



**Forms to be used by
the Property and Judgment Enforcement Division
Department of Justice**



ཕྱི་དོན་ཡོངས་ཁྲབ་ཡིག་ཚང་།
Office of the Attorney General
ROYAL GOVERNMENT OF BHUTAN



OAG-PJED-EF

Enforcement Form

Part I: To be filled in by concerned Prosecutor, PLD

| | | |
|---|---|---------|
| Case Title: | | |
| Case No: | | |
| Defendant's details: | Name: CID/Passport/Permit No.: Contact no: Parents/Guardians name & contact no.: | |
| Victim's details: | Name: CID/Passport/Permit No.: Contact no: | |
| Name of PS/ACC/others | | |
| Name of Court & Bench clerk | Name: Tel. no.: | |
| Follow up Date | Action taken Or To be taken | Remarks |
| | | |
| Name and Signature of the Prosecutor | | |
| <i>Part II: For PJED use only</i> | | |
| Judgment date: | | |
| Judgement copy received by JED (date): | Assigned on: | |
| Person assigned for enforcement in JED: | Case closed date: | |



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OAG-PJED-CoI

Declaration of Conflict of Interest (CoI)

I,(name), bearing CID.
No.....and serving as the
..... (Position Title) of the Office of the
Attorney General hereby declares that in enforcing judgment
No.....dated.....

1. I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty; OR
2. I do have Conflict of Interest in view of the following reason(s):
 - Family Member:.....
 - Close Relative:
 - Close Friend:.....
 - In-Laws:.....
 - Enemy:.....
 - Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature



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Non-Revenue Receipt

Office of the Attorney General
ROYAL GOVERNMENT OF BHUTAN

501 RECEIPT

I, Mr/Mrs.....
bearing CID/Passport No/Permit No.....
hereby received a sum of Nu. (in figure)
..... (in words) / Cheque No.
from Mr/Mrs.....
bearing CID/Passport No/Permit No.....
against judgement No. dated.....
ON
Signature of the payer Signature of the payee

Office of the Attorney General
ROYAL GOVERNMENT OF BHUTAN

501 RECEIPT

I, Mr/Mrs.....
bearing CID/Passport No/Permit No.....
hereby received a sum of Nu. (in figure)
..... (in words) / Cheque No.
from Mr/Mrs.....
bearing CID/Passport No/Permit No.....
against judgement No. dated.....
ON
Signature of the payer Signature of the payee

Note: This non-revenue receipt shall be issued by the concerned attorney to the payee



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OAG-PJED-U

Date:

Undertaking

I, Mr/Mrs.....F/M.....D.O.B.....
CID/Passport/Permit No.....Phone
No.....Son/daughter of
village.....Gewog.....
Dzongkhag.....Occupation.....would
like to provide the statement regarding Judgment No.....
.....dated.....in presence of Attorney, OAG,
Mr./Mrs.....and my witness Mr./Mrs.....
.....as follows:

The statement provided here-in-above had been read and explained to me by
Mr/Mrs.....barring CID No.....in the
language I can understand, and the facts contained therein are true and correct.

Name & signature

Place.....

Date.....

Name & Signature of witness

CID No.....

Tel. No.....



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OAG-PJED-HTN

Handing-Taking Note

I, Mr/Mrs.....bearing CID/Passport/Permit No.
.....currently working as the
(title) of the(agency's name) received the following
seized property (-ies) from Mr./Mrs.....
Workings as.....(title).....of
the.....(agency's name) on.....(DD/MM/YY) as
part of enforcement of judgment No.....dated.....
on.....

Handed over by,

-sd-

Taken over by,

-sd-



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OAG-PJED-Memo

Memorandum (For Pending Enforcement)

| | |
|----------------------------|--|
| Title of the Case | Criminal attempt to rape (OAG vs Mr. A & others) |
| Judgment No. & Date | Cite the judgment number and the date |
| Brief facts: | Charges & conviction, if any |
| Nature of enforcement | Eg. Payment of restitution.... |
| What needs to be enforced? | Here, the concerned attorney can mention what was done. Eg. We can mention that we asked for property investigation, seized the property, etc. |

-sd-

(Name of the Attorney)



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Office of the Attorney General
ROYAL GOVERNMENT OF BHUTAN



OAG-PJED-CF

Consent Form to Surrender the Property

I, Mr/Mrs.....bearing CID/Passport/Permit No.
.....in relation to enforcement
of judgment No.....

At my own will surrenders the property detailed below to enable compensation to the
victim/restitution to the Royal Government

- i. Name of the property:.....
 - ii. Total No./Acre/quantity:.....
 - iii. Location of the property:.....
 - iv. Property in whose name it's registered:.....
 - v. CID No. of the property's owner:.....
 - vi. Others.....
-
-

Since the aforementioned property has been voluntarily surrendered by the
undersigned, I have no objection to the OAG to dispose of it as per the procedures
established thereunder.

Property surrendered by,

Taken over for disposal by,

-sd-

-sd-



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SEALED BID FORM

Terms and conditions for sealed bid auctioning of moveable/immovable property.....
.....(*mention the details of the property you intend to bid here*) through sealed bid.

(Opening of the bid is on at.....AM/PM)

1. Details of the Bidder:

- a. Name:
- b. CID No.:
- c. Permanent Address:
District.....
Gewog.....Village.....
- d. Current address/residence:.....
District.....Gewog.....Village.....
- e. Contact No.....
- f. E-mail id:.....(mandatory)

2. Sealed bid amount (Nu)...../- (in figure)
(.....
.....(mandatory in word). *Note: The word will prevail over the figure.*

3. Terms and conditions (*read it carefully*):

- a. The sealed bid will be addressed to “Chief Attorney, PJED, Office of the Attorney General, Thimphu”.
- b. The submission of the sealed bid is opened w.e.f at 09:00 AM to at 05:00 PM;
- c. The bidder will come in person or through such authorized person by power of attorney and submit the sealed bid form to the concerned Attorney, PJED, the OAG, on or before the last date of submission at 05:00 PM.
- d. The bidder will deposit the following amount based on the bid property's value:



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- i) For a bid property worth one hundred thousand to one million: Nu. 20,000.00 (Ngultrum twenty thousand only) as the bid security which is refundable, in cash or whichever is convenient to the bidder.
- ii) For a bid property worth one million to ten million: Nu. 50,000.00 (Ngultrum fifty thousand only) as the bid security.
- iii) For a bid property worth more than ten million: Nu. 125,000.00 (Ngultrum one lakh twenty-five thousand only) as the bid security.

Note: If the successful bidder does not take-over the bid property within five working days or when the successful bidder forgoes the bid property (in writing) within five working days, then the above amount will be forfeited. Consequently, the bid will be awarded to the next highest bidder. The same process will be applied if the second highest bidder does not take the property. Provided that the amount paid will be deducted from the bid amount, and the successful bidder will pay only the remaining amount accordingly.

- e. The PJED will open a sealed bid on atin the OAG premises.
- f. The bidder will fill up this form using pen only, and if pencil is used then the bid will be canceled.
- g. The bidder will mention the bid amount in both figure and word (word will prevail if there exists any difference). If both the figure and word are not mentioned or if only the figure is mentioned, then the bid will remain canceled.
- h. The bidder may present in person during the bid opening to ensure transparency and accountability or virtually (to be facilitated by the OAG) which will be shared by this office on the day of opening the sealed bid.
- i. The Auction Committee will carry out bid opening.
- j. If the bidder has quoted the bid price lesser than Fixed Reserve Price then the bid will remain canceled.
- k. The successful bidder will make the payment of bid amount (in full), after deducting whatever sum is payable within “*five working days*”, after successful auctioning, in favor of “Office of the Attorney General” through cheque, cash or electronic transfer whichever is convenient. The concerned Attorney will provide the bank account details of the OAG.

Provided that the bidder next-in-line will be eligible to take over the bid property if the successful bidder fails to make the payment within five working days or forgoes the bid property as the case may be. In such a case, the security amount will remain forfeited.



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- l. Any payment or dues pending against the bid property will be met from the auction proceeds.
- m. The bid will be handed over to the successful bidder as is-where it's basis only after the successful bidder makes the full payment of the bid amount.
- n. Once the bid property is successfully disposed of and hand-taking executed as per the handing-taking format designed by the OAG (Annexure 3), the OAG will not be liable for maintenance of the bid property and other associated charges.
- o. The OAG will facilitate the transfer of ownership of the bid property but the payment will be borne by the successful bidder.
- p. If the bid property remains undisposed, the Sealed Bid Committee reserves the right to dispose of the property to the highest bidder, even if the Fixed Reserve Price is not met.
- q. If two or more bidders quote the same price and turns out to be the maximum bid amount, then the bid will be awarded to the bidder who first submitted the bid to the OAG.
- r. The bidder will abide by the terms and conditions of this bidding document.

Note: Once the bidder has read and signed on this form, this form must be sealed in an envelope and handed over to the concerned Attorney, Property and Judgment Enforcement Division, Office of the Attorney General, Thimphu.

Signed and sealed on the date and time mentioned below:

For the Office of Attorney General,

(Attorney General)

Date:

For the bidder,

Name and signature,

Date:



Office of the Attorney General

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