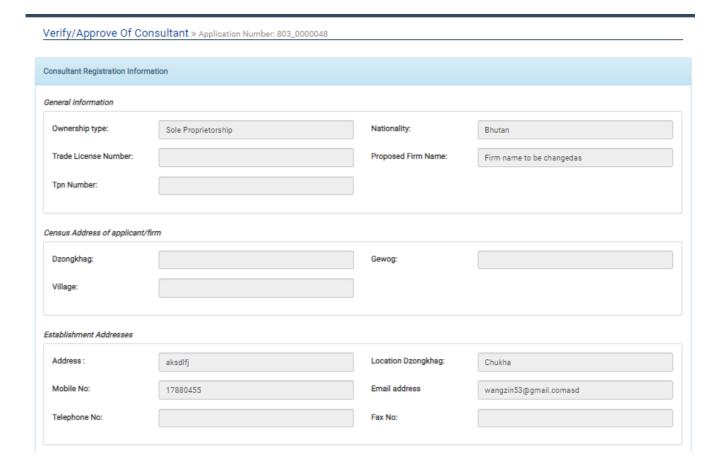
- ✓ **Process 18.1.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

- ✓ **Result 18.1.2:** The task list for that selected service will be displayed
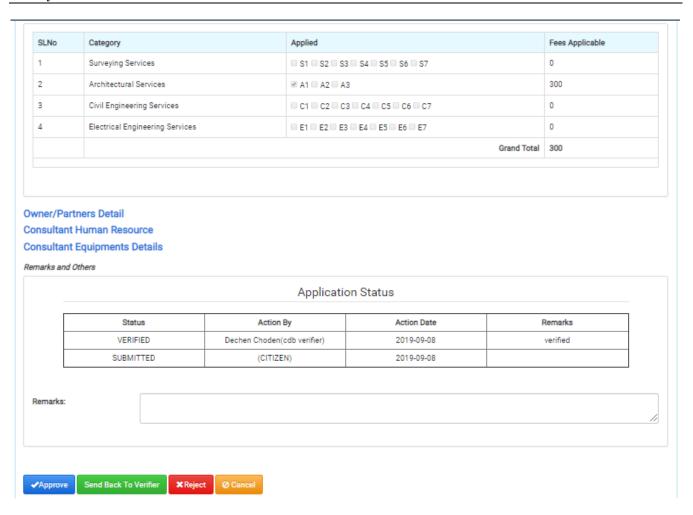
- ✓ **Process 18.1.3:** From group task, he/she need to click on application number to take further action
- ✓ **Result 18.1.3:** The page will be open for verification of application submitted.

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SLNo	Category	Applied	Fees Applicable
1	Surveying Services	☐ S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5 ☐ S6 ☐ S7	0
2	Architectural Services	☑ A1 ☐ A2 ☐ A3	300
3	Civil Engineering Services	☐ C1 ☐ C2 ☐ C3 ☐ C4 ☐ C5 ☐ C6 ☐ C7	0
4	Electrical Engineering Services	☐ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7	0
		Grand Total	300

Owner/Partners Detail
Consultant Human Resource
Consultant Equipments Details
Remarks and Others

Application Status

Status	Action By	Action Date	Remarks
VERIFIED	Dechen Choden(cdb verifier)	2019-09-08	verified
SUBMITTED	(CITIZEN)	2019-09-08	

Remarks:

[✔Approve] [Send Back To Verifier] [✖Reject] [⊘Cancel]

✓ **Process 18.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).

✓ **Result 18.1.4:** On successful submission the following acknowledgement slip will be shown.

Government to citizen service delivery initiative   👤 Welcome Tshering Nidup ,cdb approver ▾

🏠 HOME   🔍 TRACK APPLICATION   UPDATE PASSWORD   🖨PRINT CERTIFICATES

Construction Development Board » Acknowledgement

Application Number: 803_0000048 has been Successfully approveed by you
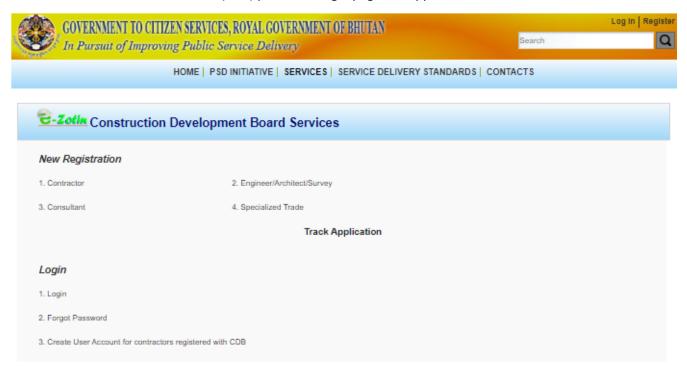
✓ **Process 18.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.

✓ **Result 18.1.5:** Applicant will be notified both in email and sms.

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19   Payment and Printing of Consultant certificate

19.1 Process 1: Payment and Printing certificate for Consultant Registration

- ✓ **Action:** Update payment and Printing of certificate can be done by Accounts from the following url

  http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
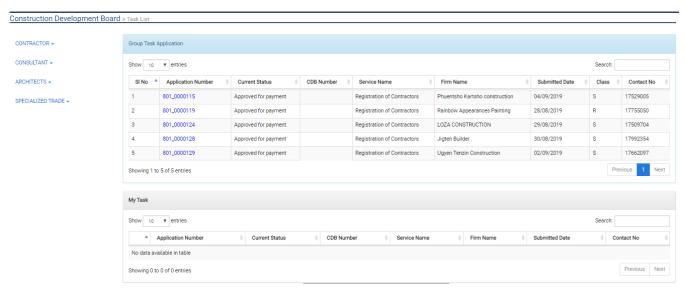
- ✓ **Process 19.1.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 19.1.1:** On successful login, the following dealing Officer page appears
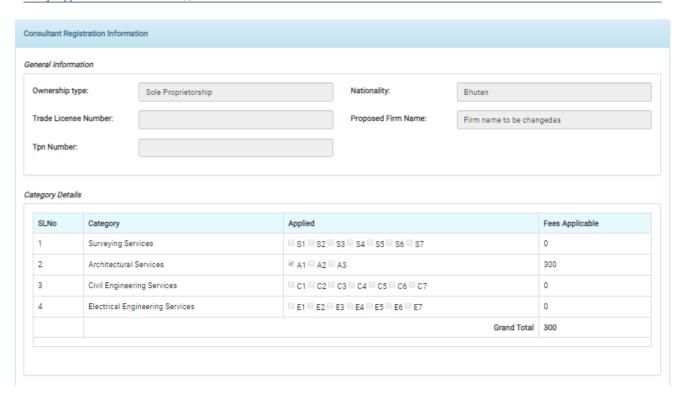
- ✓ **Process 19.1.2:** Select and click on the service that he/she going to update payment.

- ✓ **Result 19.1.2:** Following page appears

Construction Development Board » Task List

|								
CONTRACTOR ▾	**Group Task Application**							
CONSULTANT ▾	Show 10 ▾ entries						Search:	
ARCHITECTS ▾	SI No ▲	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Class	Contact No
SPECIALIZED TRADE ▾	1	801_0000115	Approved for payment		Registration of Contractors	Phuentsho Kartsho construction	04/09/2019	S	17529005
	2	801_0000119	Approved for payment		Registration of Contractors	Rainbow Appearances Painting	28/08/2019	R	17755050
	3	801_0000124	Approved for payment		Registration of Contractors	LOZA CONSTRUCTION	29/08/2019	S	17509704
	4	801_0000128	Approved for payment		Registration of Contractors	Jigten Builder	30/08/2019	S	17992354
	5	801_0000129	Approved for payment		Registration of Contractors	Ugyen Tenzin Construction	02/09/2019	S	17662097

Showing 1 to 5 of 5 entries   Previous 1 Next

My Task

Show 10 ▾ entries   Search:

▲	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Contact No
No data available in table							

Showing 0 to 0 of 0 entries   Previous Next

✓ **Process 19.1.3:** Click on the application number to open the application.

✓ **Result 19.1.3:** The following page will be displayed to update payment.

Verify/Approve Of Consultant » Application Number: 803_0000048

Consultant Registration Information

General Information

Ownership type:	Sole Proprietorship	Nationality:	Bhutan
Trade License Number:		Proposed Firm Name:	Firm name to be changedas
Tpn Number:			

Category Details

SLNo	Category	Applied	Fees Applicable
1	Surveying Services	☐ S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5 ☐ S6 ☐ S7	0
2	Architectural Services	☑ A1 ☐ A2 ☐ A3	300
3	Civil Engineering Services	☐ C1 ☐ C2 ☐ C3 ☐ C4 ☐ C5 ☐ C6 ☐ C7	0
4	Electrical Engineering Services	☐ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7	0
		Grand Total	300

- ✓ **Process 19.1.4:** After mentioning payment detail, he/she will click on the button called Generate Certificate.
- ✓ **Result 19.1.4:** The application will be update and certificate is read for printing.
- ✓ **Process 19.1.5:** To print certificates, he/she need to click on the link called Print certificates. The page will appear where he/she need to choose the service for. After selecting the service, the list of payment approved application will be displayed.
- ✓ **Result 19.1.5:** The application list to print will appear as shown below.

Select Service :

Contractors ▼

Contractors Application

Show 10 ▼ entries   Search: 801_

Sl/No	Application Number	CDB Number	Application Type	Approved Date	Status	Firm Name	Contact No	
14	801_0000021	8452	Registration of Contractors	2019-06-19	PAID	Heruka Gumar construction	17434428	PRINT
17	801_0000022	8451	Registration of Contractors	2019-06-19	PAID	Blue heights construction	77251736	PRINT
41	801_0000034	8465	Registration of Contractors	2019-06-25	PAID	Samphel Nordhen Construction	17118711	PRINT
43	801_0000035	8454	Registration of Contractors	2019-06-26	PAID	kurichhu construction	17695212	PRINT
50	801_0000037	8468	Registration of Contractors	2019-06-27	PAID	RAJ BUILDERS	17812783	PRINT
53	801_0000043	8455	Registration of Contractors	2019-06-28	PAID	Yeshi Builders	17604420	PRINT
58	801_0000046	8458	Registration of Contractors	2019-07-02	PAID	Tshendra constructions	17691538	PRINT
80	801_0000054	8457	Registration of Contractors	2019-07-05	PAID	Good Care Builders	17276224	PRINT
92	801_0000058	8466	Registration of Contractors	2019-07-08	PAID	Dejung Samphel Construction	17563285	PRINT
93	801_0000061	8456	Registration of Contractors	2019-07-08	PAID	Yed Nang Bendrura Construction	17703484	PRINT

Showing 1 to 10 of 32 entries (filtered from 222 total entries)

Previous 1 2 3 4 Next

✓ **Process 19.1.6:** After selecting the application to print, he/she need to click on print link to print the certificate.

✓ **Result 19.1.6:** The certificate will be displayed and need to print to issue as shown below.
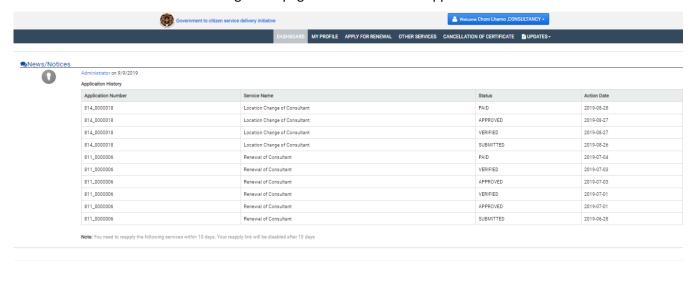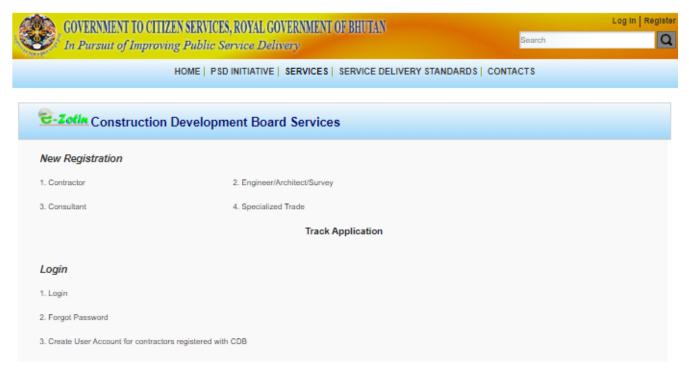
20   Renewal and other services of Consultant

- ✓ **Action** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
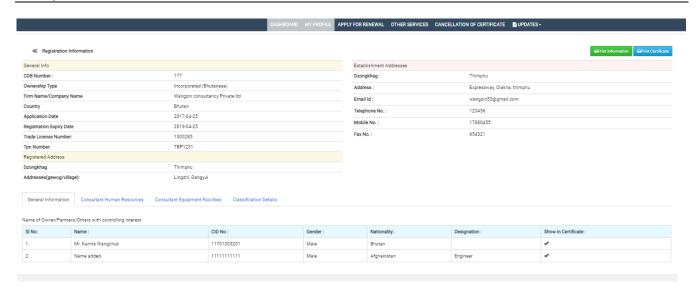
- ✓ **Process 20.1:** click on the link called login and provide correct user name and password.

- ✓ **Result 20.1**: The following home page for consultant will appears.
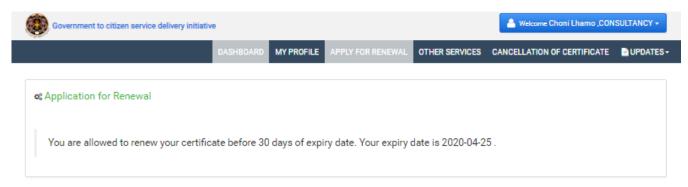
- ✓ **Process 20.1:** Consultant can able to view all information by clicking on my profile link.

- ✓ **Result 20.1**: The following page represents the profile.
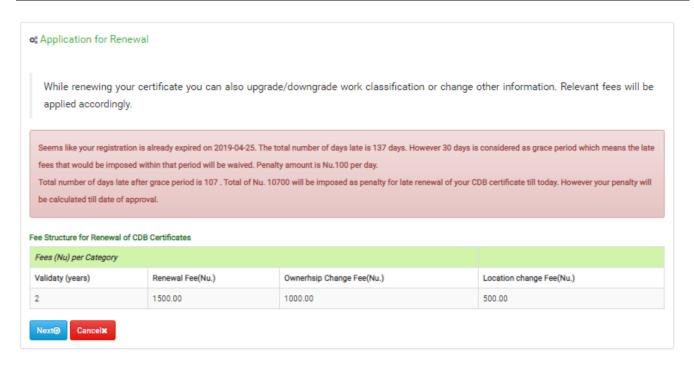
- ✓ **Process 20.2:** To avail **Renewal of CDB Certificate Consultant,** the applicant need to click on the link called apply for renewal. And click on other services if applicant want to avail other services. They are allow to renew their certificate only before 30 days of expiry.

- ✓ **Result 20.2** (a)**:** If they try to renewal before 3 days, then the following screed will displayed for their information.
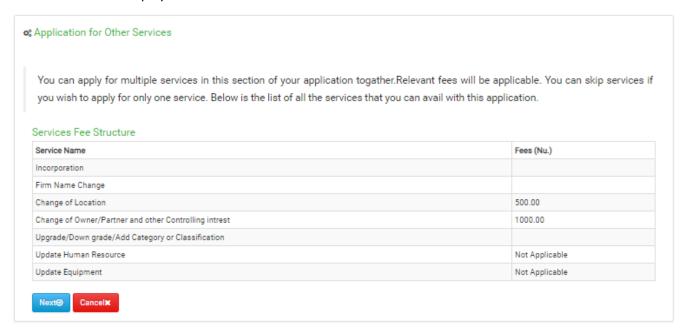
- ✓ **Result 20.2** (b)**:** If the renewal time is approached, then they are allow to apply for renewal and following screen will be shown on clicking on apply for renewal link.
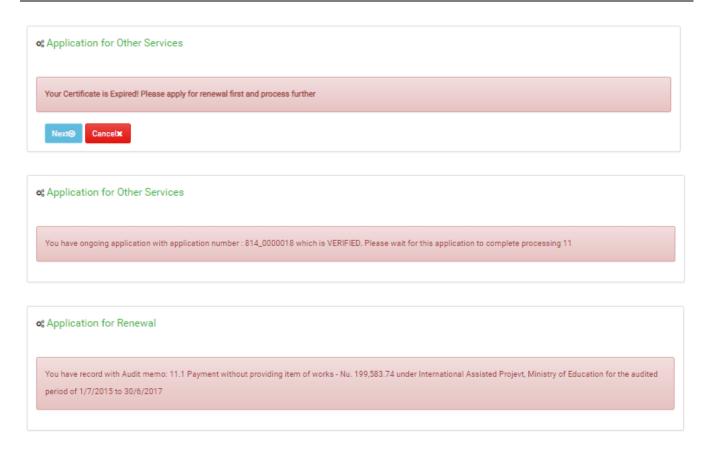
As shown in above image, if applicant has crossed its grace period, then they are imposed penalty 100 a day.

✓ **Result 20.2** (c)**:** If the applicant has clicked on other service link then following information board will be displayed.
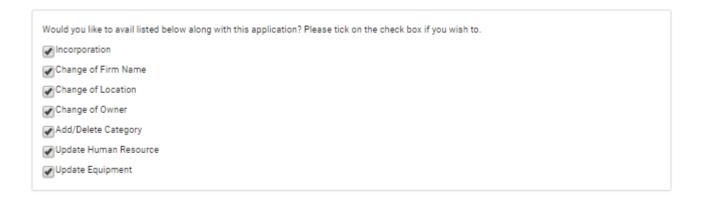
✓ **Result 20.2** d)**:** If the certificate is expired or have ongoing application, then following screed will be displayed

⚙ Application for Other Services

Your Certificate is Expired! Please apply for renewal first and process further

Next⊙ **Cancel✕**

⚙ Application for Other Services

You have ongoing application with application number : 814_0000018 which is VERIFIED. Please wait for this application to complete processing 11

⚙ Application for Renewal

You have record with Audit memo: 11.1 Payment without providing item of works - Nu. 199,583.74 under International Assisted Projevt, Ministry of Education for the audited period of 1/7/2015 to 30/6/2017

➢ **Process 20.3:** On clicking on next button, applicant need to select services that applicant wish to apply with renewal and other services.

➢ **Result 20.3:** The following service select page will be displayed:

Services:

Would you like to avail listed below along with this application? Please tick on the check box if you wish to.

☑ Incorporation
☑ Change of Firm Name
☑ Change of Location
☑ Change of Owner
☑ Add/Delete Category
☑ Update Human Resource
☑ Update Equipment

Next **Cancel✕**
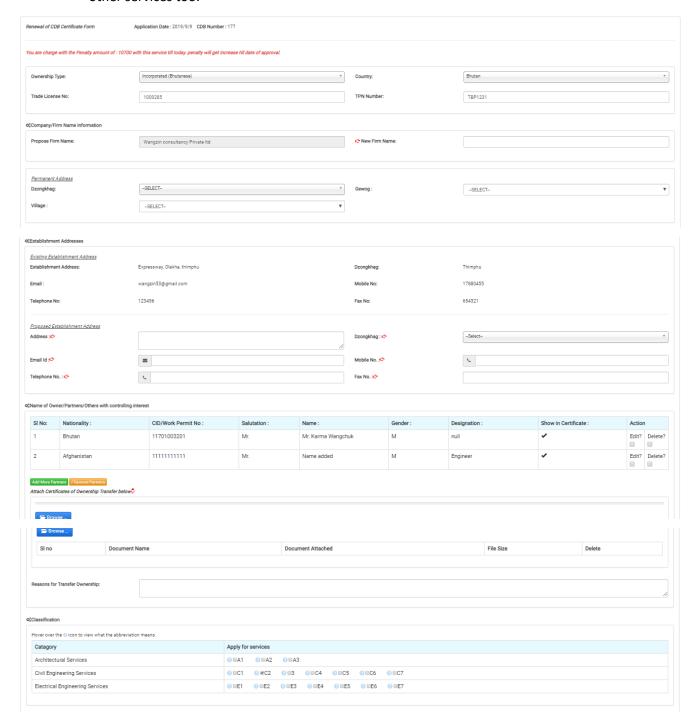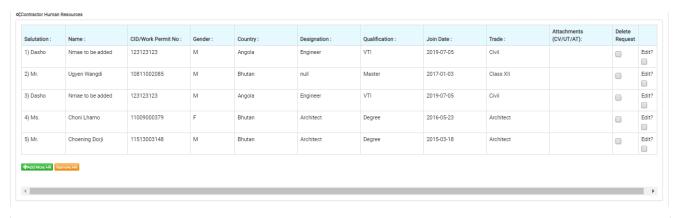
He/she can select as many service they wish to along with renewal and from other services. The service fees will be calculated cand send to they email on submission. Update human resoure and Update equipment service are free cost.

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- ✓ **Process 20.4:** After selecting service and pressing on next button, the respective form will be displayed.

- ✓ **Result 20.4:** The following page represent application form for renewal and field wise is same to other services too.

Salutation :	Name :	CID/Work Permit No :	Gender :	Country :	Designation :	Qualification :	Join Date :	Trade :	Attachments (CV/UT/AT):	Delete Request	
1) Dasho	Nmae to be added	123123123	M	Angola	Engineer	VTI	2019-07-05	Civil		☐	Edit? ☐
2) Mr.	Ugyen Wangdi	10811002085	M	Bhutan	null	Master	2017-01-03	Class XII		☐	Edit? ☐
3) Dasho	Nmae to be added	123123123	M	Angola	Engineer	VTI	2019-07-05	Civil		☐	Edit? ☐
4) Ms.	Choni Lhamo	11009000379	F	Bhutan	Architect	Degree	2016-05-23	Architect		☐	Edit? ☐
5) Mr.	Choening Dorji	11513003148	M	Bhutan	Architect	Degree	2015-03-18	Architect		☐	Edit? ☐

+Add More HR **Remove HR**

SI No:	Equipment Name:	Registration Type:	Registration No :	Registration To :	Quantity :	Attachments :	Delete Request	
1)	Pex Pipe Stripper	Non-Registered		null	1	▪addedins ▪added	☐	Edit? ☐
2)	Survey Equipment	Non-Registered	null	null	1	▪edited 1 ▪edited2	☐	Edit? ☐

+Add More Equipment **Remove Equipment**

Continue **Cancel✖**

✓ **Process 20.5:** After filing up the form, applicant need to review form once more for confirmation. Then he/she need to accept terms and condition and finally submit the form.

✓ **Result 20.5:** The following page will appear as acknowledgement.

Construction Development Board » Consultant Services

Your Application is Submitted.

Your application number is **811_0000023**.

Please remember above Application Number to track your status from http://www.citizenservices.gov.bt.
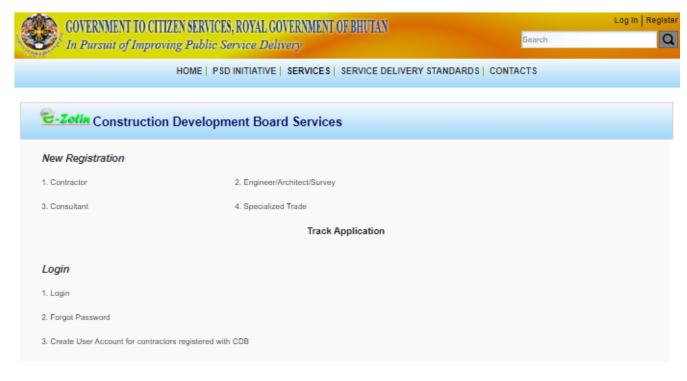
Thanks you for applying our services

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21 Renewal of CDB Certificate consultant Verification

21.1 Process 1: Verification of Renewal of Contractor

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
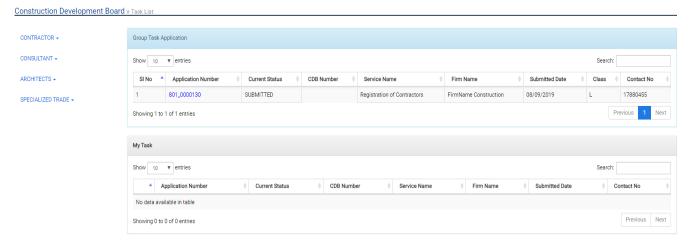
- ✓ **Process 22.1:** Enter Login id and password. Then Click "login" button.

- ✓ **Result 22.1:** On successful login, the following page will be displayed.
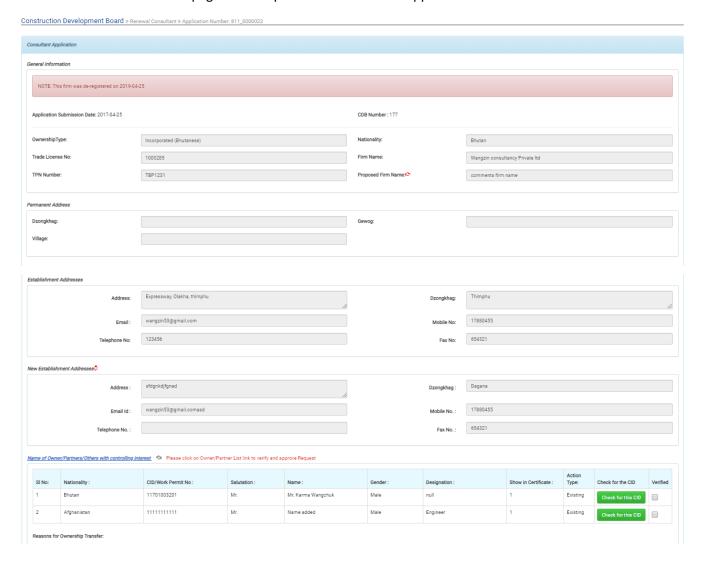
✓ **Process 21.2:** To take action on application submitted, then verifier need to select service to which he/she going to take action.

✓ **Result 21.2:** The task list for that selected service will be displayed.

✓ **Process 21.3:** From group task, he/she need to click on application number to take further action

✓ **Result 21.3:** The page will be open for verification of application submitted.

Classification Details ⟳ Please click on Classification Details link to verify and approve Request
Human Resource Details ⟳ Please click on Human Resource Details link to verify and approve Request
Equipment Details ⟳ Please click on Equipment Details link to verify and approve Request

Application Status

Status	Action By	Action Date	Remarks
SUBMITTED	Choni Lhamo(CONSULTANCY)	2019-09-09	

Registration Approved Date   null   Re-Registration Date   null   Registration Expiry Date   null

	services	Amount
☞	Renewal service	0
☞	Penalty	100.00
☞	Incorporation	500.00
☞	Firm Name Change	500.00
☞	Location Change	500.00
☞	Owhership Change	1000.00
☞	Additional Categories (C2:null:updated-null; - 3000.00,)	3000
☞	Update Human Resource	Not Applicable
☞	Update Equipment	Not Applicable
	Total	5600.0

Remarks:

[Verify] [✖ Reject] [⊘ Cancel]
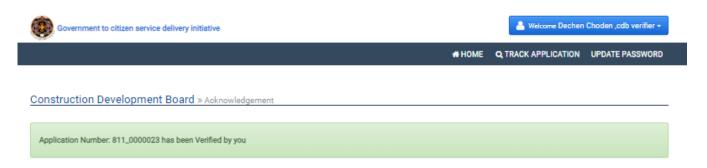
- ✓ **Process 21.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).
- ✓ **Result 21.4:** verification acknowledgement will be displayed.

Government to citizen service delivery initiative   👤 Welcome Dechen Choden ,cdb verifier ▾

🏠 HOME   🔍 TRACK APPLICATION   UPDATE PASSWORD

Construction Development Board » Acknowledgement

Application Number: 811_0000023 has been Verified by you

- ✓ **Process 21.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.
- ✓ **Result 21.5:** Applicant will be notified both in email and sms.

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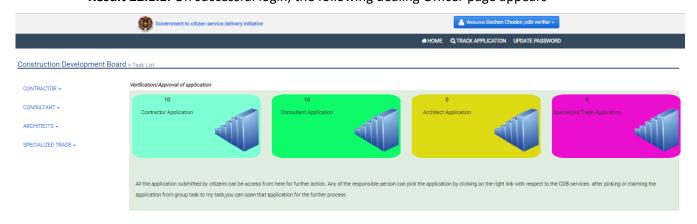
22   Approval of Application

22.1 Process 1: Approval of Renewal for Consultant Certificate

- ✓ **Action: :** Follow the url http://www.citizenservices.gov.bt/CDB

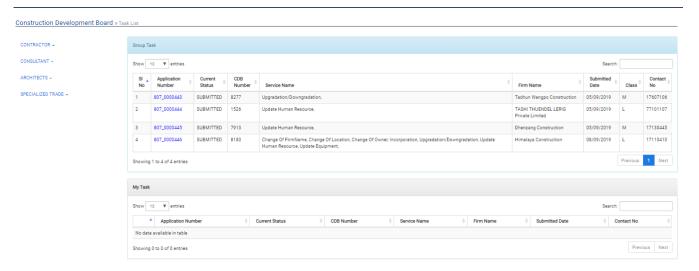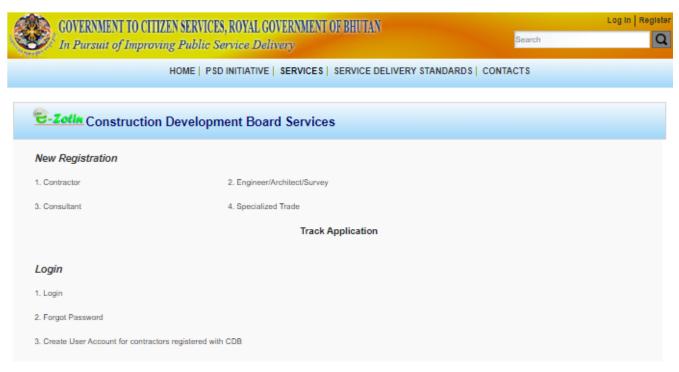- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
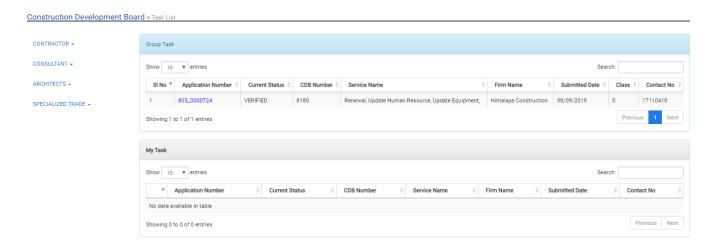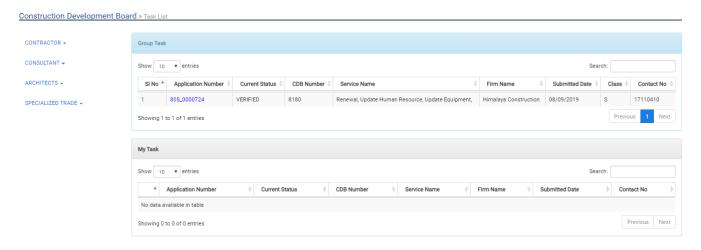

- ✓ **Process 22.1.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 22.1.1:** On successful login, the following dealing Officer page appears
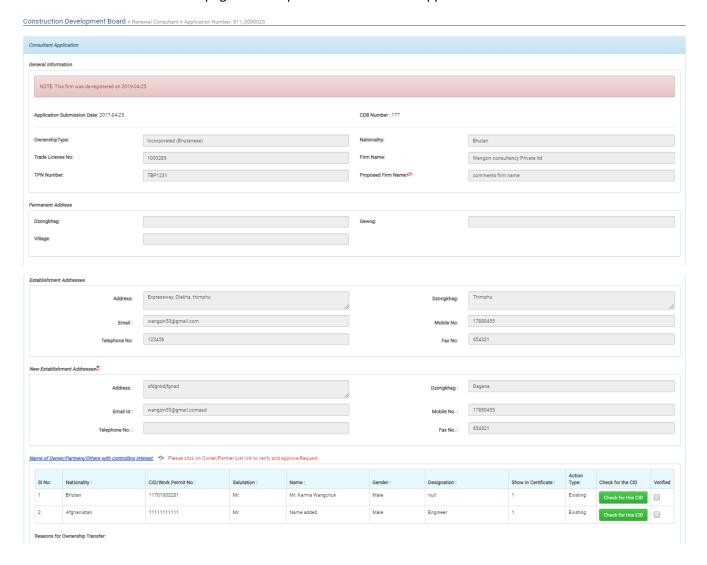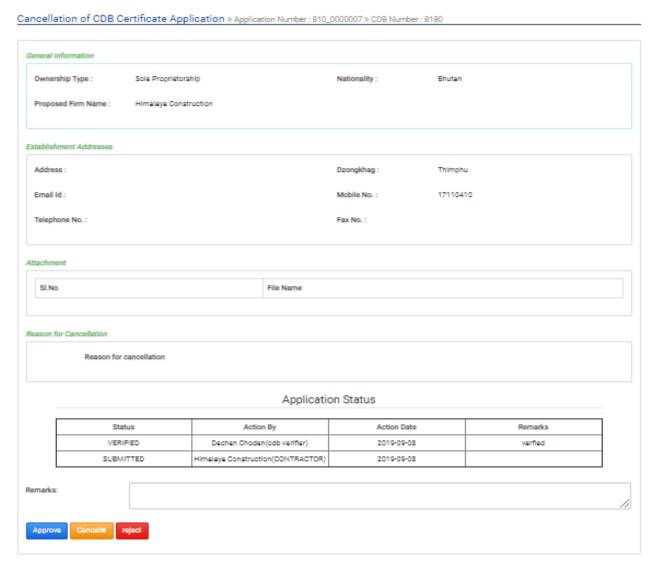

- ✓ **Process 22.1.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

- ✓ **Result 22.1.2:** The task list for that selected service will be displayed

Construction Development Board » Task List

	CONTRACTOR ▾
	CONSULTANT ▾
	ARCHITECTS ▾
	SPECIALIZED TRADE ▾

Group Task

Show [10 ▼] entries   Search: [   ]

Sl No ▲	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Class	Contact No
1	805_0000724	VERIFIED	8180	Renewal, Update Human Resource, Update Equipment,	Himalaya Construction	08/09/2019	S	17110410

Showing 1 to 1 of 1 entries   Previous [1] Next

My Task

Show [10 ▼] entries   Search: [   ]

▲	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Contact No
				No data available in table			

Showing 0 to 0 of 0 entries   Previous Next

.

- ✓ **Process 22.1.3:** From group task, he/she need to click on application number to take further action
- ✓ **Result 22.1.3:** The page will be open for verification of application submitted.

Construction Development Board » Renewal Consultant » Application Number: 811_0000023

Consultant Application

General Information

> NOTE: This firm was de-registered on 2019-04-25

Application Submission Date: 2017-04-25   CDB Number : 177

OwnershipType:	Incorporated (Bhutanese)	Nationality:	Bhutan
Trade License No:	1000285	Firm Name:	Wangzin consultancy Private ltd
TPN Number:	TBP1231	Proposed Firm Name:↺	comments firm name

Permanent Address

Dzongkhag:		Gewog:	
Village:			

Establishment Addresses

Address:	Expressway, Olakha, thimphu	Dzongkhag:	Thimphu
Email :	wangzin53@gmail.com	Mobile No:	17880455
Telephone No:	123456	Fax No:	654321

New Establishment Addresses↺

Address :	sfdgnkdjfgnad	Dzongkhag:	Dagana
Email Id :	wangzin53@gmail.comasd	Mobile No. :	17880455
Telephone No. :		Fax No. :	654321

Name of Owner/Partners/Others with controlling interest ↺ Please click on Owner/Partner List link to verify and approve Request

Sl No:	Nationality :	CID/Work Permit No :	Salutation :	Name :	Gender :	Designation :	Show in Certificate :	Action Type:	Check for the CID	Verified
1	Bhutan	11701003201	Mr.	Mr. Karma Wangchuk	Male	null	1	Existing	Check for this CID	☐
2	Afghanistan	11111111111	Mr.	Name added	Male	Engineer	1	Existing	Check for this CID	☐

Reasons for Ownership Transfer:

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- ✓ **Process 22.1.4:** If the applicant has submitted all required documents and information, then application will approved for payment. Otherwise reject with reason and notify applicant in sms and email. If application need to be send back to verifier, then he/she need to enter the reason and click on send back to verifier button.

- ✓ **Result 22.1.4:** The respective acknowledgement slip will be displayed for few second and then redirect to dashboard.

23   Payment and Printing of Consultant certificate
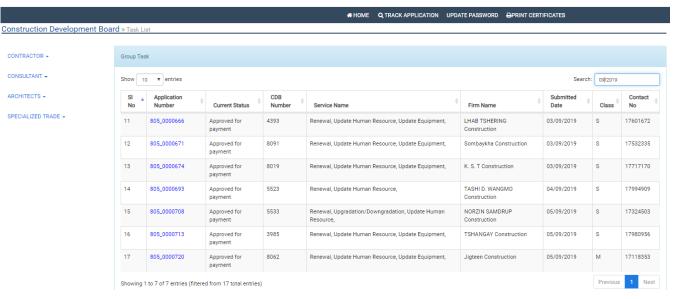
23.1 Process 1: Payment and Printing certificate for Consultant Renewal and other services.

- ✓ **Action:** Update payment and Printing of certificate can be done by Accounts from the following url

  http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
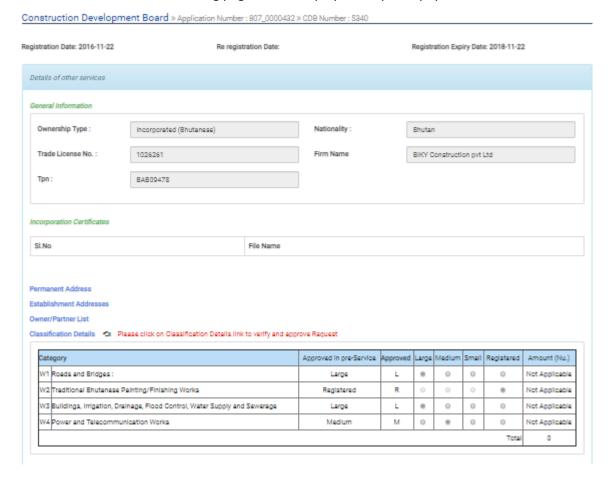
- ✓ **Process 23.1.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 23.1.1:** On successful login, the following dealing Officer page appears
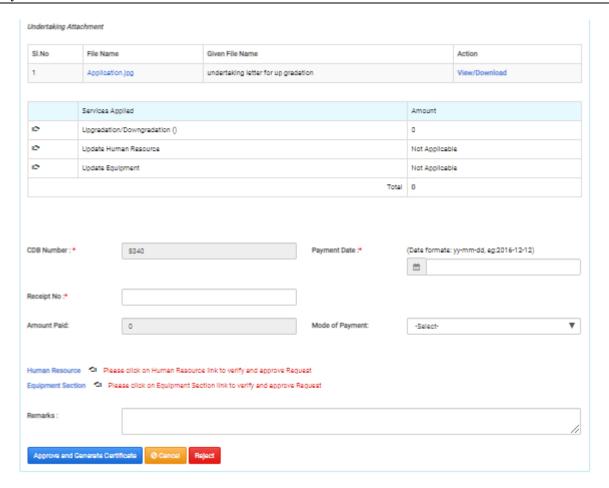
✓ **Process 23.1.2:** Select and click on the service that he/she going to update payment.

✓ **Result 23.1.2:** Following page appears

✓ **Process 23.1.3:** Click on the application number to open the application.

✓ **Result 23.1.3:** The following page will be displayed to update payment.
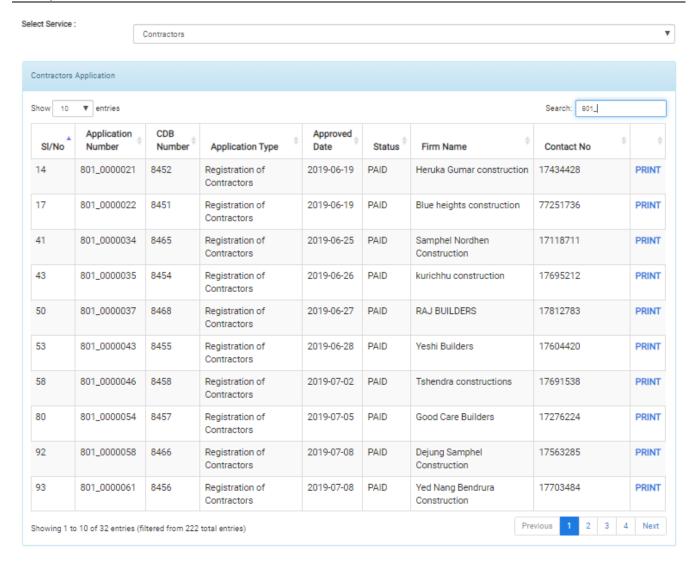
- ✓ **Process 23.1.4:** After mentioning payment detail, he/she will click on the button called Approve and Generate Certificate.

- ✓ **Result 23.1.4:** The application will be update and certificate is read for printing.

- ✓ **Process 23.1.5:** To print certificates, he/she need to click on the link called Print certificates. The page will appear where he/she need to choose the service for. After selecting the service, the list of payment approved application will be displayed.

- ✓ **Result 23.1.5:** The application list to print will appear as shown below.

Select Service :

Contractors

Contractors Application

Show 10 ▼ entries

Search: 801_

Sl/No	Application Number	CDB Number	Application Type	Approved Date	Status	Firm Name	Contact No	
14	801_0000021	8452	Registration of Contractors	2019-06-19	PAID	Heruka Gumar construction	17434428	PRINT
17	801_0000022	8451	Registration of Contractors	2019-06-19	PAID	Blue heights construction	77251736	PRINT
41	801_0000034	8465	Registration of Contractors	2019-06-25	PAID	Samphel Nordhen Construction	17118711	PRINT
43	801_0000035	8454	Registration of Contractors	2019-06-26	PAID	kurichhu construction	17695212	PRINT
50	801_0000037	8468	Registration of Contractors	2019-06-27	PAID	RAJ BUILDERS	17812783	PRINT
53	801_0000043	8455	Registration of Contractors	2019-06-28	PAID	Yeshi Builders	17604420	PRINT
58	801_0000046	8458	Registration of Contractors	2019-07-02	PAID	Tshendra constructions	17691538	PRINT
80	801_0000054	8457	Registration of Contractors	2019-07-05	PAID	Good Care Builders	17276224	PRINT
92	801_0000058	8466	Registration of Contractors	2019-07-08	PAID	Dejung Samphel Construction	17563285	PRINT
93	801_0000061	8456	Registration of Contractors	2019-07-08	PAID	Yed Nang Bendrura Construction	17703484	PRINT

Showing 1 to 10 of 32 entries (filtered from 222 total entries)

Previous   1   2   3   4   Next

- ✓ **Process 23.1.5:** After selecting the application to print, he/she need to click on print link to print the certificate.
- ✓ **Result 23.1.5:** The certificate will be displayed and need to print to issue as shown below.
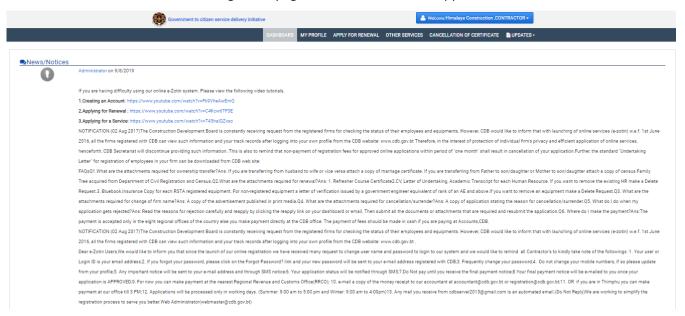
24 Cancellation of Consultant
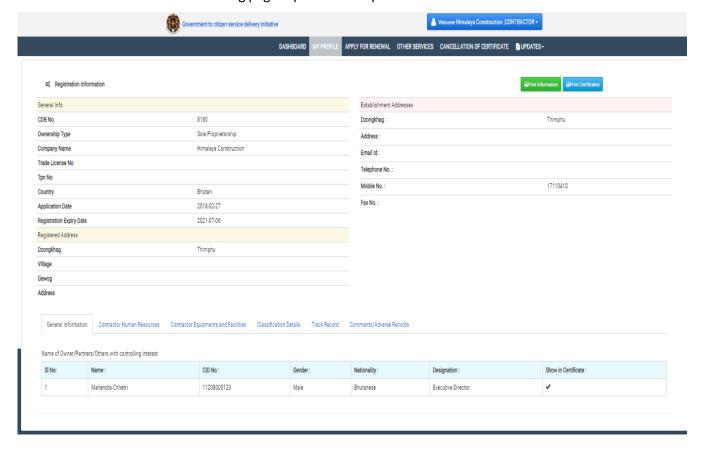
- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
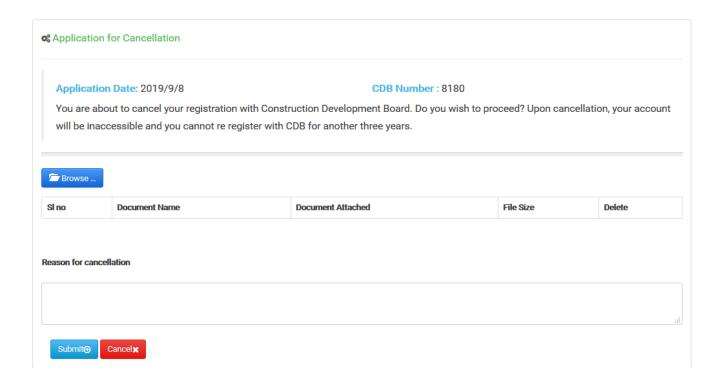

- ✓ **Process 24.1:** click on the link called login and provide correct user name and password.

- ✓ **Result 24.1**: The following home page for CC contractor will appears.

✓ **Process 24.2:** Contractors can able to view all information by clicking on my profile link.

✓ **Result 24.2**: The following page represents the profile.
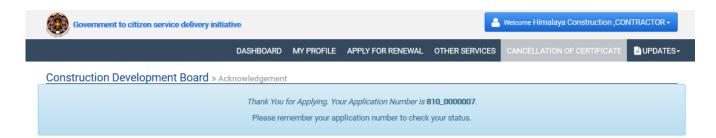
✓ **Process 24.3:** To avail **Cancellation service,** the applicant need to click on the link called Cancellation of Certificate.

✓ **Result 24.3:** The following screed will displayed.
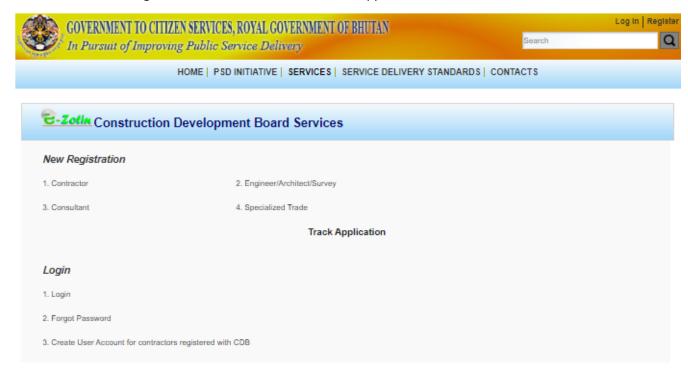
✓ **Process 24.4:** After filing up the form, and mentioning the reason for cancellation, applicant submits form.

✓ **Result 24.5:** The following page will appear as acknowledgement.

25   Consultant Verification

25.1 *Process 1: Verification of cancellation of Consultant certificate.*

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.

- ✓ **Process 25.1.1:** Enter Login id and password. Then Click "login" button.
- ✓ **Result 25.1.1:** On successful login, the following page will be displayed.

✓ **Process 25.1.2:** To take action on application submitted, then verifier need to select service to which he/she going to take action.

✓ **Result 25.1.2:** The task list for that selected service will be displayed.

Construction Development Board » Task List

Group Task									

Show 10 ▼ entries   Search:

Sl No	Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Class	Contact No
1	807_0000443	SUBMITTED	8277	Upgradation/Downgradation,	Tadhun Wangpo Construction	05/09/2019	M	17607106
2	807_0000444	SUBMITTED	1526	Update Human Resource,	TASHI THUENDEL LERIG Private Limited	05/09/2019	L	77101107
3	807_0000445	SUBMITTED	7913	Update Human Resource,	Dhenzang Construction	05/09/2019	M	17130445
4	807_0000446	SUBMITTED	8180	Change Of FirmName, Change Of Location, Change Of Owner, Incorporation, Upgradation/Downgradation, Update Human Resource, Update Equipment,	Himalaya Construction	08/09/2019	L	17110410

Showing 1 to 4 of 4 entries   Previous 1 Next

My Task

Show 10 ▼ entries   Search:

Application Number	Current Status	CDB Number	Service Name	Firm Name	Submitted Date	Contact No
No data available in table						

Showing 0 to 0 of 0 entries   Previous Next

✓ **Process 25.1.3:** From group task, he/she need to click on application number to take further action

✓ **Result 25.1.3:** The page will be open for verification of application submitted.

Cancellation of CDB Certificate Application » Application Number : 810_0000007 » CDB Number : 8180

General Information

Ownership Type :	Sole Proprietorship	Nationality :	Bhutan
Proposed Firm Name :	Himalaya Construction		

Establishment Addresses

Address :		Dzongkhag :	Thimphu
Email Id :		Mobile No. :	17110410
Telephone No. :		Fax No. :	

Attachment

Sl.No	File Name

Reason for Cancellation

Reason for cancellation

Application Status

Status	Action By	Action Date	Remarks
SUBMITTED	Himalaya Construction(CONTRACTOR)	2019-09-08	

Remarks:

[Verify] [Cancelx] [reject]

✓ **Process 25.1.4:** If the applicant has submitted all required documents and information, then verifier can verify the application for further action (Approval).

✓ **Result 25.1.4:** verification acknowledgement will be displayed for some second and redirect to dashboard.

✓ **Process 25.1.5:** If the applicant has not submitted all required documents and information, then verifier can reject that application mentioning the reason.

✓ **Result 25.1.5:** Applicant will be notified both in email and sms.

26   Approval of Application

26.1 Process 1: Approval of Cancellation of consultant Certificate

- ✓ **Action: :** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.

- ✓ **Process 26.1.1:** Enter login id and password. Then Click "login" button.

- ✓ **Result 26.1.1:** On successful login, the following dealing Officer page appears

- ✓ **Process 26.1.2:** To take action on application submitted, then approver need to select service to which he/she going to take action.

- ✓ **Result 26.1.2:** The task list for that selected service will be displayed

- ✓ **Process 26.1.3:** From group task, he/she need to click on application number to take further action

- ✓ **Result 26.1.3:** The page will be open for verification of application submitted.
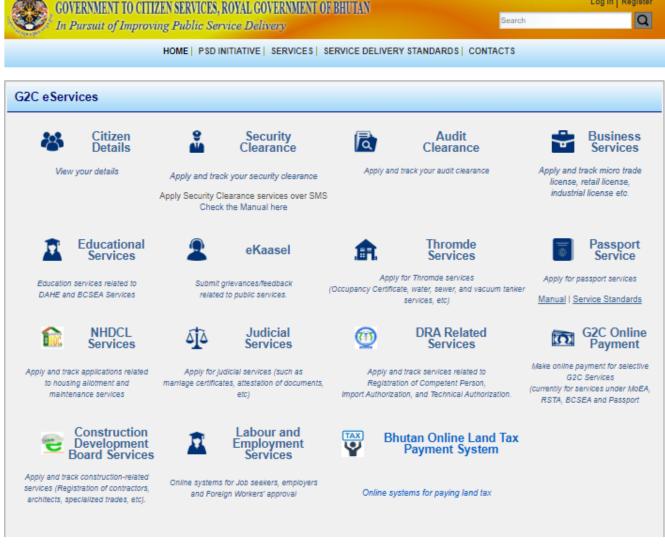
- ✓ **Process 26.1.4:** If the applicant has submitted all required documents and information, then application will approved and update the information.

27   Registration of Architecture, Engineer and Survey

✓   **Action:** Follow the url http://www.citizenservices.gov.bt/

✓   **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
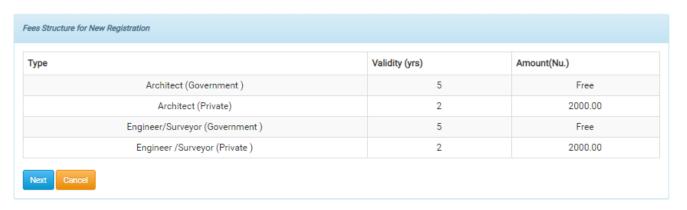
✓   **Process 27.1:** Click on the link called Construction Development Board Services.

✓   **Result 27.1**: The following home page will appears.
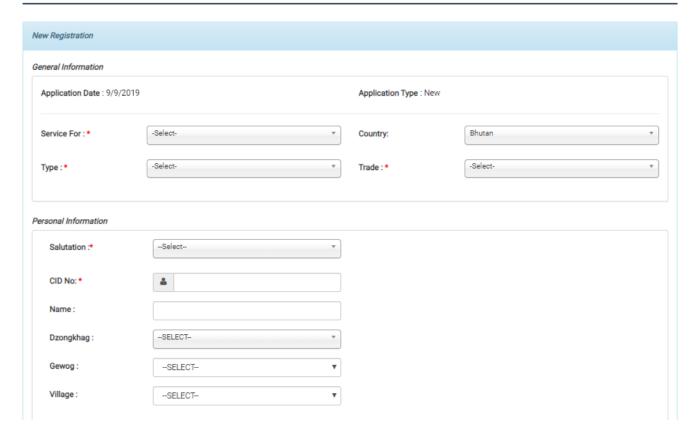
✓ **Process 27.2:** From the above home page, select the service called **Engineer/Architect/Survey.**

✓ **Result 27.2:** The following page appears

Construction Development Board » Registration Of Architect and Engineer

Fees Structure for New Registration

Type	Validity (yrs)	Amount(Nu.)
Architect (Government)	5	Free
Architect (Private)	2	2000.00
Engineer/Surveyor (Government)	5	Free
Engineer /Surveyor (Private)	2	2000.00

Next   Cancel
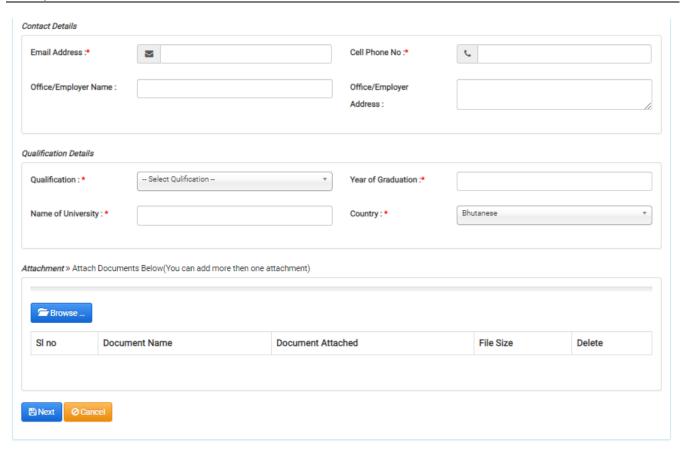
✓ **Process 27.3:** After viewing the fees information, then applicant need to click on next button to proceed further.

✓ **Result 27.3:** The following page appears
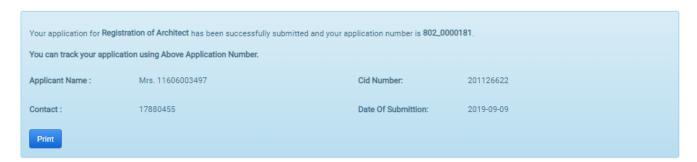
Construction Development Board » Registration Of Architect and Engineer

New Registration

General Information

Application Date : 9/9/2019   Application Type : New

Service For : *   -Select-   Country: Bhutan

Type : *   -Select-   Trade : *   -Select-

Personal Information

Salutation :*   --Select--

CID No: *

Name :

Dzongkhag :   --SELECT--

Gewog :   --SELECT--

Village :   --SELECT--

- ✓ **Process 27.4:** select service for field to register for architect or engineer or survey. Personal information will fetched from DCRC database on entering CID. After filling up all other fields with attachments, applicant can click on the "Next" button to submit application.
- ✓ **Result 27.4:** The following page appears as success message
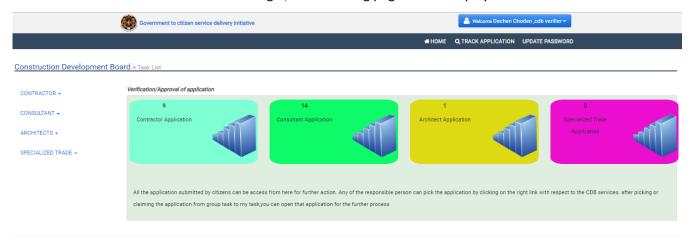
28   Verification of Registration for Architect, Engineer and Survey

28.1 Process 1: Verification of Registration

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
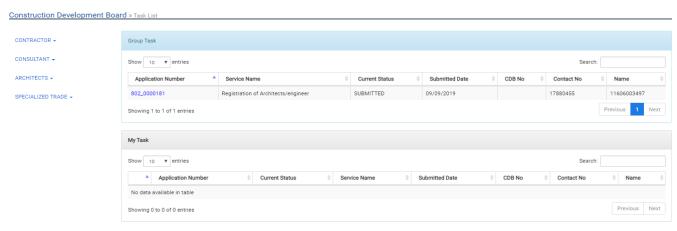
- ✓ **Process 28.1.1:** Provide valid login credential after clicking on login link.

- ✓ **Result 28.1.1:** On successful login, the following page will be displayed.
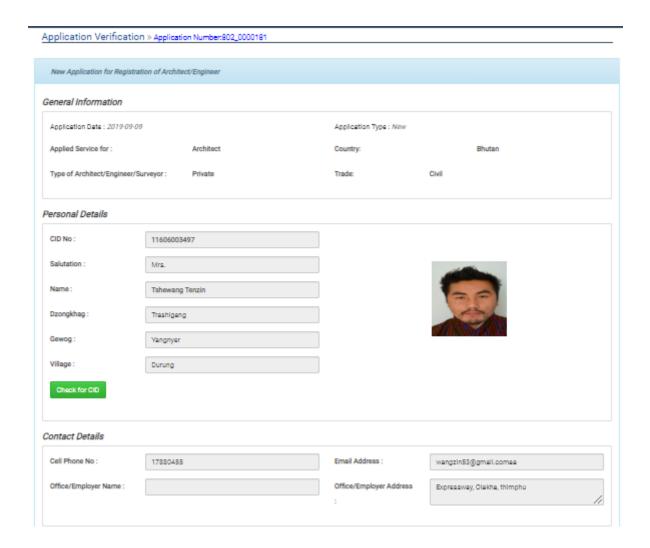
- ✓ **Process 28.1.2:** To take further action on architect/engineer/Survey registration application, the verifier need to click on the Architects link from side menu and need to select new architect application.

- ✓ **Result 28.1.2:** The list of new registration application will be displayed.
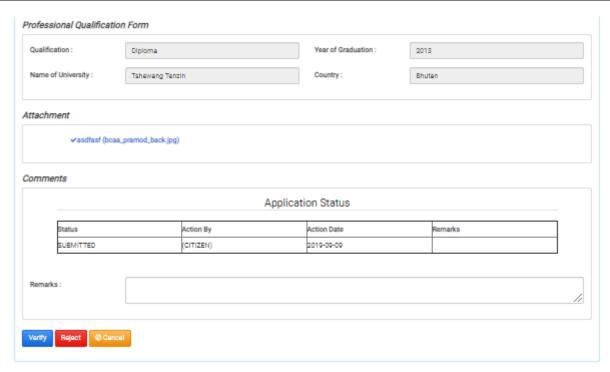
- ✓ **Process 28.1.3:** To take further verification action, he/she need to click on the application number from task list. The same application will get pulled to my task list.
- ✓ **Result 28.1.3:** The application details will be open for verification as shown below.

- ✓ **Process 28.1.4:** If the applicant has submitted all required documents and information, then verifier need to enter command if any. Then verifier will verify the application on clicking "Verify" button.
- ✓ **Result 28.1.4:** On successful submission the following acknowledgement slip will be shown.

- ✓ **Process 28.1.5:** If the applicant has not submitted all required documents and information, then can reject the application. The applicant will be notified through email as well as in SMS for the rejecting with reason.
- ✓ **Result 28.1.5:** Following screen represent the acknowledgement screen.
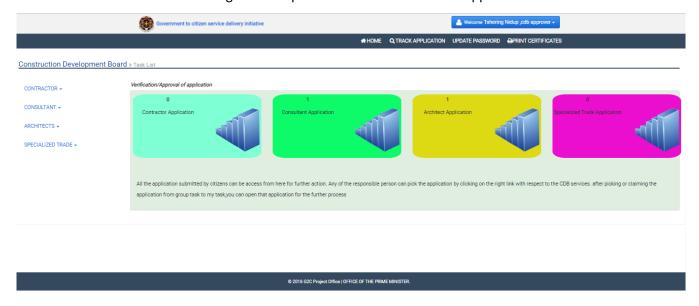
29   Approval Registration of Architecture/Engineer and Survey

29.1 Process 1: Approval of Registration of Architecture, Engineer and Survey

✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
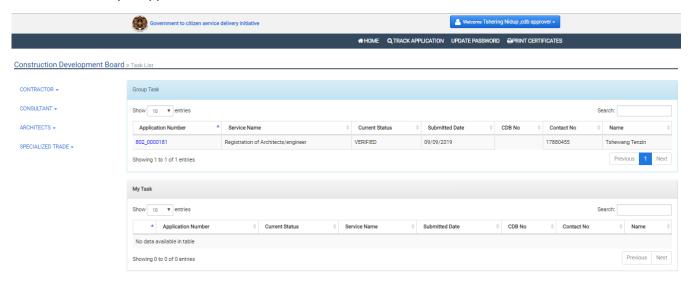
✓ **Process 29.1.1:** After entering valid user id and password from login screed, approver dashboard will be displayed.

✓ **Result 29.1.1:** Following screen represents then dashboard for approvers:
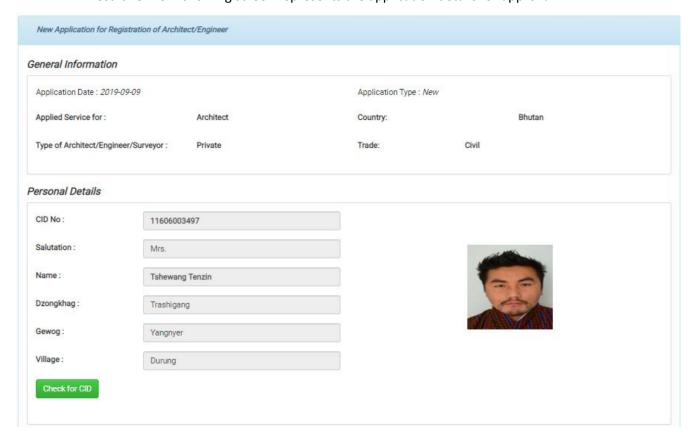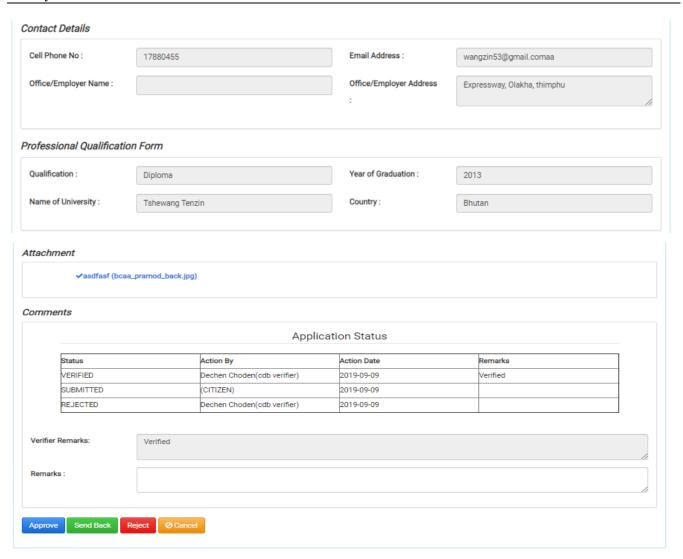
✓ **Process 29.1.2:** Similar to the step mentioned in the verification process, approver also need to click on the architect link from side bar to take further action.

✓ **Result 29.1.2:** Following screen represents the task list for registration of architect, engineer and survey at approver level.

✓ **Process 29.1.3:** Approver need to click on the application number from group task to take action. At the same time the same application will get pulled to my task.

✓ **Result 29.1.3:** Following screen represents the application details for approval.

Contact Details

Cell Phone No :	17880455	Email Address :	wangzin53@gmail.comaa
Office/Employer Name :		Office/Employer Address :	Expressway, Olakha, thimphu

Professional Qualification Form

Qualification :	Diploma	Year of Graduation :	2013
Name of University :	Tshewang Tenzin	Country :	Bhutan

Attachment

✔asdfasf (bcaa_pramod_back.jpg)

Comments

Application Status

Status	Action By	Action Date	Remarks
VERIFIED	Dechen Choden(cdb verifier)	2019-09-09	Verified
SUBMITTED	(CITIZEN)	2019-09-09	
REJECTED	Dechen Choden(cdb verifier)	2019-09-09	

Verifier Remarks: Verified

Remarks :

Approve   Send Back   Reject   ⊘ Cancel

- ✓ **Process 29.1.4:** After reviewing the application details, he/she may take any of the action according to the application details. He can approve and forward for payment update for those which are registering as private, and of application is for government, then on approval then certificate will be generated and no payment involved. The approver can also reject the application if need with reason and also he/she can send back to verifier for re verification.
- ✓ **Result 29.1.4:** The respective acknowledgement slip will be displayed and notified to applicant both in email and SMS. The following screen show acknowledgement for approval and forwarded the application for payment.

Construction Development Board » Acknowledgement

Application Number 802_0000181 has been Approved by you.
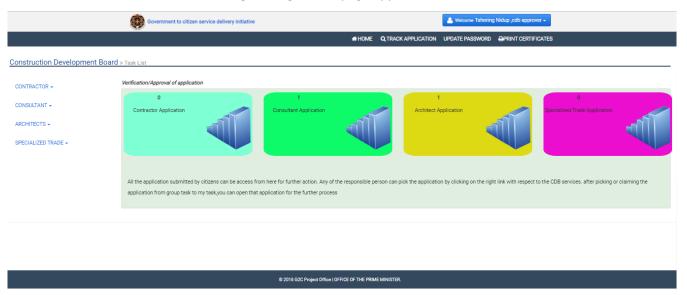
30   Update payment and Printing of Architect, engineer and survey certificate

30.1 Process 1: update payment and Printing certificate for Registration of Architect, Engineer and survey

- ✓ **Action:** Printing of certificate can be done by Approver, Verifier as well by the CC Operator of the CDB by following the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
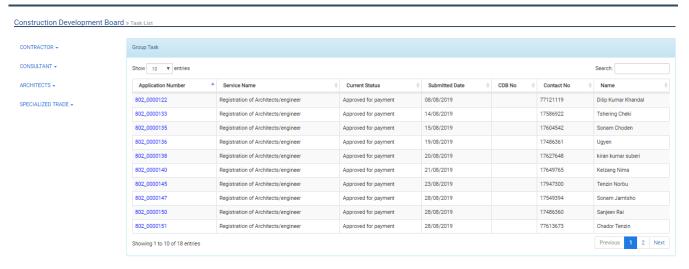
- ✓ **Process 30.1.1:** Enter login id and password after clicking on login link from above screen.

- ✓ **Result 30.1.1:** The following dealing Officer page appears
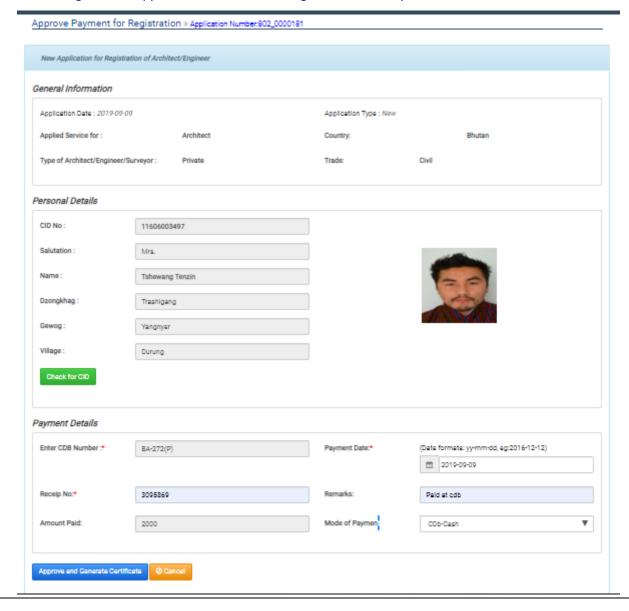
- ✓ **Process 30.1.2:** To update payment for private registration of Architect, Engineer and Survey, dealing officer need to click on the link called Architect from sidebar and select new architect application.

- ✓ **Result 30.1.2:** Following page appears
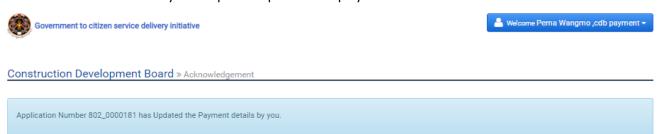
- ✓ **Process 30.1.3:** To update payment for application, he or she need to select the application to take action, then click on application number which will open the application details and at the same time application is get pulled to my task list.

- ✓ **Result 30.1.3:** Below screen shows the application details to update the payment for private registration application for architect, engineer and survey.
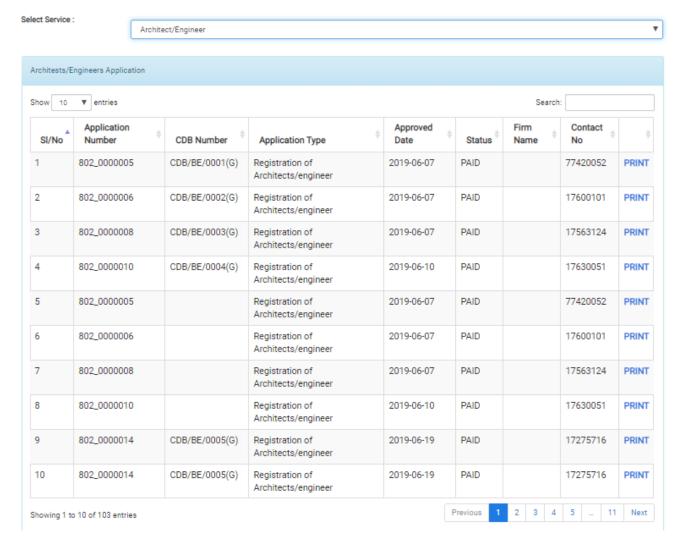
- ✓ **Process 30.1.4:** After updating the payment, certificate will be ready for printing.
- ✓ **Result 30.1.4:** Payment update slip will be displayed as shown below:

Government to citizen service delivery initiative

Welcome Pema Wangmo ,cdb payment ▾

Construction Development Board » Acknowledgement

Application Number 802_0000181 has Updated the Payment details by you.

- ✓ **Process 30.1.5:** Now to print the certificate, he/she need to click on the link called Print certificates. Then choose the service as Architect where all architect, engineer and survey application will be listed there to print.
- ✓ **Result 30.1.5:** Below screen is the list of application to print:

Select Service :

Architect/Engineer ▾

Architests/Engineers Application

Show 10 ▼ entries   Search:

Sl/No	Application Number	CDB Number	Application Type	Approved Date	Status	Firm Name	Contact No	
1	802_0000005	CDB/BE/0001(G)	Registration of Architects/engineer	2019-06-07	PAID		77420052	PRINT
2	802_0000006	CDB/BE/0002(G)	Registration of Architects/engineer	2019-06-07	PAID		17600101	PRINT
3	802_0000008	CDB/BE/0003(G)	Registration of Architects/engineer	2019-06-07	PAID		17563124	PRINT
4	802_0000010	CDB/BE/0004(G)	Registration of Architects/engineer	2019-06-10	PAID		17630051	PRINT
5	802_0000005		Registration of Architects/engineer	2019-06-07	PAID		77420052	PRINT
6	802_0000006		Registration of Architects/engineer	2019-06-07	PAID		17600101	PRINT
7	802_0000008		Registration of Architects/engineer	2019-06-07	PAID		17563124	PRINT
8	802_0000010		Registration of Architects/engineer	2019-06-10	PAID		17630051	PRINT
9	802_0000014	CDB/BE/0005(G)	Registration of Architects/engineer	2019-06-19	PAID		17275716	PRINT
10	802_0000014	CDB/BE/0005(G)	Registration of Architects/engineer	2019-06-19	PAID		17275716	PRINT

Showing 1 to 10 of 103 entries   Previous **1** 2 3 4 5 … 11 Next

e_Centric

- ✓ **Process 30.1.6:** Now need to click on the link called print after identifying the application from the list.

- ✓ **Result 30.1.6:** Following certificate will get generated.
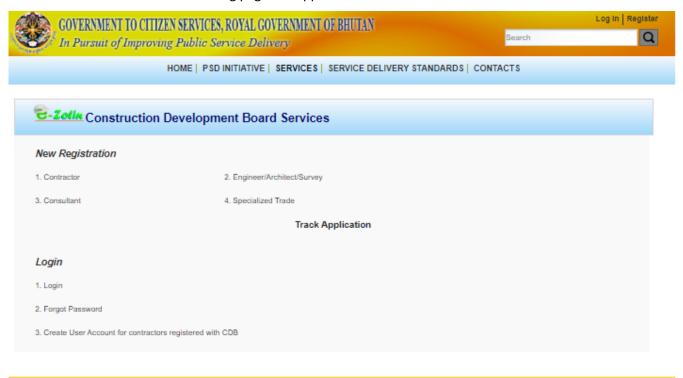
31   Renewal of Architecture, Engineer and Surveyor

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.

✓ **Process 31.1:** Click on the link called Construction Development Board Services.

✓ **Result 31.1**: The following page will appears.
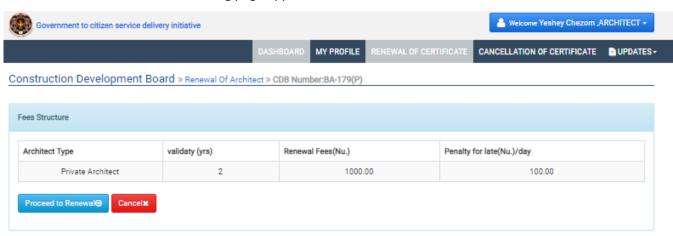
✓ **Process 31.2:** From the above page, click on the login link and provide correct user name and password to access services.

✓ **Result 31.2:** The following page appears as dashboard to avail renewal and other services.
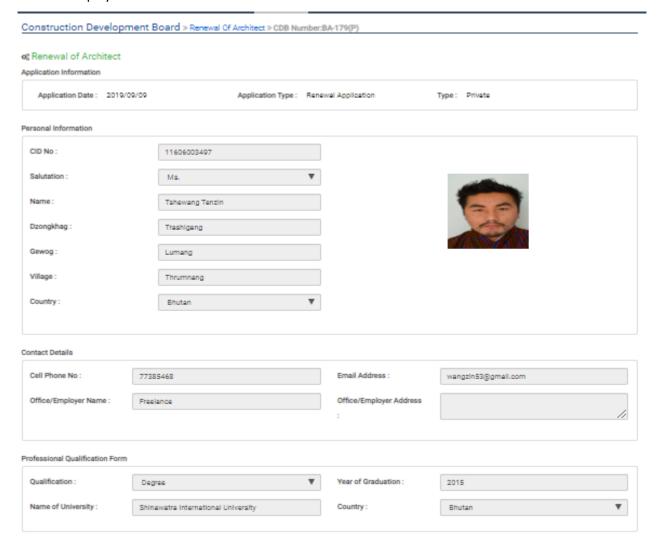
- ✓ **Process 31.3:** To avail renewal service, applicant need to click on the link called Renewal of certificate.

- ✓ **Result 31.3:** The following page appears.

- ✓ **Process 31.4:** The above screen is just for information to avail renewal services.

- ✓ **Result 31.4:** After clicking on Proceed to renewal button, the following renewal form will be displayed.

Categorization of Works and upon certification by competent authority for construction professionals.

3. All the registered contractors should comply with 'Code of ethics for Contractors'.

4. CDB will not be accountable for any false/fabricated submission that could have led to the fulfillment of the criteria and subsequent issue of CDB Registration Certificate.

5. CDB Registration Certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.

6. Notwithstanding the provisions of Companies Act of Bhutan, the certificate issued is non-transferable even if the promoters separate and establish similar companies.

7. CDB Certificate cannot be leased or subleased to any individual or another firm.

8. Certificate is valid during the period for which it was issued provided it has not been cancelled, suspended or revoked by CDB or any other competent authority.

9. Failing to renew within the expiry date will lead to penalty of Nu.100 per day.

10. Failing to pay the fees for approved online application within 30 days will lead to cancellation of the application.

11. All registered construction firm must attend the mandatory refresher course in order to apply for renewal.

12. No Contractors can submit bid, participate in bidding or be on the contention for award if the registration has expired.

13. No Contractors can undertake/implement works which is not within the scope of the registration.

14. CDB may verify the resources committed for the projects as and when desires.

15. The registration is subject to verification whenever the CDB so desires. CDB will inspect the minimum mandatory requirement of manpower and equipment of Large and Medium contractors and the during the time of monitoring, every firm must extend necessary support and cooperation to CDB Officials.

16. Large and Medium Contractors must have Office established with Signboard (requirements of office and signboard as determined by CDB)

17. Registered firms are required to inform the CDB of any changes in their address, contact details or any pertinent particulars within one month.

18. The CDB Registration Certificate can be revoked, downgraded, suspended or cancelled at any given time if the:

a. Holder undertakes unlawful participation in the procurement process;

b. Entity does not possess the minimum requirements during the physical verification process (at the discretion of CDB);

c. Entity has obtained the same due to false submissions;

d. Entity becomes bankrupt or winds up; or

e. Entity has been charged by the court for penal offence.

This Terms of Condition is hereby endorsed and enforced with immediate effect.

(Phub Rinzin)

Director

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We shall not make refund claims of expenditure incurred in processing this application;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.
- I/We hereby declare that issue of CDB certificate does not in anyway constitute an obligation on the part of CDB or any other Goverment agency to provide contract works.
- ☐ I agree to the above Terms Conditions

Submit   Cancel

✓ **Process 31.5:** On submitting the application details, the system will display acknowledgement receipt.

✓ **Result 31.5:** Following receipt will be displayed.

Construction Development Board » Acknowledgement Submitted

Your application for Renewal of Architect Registeration has been successfully submitted and your application number is 806_0000028.

You can track your application using Above Application Number.

Applicant Name :	Ms. Tshewang Tenzin	Cid Number:	11606003497
Qualificaiton:	Degree	University :	Shinawatra International University
Contact :	77385468	Date Of Submittion:	2019-09-09
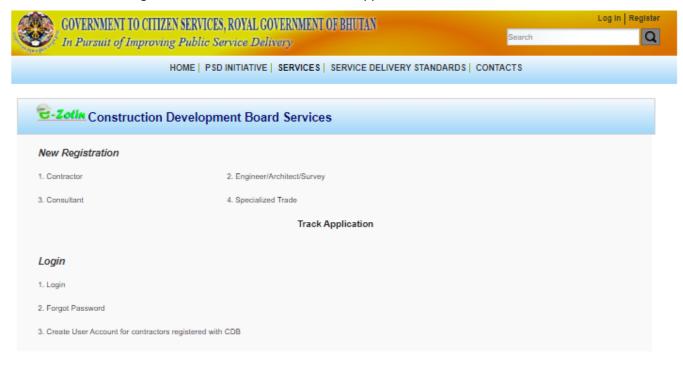
Print

32   Renewal of Architect

32.1 Process 1: Verification of Renewal of Architect, Engineer and Surveyor

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
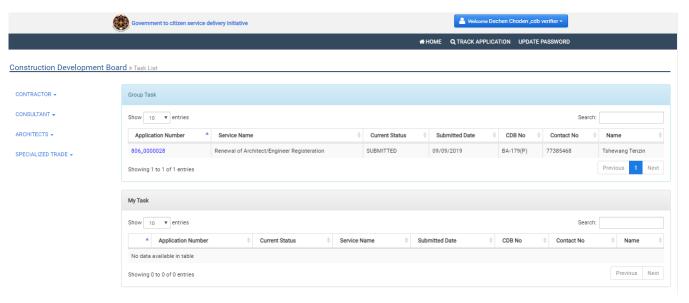
- ✓ **Process 32.1:** Provide correct user name and password to access system from login link above.

- ✓ **Result 32.1:** On clicking login button the following dashboard will appears:
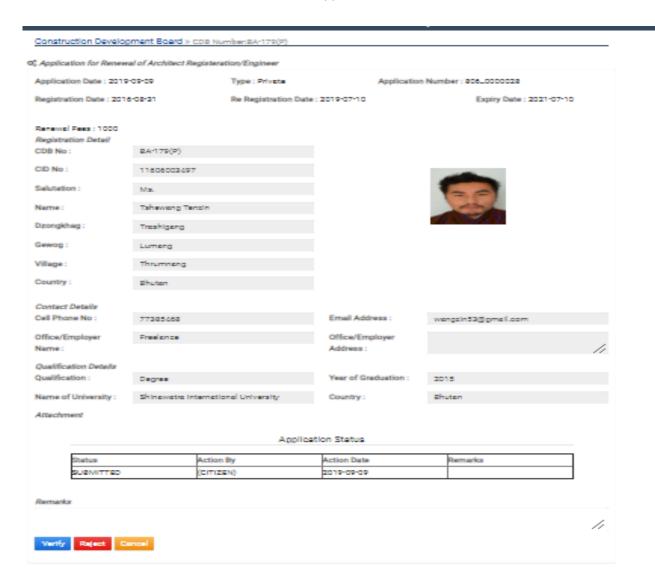
- ✓ **Process 32.2:** After clicking on renewal and cancellation of architect link under Architects from side menu, all the application submitted for renewal and cancellation of architect, engineer and surveyor will be listed.

- ✓ **Result 32.2:** The following image represents the task list describe above:

- ✓ **Process 32.3:** Now to take action on that application, verifier needs to click on application number from group task, which will open application and at same time application get claimed to my task.
- ✓ **Result 32.3:** Below screed shows the application submitted for renewal.

✓ **Process 32.4:** After reviewing application details, verifier can either verify application or forward for approval or application can be rejected with some reason.

✓ **Result 32.4:** The respective acknowledgement page will be displayed. Below screen is the acknowledgement for verification.

Construction Development Board » Acknowledgement
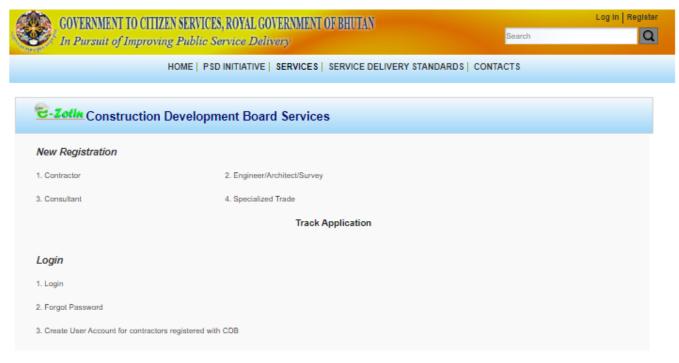
Application Number 806_0000028 has been verified by you and forwarded for Approval

33   Approval Renewal of Architecture, Engineer or Surveyor

33.1 Process 1: Approval of Renewal of Application

✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

✓ **Result:** Login form for the verifier for CDB will appear as follows.
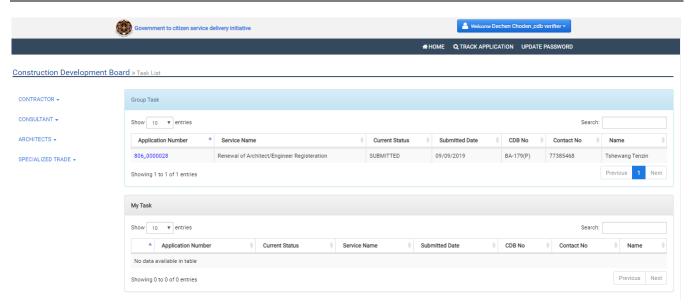
✓ **Process 33.1.1:** Provide correct user name and password to access system from login link above.

✓ **Result 33.1.1:** On clicking login button the following dashboard will appears:
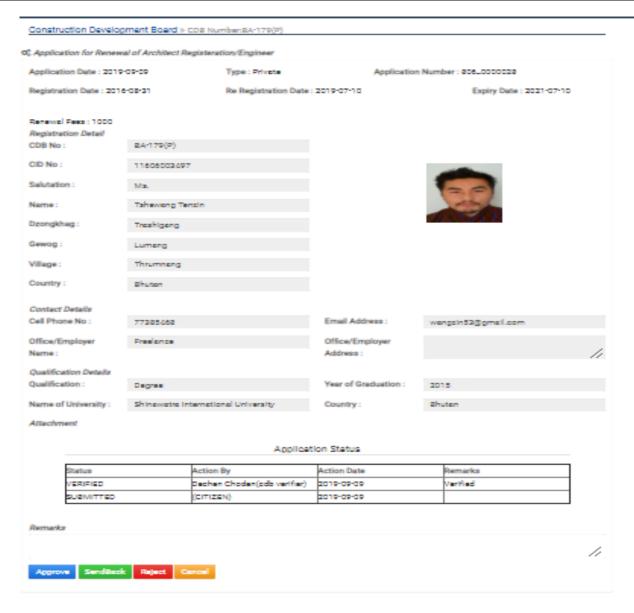
✓ **Process 33.1.2:** After clicking on renewal and cancellation of architect link under Architects from side menu, all the application submitted for renewal and cancellation of architect, engineer and surveyor will be listed.

✓ **Result 33.1.2:** The following image represents the task list describe above:

- ✓ **Process 33.1.3:** Now to take action on that application, approver needs to click on application number from group task, which will open application and at same time application get claimed to my task.

- ✓ **Result 33.1.3:** Below screed shows the application submitted for renewal.

✓ **Process 33.1.4:** He/she can take any of the action from Approve, Send back and reject after reviewing the application details. If application details are complete and all attachment are there, then approve and forward for payment approval for private, for government- fees are not applicable. If application details are incomplete then application will be rejected mentioning reason and notify to applicant in email as well as in SMS. He/she can also send back to verifier if application needs re verification.

✓ **Result 33.1.4:** Respective acknowledgement will be shown and below represents for the approval.

34   Update payment and Printing of Architect, Engineer and Surveyor certificate

34.1 Process 1: Printing certificate for Architect, Engineer and Surveyor
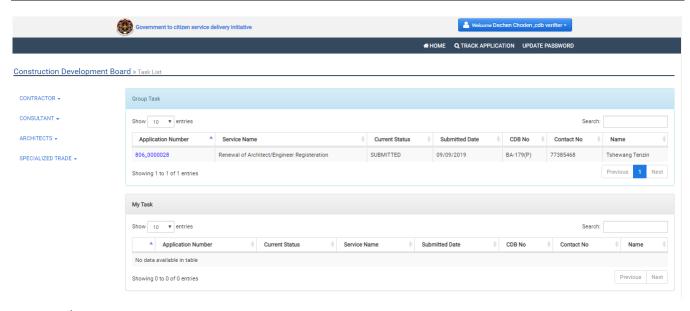
- ✓ **Action:** Printing of certificate can be done by Approver, Verifier as well by the CC Operator of the CDB by following the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
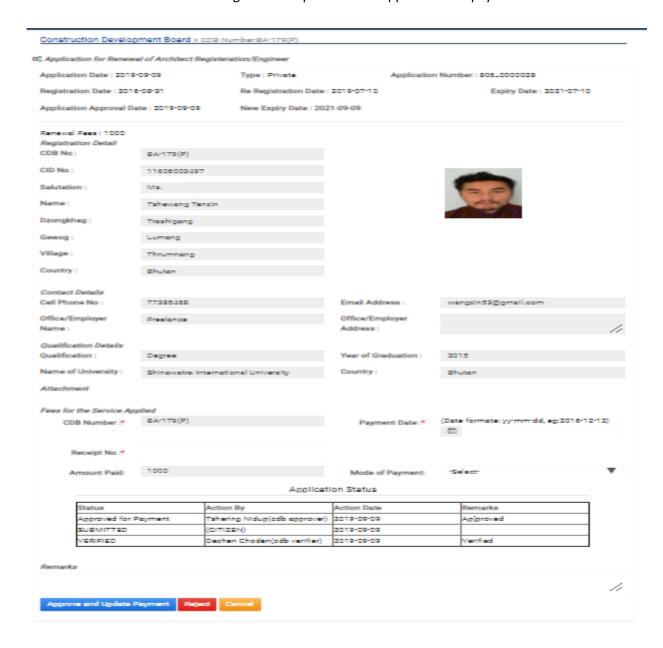
- ✓ **Process 34.1.1:** Provide valid user name and password.

- ✓ **Result 34.1.1:** Following dash board will be displayed

- ✓ **Process 34.1.2:** After clicking on renewal of architect services, the task list will be displayed.

- ✓ **Result 34.1.2:** Following page appears
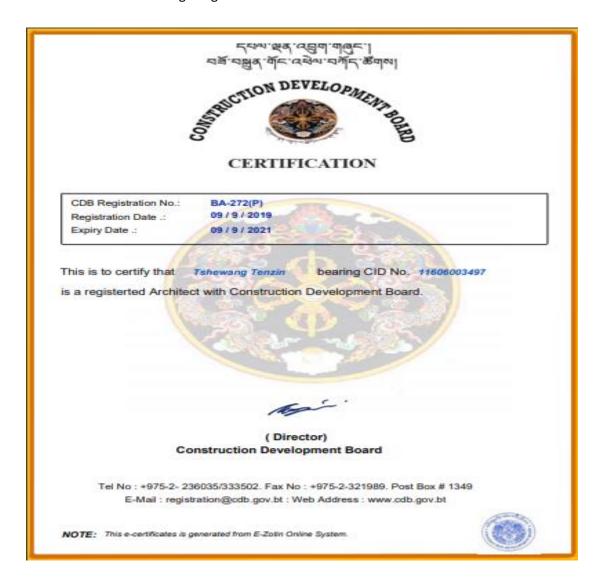
- ✓ **Process 34.1.3:** click on the application number to open the application.

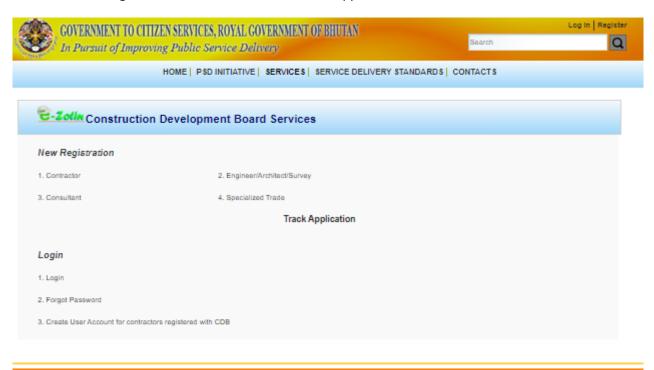- ✓ **Result 34.1.3:** The image below represents the application for payment
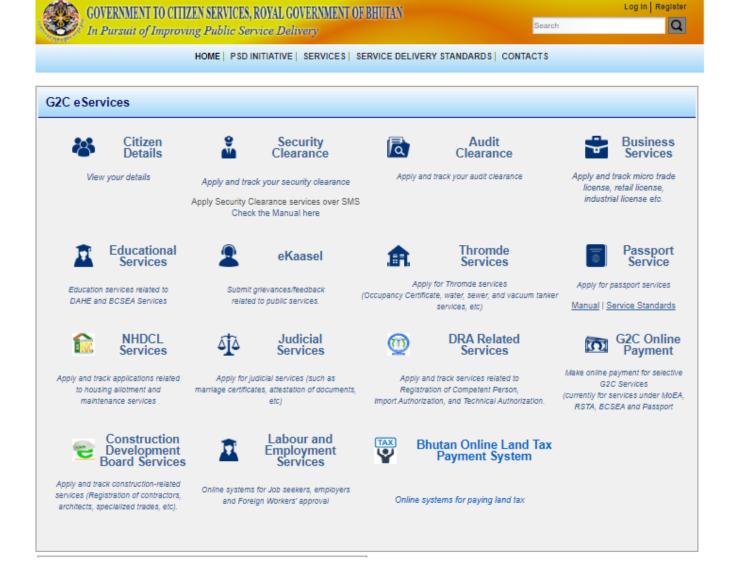
- ✓ **Process 34.1.4:** Once payment is updated, then the application will be there in print list. Click on the Print certificate link to print the same application. After selecting the application from print list, print and issue the certificate.

- ✓ **Result 34.1.4:** Following image is the same certificate.
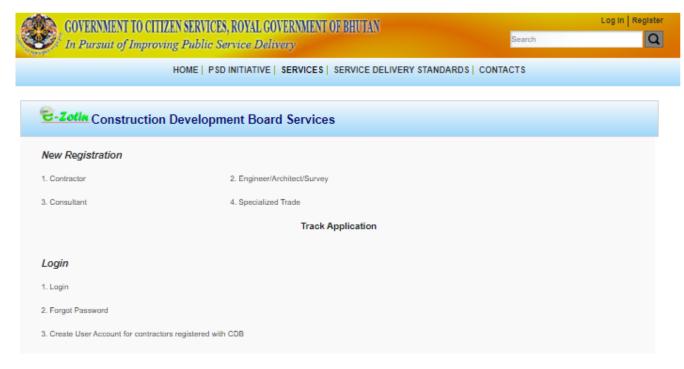
35   Registration of Specialized Trade

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.
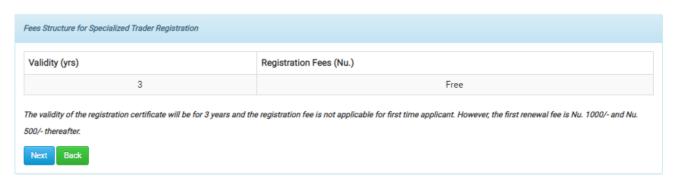
- ✓ **Process 35.1:** Click on the link called Construction Development Board Services.

- ✓ **Result 35.1**: The following home page will appears.

- ✓ **Process 335.2:** From the above page, click on the Specialized trade link to apply.

- ✓ **Result 35.2:** The following page appears
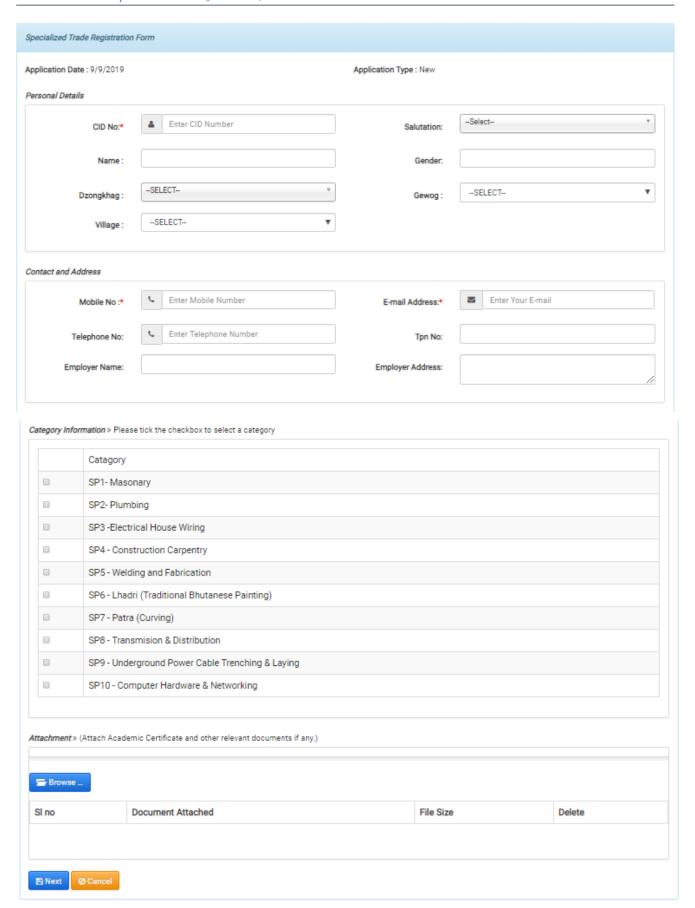
- ✓ **Process 35.3:** After viewing the fees information, applicant need to click on Next button to proceed further.

- ✓ **Result 35.3:** The following page appears:

Construction Development Board » Registration of Specialized Trade

---

Specialized Trade Registration Form

Application Date : 9/9/2019   Application Type : New

Personal Details

CID No:*	👤 Enter CID Number	Salutation:	--Select-- ▼
Name :		Gender:	
Dzongkhag :	--SELECT-- ▼	Gewog :	--SELECT-- ▼
Village :	--SELECT-- ▼		

Contact and Address

Mobile No :*	📞 Enter Mobile Number	E-mail Address:*	✉ Enter Your E-mail
Telephone No:	📞 Enter Telephone Number	Tpn No:	
Employer Name:		Employer Address:	

Category Information » Please tick the checkbox to select a category

	Catagory
☐	SP1- Masonary
☐	SP2- Plumbing
☐	SP3 -Electrical House Wiring
☐	SP4 - Construction Carpentry
☐	SP5 - Welding and Fabrication
☐	SP6 - Lhadri (Traditional Bhutanese Painting)
☐	SP7 - Patra (Curving)
☐	SP8 - Transmision & Distribution
☐	SP9 - Underground Power Cable Trenching & Laying
☐	SP10 - Computer Hardware & Networking

Attachment » (Attach Academic Certificate and other relevant documents if any.)

📂 Browse ...

Sl no	Document Attached	File Size	Delete

📄 Next   ⊘ Cancel

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- ✓ **Process 35.4:** Now applicant need to fill up the form and attach required attachment. After providing all information in the application form, then applicant submit the by clicking next button

- ✓ **Result 35.4:** The following page appears as an acknowledgement:

Construction Development Board » Acknowledgement

Your application has been successfully submitted and your application number is 804_0000017.

You can track your application using Above Application Number.

Applicant Name :	Tshewang Tenzin	Cid Number:	10203003692
Contact :	17880455	Date Of Submittion:	2019-09-09
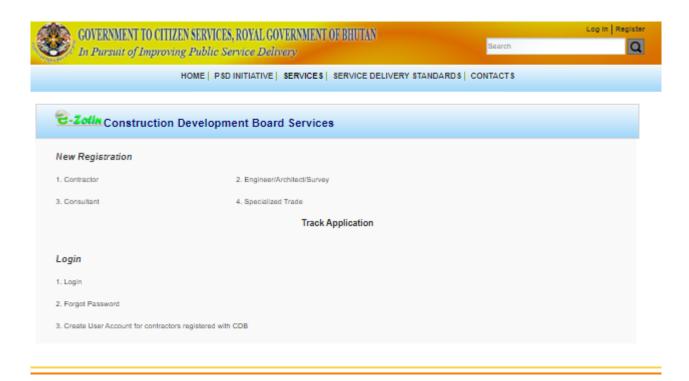
Print

36   Registration of Specialized Trade Verification

36.1 Process 1: Verification of Registration of Specialized Trade

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
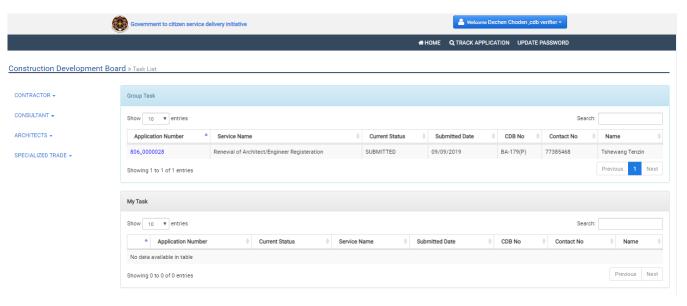
- ✓ **Process 36.1.1:** provide correct user name and password after clicking on login button.
- ✓ **Result 36.1.1:** The following screen will be displayed.
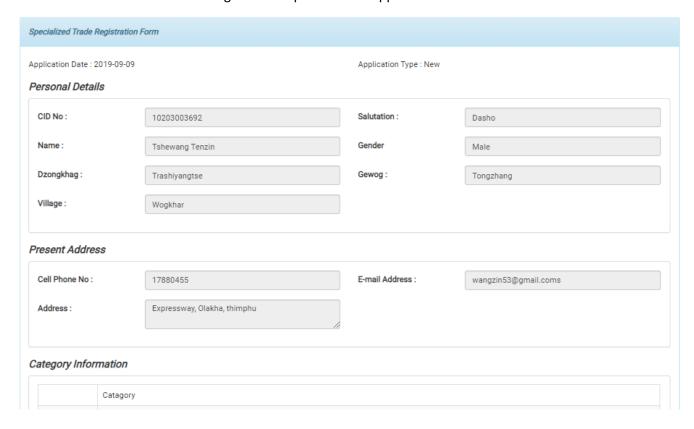
- ✓ **Process 36.1.2:** After clicking on specialized trade services, the task list will be displayed.
- ✓ **Result 36.1.2:** Following page appears
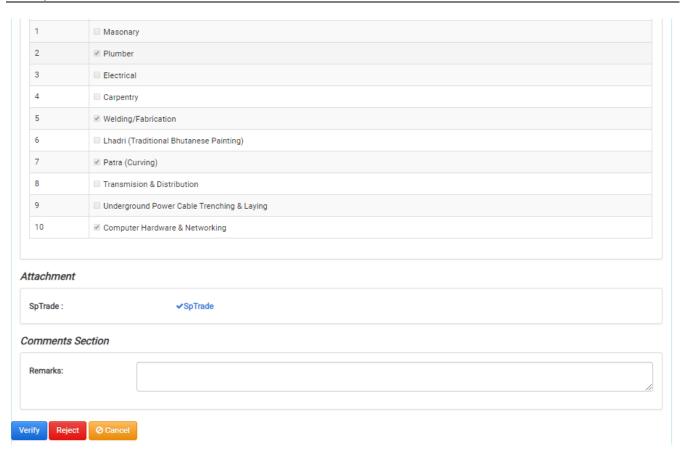
✓ **Process 36.1.3:** click on the application number to open the application.

✓ **Result 36.1.3:** The image below represents the application for verification.

1	☐ Masonary
2	☑ Plumber
3	☐ Electrical
4	☐ Carpentry
5	☑ Welding/Fabrication
6	☐ Lhadri (Traditional Bhutanese Painting)
7	☑ Patra (Curving)
8	☐ Transmision & Distribution
9	☐ Underground Power Cable Trenching & Laying
10	☑ Computer Hardware & Networking

Attachment

| SpTrade : | ✔SpTrade |

Comments Section

| Remarks: | |

Verify Reject ⊘ Cancel

- ✓ **Process 36.1.4:** After reviewing the form details, he/she can either verify application or reject.
- ✓ **Result 36.1.4:** Respective acknowledgement slip will be displayed for taking action. Below is the sample acknowledgement for verifying application.

Construction Development Board » Acknowledgement

The Application Number **804_0000017** is Verified And forward for the Approval

37 Registration of Specialized Trade approval and printing

37.1 Process 1: Approval of Registration of Specialized Trade and print certificate
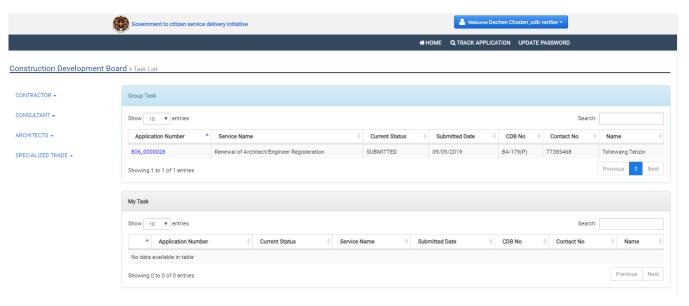
- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.

- ✓ **Process 37.1.1:** provide correct user name and password after clicking on login button.

- ✓ **Result 37.1.1:** The following screen will be displayed.
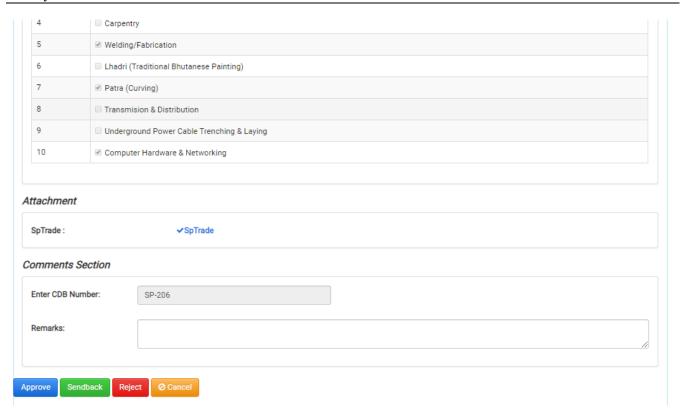
- ✓ **Process 37.1.2:** After clicking on specialized trade services, the task list will be displayed.

- ✓ **Result 37.1.2:** Following page appears

- ✓ **Process 37.1.3:** click on the application number to open the application and at the same time the same application will be pulled to my task list.
- ✓ **Result 37.1.3:** The image below represents the application for approval.

4	☐ Carpentry
5	☑ Welding/Fabrication
6	☐ Lhadri (Traditional Bhutanese Painting)
7	☑ Patra (Curving)
8	☐ Transmision & Distribution
9	☐ Underground Power Cable Trenching & Laying
10	☑ Computer Hardware & Networking

Attachment

| SpTrade : | ✔SpTrade |

Comments Section

| Enter CDB Number: | SP-206 |
| Remarks: | |

[Approve] [Sendback] [Reject] [⊘ Cancel]
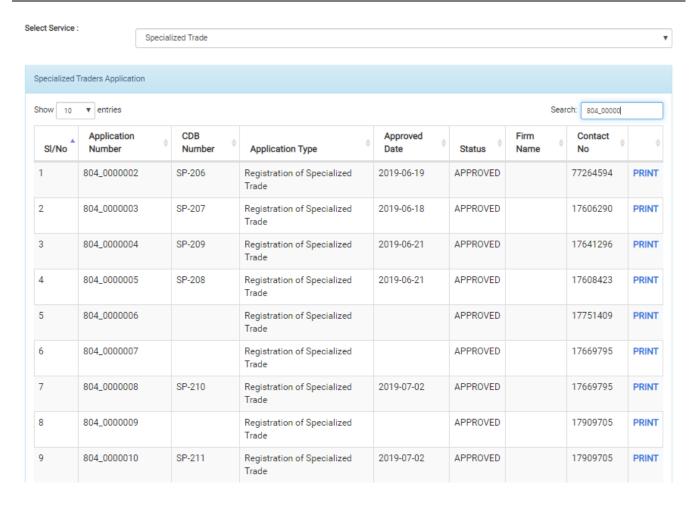
- ✓ **Process 37.1.4:** After reviewing the form details, he/she can either approve application, reject or send back to verifier for re verification.
- ✓ **Result 37.1.4:** Respective acknowledgement slip will be displayed for taking action. Below is the sample acknowledgement for approving application.

Construction Development Board » Acknowledgement

The Application Number **804_0000017** has been Approved by you.

- ✓ **Process 37.1.5:** Once application has been approved, the same application will be there in print list. Update payment is not there as registration is totally free service. To print certificate, approver need to click on the link called Print certificate and then choose category as specialized trade.
- ✓ **Result 37.1.5:** The application will be listed in the print list under specialized trade service:

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Select Service :

Specialized Trade ▼

Specialized Traders Application

Show 10 ▼ entries   Search: 804_00000

Sl/No	Application Number	CDB Number	Application Type	Approved Date	Status	Firm Name	Contact No	
1	804_0000002	SP-206	Registration of Specialized Trade	2019-06-19	APPROVED		77264594	PRINT
2	804_0000003	SP-207	Registration of Specialized Trade	2019-06-18	APPROVED		17606290	PRINT
3	804_0000004	SP-209	Registration of Specialized Trade	2019-06-21	APPROVED		17641296	PRINT
4	804_0000005	SP-208	Registration of Specialized Trade	2019-06-21	APPROVED		17608423	PRINT
5	804_0000006		Registration of Specialized Trade		APPROVED		17751409	PRINT
6	804_0000007		Registration of Specialized Trade		APPROVED		17669795	PRINT
7	804_0000008	SP-210	Registration of Specialized Trade	2019-07-02	APPROVED		17669795	PRINT
8	804_0000009		Registration of Specialized Trade		APPROVED		17909705	PRINT
9	804_0000010	SP-211	Registration of Specialized Trade	2019-07-02	APPROVED		17909705	PRINT

✓ **Process 37.1.6:** Now approver need to click on the link called PRINT after selecting and identifying the application he/she wanted to print.

✓ **Result 37.1.6:** Following is the sample certificate for specialized trade:

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དཔལ་ལྟན་འབྲུག་གཞུང་།
བཟོ་བསྐྲུན་གོང་འཕེལ་བཀོད་ཚོགས།

CONSTRUCTION DEVELOPMENT BOARD

CERTIFICATION

CDB Registration No.:	SP-206
Initial Registration Dt.:	09/09/2019
Registration Approved Dt.:	09/09/2019
Registration Expiry Date.:	09/09/2021

This is to certify that M/s **Tshewang Tenzin** bearing CID No. **10203003692** of **Trashiyangtse** Dzongkhag is a registered "Specialized Trade" with Construction Development Board. The specialized Trade is registered with the following specialization.

Category	Specialty Classification
SP1 - Masonry	-
SP2 – Plumbing	REGISTERED
SP3 - Electrical House Wiring	-
SP4 - Construction Carpentry	-
SP5 - Welding & Fabrication	REGISTERED
SP6 - Lhadri (Traditional Bhutanese Painting)	-
SP7 - Patra (Curving)	REGISTERED
SP8 - Transmision & Distribution	-
SP9 - Undrground Power Cable Trenching & Laying	-
SP10 - Computer Hardware & Networking	REGISTERED

(Director)
Construction Development Board

Tel. No: +975-2-326035 / 333502 Fax No: +975-2-321989 : Post Box # 1349

E-mail: cdb@druknet.bt : Web address : www.cdb.gov.bt

NOTE: This e-certificates is generated from E-Zotin Online System.

38   Renewal of Specialized Trade Certificate

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.

- ✓ **Process 38.1:** Click on the link called Construction Development Board Services.

- ✓ **Result 38.1**: The following page will appears.

- ✓ **Process 38.2:** From the above page, click on the login link and provide correct user name and password to access services.

- ✓ **Result 38.2:** The following page appears as dashboard to avail renewal and other services.

- ✓ **Process 38.3:** To avail renewal service, applicant need to click on the link called Renewal of certificate.

- ✓ **Result 38.3:** The following page appears.
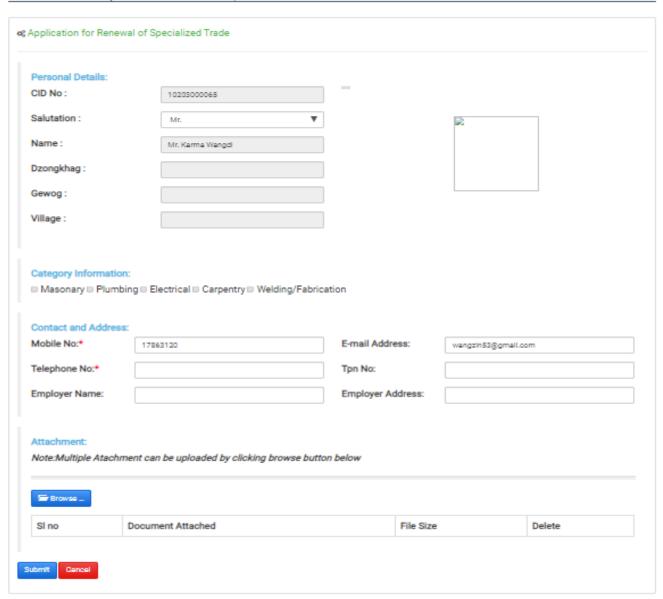
Construction Development Board » Renewal of Specialized Trade » CDB Number:SP-136

Fees Structure for Specialized Trader Registration

Valiaty (yrs)	Registration Fees (Nu.)	First Renewal Fees(Nu.)	Second Renewal Fees(Nu.)	Panalty for late(Nu.)	Panalty for Lost(Nu.)
3	Free	1000.00	500.00	100.00	1000.00

Proceed to Renewal⊙   Cancel✖

- ✓ **Process 38.4:** The above screen is just for information to avail renewal services.

- ✓ **Result 38.4:** After clicking on Proceed to renewal button, the following renewal form will be displayed.

Construction Development Board » Renewal of Specialized Trade » CDB Number:SP-136

og Application for Renewal of Specialized Trade

Personal Details:

CID No :   10203000065

Salutation :   Mr.   ▼

Name :   Mr. Karma Wangdi

Dzongkhag :

Gewog :

Village :

Category Information:
☐ Masonary ☐ Plumbing ☐ Electrical ☐ Carpentry ☐ Welding/Fabrication

Contact and Address:

Mobile No:*   17863120   E-mail Address: wangzin53@gmail.com

Telephone No:*   Tpn No:

Employer Name: Employer Address:

Attachment:
Note:Multiple Atachment can be uploaded by clicking browse button below

🖿 Browse ...

Sl no	Document Attached	File Size	Delete

Submit   Cancel

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✓ **Process 38.5:** On submitting the application details, the system will display acknowledgement receipt.

✓ **Result 38.5:** Following receipt will be displayed.

Construction Development Board » Acknowledgement

Your application has been successfully submitted and your application number is **809_0000002**.

Your application is forwarded for Verification and Approval. You can track your application using Above Application Number.

Thank You.

Print

e_Centric
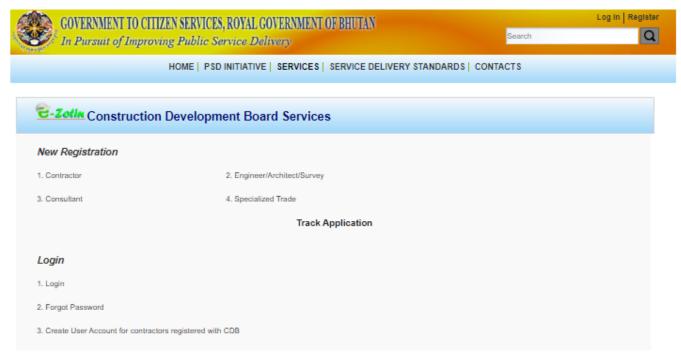
39   Renewal of Specialized Trade Verification

39.1 Process 1: Verification of Renewal of Specialized Trade

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
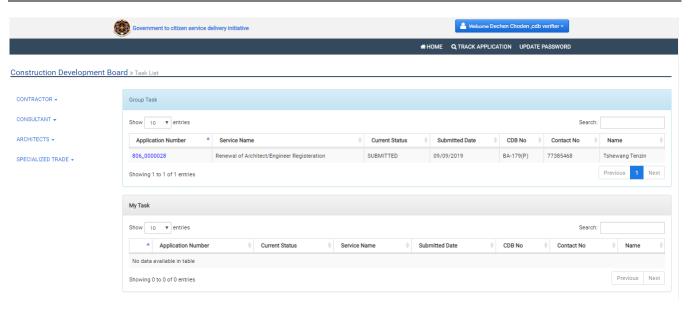
- ✓ **Process 39.1.1:** Provide correct user name and password to access system from login link above.

- ✓ **Result 39.1.1:** On clicking login button the following dashboard will appears:

- ✓ **Process 39.1.2:** After clicking on renewal / cancellation of specialized trader application link under Specialized Trade from side menu, all the application submitted for renewal and cancellation of specialized trade will listed in task.

- ✓ **Result 39.1.2:** The following image represents the task list describe above:

✓ **Process 39.1.3:** Now to take action on that application, verifier needs to click on application number from group task, which will open application and at same time application get claimed to my task.

✓ **Result 39.1.3:** Below screed shows the application submitted for renewal.

- ✓ **Process 39.1.4:** After reviewing application details, verifier can either verify application or forward for approval or application can be rejected with some reason.

- ✓ **Result 39.1.4:** The respective acknowledgement page will be displayed. Below screen is the acknowledgement for verification.

Construction Development Board » Acknowledgement

The Application Number **809_0000002** is Verified And forward for the Approval
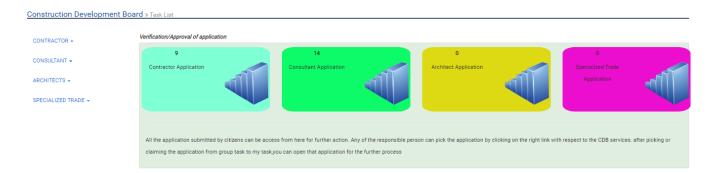
40   Approval Renewal of Specialized Trade application

40.1 Process 1: Approval of Renewal Application

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

- ✓ **Result:** Login form for the verifier for CDB will appear as follows.
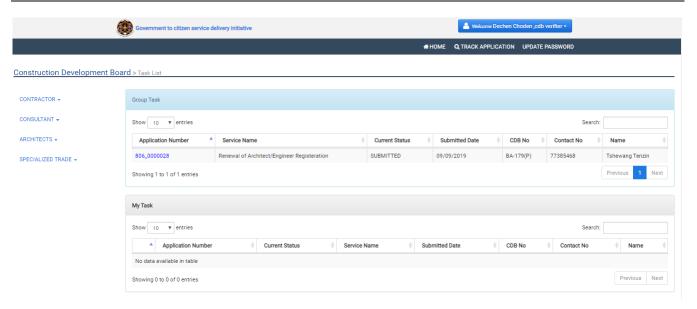
- ✓ **Process 40.1.1:** Provide correct user name and password to access system from login link above.

- ✓ **Result 40.1.1:** On clicking login button the following dashboard will appears:

- ✓ **Process 40.1.2:** After clicking on renewal / cancellation of specialized trade link under Specialized Trade from side menu, all the application submitted for renewal and cancellation will be listed there.

- ✓ **Result 40.1.2:** The following image represents the task list describe above:
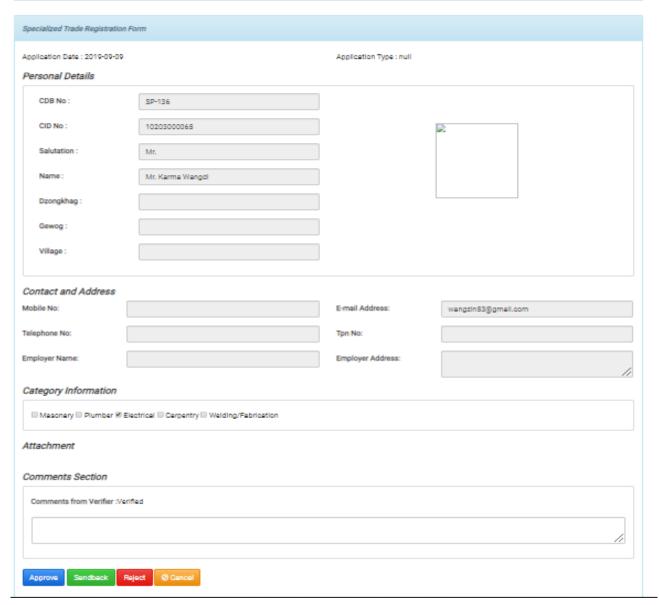
- ✓ **Process 40.1.3:** Now to take action on that application, approver needs to click on application number from group task, which will open application and at same time application get claimed to my task.

- ✓ **Result 40.1.3:** Below screed shows the application submitted for renewal.

- ✓ **Process 40.1.4:** He/she can take any of the action from Approve, Send back and reject after reviewing the application details. If application details are complete and all attachment are there, then approve and forward for payment approval. If application details are incomplete then application will be rejected mentioning reason and notify to applicant in email as well as in SMS. He/she can also send back to verifier if application needs re verification.
- ✓ **Result 40.1.4:** Respective acknowledgement will be shown and below represents for the approval.
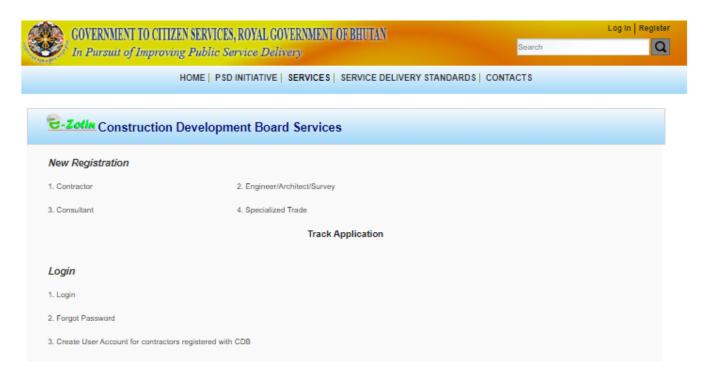
41   Update payment and Printing of Specialized Trade certificate

41.1 Process 1: Printing certificate for specialized trade

✓ **Action:** Printing of certificate can be done by Approver, payment approver as well by the applicant
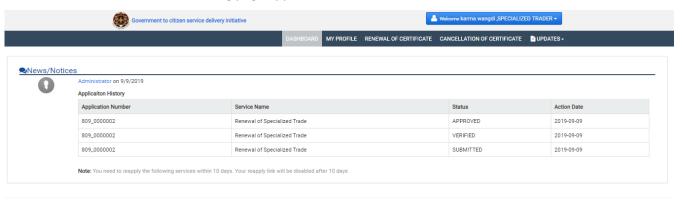
them self from the url http://www.citizenservices.gov.bt/CDB

✓ **Result:** Citizen Services (G2C) portal for Login page will appears as shown below.
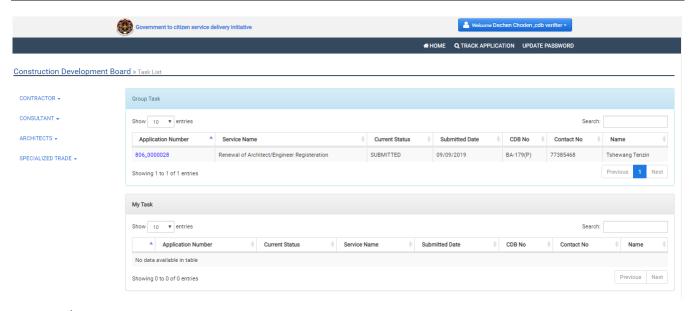
✓ **Process 41.1.1:** Provide valid user name and password.

✓ **Result 41.1.1:** Following dash board will be displayed

✓ **Process 41.1.2:** After clicking on renewal of specialized trade services, the task list will be displayed.

✓ **Result 41.1.2:** Following page appears

- ✓ **Process 41.1.3:** click on the application number to open the application.

- ✓ **Result 41.1.3:** The application will open to update payment.

- ✓ **Process 41.1.4:** Once payment is updated, then the application will be there in print list. Click on the Print certificate link to print the same application. After selecting the application from print list, print and issue the certificate.

- ✓ **Result 41.1.4:** Following image is the same certificate.

CONSTRUCTION DEVELOPMENT BOARD

CERTIFICATION

CDB Registration No.:	SP-206
Initial Registration Dt.:	09/09/2019
Registration Approved Dt.:	09/09/2019
Registration Expiry Date.:	09/09/2021

This is to certify that Mrs   **Tshewang Tenzin**   bearing CID No.   10203003692   of   **Treshiyangtse** Dzongkhag is a registered "Specialized Trade" with Construction Development Board. The specialized Trade is registered with the following specialization.

Category	Specialty Classification
SP1 - Masonry	-
SP2 - Plumbing	REGISTERED
SP3 - Electrical House Wiring	-
SP4 - Construction Carpentry	-
SP5 - Welding & Fabrication	REGISTERED
SP6 - Lhadri (Traditional Bhutanese Painting)	-
SP7 - Patra (Curving)	REGISTERED
SP8 - Transmision & Distribution	-
SP9 - Undrground Power Cable Trenching & Laying	-
SP10 - Computer Hardware & Networking	REGISTERED

(Director)
Construction Development Board

Tel. No: +975-2-326035 / 333502 Fax No: +975-2-321989 : Post Box # 1349
E-mail: cdb@druknet.bt : Web address : www.cdb.gov.bt

NOTE: This e-certificates is generated from E-Zotin Online System.

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42   Cancellation of CDB Certificate

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/

- ✓ **Result:** Citizen Services (G2C) portal for the login interface will appears as shown below.

- ✓ **Process 42.1:** select the Construction Development Board Services.

- ✓ **Result 42.1**: The following will appears.
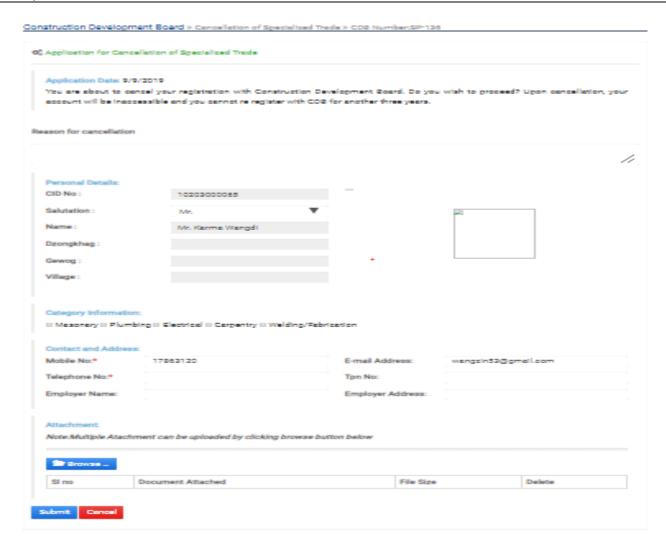
✓ **Process 42.2:** From the above page, click on login to apply cancellation service.

✓ **Result 42.2:** The following page appears

✓ **Process 42.3:** Click on any of the Link called cancellation of certificate from menu.

✓ **Result 42.3:** The following page appears

- ✓ **Process 42.4:** After attaching and mentioning application details, applicant will finally submit form.
- ✓ **Result 42.4:** The following page appears as success message
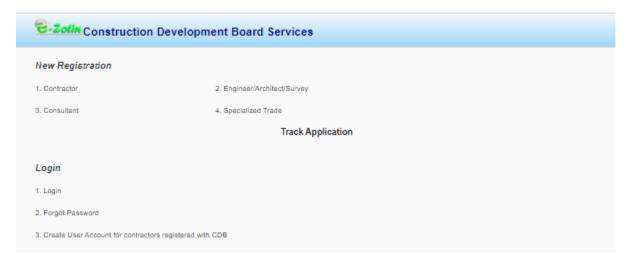
43   Cancellation of CDB Certificates

43.1 Process 1: Verification of Cancellation of CDB Certificates

✓   **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

✓   **Result:** Login form for the verifier for CDB will appear as follows.
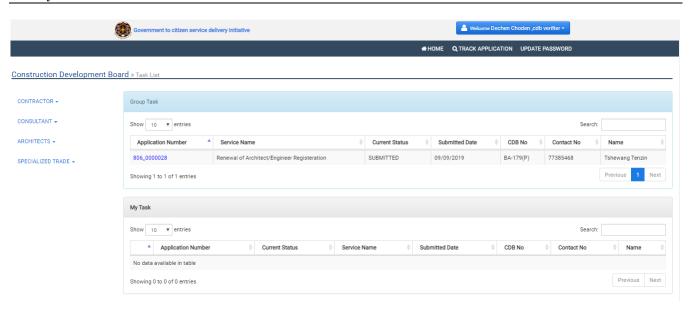
✓   **Process 43.1.1:** Enter Login id and password. Then Click "LOGIN" button.

✓   **Result 43.1.1: T**he following dash board page appears:
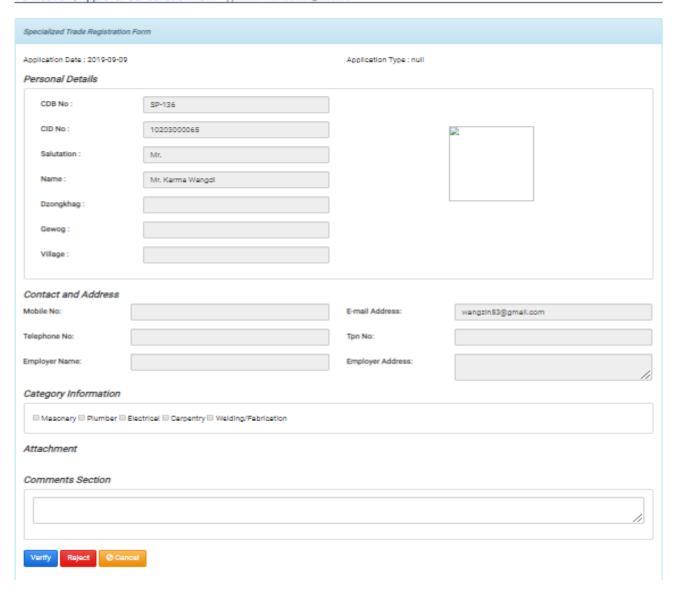
✓   **Process 43.1.2:** To verify the cancellation application, then verifier need to click on the cancellation service from side menu.

✓   **Result 43.1.2:** The task list for that cancellation will be displayed.

43.1 Process 1: Verification of Cancellation of CDB Certificates

✓ **Process 43.1.3:** Click on the Application number to open the application details.

✓ **Result 43.1.3:** The following application appears for verification.

✓ **Process 43.1.4:** The verifier can either verify and send for approval or reject the same application with reason which will be notified to applicant through email and SMS.

✓ **Result 43.1.4:** Acknowledgement page will be displayed for this action. Below is the acknowledgement page for verification.
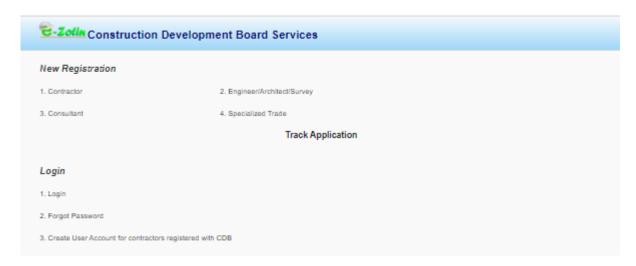
Construction Development Board » Acknowledgement

The Application Number **809_0000003** is Verified And forward for the Approval

44   Cancellation of CDB Certificates

44.1 Process 1: Approval of Cancellation of CDB Certificates

- ✓ **Action:** Follow the url http://www.citizenservices.gov.bt/CDB

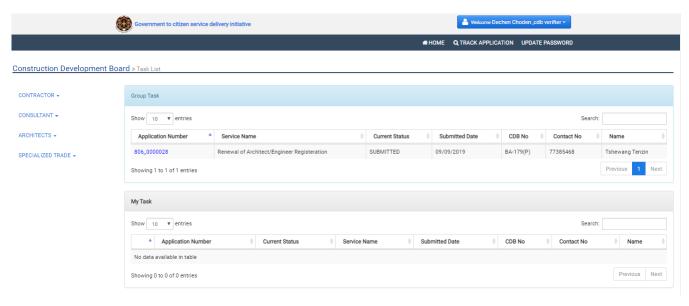- ✓ **Result:** Login form for the verifier for CDB will appear as follows.

- ✓ **Process 44.1.1:** Enter Login id and password. Then Click "LOGIN" button.

- ✓ **Result 44.1.1: T**he following dash board page appears:

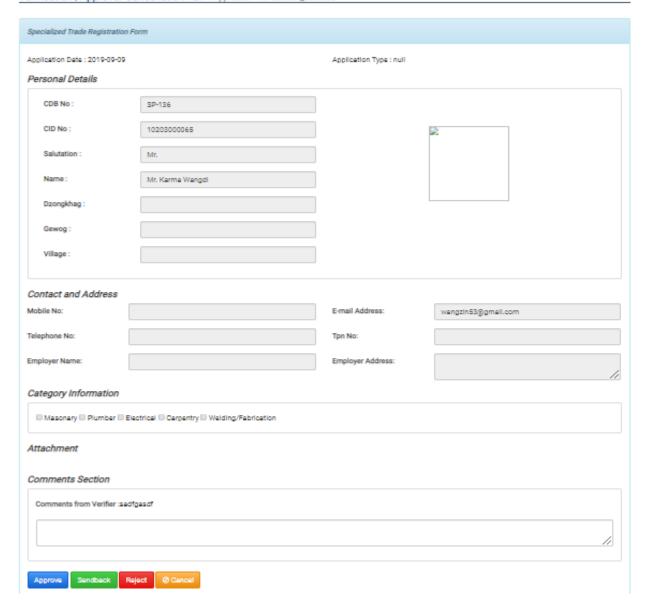- ✓ **Process 44.1.2:** To verify the cancellation application, then verifier need to click on the cancellation service from side menu.

- ✓ **Result 44.1.2:** The task list for that cancellation will be displayed.

- ✓ **Process 44.1.3:** Click on the Application number to open the application details.

- ✓ **Result 44.1.3:** The following application appears for verification.

- ✓ **Process 44.1.4:** The approver can either approve, send back to verifier for re verification or reject the same application if required.

- ✓ **Result 44.1.4:** Acknowledgement page will be displayed for this action. Below is the acknowledgement page for Approval.

Construction Development Board » Acknowledgement

The Application Number 809_0000003 has been Approved by you.