

**CDB** བཟོ་སྐྱོད་གོང་འཕེལ་བཀོད་ཚོགས།

**CONSTRUCTION DEVELOPMENT BOARD**

"Construction quality : through professionalization and technology"



བཟོ་སྐྱོད་གོང་འཕེལ་བཀོད་ཚོགས།

**CDB**   
BHUTAN

# GUIDELINES FOR REGISTRATION OF **CONSTRUCTION PROFESSIONALS**

**2020**

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## Foreword

In line with the Procurement Rules and Regulations of Bhutan, the Construction Development Board recognizes the importance of maintaining a repository of certified construction professionals with relevant qualifications for employment in the construction sector. The process of registration of construction professionals will thus ensure employment of the required human resource during the registration of firms and enhance service delivery through regulatory efficiency and systematic process.

The **Guideline for Registration of Construction Professional 2020** will facilitate in promoting professionalism in the construction industry by registration of construction professionals with the Construction Development Board and will guide the Construction Development Board in implementing the due process.

The Guidelines shall also serve the purpose of informing the construction professionals with aspirations to be employed by construction and consultancy firms on the due process for registration including the fees. The guidelines also extend to construction professionals in the government, corporations and freelance construction professionals for registration to exercise an effective data repository for an integrated regulation process thus ensuring employment and professionalism.

In pursuit of the above, the Construction Development Board hereby adopts the **Guideline for Registration of Construction Professional 2020** on 9<sup>th</sup> July, 2020 which shall come in force from **1<sup>st</sup> January 2021**.

Tashi Delek!



(Dorji Tshering)  
Chairperson

Construction Development Board  
Minister, Ministry of Works and Human Settlement



## 1. Introduction

The 68<sup>th</sup> Board Meeting of the Construction Development Board (CDB) convened on 4<sup>th</sup> April 2018, in recognition of enhancing professionalism in the construction industry and the requirement to streamline human resource compliance in construction firms and projects, directed for registration of construction professionals working in the government, corporations and the private sector, including non-Bhutanese and freelance construction professionals with the Construction Development Board.

Effective from July 2020, all employees of construction and consultancy firms involved in implementation of construction work are required to be a registered Construction Professional with the CDB.

To support the process for registration, and in accordance to Clause 2.3.1.4 of Chapter 2- *Registration and Qualification of Bidders* of the Procurement Rules and Regulations 2019, the following guidelines are endorsed for implementation.

Thus, named **Guidelines for the Registration of Construction Professionals**, it will serve as guidelines for the due process to be followed during registration of construction professionals and thereafter for compliance for committed minimum human resource for firms and projects.

## 2. Empowering Clause

- a. Section 2.3.1.4 of Procurement Rules and Regulations 2019 mandates CDB to formally register construction professionals and maintain a list in the website of CDB.
- b. Section 2.3.15 of Procurement Rules and Regulations 2019 mandates CDB to set out procedure for admission to list of construction professionals in compliance to CDB Manual.

## 3. Objective

The objective of this guidelines are follows:

- a. Enhance professionalism in construction industry;
- b. Heighten Transparency, accountability and sense of ownership;
- c. Inculcate effective project management process;
- d. Refine safety and quality culture;
- e. Deliver engineered resilience infrastructure; and
- f. Maintain construction professional data repository.

## 4. Eligibility

Any construction professional who works or wishes to work in construction and consultancy firms shall register with CDB after attending a training as deemed necessary by CDB.

## 5. Criteria for Registration

- a. The following construction professionals (but not limited to) shall be registered by CDB:
  - i. Engineer under following categories:
    - » Civil;
    - » Architectural;
    - » Electrical;
    - » Mechanical;
    - » Survey;
    - » Geotechnical; and
    - » Hydrological.
  - ii. Other construction professionals under following categories:
    - » Managerial;
    - » Accountancy; and
    - » Site Supervision.
- b. All construction professionals mentioned in clause 3 of this guideline who fulfills the following requirements is eligible to be registered with CDB:
  - i. A copy of academic qualification/certification from accreditation bodies for certificate and above;
  - ii. Citizen Identity Card for Bhutanese citizens;
  - iii. Work permit issued by Department of Immigration, Ministry of Home and Culture Affairs for non-Bhutanese wishing to work in Bhutan; and



- g. Construction professionals provided with CDB registration number shall be eligible to be used in the evaluation or for registration with construction/consultancy firms.
- h. Construction professionals shall report immediately to CDB if his/her Certificate is-engaged in firm with whom he/she is not working.
- i. Construction professionals shall abide by Code of Conduct and Ethics developed by Engineering Council of Bhutan and other competent institutions.
- j. Construction professionals shall abide by the OHS Rules and regulations published by Department of Labour, MoLHR.
- k. Construction professionals shall update the correct information in CDB system.

## **7. Registration application and Fees**

- a. All applications for construction professional registration shall be made as prescribed in the Appendix 2.
- b. Registration fees shall be levied after approval of applications. The registration fee is to be paid within 30 days from the date of approval of applications.

c. The fees for the construction professional is as follows:

- i. Registration fees : Nu. 2000/-
- ii. Renewal fee : Nu. 1000/-

d. A late fee of Nu. 100/- per day will be levied after a grace period of 30 days from the expiry date of registration certificate upto a maximum of Nu. 3000/-.

## 8. Registration validity

The validity period of the construction professional registration certificate is two years from the date of registration or renewal of the registration certificate.

## 9. Renewal

- a. The applicant is required to submit a renewal application within 30 days of expiry of registration.
- b. An application for registration of foreign construction professionals will only be considered after his/her work permit is approved.

## 10. Registration process and services

- a. The applicant shall be notified of the verification and approval of his/her application via e-mail and SMS the amount to be paid.
- b. The applicant registration comes into effect from the date of receipt of the payment receipt issued by CDB.

- c. After approval, the applicant shall receive a user credential via email to log in to the CDB registration system.
- d. The applicant shall be able to print a CDB registration certificate generated by the registration system after logging in to the system.
- e. The applicant shall apply online for other services as follows:
  - i. Renewal;
  - ii. Upgrade Qualification;
  - iii. Print CDB certificate;
  - iv. View individual's engagement in Firms and Project as per CDB database;
  - v. Print online Curriculum Vitae generated by CDB database; and
  - vi. Change individual's bio-data and contact details.

## 11. Administrative sanction

- a. The registrants shall be reprimanded and issued Improvement Notice for first instance breach of any provision of this Guideline.
- b. The registrants shall be levied a penalty of Nu. 3000 for the second instance breach of any provision of this Guideline.
- c. The registrants shall be deregistered from human resource list of construction firm or consultancy firm for the repeated breach of any provision of this Guideline.

- d. The registrants shall be sanctioned based on the Code of Conduct & Ethics developed by the Engineer Council of Bhutan and other competent institutions for any ethical issues.

## 12. Definition

The following definitions should be noted and be guided by applicants for registration of construction professional;

- a. **CDB Registration Certificate:** the construction professional registration certificate issued by the CDB in accordance with the provisions of PRR 2019 and the conditions of registration for the purpose of employing in construction/consultant firms.
- b. **Construction professional:** an individual who wish to register with CDB as engineer under Civil, Architectural, Electrical, Mechanical, Survey, Geotechnical and Hydrological categories or as other construction professionals under categories of Managerial, Accountancy or Site-Supervision.
- c. **Contractor:** an individual or a legal entity entering into a contract to execute works, supplies or services.
- d. **Consultant:** an individual or a legal entity entering into a contract to provide consultancy services.
- e. **Non-Bhutanese:** an individual who does not hold a Bhutanese National identity card.
- f. **Work Permit:** a permission to work in Bhutan issued by the Department of Immigration, Ministry of Home and Cultural Affairs Bhutan.

## 13. Appendix

### a. Appendix 1 – undertaking letter

#### REGISTRATION FORM

#### Undertaking

Affix  
Passport  
size  
photo

I, ..... holding CID/Work permit no. .... graduated from (College/University) ..... hereby undertake, declare and confirm that:

- (a) I was awarded ..... (Qualification) in ..... (Trade) Engineering by ..... (College/University and Country) in the Year .....
- (b) I, hereby confirm that the information furnished and attachments submitted for online registration are true and correct to the best of my knowledge and belief; and
- (c) In the event of the above declarations are found to be incorrect, I shall be liable for administrative/legal action as per notifications issued by Construction Development Board from time to time and the prevailing laws.

Affix Legal  
stamp

(Signature of the Applicant)

Name: .....  
Mobile no.: .....  
E-mail: .....  
Date: .....

#### OFFICIAL USE ONLY

Check Certificate and Academic transcripts (Confirm with Registrar of College/University if necessary) ☐

Is Applicant's Certificate accredited by the Bhutan Engineers Council<sup>1</sup> ☐ Yes ☐ No  
Application verified & accepted ☐ Rejected ☐

Registration number issued: .....

Verified by: .....  
(Head, Registration Section)

Approved by: .....  
(Chief Engineer, CRD)

<sup>1</sup> Applicable only once the Bhutan Engineers Council is instituted.


## b. Appendix 2 – Registration Application form

### Construction Development Board

#### Registration of Engineer

Fee Structure	Personal Information	Contact Details	Attachments
Type	Validity [years]	Amount [Nu.]	
Government	5	0	
Private	2	2000.00	

Enter your valid CID Number: \*

Fee Structure	Personal Information	Contact Details	Attachments
<b>Personal Details</b>			
Salutation: *	Select Mr./Mrs./Ms./Dasho		
CID No.:			
Name:			
Dzongkhag:			
Gewog:			
Village:			

Service for *	Engineer	Country *	select
Type *	Select: Govt./Private	Trade *	Civil/Electrical/Mechanical

Fee Structure	Personal Information	Contact Details	Attachments
Email: *	Mobile No.: *		
<input type="text"/>		<input type="text"/>	
Office/Employer Name		Office/Employer Address	
<input type="text"/>		<input type="text"/>	

<b>Qualification Details</b>	
Qualification *	Year of graduation *
<input type="text"/>	<input type="text"/>
University *	Country of University *
<input type="text"/>	<input type="text"/>

Fee Structure	Personal Information	Contact Details	Attachments
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**Attach your supporting documents [academic transcripts]: \* please click on add more document button to add more attachments**

<b>Choose File</b>	+ Add more documents
--------------------	----------------------

**I declare and confirm that:**

- a. All information and attachments submitted with this application are true and correct;
- b. I am aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted;
- c. I shall not make refund claims of expenditure incurred in processing this application.

☐ I agree to the above terms and conditions.

Note: \* - is mandatory requirement

**Submit**

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