



ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE

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**Additional Rules on the Use of Pool Vehicles**

In order to streamline the management of pool vehicles in Government agencies, the following additions to the existing *Rules on the Use of Pool Vehicles* (Ch. IX, PMM, FRR 2001 and Finance Ministry's Circular No. 19/MFS/2000/3777 dated 13 January 2000) are hereby notified for compliance by all Government agencies: -

1. All pool vehicles stationed in Thimphu shall be pooled centrally under the respective Heads of Secretariats for common use by the agencies of the ministries/agencies concerned. The Heads of Secretariats shall be the overall authority for the custody, control and management of the pool vehicles under their respective ministries/agencies with the assistance of officers designated for pool vehicle management. No pool vehicles shall be kept separately with any particular department, office, officer or project manager for their exclusive use except those permitted for certain categories of senior posts under the existing rules and those vehicles designated for particular purposes such as ambulances, fire tenders, repair/maintenance vehicles and protocol duty vehicles.
2. The respective Dzongdags, Drangpoens, Regional/Branch Heads of Field Offices of the Central Agencies shall be responsible for the custody, control and the management of pool vehicles in places outside Thimphu.
3. Vehicle Requisition Forms (Attached) shall be used to requisition pool vehicles from the controlling officers.
4. The names of ministries/agencies shall be written prominently on both sides of the body of all pool vehicles except the Foreign Ministry's protocol duty vehicles and the exclusive duty vehicles detailed to certain categories of senior posts.
5. Pool vehicles shall not be used to transport civil servants between their residence and office for normal office work.
6. In case a government vehicle is damaged while on unauthorized use, the cost of the repair shall be borne by the defaulting official in addition to facing other administrative charges, if any.

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7. In repeat offences, besides appropriate administrative action against the erring official, maintenance budget for the particular vehicle may be excised and the pool vehicle withdrawn.

These additional rules shall prevail in case of conflict with any of the clauses of the existing rules.

  
Yanki T. Wangchuk  
Finance Secretary

To,

All Agencies of the Royal Government