

# **Department of Livestock (DOL)**

## **Animal Health (Essential Veterinary Drug Program)**

**Electronic Government to Citizen Service Delivery System - Upgradation**

**Submitted By:**



**Date: 4<sup>th</sup> January 2020**

**Edited By:**

**Dr. Ugyen Namgyel, Head, DVEU, NCAH**

**Dr. Jambay Dorji, NVH**

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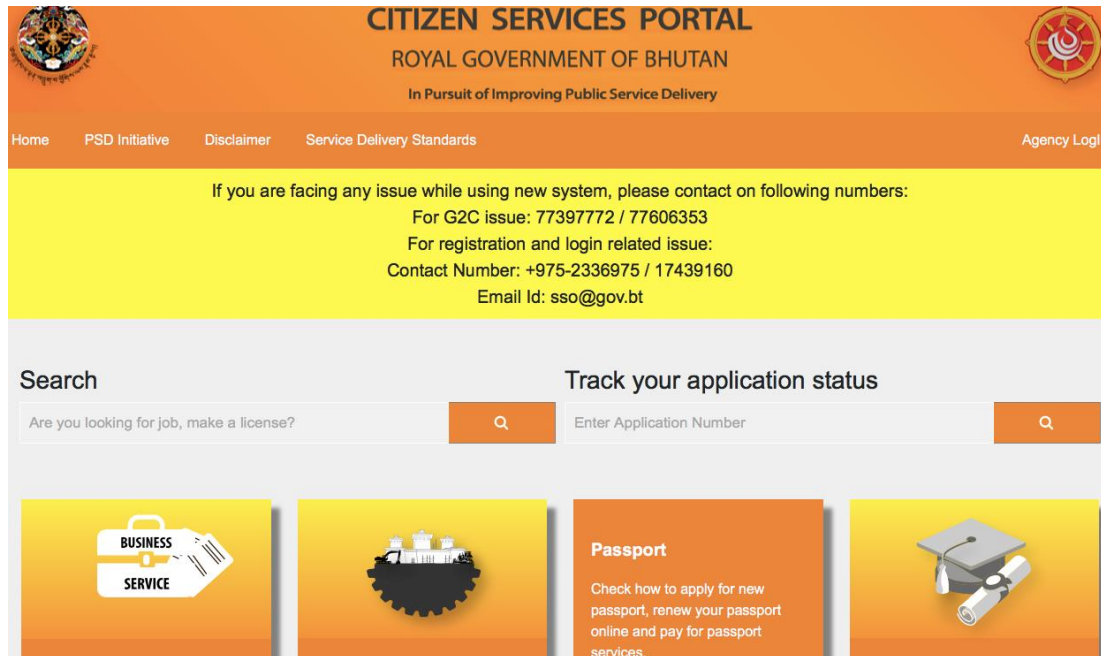


## 1 How to apply online application for Animal Health?

Process. Application for the Requisition of Medicine, Vaccine and Equipment from Gewog Livestock Officer (GLO)

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.



**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
In Pursuit of Improving Public Service Delivery

Home PSD Initiative Disclaimer Service Delivery Standards Agency Login

If you are facing any issue while using new system, please contact on following numbers:  
For G2C issue: 77397772 / 77606353  
For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

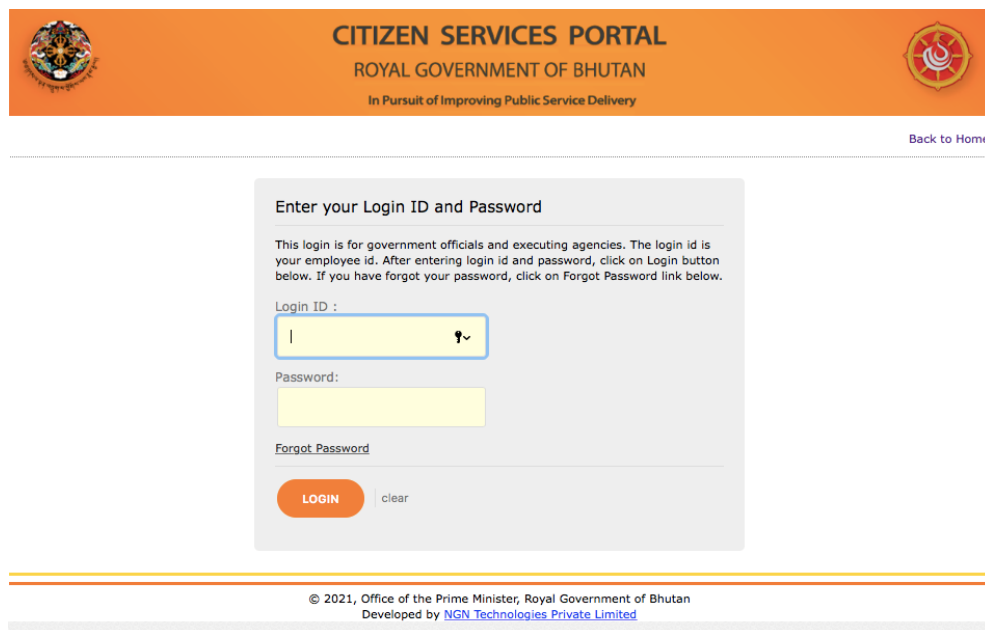
Search: Are you looking for job, make a license? [Search]

Track your application status: Enter Application Number [Search]

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

Result: Enter correct Login ID (Employee ID no) and password for GLO.



**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
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Back to Home

**Enter your Login ID and Password**

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID : [Input Field]

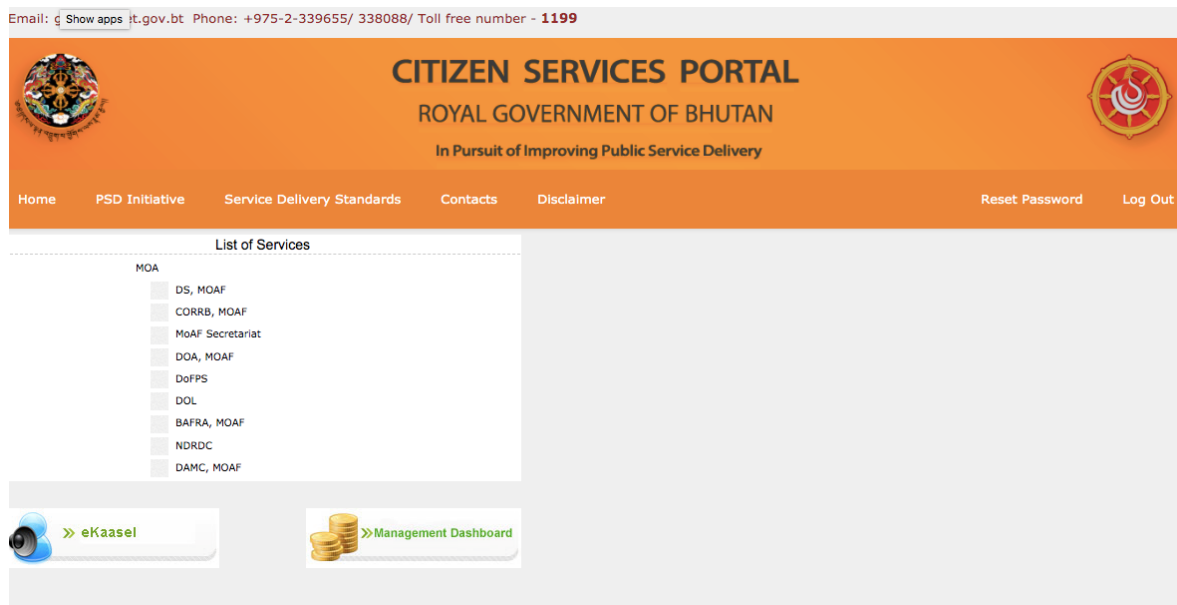
Password: [Input Field]

[Forgot Password](#)

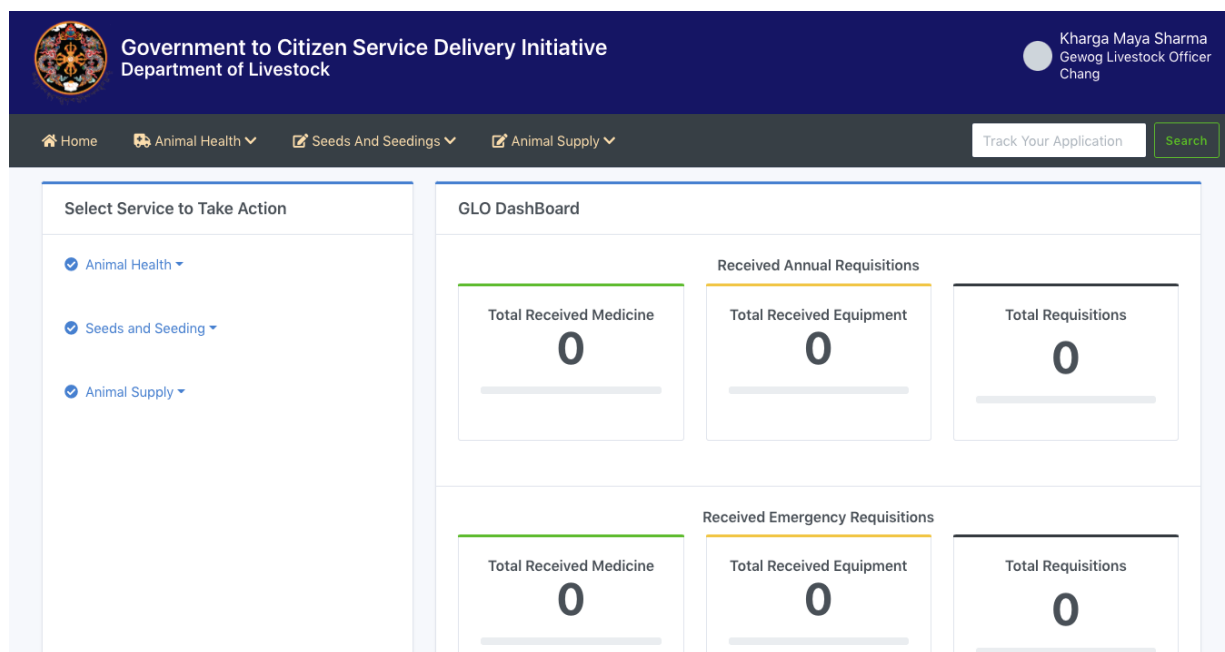
**LOGIN** | clear

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Result 1.1.1: The following page appears

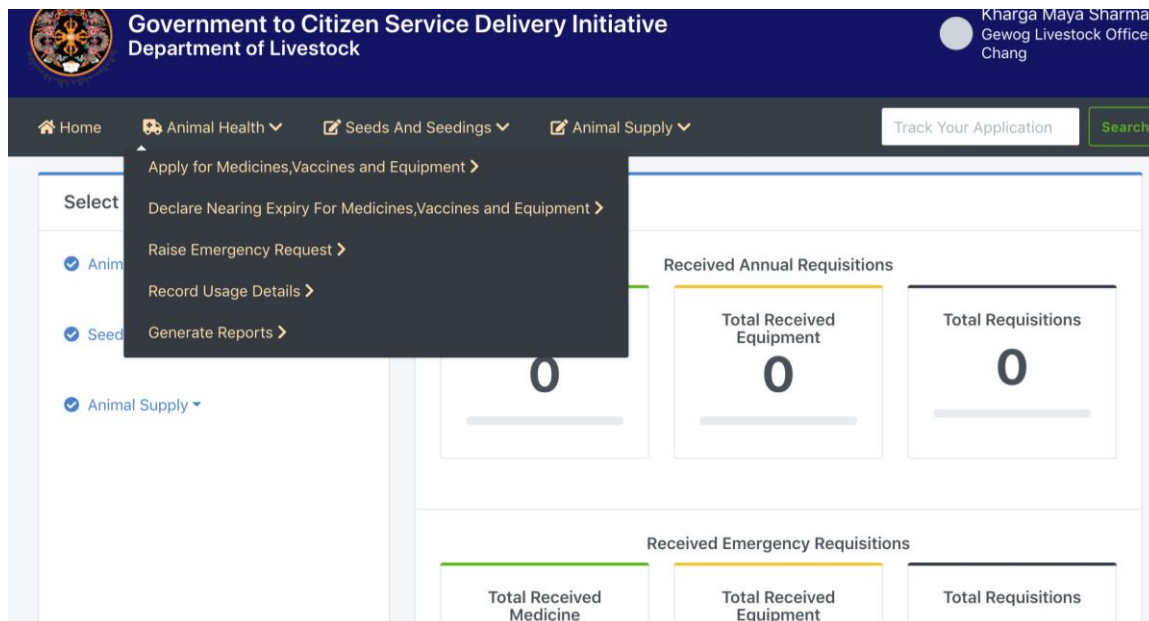


Click on DoL and the following page appears



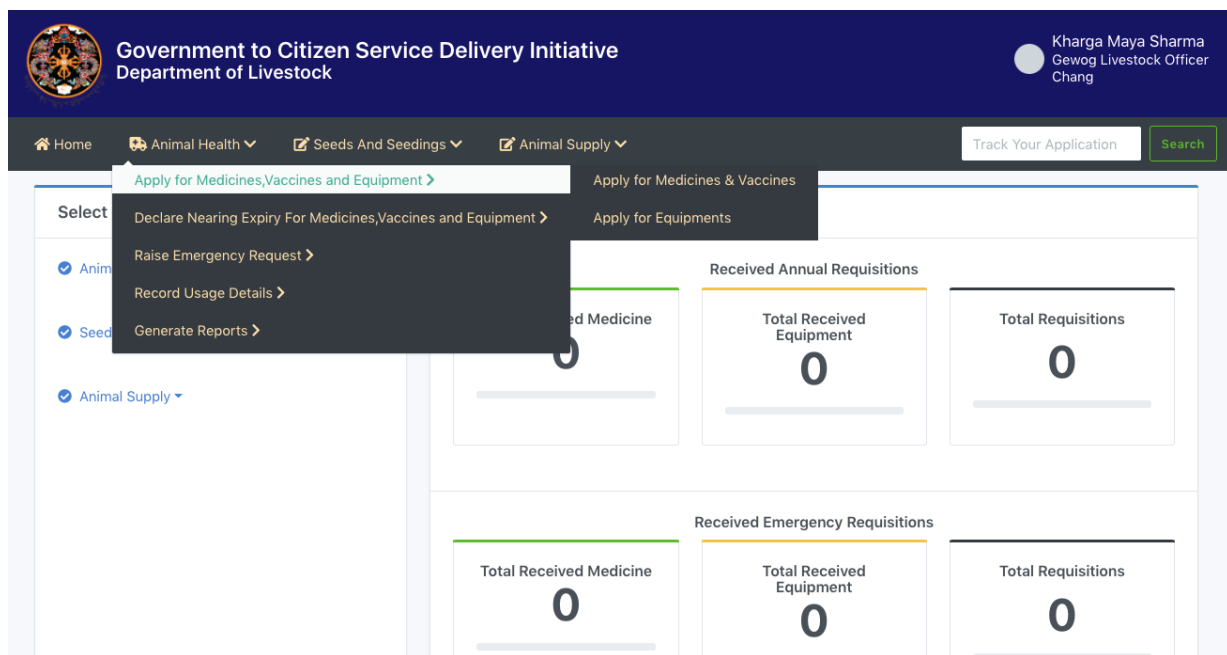
**Process 1.1.2:** From the navigation bar, click Animal Health. Under this service, there are four options.

**Result 1.1.2:** The following list of applicable application list will be displayed.



**Process 1.1.3:** Click on the link Apply for Medicine, Vaccines and Equipment from the list.

**Result 1.1.3:** It lists the following applicable sub dropdown.



**Process 1.1.4:** Click on either Apply for Medicines & Vaccines or Apply for Equipment according to the applicant's requirement.

**Result 1.1.4:** The applicable application form will be displayed after clicking on Apply for Medicines and Vaccines.

Government to Citizen Service Delivery Initiative  
Department of Livestock

Kharga Maya Sharma  
Gewog Livestock Officer  
Chang

Home Animal Health Seeds And Seedlings Animal Supply

Track Your Application Search

Animal Health >> Application Form for Medicines & Vaccines

NOTE: Label which are marked with \* are mandatory fields, you cannot proceed further without those fields. ?

MEDICINE TYPE *	ANIMAL TYPE *	MEDICINE CODE *	MEDICINE NAME	COMPOSITION	PRESENTATION	UNIT	RATE	QUANTITY *
Select Medicin	Select A	Select Mec						

Sum

Save As Draft Submit

**Process 1.1.5:** To add medicines click on Add Record. After mentioning the requirements, an applicant needs to click the submit button to place an order. The application can be saved as draft.

Government to Citizen Service Delivery Initiative  
Department of Livestock

Kharga Maya Sharma  
Gewog Livestock Officer  
Chang

Home Animal Health Seeds And Seedlings Animal Supply

Track Your Application Search

Animal Health >> Application Form for Medicines & Vaccines

NOTE: Label which are marked with \* are mandatory fields, you cannot proceed further without those fields. ?

MEDICINE TYPE *	ANIMAL TYPE *	MEDICINE CODE *	MEDICINE NAME	COMPOSITION	PRESENTATION	UNIT	RATE	QUANTITY *
ANTIMICROBIA	LARGE AN	amoxtri.bo	Amoxycillin 1	1.5gm/bolt	1.5gm x2's	Ampou	230	25

+ Add Record

Sum 5750

Save As Draft Submit

**Result 1.1.5:** Acknowledgement page is displayed with application number.

Government to Citizen Service Delivery Initiative  
Department of Livestock

Kharga Maya Sharma  
Gewog Livestock Officer  
Chang

Home Animal Health Seeds And Seedlings Animal Supply

Track Your Application Search

The Application Number :>>264-0001437 for Annual requisition is successfully submitted.

After successfully submitting the application form, the applicant order will reach to the respective District Veterinary officer's desk.

You can know the status of your application by entering the application number in track your application.

**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Kharga Maya Sharma  
Gewog Livestock Officer  
Chang

Home Animal Health Seeds And Seedings Animal Supply

264-0001437 Search

Select Service to Take Action

- Animal Health
- Seeds and Seeding
- Animal Supply

**GLO DashBoard**

Received Annual Requisitions

Total Received Medicine: 0

Total Received Equipment: 0

Total Requisitions: 0

The following page appears showing the status of your application.

**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Kharga Maya Sharma  
Gewog Livestock Officer  
Chang

Home Animal Health Seeds And Seedings Animal Supply

Track Your Application Search

View Status >> Track Applications

Show 10 entries Search:

APPLICATION NUMBER ↑↓	GLO/DVH/CF/NAH ↑↓	DVO ↑↓	RLDC ↑↓	CENTER STORE ↑↓
264-0001437	SUBMITTED ON 2020-12-26	FORWARDED TO RLDC ON 2020-12-27	FORWARDED TO NCAH ON 2020-12-27	ON

Showing 1 to 1 of 1 entries Previous 1 Next

## 2 Verification of Application by District Veterinary Officer (DVO)

### 2.1 Process 1: Verification of Requisition of Medicine, Vaccine and Equipment from Gewog Livestock Officer (GLO)

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
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Home PSD Initiative Disclaimer Service Delivery Standards Agency Login

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For G2C issue: 77397772 / 77606353  
For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

Search

Are you looking for job, make a license? Enter Application Number

**Track your application status**

Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.



- ✓ **Process 2.1.1:** Enter a valid Login id and password. Then click the “Log in” button.

- ✓ **Result 2.1.1:** On a successful login, the following page appears.

Click on Services of Livestock and following page appears.

**Process 2.1.2:** Click on Animal Health and choose Approve Medicines & Vaccines and Equipment OR directly click on the Requisition for Medicines or Requisition for Equipment.

**Result 2.1.2:** The following page appears with a list of application numbers with its details.

Tasklist >> Applications for Animal Health

Show  entries Search:

APPLICATION NUMBER	SERVICE NAME	USER TYPE	GEWOG NAME	REQUEST TYPE	ACTION DATE
264-0001437	Animal Health	GLO	Chang	Request for Medicines & Vaccines	2020-12-26

Showing 1 to 1 of 1 entries

Previous **1** Next

**Process 2.1.3:** Click on application number requested from GLO/DVH that you want to approve.

**Result 2.1.3:** The following page appears.

TaskList >> Applications for Animal Health

MEDICINE TYPE	ANIMAL TYPE	MEDICINE CODE	MEDICINE NAME	COMPOSITION	PRESENTATION	UNIT	RATE	QUANTITY
ANTIMICROBIALS	LARGE ANIMALS	amoxtri.bol	Amoxycillin trihydrate	1.5gm/bolus	1.5gm x2's	Ampoule	230	25
ANTHELMINTICS	FLUKICIDE	oxyclo.pow	Oxyclozanide	3.4% w/v	1L jar	Ampoule	1	10

Sum 5760

← Previous Submit

**Process 2.1.4:** Enter quantity to be approved for the items. Then click submit button to approve.

**Result 2.1.4:** Acknowledgement page is displayed with application number.

The Application Number ::>>264-0001437 for Annual requisition is submitted and forwarded to Regional Livestock Development Center.

District Veterinary Officer has the authority to modify the quantity requested by GLO. Once the requested application is submitted by the District Veterinary Officer, then this application will reach to Regional Livestock Development Centre (RLDC)

### 3 Verification of Application by RLDC

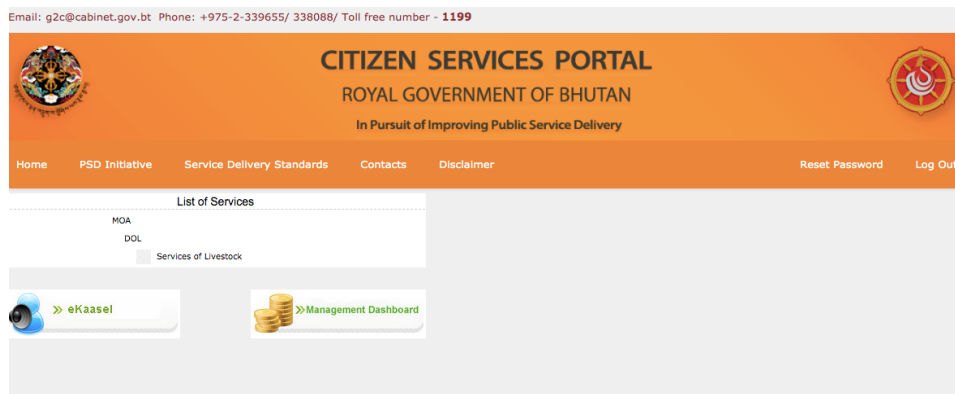
#### 3.1 *Process 1: Verification of application by Regional Livestock Development Centre for requisition of Medicine, Vaccine and Equipment.*

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

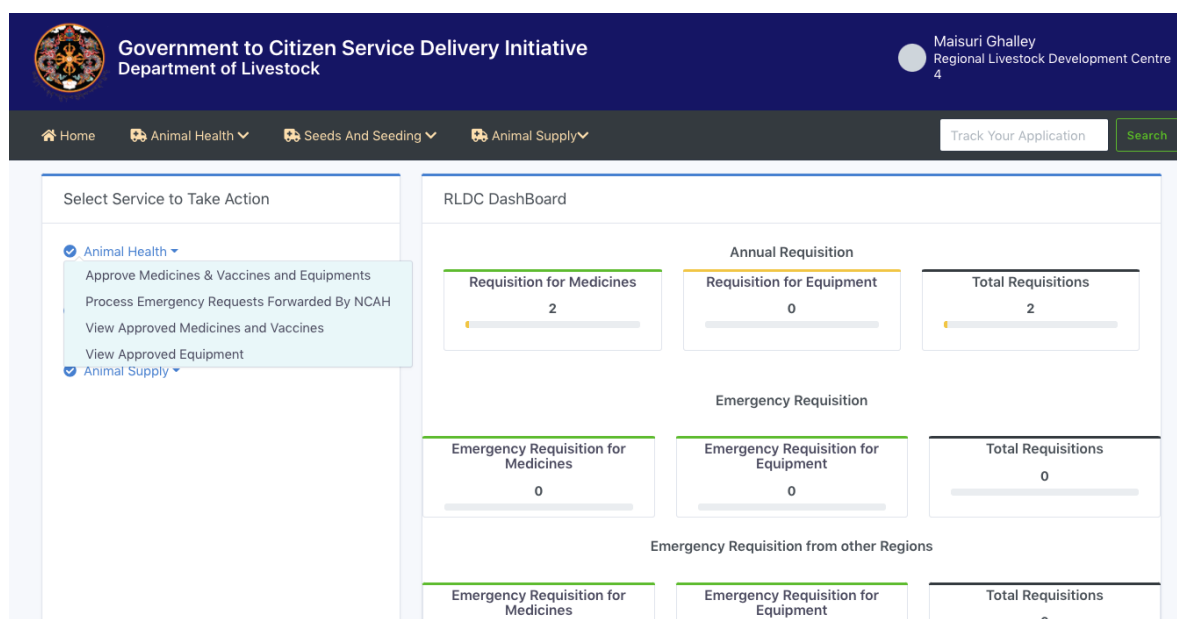
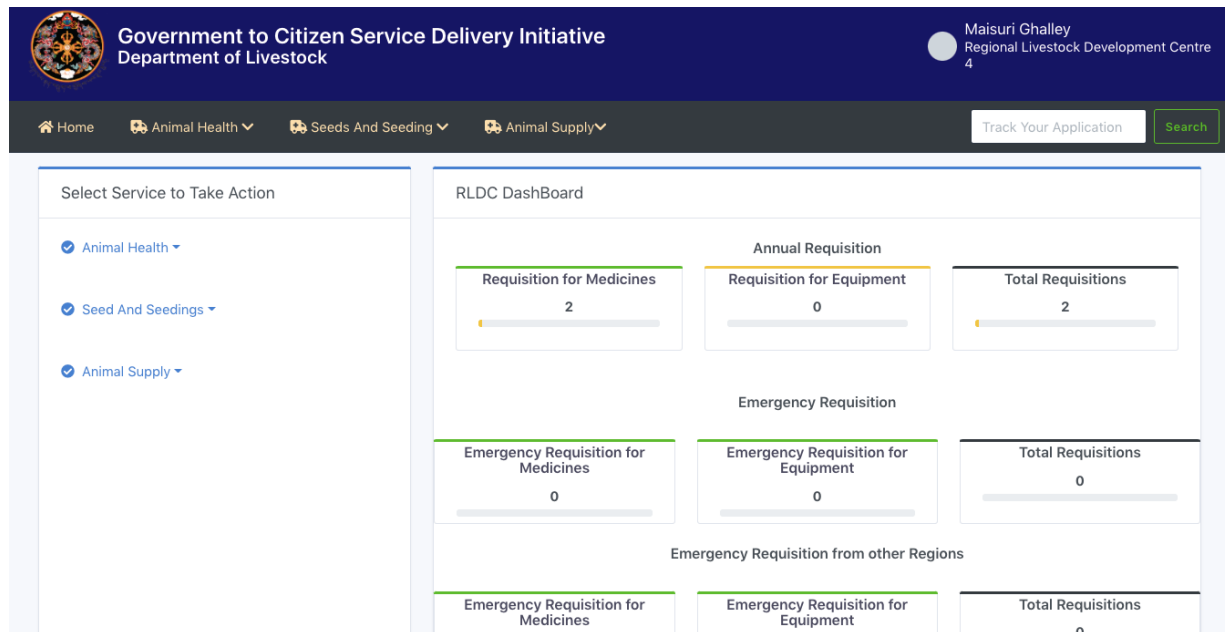
**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

✓ **Process 3.1.1:** Enter valid login id and password. Then click “Log in” button.

✓ **Result 3.1.1:** On successful login by the RLDC, the following page appears

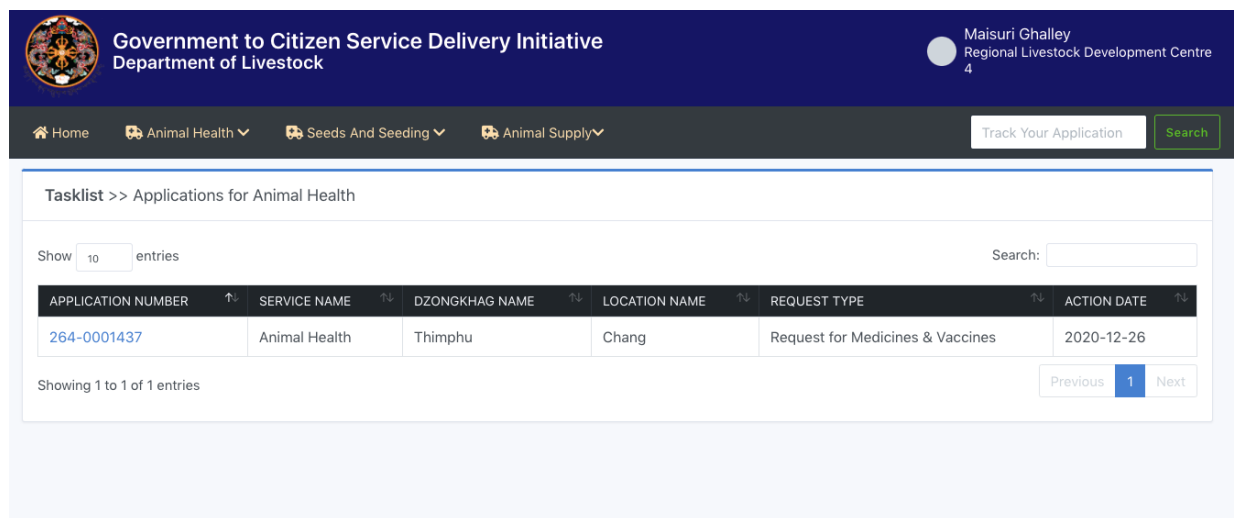


Click on Services of Livestock and following page appears.



- ✓ **Process 3.1.2:** Click on Animal Health and choose Approve Medicines & Vaccines and Equipment OR directly click on the Requisition for Medicines or Requisition for Equipment. Click on Approve Medicines & Vaccines and Equipment to view applicants.

- ✓ **Result 3.1.2:** The following page appears with a list of application numbers with its details.



Government to Citizen Service Delivery Initiative  
Department of Livestock

Maisuri Ghalley  
Regional Livestock Development Centre  
4

Home Animal Health Seeds And Seeding Animal Supply

Track Your Application Search

Tasklist >> Applications for Animal Health

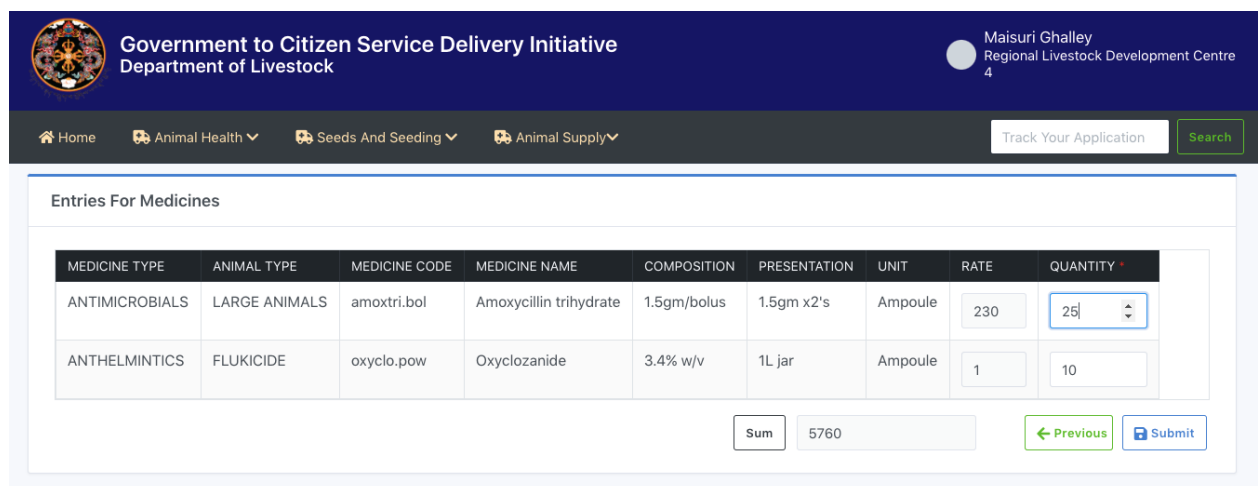
Show 10 entries Search:

APPLICATION NUMBER	SERVICE NAME	DZONGKHAG NAME	LOCATION NAME	REQUEST TYPE	ACTION DATE
264-0001437	Animal Health	Thimphu	Chang	Request for Medicines & Vaccines	2020-12-26

Showing 1 to 1 of 1 entries

Previous 1 Next

- ✓ **Process 3.1.3:** Click on any application number requested from GLO/DVH and approve by DVO that you want to approve.
- ✓ **Result 3.1.3:** Redirects you to the following page.



Government to Citizen Service Delivery Initiative  
Department of Livestock

Maisuri Ghalley  
Regional Livestock Development Centre  
4

Home Animal Health Seeds And Seeding Animal Supply

Track Your Application Search

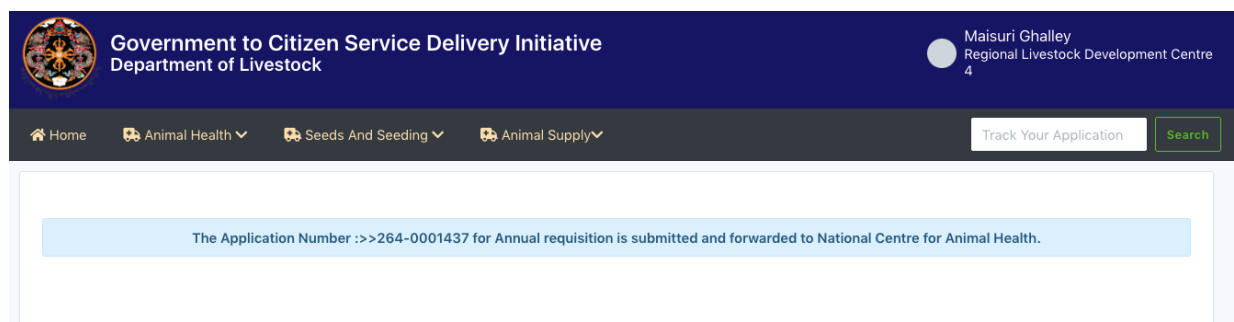
Entries For Medicines

MEDICINE TYPE	ANIMAL TYPE	MEDICINE CODE	MEDICINE NAME	COMPOSITION	PRESENTATION	UNIT	RATE	QUANTITY
ANTIMICROBIALS	LARGE ANIMALS	amoxtri.bol	Amoxycillin trihydrate	1.5gm/bolus	1.5gm x2's	Ampoule	230	25
ANTHELMINTICS	FLUKICIDE	oxyclo.pow	Oxyclozanide	3.4% w/v	1L jar	Ampoule	1	10

Sum 5760

Previous Submit

- ✓ **Process 3.1.4:** Enter quantity to be approved for the items. Then click submit button to approve.
- ✓ **Result 3.1.4:** Acknowledgement page is displayed with application number.



Government to Citizen Service Delivery Initiative  
Department of Livestock

Maisuri Ghalley  
Regional Livestock Development Centre  
4

Home Animal Health Seeds And Seeding Animal Supply

Track Your Application Search

The Application Number :>>264-0001437 for Annual requisition is submitted and forwarded to National Centre for Animal Health.

RLDC user can also edit the quantity requested by the GLO and DVO. The application approved by RLDC will reach to National Centre for Animal Health (NCAH).

## 4 Order & approve the application for the requisition for Medicine, Vaccines and Equipment.

Approval of application by the National Centre for Animal Health for requisition & Vaccines and Equipment.

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

- ✓ **Process 4.1.1:** Enter valid login id and password. Then click “Log in” button.

The screenshot displays the Citizen Services Portal (G2C) for the Royal Government of Bhutan. The header includes the portal's name, the government's name, and the tagline 'In Pursuit of Improving Public Service Delivery'. Navigation links for Home, PSD Initiative, Disclaimer, Service Delivery Standards, and Agency Login are present. A yellow banner provides contact information for G2C issues and registration/login problems. Below this, there are search and application tracking fields. The main content area features four service tiles: Business Service, a gear icon, Passport, and a graduation cap icon. The bottom section shows the login form with fields for Login ID and Password, a 'Forgot Password' link, and a 'LOGIN' button. A 'Back to Home' link is located at the bottom right of the page.

**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
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Home PSD Initiative Disclaimer Service Delivery Standards Agency Login

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For G2C issue: 77397772 / 77606353  
For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

Search Track your application status

Are you looking for job, make a license? Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
In Pursuit of Improving Public Service Delivery

Back to Home

**Enter your Login ID and Password**

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID : Password:

[Forgot Password](#)

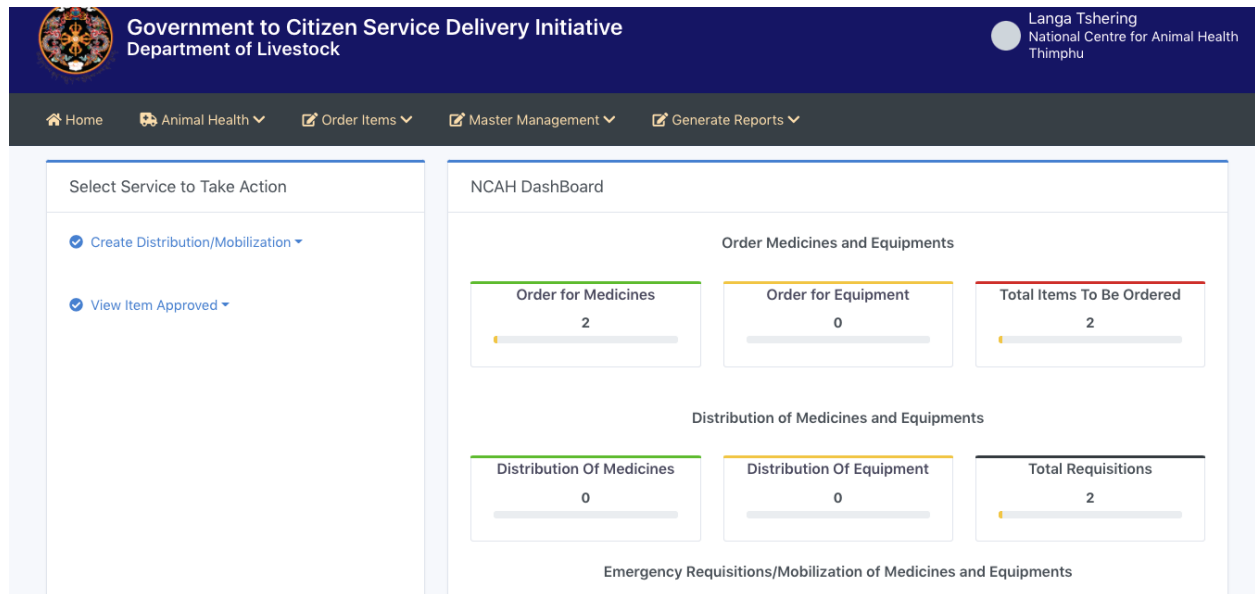
**LOGIN** | clear

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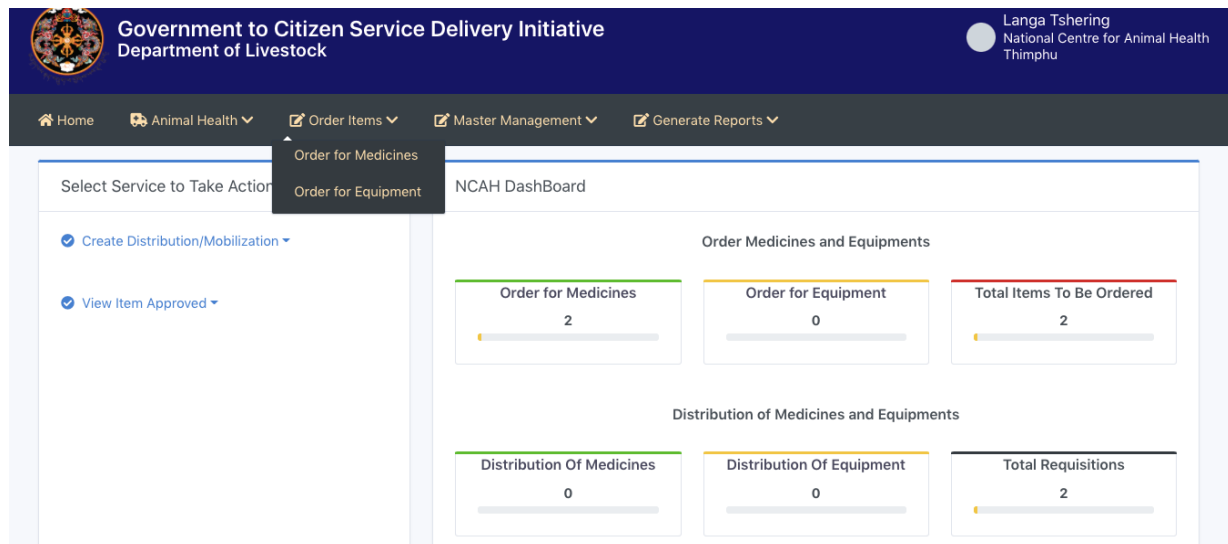
- ✓ **Result 4.1.1:** On successful login by the NCAH, the following page appears




Click on Services of Livestock and following page appears.



For the first time, NCAH has to order the medicines/equipment requested by GLO, DVO and RLDC.



- ✓ **Process 4.1.2:** From NCAH home page, click Order Items and click one of the lists that you want to order.
- ✓ **Result 4.1.2:** The following page will appear.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

Animal Health >> Application Form for Ordering Medicines


MEDICINE NAME	COMPOSITION	PRESENTATION	REQUESTED QUANTITY	UNIT	QUANTITY TO BE ORDERED
Amoxicillin trihydrate	1.5gm/bolus	1.5gm x2's	25	Ampoule	<input type="text"/>
Oxyclozanide	3.4% w/v	1L jar	10	Ampoule	<input type="text"/>

Get Excel Save AS Draft Order

- ✓ **Process 4.1.3:** The above list contains all the name of medicines and quantity (if you have selected order for medicines) ordered by the RLDC, DVO and GLO. Now NCAH needs to enter quantity to order.

- ✓ **Result 4.1.3:** Following page appears on clicking submit button.

**Note:** If different users have requested for same item name, their total quantity requested is displayed.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu


Home Animal Health Order Items Master Management Generate Reports

Animal Health >> Application Form for Ordering Medicines

MEDICINE NAME	COMPOSITION	PRESENTATION	REQUESTED QUANTITY	UNIT	QUANTITY TO BE ORDERED
Amoxicillin trihydrate	1.5gm/bolus	1.5gm x2's	25	Ampoule	50
Oxyclozanide	3.4% w/v	1L jar	10	Ampoule	50

Get Excel Save AS Draft Order

- ✓ **Process 4.1.4:** Clicking on either PDF or XLS icon, he/she can view item name and quantity ordered in detail. Once the item is ordered, all the information about the ordered items will reach to Centre Store (CS).



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

Tasklist >> Applications for Animal Health

Show  entries Search:

MEDICINE CODE	MEDICINE NAME	COMPOSITION	PRESENTATION	QUANTITY	UNIT
amoxtri.bol	Amoxicillin trihydrate	1.5gm/bolus	1.5gm x2's	50	Ampoule
oxyclo.pow	Oxyclozanide	3.4% w/v	1L jar	25	Ampoule

Showing 1 to 2 of 2 entries

Previous 1 Next

GetExcel Get Pdf



- ✓ **Result 4.1.4:** Following page represents the report in PDF.

Medicine Code	Medicine Name	Composition	Presentation	Quantity	Unit
amoxtri.bol	Amoxycillin trihydrate	1.5gm/bolus	1.5gm x2's	50	Ampoule
oxyclo.pow	Oxyclozanide	3.4% w/v	1L jar	25	Ampoule

- ✓ **Result 4.1.5:** Following page represents the report in EXCEL.

Medicine Code	Medicine Name	Composition	Presentation	Quantity	Unit
amoxtri.bol	Amoxycillin trihydrate	1.5gm/bolus	1.5gm x2's	50	Ampoule
oxyclo.pow	Oxyclozanide	3.4% w/v	1L jar	25	Ampoule

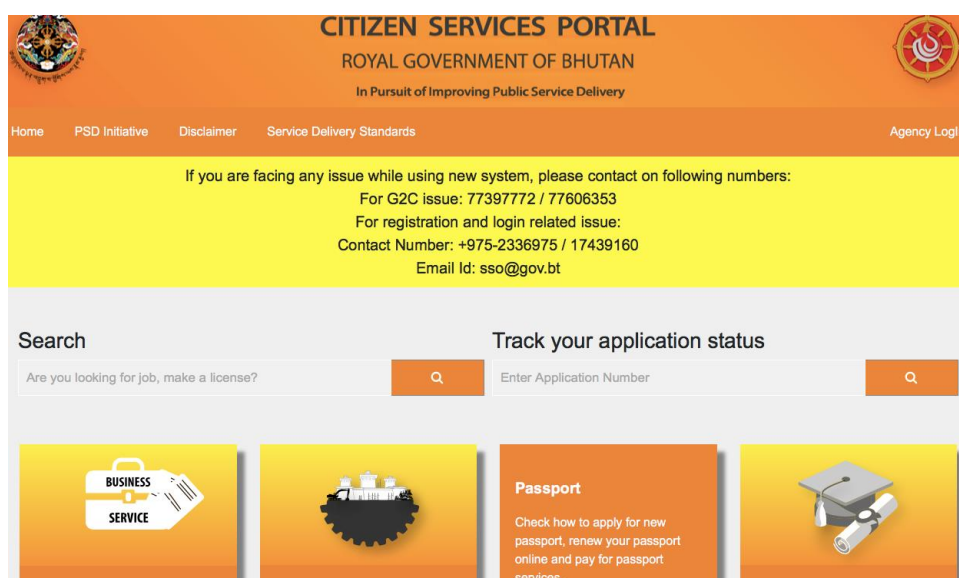
Centre Store has to first register the item(s) ordered by NCAH.

## 5 Registering the Ordered Items from NCAH by Centre Store (CS).

### 5.1 *Process 1: Registering the Ordered Items.*

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.





Enter your Login ID and Password

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

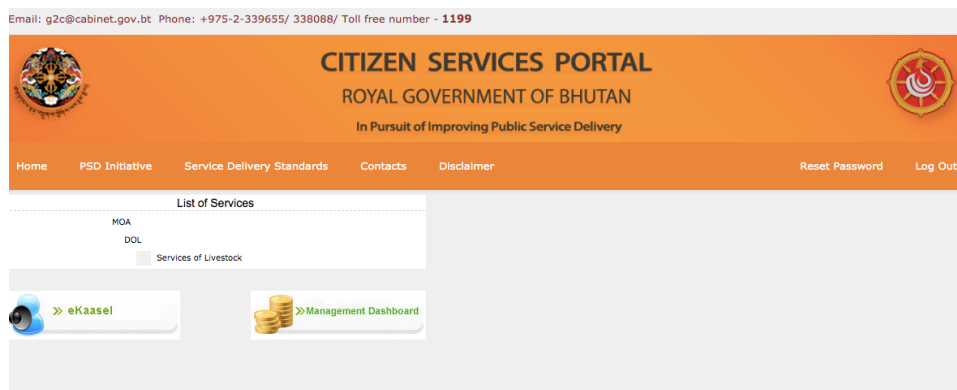
Login ID :

Password:

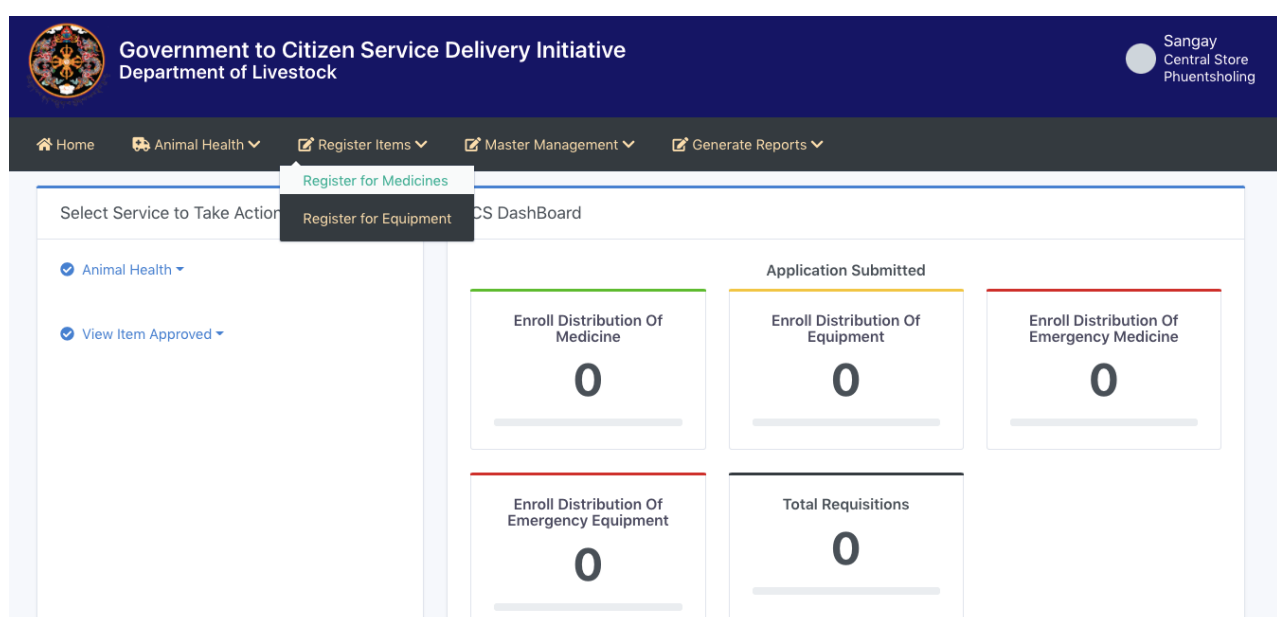
[Forgot Password](#)

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- ✓ **Process 5.1.1:** Enter valid login id and password. Then click “LOGIN” button.
- ✓ **Result 5.1.1:** On successful login by the CS, the following page appears



Click on Services of Livestock and following page appears.



- ✓ **Process 5.1.2:** Click on to Register Items. Then click on either of the links you want to register an item.
- ✓ **Result 5.1.2:** The following page will appear.


- ✓ **Process 5.1.3:** Register an item that is/are ordered by NCAH without leaving any form field empty. Then click on the submit button to get register your items.
- ✓ **Result 5.1.3:** Acknowledgement page with a “success” message is displayed.

Success!

Once the items are ordered and registered by NCAH and CS respectively, NCAH can create a distribution list.

## 5.2 *Process 1: Create Distribution list BY NCAH.*

- ✓ **Process 5.2.1:** Click on create Distribution/Mobilization or Distribution of Medicines and click on link Distribution of Medicines and Equipment to view the registered items.
- ✓ **Result 5.2.1:** Following page appears with of lists of application number submitted from different parts of a country.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

Tasklist >> Applications for Animal Health


Show  entries Search:

APPLICATION NUMBER	SERVICE NAME	USER TYPE	GEWOG NAME	REQUEST TYPE	ACTION DATE
<a href="#">264-0001437</a>	Animal Health	Chang	GLO	Request for Medicines & Vaccines	2020-12-26

Showing 1 to 1 of 1 entries

Previous **1** Next

- ✓ **Process 5.2.3:** Click on the application number to view the items.
- ✓ **Result 5.2.3:** Following page appears on clicking.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu


Home Animal Health Order Items Master Management Generate Reports

Tasklist >> Applications for Animal Health

**NOTE:** please call the concern centre and confirm before mobilizing the medicine.

MEDICINE TYPE	ANIMAL TYPE	MEDICINE CODE	MEDICINE NAME	COMPOSITION	PRESENTATION	STOCK AVAILABLE	QUANTITY REQUESTED	BALANCE
ANTIMICROBIALS	LARGE ANIMALS	amoxtri.bol	Amoxycillin trihydrate	1.5gm/bolus	1.5gm x2's	<input type="text" value="50"/>	<input type="text" value="25"/>	25
ANTHELMINTICS	FLUKICIDE	oxyclo.pow	Oxyclozanide	3.4% w/v	1L jar	<input type="text" value="25"/>	<input type="text" value="10"/>	10

- ✓ **Process 5.2.4:** Select the batch number and enter quantity to be approved. Then click submit button.
- ✓ **Result 5.2.4:** Acknowledgement page is displayed with application number.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

The Application Number :>>264-0001437 is approved and forwarded to Central Store.

Once the items are distributed by NCAH, CS can now enrol the dispatched items.

### 5.3 *Process 1: Enrolment Dispatched items.*

Government to Citizen Service Delivery Initiative  
Department of Livestock

Sangay Central Store Phuentsholing

Home Animal Health Register Items Master Management Generate Reports

Select Service to Take Action

- Animal Health
  - Enroll Distribution
  - View Item Approved

CS Dashboard

Application Submitted

Enroll Distribution Of Medicine: 2

Enroll Distribution Of Equipment: 0

Enroll Distribution Of Emergency Medicine: 0

Enroll Distribution Of Emergency Equipment: 0

Total Requisitions: 2

- ✓ **Process 5.3.1:** Click on Animal Health and then click on Enroll distribution or click on Enroll Distribution of Medicine.
- ✓ **Result 5.3.1:** The following page will appear.

Government to Citizen Service Delivery Initiative  
Department of Livestock

Sangay Central Store Phuentsholing

Home Animal Health Register Items Master Management Generate Reports

Tasklist >> Applications for Animal Health

Show 10 entries Search:

SL NO#	APPLICATION NUMBER	SERVICE NAME	GEWOG NAME	REQUEST TYPE	ACTION DATE
1	264-0001437	Animal Health	Chang	Request for Medicines & Vaccines	2020-12-26

Showing 1 to 1 of 1 entries Previous 1 Next

- ✓ **Process 5.3.2:** Click on the application number to Enrol items.
- ✓ **Result 5.3.2:** Following page appears.

Government to Citizen Service Delivery Initiative  
Department of Livestock

Sangay Central Store Phuentsholing

Home Animal Health Register Items Master Management Generate Reports

Tasklist >> Applications for Animal Health

Expected Date of Delivery: 12/31/2020

MEDICINE NAME	COMPOSITION	PRESENTATION	QUANTITY REQUESTED	QUANTITY TO BE DISPATCHED	UNIT	BATCH NUMBER	EXPIRY DATE
Amoxicillin trihydrate	1.5gm/bolus	1.5gm x2's	25	25	Ampoule	a	2021-11-18
Oxyclozanide	3.4% w/v	1L jar	10	10	Ampoule	b	2022-01-27

Previous Submit

- Process 5.3.3:** Enter expected date of delivery and click submit
- ✓ **Result 5.3.3:** The following page will appear.



## STORE ISSUE CHALLAN BILL

### Department of Livestock

Livestock Central Store : Phuentsholing  
Postal Box No. 19, Phone: +975 5 234567,  
Fax No.: +975 3 112356



DOL

**No:**  
**GLO/DVH/DVO/CF/NVH/TVH/RLDC/NCAH**  
**Chang**

**Date:**  
**Carrier:**  
**Vehicle No.:**

Sl No#	Classification	Description	Quantity	Unit	Batch No	Expiry Date	Rate	Total Amount
1	Medicine	Amoxycillin trihydrate	25	Ampoule a		2021-11-18	100	2,500
2	Medicine	Oxyclozanide	10	Ampoule b		2022-01-27	100	1,000

**Total Value of the Consignment:**

**Total Value:** 3500

**Signature of Receiver:**

**Signature of Data Processor:**


**Signature of Store Officer:**

**Date:**

**Note:** Values for those goods are already paid from RGoB budget. This invoice/bill is only for the purpose of goods

A challan or bill will be produced in PDF. You can print this bill by clicking on the print button.

Acknowledgement page is displayed.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Sangay Central Store  
Phuentsholing

[Home](#)
[Animal Health](#)
[Register Items](#)
[Master Management](#)
[Generate Reports](#)

The requisition for Application Number :>>264-0001437 is dispatched.

Once the distribution is done successfully, the GLO can view the approved result as follow:

Click on animal health as shown and click on one of the lists, that you want to view approve quantity.

Enter the quantity received and receiving date and then click on received.

Acknowledgement page is displayed.

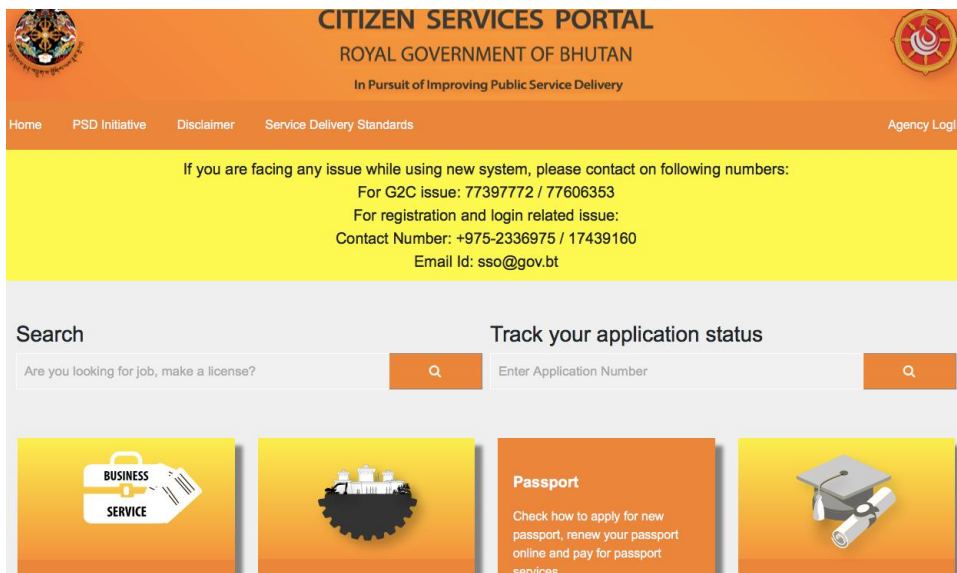
You can view an approved item in detail for future reference you can download either in excel or PDF format.

## 6 Raise Emergency Request.

### 6.1 Process 1: Application for Raising Emergency Request.

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.



**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
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Home PSD Initiative Disclaimer Service Delivery Standards Agency Login

If you are facing any issue while using new system, please contact on following numbers:  
For G2C issue: 77397772 / 77606353  
For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

**Search** **Track your application status**

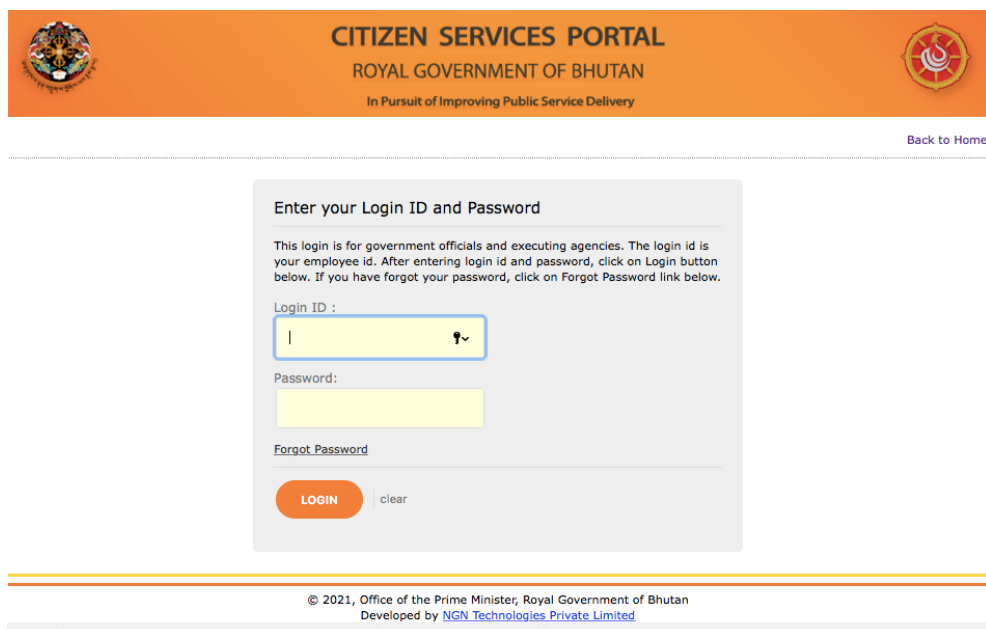
Are you looking for job, make a license?

Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

- ✓ **Process 6.1.1:** Enter valid login id and password. Then click the “LOGIN” button.



**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
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[Back to Home](#)

**Enter your Login ID and Password**

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID :

Password:

[Forgot Password](#)

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- ✓ **Result 6.1.1:** On successful login by GLO, the following page appears. Click on animal Health and select Raise Emergency Request.
- ✓ **Process 6.1.2:** Click on either Apply for emergency Medicines & Vaccines or apply for emergency equipment
- ✓ The flow will be the same for Apply for Emergency Equipment according to the applicant’s requirement.



- ✓ **Result 6.1.2:** The applicable application form will be displayed after clicking on Apply for Emergency Medicine and Vaccine.

- ✓ **Process 6.1.3:** Choose **Medicine Type**, **Animal Type**, After choosing **Medicine Code** other details will be fetched and Enter your **Quantity**. Fill all fields and click on submit button.

Animal Health >> Application Form for Emergency Requests

NOTE: Label which are marked with \* are mandatory fields, you cannot proceed further without those fields. ?

Entries For Medicines

MEDICINE TYPE *	ANIMAL TYPE *	MEDICINE CODE *	MEDICINE NAME	COMPOSITION	PRESENTATION	UNIT	RATE	QUANTITY *
AMTICROBIAL	LARGE ANI	amoxtri.bo	Amoxycillin 1	1.5gm/bolt	1.5gm x2's	Ampoule	230	5
ANTHELMINTICS	FLUKICIDE	oxyclo.pow	Oxyclozanid	3.4% w/v	1L jar	Ampoule	1	25

+ Add Record Delete Record

Sum 1175

Submit

Once all the information are entered correctly, click on the submit button

**Result 6.1.3:** Acknowledgement page is displayed with application number.

The Application Number :>>264-0001438 for Emergency requisition is successfully submitted.

You can know the status of your application by entering the application number in track your application and the following page appears showing the status of your application.

View Status >> Track Applications

Show 10 entries Search:

APPLICATION NUMBER ↑	GLO/DVH/CF/NAH ↑	DVO ↑	RLDC ↑	CENTER STORE ↑
264-0001438	SUBMITTED ON 2021-01-24	ON	ON	ON

Showing 1 to 1 of 1 entries

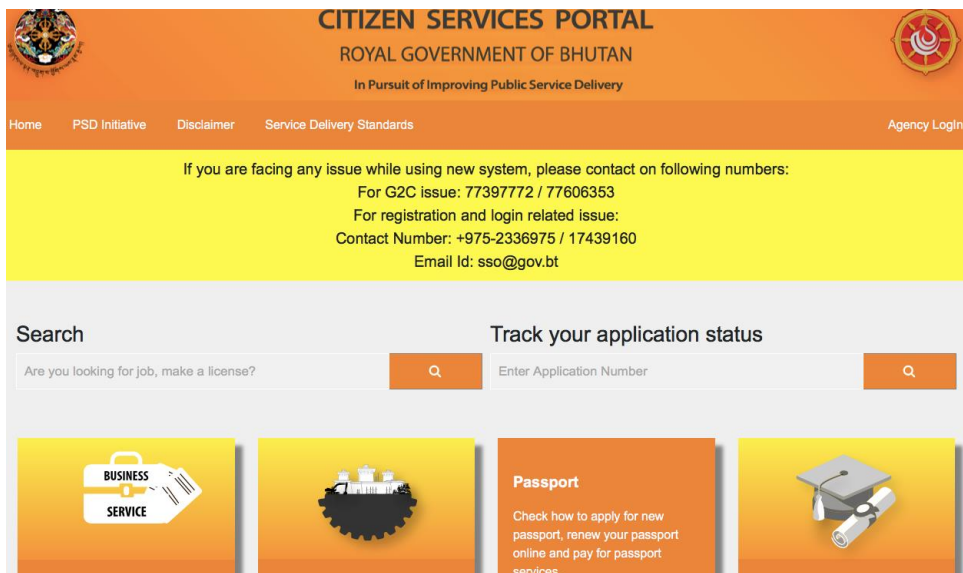
Previous 1 Next

## 7 Processing emergency Request. (Within Dzongkhag)

### 7.1 Process 1: Distributing for Raising Emergency Request.

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.



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For registration and login related issue:  
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Email Id: sso@gov.bt

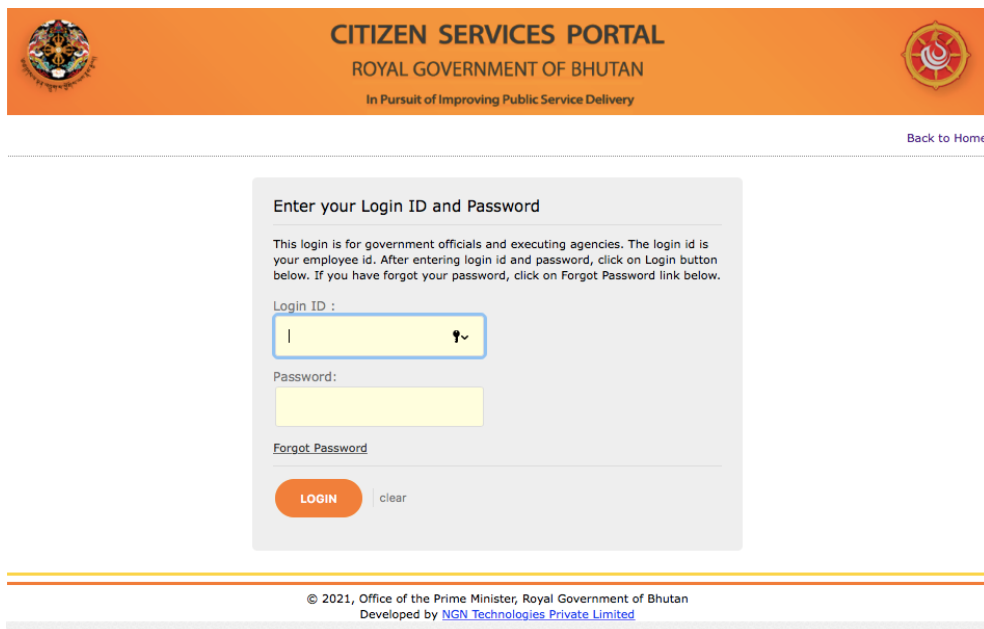
Search Are you looking for job, make a license?

Track your application status Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

- ✓ **Process 7.1.1:** Enter valid login id and password. Then click “Log in” button by DVO.



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[Back to Home](#)

**Enter your Login ID and Password**

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID :

Password:

[Forgot Password](#)

[clear](#)

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- ✓ **Result 7.1.1:** On successful login by the DVO, the home page is displayed. Click on **Emergency Requisition for Medicine**.

**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Kinzang Thinley  
District Veterinary Officer  
14

Home Generate Reports Track Your Application Search

Select Service to Take Action

Animal Health

**DVO DashBoard**

**Annual Requisition**

Requisition for Medicine: 0

Requisition for Equipment: 0

Total Requisitions: 0

**Emergency Requisition**

Emergency Requisition for Medicines: 4

Emergency Requisition for Equipment: 0

Total Requisitions: 4

- ✓ **Result 7.1.2:** Clicking on **Emergency Requisition for Medicine** will open the application. Click on your application.

**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Kinzang Thinley  
District Veterinary Officer  
14

Home Generate Reports Track Your Application Search


**Tasklist >> Applications for Emergency Requests**

Show 10 entries Search:

APPLICATION NUMBER	SERVICE NAME	TYPE OF USER	LOCATION NAME	REQUEST TYPE	ACTION DATE
264-0001445	Animal Health	GLO	Mewang	Emergency Request for Medicines & Vaccines	2021-01-24

Showing 1 to 1 of 1 entries Previous 1 Next

- ✓ **Result 7.1.2:** Choose Mobilizes from. The remaining medicines which could not be mobilized should be forwarded to RLDC.


**Government to Citizen Service Delivery Initiative**  
 Department of Livestock

Kinzang Thinley  
 District Veterinary Officer  
 14

[Home](#)
[Generate Reports](#)
[Track Your Application](#)
[Search](#)


TaskList >> Applications for Mobilization of Emergency Medicines

**NOTE:** please call the concern centre and confirm before mobilizing the medicine.

APPLICATION NUMBER	APPLICATION SUBMISSION DATE	MEDICINE NAME	QUANTITY REQUESTED	MOBILIZES FROM *	BATCH NO
264-0001445	2021-01-24	Amoxycillin trihydrate	25	Select Location	0
264-0001445	2021-01-24	Ivermectin Inj.	25	Select Location	0
264-0001445	2021-01-24	Oxyclozanide	30	Select Location	0
264-0001445	2021-01-24	Vitamin B-complex I/V injectable	50	Select Location	0

[Previous](#)
[Submit](#)

**Note:** Make sure that your Quantity to be migrated should not be more than Stock Available. Write Remarks and click on **Submit**.


**Government to Citizen Service Delivery Initiative**  
 Department of Livestock

Kinzang Thinley  
 District Veterinary Officer  
 14

[Home](#)
[Generate Reports](#)
[Track Your Application](#)
[Search](#)


TaskList >> Applications for Mobilization of Emergency Medicines

**NOTE:** please call the concern centre and confirm before mobilizing the medicine.

APPLICATION NUMBER	APPLICATION SUBMISSION DATE	MEDICINE NAME	QUANTITY REQUESTED	MOBILIZES FROM *	BATCH NO
264-0001445	2021-01-24	Amoxycillin trihydrate	25	Select Location RLDC_Tshimasham ✓ Chang ~1 ~2022-12-24	1
264-0001445	2021-01-24	Ivermectin Inj.	25	RLDC_Tshimasham	0
264-0001445	2021-01-24	Oxyclozanide	30	Select Location Please Select Sender Location	0
264-0001445	2021-01-24	Vitamin B-complex I/V injectable	50	Select Location Please Select Sender Location	0

[Previous](#)
[Submit](#)

**Result 7.1.3:** Acknowledgement page is displayed with application number.


**Government to Citizen Service Delivery Initiative**  
 Department of Livestock

Kinzang Thinley  
 District Veterinary Officer  
 14

[Home](#)
[Generate Reports](#)
[Track Your Application](#)
[Search](#)

The Application Number :>>264-0001445 for Emergency requisition has been migrated.

## 8 Processing emergency Request within RLDC.

### 8.1 *Process 1: Distributing for Raising Emergency Request.*

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

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For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

Search: Are you looking for job, make a license? [Search]

Track your application status: Enter Application Number [Search]

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

**Process 9.1.1:** Enter valid login id and password. Then click “Log in” button by RLDC.

**CITIZEN SERVICES PORTAL**  
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[Back to Home](#)

**Enter your Login ID and Password**

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID : [Input Field]

Password: [Input Field]

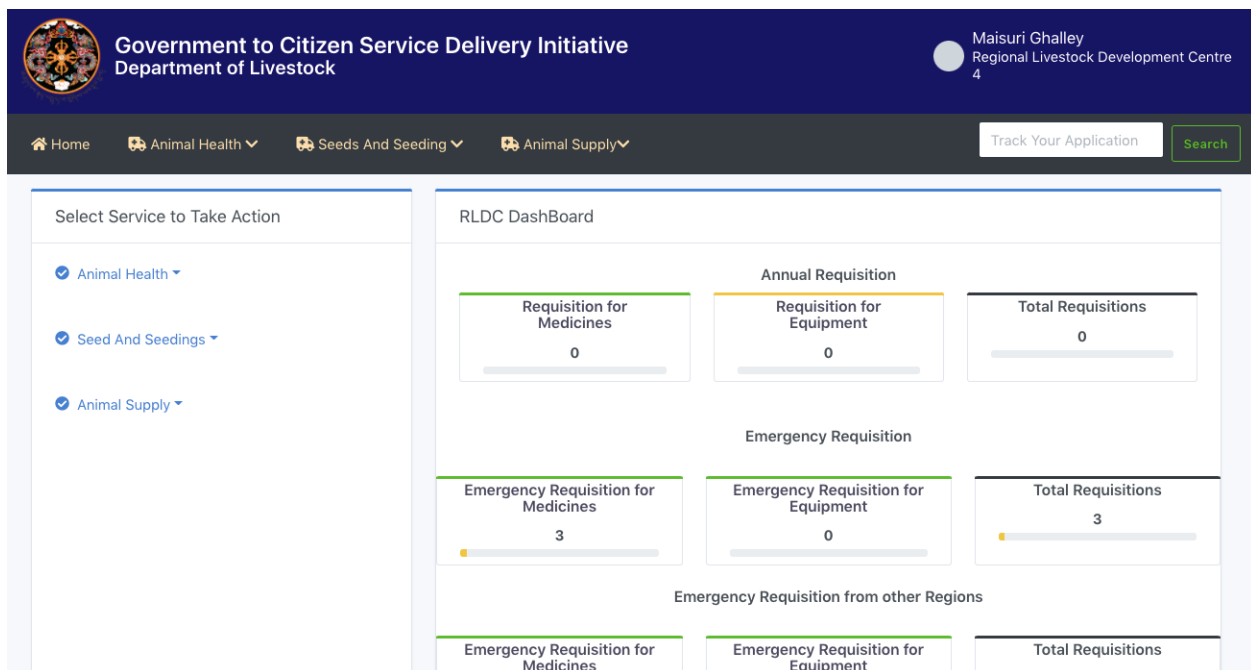
[Forgot Password](#)

**LOGIN** | [clear](#)

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**Result 9.1.1:** On successful login by the RLDC, the home page is displayed.

**Note:** Click on the **Emergency Requisition for Medicines**.



The screenshot shows the RLDC Dashboard with the following data:

Annual Requisition		
Requisition for Medicines	Requisition for Equipment	Total Requisitions
0	0	0

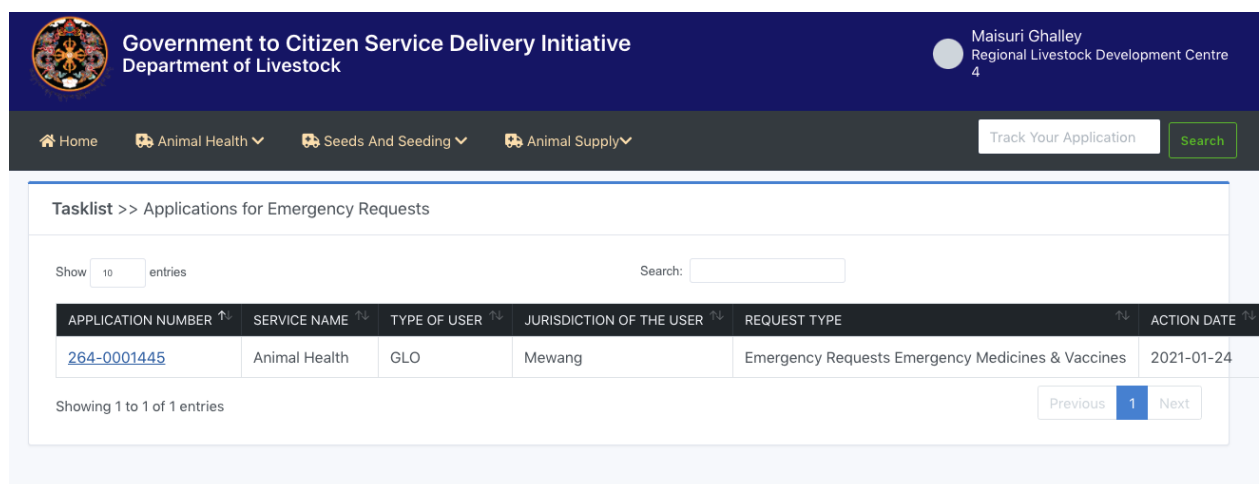
  

Emergency Requisition		
Emergency Requisition for Medicines	Emergency Requisition for Equipment	Total Requisitions
3	0	3

Emergency Requisition from other Regions		
Emergency Requisition for Medicines	Emergency Requisition for Equipment	Total Requisitions
-	-	-

**Result 9.1.2:** Clicking on **Emergency Requisition for Medicines** will open the application. Click on your application.




The screenshot shows the Tasklist >> Applications for Emergency Requests. The table below displays the application details:

APPLICATION NUMBER	SERVICE NAME	TYPE OF USER	JURISDICTION OF THE USER	REQUEST TYPE	ACTION DATE
<a href="#">264-0001445</a>	Animal Health	GLO	Mewang	Emergency Requests Emergency Medicines & Vaccines	2021-01-24

Showing 1 to 1 of 1 entries

**Result 9.1.2:** Clicking on your application, your application details will be open. Choose from where you want to mobilize from. The remaining medicines which could not be mobilized should be forwarded to NCAH. Click on the **Submit** button.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Maisuri Ghalley  
Regional Livestock Development Centre  
4

Home Animal Health Seeds And Seeding Animal Supply

Track Your Application Search


taskList >> Applications for Mobilization of Emergency Medicines

**NOTE:** Please call the concern centre and confirm before mobilizing the Medicines.

APPLICATION NUMBER	APPLICATION SUBMISSION DATE	MEDICINE NAME	QUANTITY REQUESTED	REMARKS	MOBILIZES FROM
264-0001445	2021-01-24	Ivermectin Inj.	25	na	Forward To NCAH
264-0001445	2021-01-24	Oxyclozanide	30	na	Dogar ~1 ~2022-11
264-0001445	2021-01-24	Vitamin B-complex I/V injectable	50	na	Forward To NCAH

Previous Submit

**Result 9.1.3:** Acknowledgement page is displayed.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Maisuri Ghalley  
Regional Livestock Development Centre  
4

Home Animal Health Seeds And Seeding Animal Supply

Track Your Application Search


The Application Number :>>264-0001445 for Emergency requisition has been migrated.

## 9 Processing emergency Request from RLDC by NCAH (Inter RLDC or LCS)

### 9.1 *Process 1: Distributing for Raising Emergency Request.*

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.



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For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

Search Track your application status



Are you looking for job, make a license? Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

**Process 8.1.1:** Enter valid login id and password. Then click “Log in” button by NCAH.




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**Enter your Login ID and Password**

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Login ID :

Password:


[Forgot Password](#)

LOGIN
clear


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**Result 8.1.1:** On successful login by the NCAH, the home page is displayed.

**Note:** Click on the **Mobilization of Emergency Medicine**.



**Government to Citizen Service Delivery Initiative**  
 Department of Livestock


 Pema  
 National Centre for Animal Health  
 Thimphu

Home
Animal Health
Order Items
Master Management
Generate Reports

Select Service to Take Action

- ☒ Create Distribution/Mobilization
- ☒ View Item Approved

### NCAH DashBoard

**Order Medicines and Equipments**

Order for Medicines  
 0

Order for Equipment  
 0

Total Items To Be Ordered  
 0

**Distribution of Medicines and Equipments**

Distribution Of Medicines  
 2

Distribution Of Equipment  
 2

Total Requisitions  
 4

**Emergency Requisitions/Mobilization of Medicines and Equipments**

Mobilization Of Emergency Medicine  


---

 Forward Emergency Medicine(Centre Store)  
 6

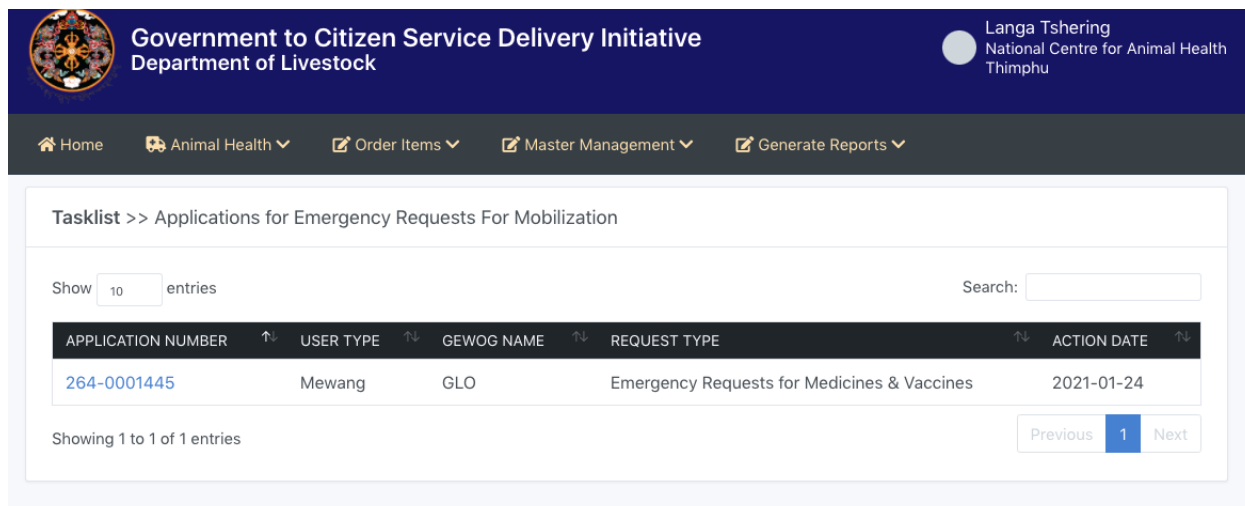
Mobilization Of Emergency Equipment  


---

 Forward Emergency Equipment(Centre Store)  
 0

Total Requisitions  
 6

**Result 8.1.2:** Clicking on **Mobilization of Emergency Medicine**. Click on your application.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

Tasklist >> Applications for Emergency Requests For Mobilization

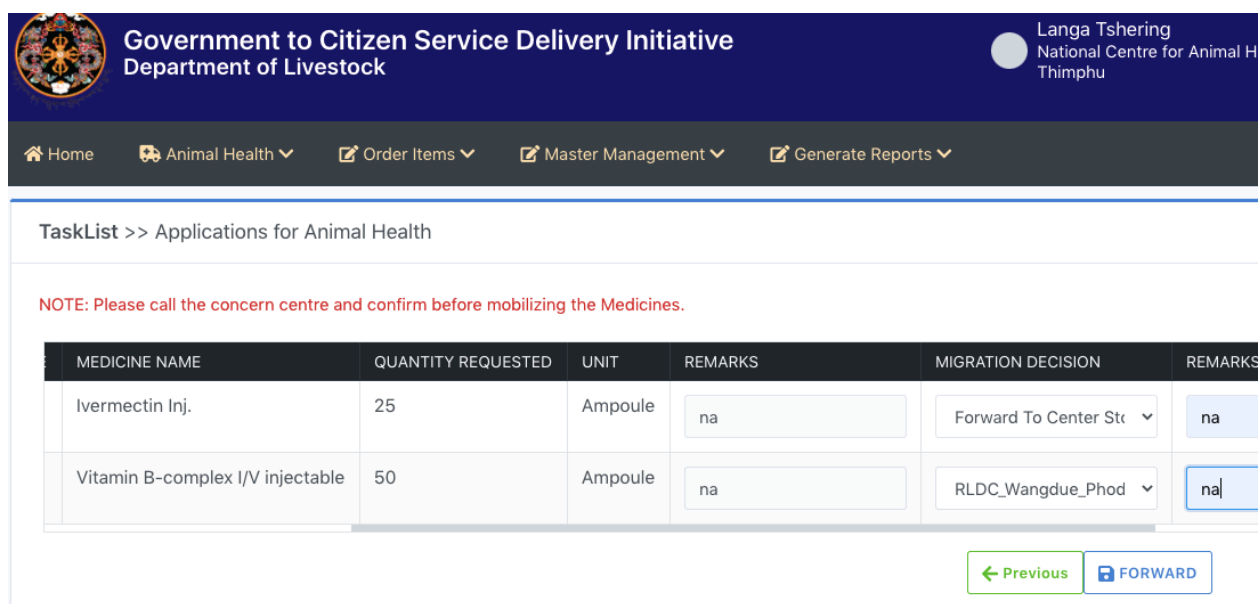
Show 10 entries Search:

APPLICATION NUMBER	USER TYPE	GEWOG NAME	REQUEST TYPE	ACTION DATE
264-0001445	Mewang	GLO	Emergency Requests for Medicines & Vaccines	2021-01-24

Showing 1 to 1 of 1 entries

Previous 1 Next

**Result 8.1.2:** Choose **MIGRATION DECISION** and forward to **RLDC** which has available stock and click on the **Forward** button.



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

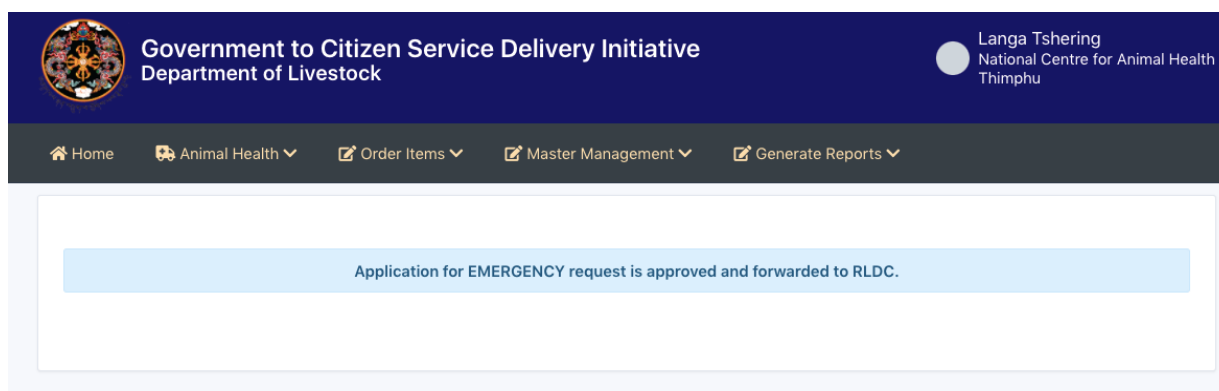
TaskList >> Applications for Animal Health

**NOTE:** Please call the concern centre and confirm before mobilizing the Medicines.

MEDICINE NAME	QUANTITY REQUESTED	UNIT	REMARKS	MIGRATION DECISION	REMARKS
Ivermectin Inj.	25	Ampoule	na	Forward To Center Str	na
Vitamin B-complex I/V injectable	50	Ampoule	na	RLDC_Wangdue_Phod	na

← Previous FORWARD

**Result 8.1.3:** Acknowledgement page is displayed



**Government to Citizen Service Delivery Initiative**  
Department of Livestock

Langa Tshering  
National Centre for Animal Health  
Thimphu

Home Animal Health Order Items Master Management Generate Reports

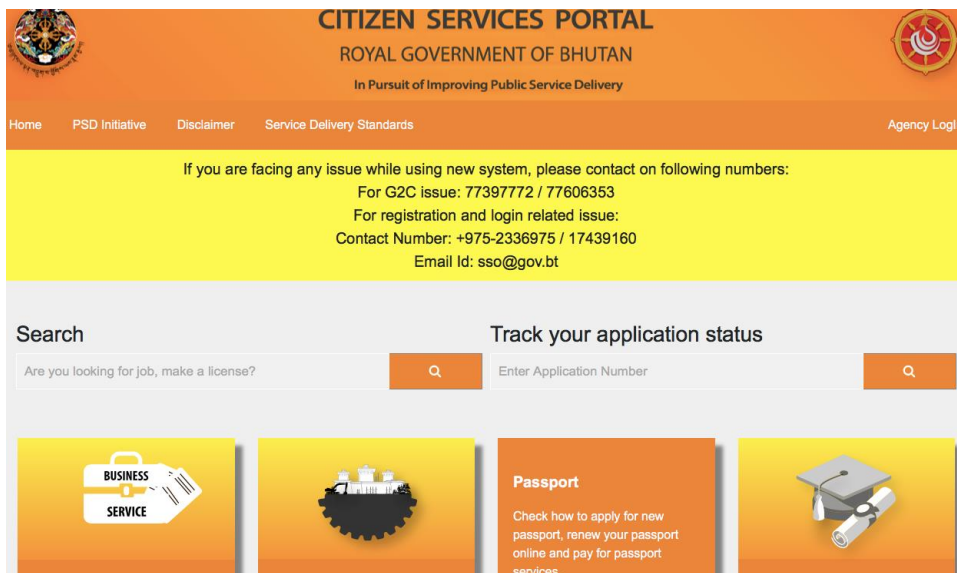
Application for EMERGENCY request is approved and forwarded to RLDC.

## 10 Receiving Emergency Medicine by GLO.

### 10.1 Receiving Emergency Medicine Request from Gewog.

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.



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For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

**Search** **Track your application status**

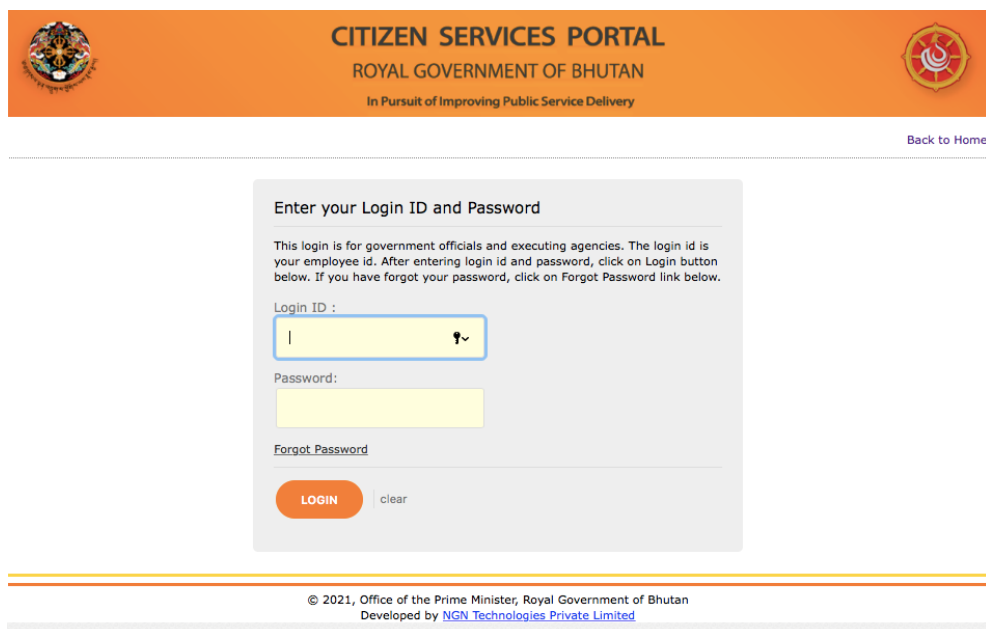
Are you looking for job, make a license?

Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

- ✓ **Process 10.1.1:** Enter valid login id and password. Then click the “LOGIN” button.



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Login ID :

Password:

[Forgot Password](#)

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**Result 10.1.2:** On successful login by GLO, the following page appears. Click on **Total Received Medicine** under **Received Emergency Medicine**

**Department of Livestock** Mewang

Home Animal Health Seeds And Seedings Animal Supply Track Your Application Search

**Select Service to Take Action**

- Animal Health
- Seeds and Seeding
- Animal Supply

**GLO DashBoard**

**Received Annual Requisitions**

Total Received Medicine	Total Received Equipment	Total Requisitions
0	0	0

**Received Emergency Requisitions**

Total Received Medicine	Total Received Equipment	Total Requisitions
3	0	3

**Result 10.1.2:** Clicking on **Total Received Medicine** will open the received medicine.

**Government to Citizen Service Delivery Initiative** Department of Livestock

Kezang Dorji Sherpa  
Gewog Livestock Officer  
Mewang

Home Animal Health Seeds And Seedings Animal Supply Track Your Application Search

**TaskList >> Applications for Animal Health**

MEDICINE NAME	QUANTITY REQUESTED	QUANTITY APPROVED	QUANTITY RECEIVED	BATCH NO	EXPIRY DATE	SENDER
Amoxycillin trihydrate	25	25	25	1	2022-12-24	Chang
Oxyclozanide	30	25	25	1	2022-11-24	Dogar
Vitamin B-complex I/V injectable	50	50	50	1	2023-02-07	Gangtey

Get Excel Get Pdf Received

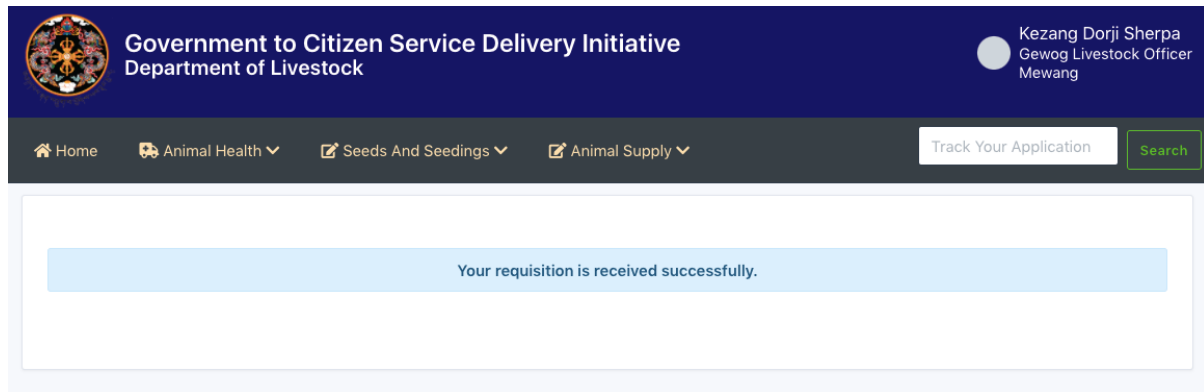
**TaskList >> Applications for Animal Health**

RECEIVED	BATCH NO	EXPIRY DATE	SENDER LOCATION	EXPECTED DATE OF DELIVERY	RECEIVED QUANTITY	RECEIVING DATE
	1	2022-12-24	Chang	2021-01-24	25	01/24/2021
	1	2022-11-24	Dogar	2021-01-24	25	01/24/2021
	1	2023-02-07	Gangtey	2021-01-24	50	01/24/2021

Get Excel Get Pdf Received

Enter the **Received Quantity** and choose **Received Date**. You can Generate the details in **Excel, PDF** by Clicking on **Get Excel** and **Get Pdf**. Your report will get download clicking on **Get Excel** and **Get Pdf**. Click on the **Received** button.

**Result 10.1.3:** Acknowledgement page is displayed.

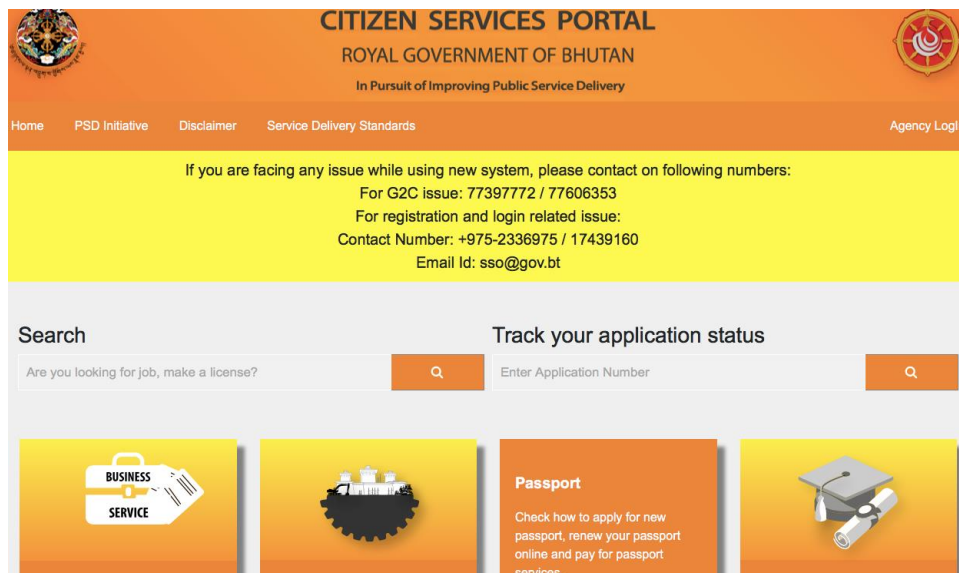


## 11 Processing emergency Request and Forwarding Emergency Medicine(Centre Store)



### 11.1 *Process 1: Distributing for Raising Emergency Request.*

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.



**Process 11.1.1:** Enter valid login id and password. Then click “Log in” button by NCAH


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Login ID :

Password:

[Forgot Password](#)

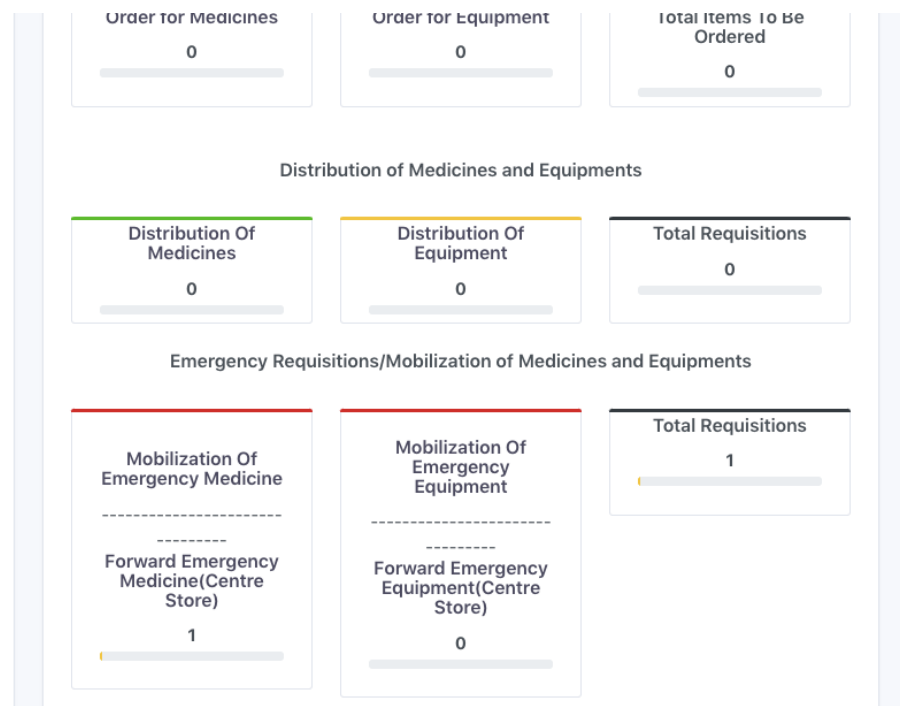
LOGIN
clear

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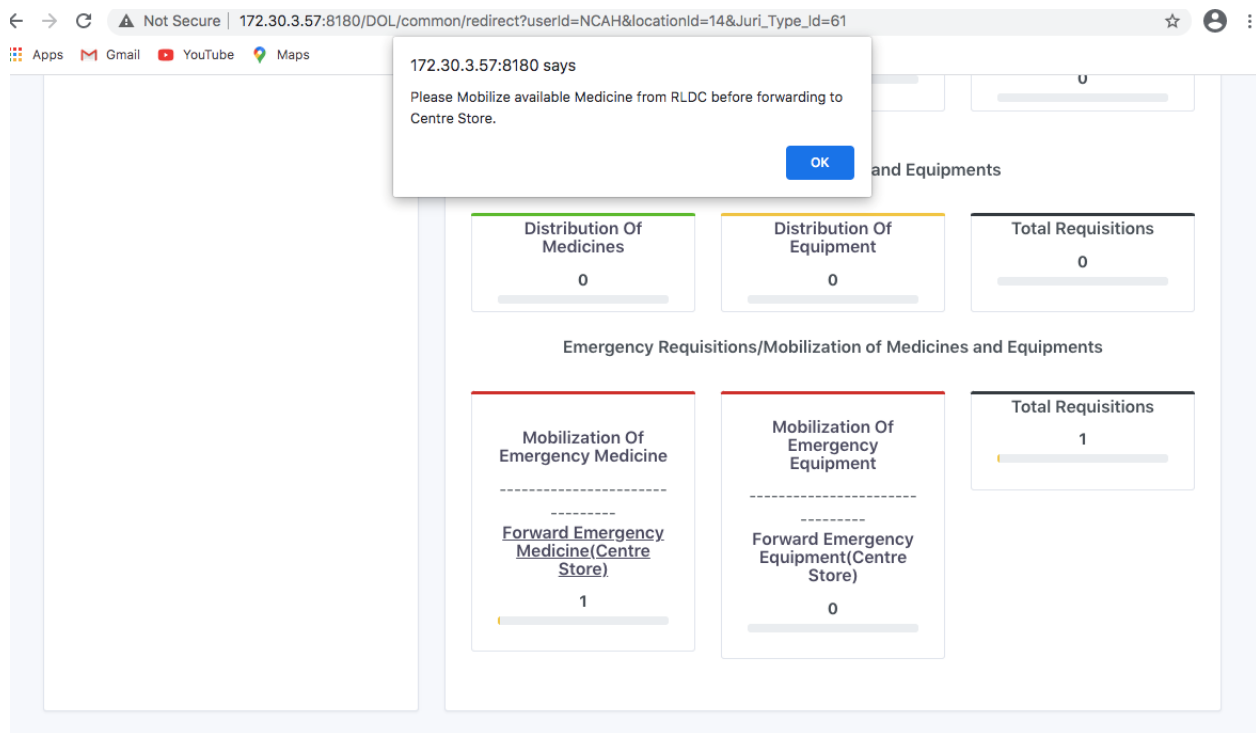
**Result 11.1.1:** On successful login by the NCAH, the home page is displayed.

**Note:** Here we will forward the application to **Centre Store**. Click on the **Forward Emergency Medicine(Centre Store)**.

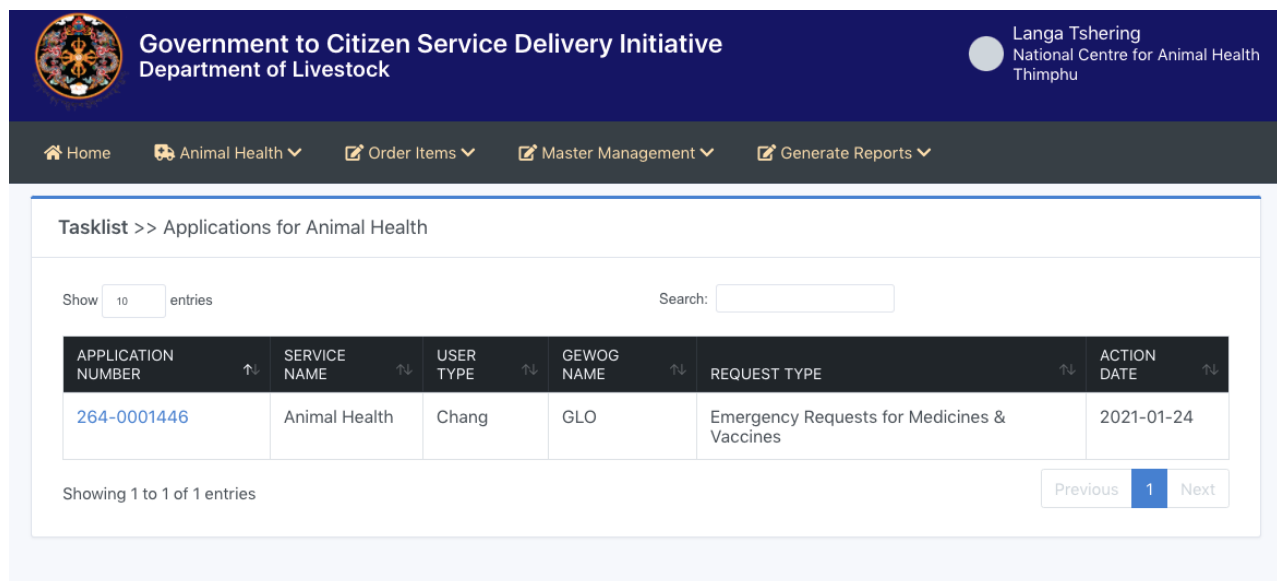
[View Item Approved](#)



**Result 11.1.2:** Clicking on **Forward Emergency Medicine(Centre Store)** will pop up the message as shown below. Click on OK.



Clicking on OK will open the application. To proceed further Click on your application



**Result 11.1.2:** Choose **Batch Number** and enter the **approved quantity** and click on the **Submit** button.

Tasklist >> Applications for Animal Health

NOTE: please call the concern centre and confirm before mobilizing the medicine.

MEDICINE TYPE	ANIMAL TYPE	MEDICINE CODE	MEDICINE NAME	COMPOSITION	PRESENTATION	STOCK AVAILABLE	QUANTITY REQUESTED
VITAMINS	ALL	bcomplinj	B- complex + liver extract	Vitamin B1 (thiamin), Niacinamide, Pridoxine, B12 (	10 ml vial	725	10

Tasklist >> Applications for Animal Health

NOTE: please call the concern centre and confirm before mobilizing the medicine.

	PRESENTATION	STOCK AVAILABLE	QUANTITY REQUESTED	BALANCE QUANTITY	UNIT	BATCH NUMBER *	EXPIRY DATE	CURRENT STOCK	APPROVE QUANTITY *
B12 (	10 ml vial	725	10	10	Ampoule	w1			4

[Submit](#)

**Result 8.1.3:** Acknowledgement page is displayed.

The Application Number :> >264-0001378 is approved and forwarded to Central Store.

## 11.2 *Process 1: Distributing for Raising Emergency Request by LCS*

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

**CITIZEN SERVICES PORTAL**  
ROYAL GOVERNMENT OF BHUTAN  
In Pursuit of Improving Public Service Delivery

Home PSD Initiative Disclaimer Service Delivery Standards Agency Login

If you are facing any issue while using new system, please contact on following numbers:  
For G2C issue: 77397772 / 77606353  
For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt

Search Track your application status

Are you looking for job, make a license?


Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.

**Process 11.2.1:** Enter valid login id and password. Then click “Log in” button by CS.






## CITIZEN SERVICES PORTAL

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[Back to Home](#)

Enter your Login ID and Password

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.


Login ID :

Password:

[Forgot Password](#)

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**Process 11.2.1:** Click on **Animal Health**, follow by **Enroll Distribution**. Or else you can directly click on Enroll Distribution of Emergency Medicine.



**Government to Citizen Service Delivery Initiative**  
 Department of Livestock

Ugyen Dorji  
 Central Store  
 Phuentsholing

Home
Animal Health
Register Items
Master Management
Generate Reports

Select Service to Take Action

- ☒ Animal Health
  - Enroll Distribution
- ☒ View Item Approved

CS DashBoard

Enroll Distribution Of Medicine  

# 0


Enroll Distribution Of Equipment  

# 0

Enroll Distribution Of Emergency Medicine  

# 5

**Result 11.2.1:** Following page is displayed. Click on the application number that you want to distribute.



**Government to Citizen Service Delivery Initiative**  
 Department of Livestock

Ugyen Dorji  
 Central Store  
 Phuentsholing

Home
Animal Health
Register Items
Master Management
Generate Reports

Tasklist >> Applications for Animal Health

Show  entries Search:

SL NO#	APPLICATION NUMBER	SERVICE NAME	GEWOG NAME	REQUEST TYPE	ACTION DATE
1	264-0001378	Animal Health	Kawang	Emergency Requests for Medicines & Vaccines	2020-12-11

**Process 11.2.1:** The details of your Emergency request will open. Choose the **Expected Date of Delivery** and Click on **Submit** button.

Tasklist >> Applications for Animal Health

Expected Date of Delivery:

MEDICINE NAME	COMPOSITION	PRESENTATION	QUANTITY REQUESTED	QUANTITY TO BE DISPATCHED	UNIT	BATCH NUMBER	EXPIRY DATE
B- complex + liver extract	Vitamin B1 (thiamin), Niacinamide, Pridoxine, B12 (	10 ml vial	11	4	Ampoule	w1	2021-01-02
Vitamin A inj.	61ac IU in 2 ml	(2ml x 6 amp) pkt	33	4	Ampoule	w1	2021-01-01

**Process 11.2.1:** Clicking on **Submit** button will display the below-mentioned receipt. If you wish to print you can do so by clicking on the **Print** button.

SI No#	Classification	Description	Quantity	Unit	Batch No	Expiry Date	Rate	Total Amount
1	Medicine	B- complex + liver extract	4	Ampoule	w1	2021-01-02	200	800
2	Medicine	Vitamin A inj.	4	Ampoule	w1	2021-01-01	45	180
Total Value of the Consignment:								
Total Value:								980

No: GLO/DVH/DVO/CF/NVH/TVH/RLDC/NCAH  
Kawang

Date: \_\_\_\_\_  
Carrier: \_\_\_\_\_  
Vehicle No.: \_\_\_\_\_

Signature of Receiver: \_\_\_\_\_ Signature of Data Processor: \_\_\_\_\_ Signature of Store Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Values for those goods are already paid from RGoB budget. This invoice/bill is only for the purpose of goods distributed

[Print](#)

The requisition for Application Number :> >264-0001378 is dispatched.

## 12 Receiving Emergency Medicine by GLO from LCS

### 12.1 Receiving Emergency Medicine Request from Gewog.

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

**CITIZEN SERVICES PORTAL**  
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For registration and login related issue:  
Contact Number: +975-2336975 / 17439160  
Email Id: sso@gov.bt


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**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.


✓ **Process 12.1.1:** Enter valid login id and password. Then click the “LOGIN” button.



## CITIZEN SERVICES PORTAL

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### Enter your Login ID and Password

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID :


Password:

[Forgot Password](#)


LOGIN
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**Result 12.1.2:** On successful login by GLO, the following page appears. Click on **Total Received Medicine** under **Received Emergency Medicine**



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 Department of Livestock



**Kezang Dorji Sherpa**  
 Gewog Livestock Officer  
 Mewang

[Home](#)
[Animal Health](#)
[Seeds And Seedings](#)
[Animal Supply](#)

Track Your Application

Search

#### Select Service to Take Action

- ☒ Animal Health
- ☒ Seeds and Seeding
- ☒ Animal Supply

#### GLO DashBoard

**Received Annual Requisitions**  

**Total Received Medicine**  
0

**Total Received Equipment**  

0

**Total Requisitions**  

0

**Received Emergency Requisitions**  

**Total Received Medicine**  
2


**Total Received Equipment**  

0


**Total Requisitions**  

2

**Result 12.1.2:** Clicking on **Total Received Medicine** will open the received medicine.



**Government to Citizen Service Delivery Initiative**  
 Department of Livestock



**Kezang Dorji Sherpa**  
 Gewog Livestock Officer  
 Mewang

[Home](#)
[Animal Health](#)
[Seeds And Seedings](#)
[Animal Supply](#)

Track Your Application

Search

[TaskList >> Applications for Animal Health](#)

MEDICINE NAME	QUANTITY REQUESTED	QUANTITY APPROVED	QUANTITY RECEIVED	BATCH NO	EXPIRY DATE	SENDER LOCATION	EXPECTED DATE OF DELIVERY	RECEIVED QUANTITY	RECEIVING DATE
B- complex + liver extract	9,000	40	40	w1	2021-01-02	Chang	2020-12-12	0	dd/mm/yyyy
B- complex + liver extract	1,000	4	4	w1	2021-01-02	Chang	2020-12-12	0	dd/mm/yyyy
B- complex + liver extract	9,000	40	30	w2	2020-12-03	Chang	2020-12-12	0	dd/mm/yyyy

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Get Pdf
Received

Enter the **Received Quantity** and choose **Received Date**. You can Generate the details in **Excel, PDF** by Clicking on **Get Excel** and **Get Pdf**. Your report will get download clicking on **Get Excel** and **Get Pdf**. Click on the **Received** button.

TaskList >> Applications for Animal Health

NAME	QUANTITY REQUESTED	QUANTITY APPROVED	QUANTITY RECEIVED	BATCH NO	EXPIRY DATE	SENDER LOCATION	EXPECTED DATE OF DELIVERY	RECEIVED QUANTITY *	RECEIVING DATE *
ex + liver extract	9,000	40	40	w1	2021-01-02	Chang	2020-12-12	10	14/12/2020
ex + liver extract	1,000	4	4	w1	2021-01-02	Chang	2020-12-12	2	14/12/2020
ex + liver extract	9,000	40	30	w2	2020-12-03	Chang	2020-12-12	10	14/12/2020

Get Excel Get Pdf Received

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report.pdf report.xls Show all

**Result 12.1.3:** Acknowledgement page is displayed

The requisition is Received is updated Successfully ...

## 13 Record monthly Usage Details.

### 13.1 Process 1: Recording monthly usage details of items

**Action:** Open any browser and click on the link <http://www.citizenservices.gov.bt>

**Result:** Citizen Services (G2C) portal appears as shown below. Click on Agency Login and Login Page is displayed.

**CITIZEN SERVICES PORTAL**  
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Search Track your application status

Are you looking for job, make a license? Enter Application Number

**BUSINESS SERVICE**

**Passport**  
Check how to apply for new passport, renew your passport online and pay for passport services.


✓ **Process 13.1.1:** Enter valid login id and password. Then click “Log in” button by GLO.



## CITIZEN SERVICES PORTAL

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**Enter your Login ID and Password**

This login is for government officials and executing agencies. The login id is your employee id. After entering login id and password, click on Login button below. If you have forgot your password, click on Forgot Password link below.

Login ID :


Password:

[Forgot Password](#)


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- ✓ **Result 13.1.1:** On successful login by the GLO. A dashboard appears.



**Government to Citizen Service Delivery Initiative**  
 Department of Livestock


 Sirjana Ghailey  
 Gewog Livestock Officer  
 108

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Track Your Application

Search

Select
 

- Apply for Medicines,Vaccines and Equipment >
- Declare Nearing Expiry For Medicines,Vaccines and Equipment >
- Raise Emergency Request >
- Record Usage Details >
- Generate Reports >

### Received Annual Requisitions

Record usage for Medicines & Vaccine and Equipments

Total Received Equipment	Total Requisitions
0	0

Click on Record usage of Medicines & Vaccine and Equipment.

Record >>Usage Details of Medicines and Equipment

Type: \*    Medicine: ☒    Equipment: ☐

NAME	BATCH NO	INITIAL STOCK	CURRENT STOCK	EXPIRY DATE	MEDICINE USED	USED DATE
Ivermectin Inj.	1	30	30	2021-03-24	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Vitamin B-complex I/V injectable	1	50	50	2023-02-07	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Click on Medicine and enter quantity of the medicine used and used date. Click Submit.

Acknowledgement page is displayed.

Your monthly requisition is submitted successfully.

## 14 Generate Reports

- ✓ **Process 13.1.2:** Click **animal health** form navigation bar. Click on **Generate Reports> Usage Report**

Government to Citizen Service Delivery Initiative  
Department of Livestock

Sirjana Ghalley  
Gewog Livestock Officer  
108

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Animal Health

- Apply for Medicines,Vaccines and Equipment >
- Declare Nearing Expiry For Medicines,Vaccines and Equipment >
- Raise Emergency Request >
- Record Usage Details >
- Generate Reports >**

Received Annual Requisitions

- View Requested Medicines & Vaccine and Equipments Report
- Stock Of Medicines & Vaccines and Equipments Report
- Usage Report**
- View Declare Nearing Expiry For Medicines,Vaccines and Equipment Report
- Emergency mobilized Report

**Process 13.1.3:** Choose one of the radio buttons to view usage. Select range **From Date To Date** follow by **Medicine Name**. Click on **Generate Report**.



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Animal Health >> Report for Used Of Medicines,Vaccines and Equipment

**NOTE:** Label which are marked with \* are mandatory fields, you cannot proceed further without those fields. ?

Type: Medicine: ☒ Equipment: ☐

---

From Date: \* To Date: \* Medicine Name:

[Generate Report](#)

**Process 13.1.4:** The report will generate as shown below

Type: Medicine: ☐ Equipment: ☐

---

From Date: \* To Date: \*

Show  entries Search:

MEDICINE NAME ↑↓	QUANTITY REQUESTED ↑↓	QUANTITY RECEIVED ↑↓	QUANTITY USED ↑↓	BATCH NO ↑↓	EXPIRY DATE ↑↓
Ivermectin Inj.	30	30	25	1	2021-03-24
Ivermectin Inj.	30	30	30	1	2021-03-24
Vitamin B-complex I/V injectable	50	50	40	1	2023-02-07
Vitamin B-complex I/V injectable	50	50	50	1	2023-02-07

Showing 1 to 4 of 4 entries

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You can Generate the details in **Excel, PDF** by Clicking on **Get Excel** and **Get Pdf**. Your report will get download clicking on **Get Excel** and **Get Pdf**.

Medicine: ☐ Equipment: ☐

---

From Date: \*  To Date: \*

Show  entries Search:

SL NO	APPLICATION NUMBER	ITEM TYPE	ITEM NAME	QUANTITY REQUESTED
1	<a href="#">264-0001382</a>	Medicines	Cephalexin	11
2	264-0001382	Medicines	Oxyclozanide	50
3	264-0001382	Medicines	B- complex + liver extract	30

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

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