



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE



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CIRCULAR

Sub: Pool Vehicles

In continuation to Ministry of Finance notification No. F.MF/GEN/99/3579 dated 30 December, 1999, the amended Rules on the Use of Pool Vehicles is circulated herewith for implementation by all Ministries/Agencies with effect from 1st February, 2000. The amended rule supersedes the one circulated vide Ministry of Finance notification No. 19/MFS/99/1904 dated 24 September, 1999.

It is also clarified that the fines collected by the heads of agencies under clause 5.3 of the rules should be deposited in the Royal Government Revenue (RGR) Account where allocated or with the Regional Revenue and Customs Office.

All Ministries/Agencies are requested to circulate and implement these rules from 1st February, 2000.

Wangdi Norbu
Finance Secretary

To,

Heads of Ministries/Autonomous Agencies

CC: The Cabinet Secretary, Cabinet Secretariat, Thimphu, with reference to letter No. COM/02/2000 dated 5 January, 2000 of the Hon'ble Chairman of the Council of Ministers.

GRRIS No. 1037

**AMENDED
RULES ON THE USE OF POOL VEHICLES**

1. APPLICABILITY

- 1.1 These rules shall apply to all agencies of the Royal Government, as defined in the Financial Manual 1988 and will be applicable to the use of all pool vehicles, which means all government vehicles with Government number plates, irrespective of the source of funding and including project vehicles. These rules, however, will not be applicable to the vehicles placed on the duty of the Ministers and the Deputy Ministers as per their entitlement.

2. GENERAL

- 2.1 Each Government agency will maintain a minimum number of pool vehicles required for official purposes. All such vehicles inclusive of project vehicles, will be used on a pool share basis for official purposes within the agency concerned. The level of pool vehicle strength will be decided by the Ministry of Finance and the concerned agency and will be subject to reviews at the time of the budget session.
- 2.2 Where applicable, agencies will be permitted to maintain, for their exclusive use, specialized and emergency vehicles such as ambulances, utility, repair and maintenance vehicles.
- 2.3 Project vehicles must be surrendered to the Ministry of Finance after the completion of the term of the Project or the consultant as the case may be.
- 2.4 Only the appointed driver shall be permitted to drive the pool vehicle. A driver shall be assigned to each vehicle who shall be responsible for maintenance of all records and tools. In the absence of the driver or during an emergency, an officer may be permitted to drive the pool vehicle with the written permission of the head of the agency. Under no circumstances shall government vehicles be driven by private individuals including family members.
- NOTE:** Heads of agencies will be Heads of Secretariats/Heads of Departments/Dzongdags/Heads of autonomous organisations/Heads of field divisions/Heads of field units which do not come under the administrative control of the Dzongdags.
- 2.5 Adequate budget shall be provided for insurance, operation and maintenance for each vehicle specified on an annual basis. The heads of the agencies shall ensure that the operation of each pool vehicle is confined to the budget limit.
- 2.6 All pool vehicles shall be kept in the office compound of the agency after office hours, weekends and during holidays. Heads of agencies shall make appropriate security arrangements. No movement of the vehicles shall be permitted generally

before or after office hours except while on field visit. If movement of the vehicles is absolutely necessary after or before the office hours an order to that effect shall be issued by no other than the head of the agency concerned.

- 2.7 The Secretaries of the Ministries, Chairman of the Royal Advisory Council, Secretary of the National Assembly, Auditor General, Secretary of the Royal Civil Service Commission, Cabinet Secretary and Dzongdags shall be allotted a vehicle each for full time official use. All provision of the Pool Vehicles Rules shall apply to them except for the following:

Movement orders will be signed by them, and
The allotted vehicle can be parked at their residences.

They shall be liable for any damage/loss of parts of the vehicles parked at their residences.

3. USAGE

- 3.1 Use of pool vehicles outside the duty station shall be for official travel formally authorized by a competent authority.
- 3.2 Local use of the pool vehicles shall be for the official purposes only such as carriage of stores, official purchases, transporting of cash/mail, hospitality and for local seminars, workshops/meetings.
- 3.3 Use for pressing and emergency personal need of the government servants may be permitted with the prior approval of the head of the agency subject to the government servant paying for the fuel, daily allowance for the driver as per Civil Service entitlement and any damage/loss caused to the vehicle.

4. MOVEMENT AND ADMINISTRATIVE PROCEDURES

- 4.1 The heads of the agencies shall designate an officer as the transport officer who, in addition to his/her normal duty, shall be responsible for issuance of movement orders, proper maintenance and monitoring of the use of pool vehicles. The heads of agencies shall be responsible for the safe custody and judicious use of the pool vehicles as in the case of other government properties, in conformity with the provisions under Chapter 9 (revised under chapter 17) of the Financial Manual 1988.
- 4.2 The movement of all pool vehicles must be authorized through the issuance of movement orders in the annexed format. The movement order must clearly indicate the nature of duty and the destinations. Should the movement order be found to be issued for vehicles including the ones designated to the head of the agencies, for purposes other than official, the issuing officer and the officer making use of the vehicle shall be liable for disciplinary action.
- 4.3 The movement order book must be kept in the custody of the issuing officer and shall not be carried about in the vehicle.

- 4.4 A log book as per the Financial Manual 1988, Form 9.4 E for each vehicle must be properly maintained and kept in the vehicle. The log book will be issued by the agency concerned duly signed by the authorized officer. The log book will be subject to check/audit by the concerned agency or by any other authorized agency of the government with or without notice.
- 4.5 The log book shall be signed by the officer using the pool vehicle after each trip. In the case of local duties it shall be signed by the designated transport officer.
- 4.6 A vehicle history book containing the following information shall be maintained for each pool vehicle:
- Name of the Ministry/agency,
 - Registration number of the vehicle,
 - Blue book number,
 - Date of purchase,
 - Cost at the time of purchase,
 - KM reading at the time of delivery,
 - Repairs done and cost incurred with date,
 - Record of maintenance schedule, oil change etc. with dates,
 - Record of insurance policy, and
 - Vehicles particulars and details of tools and spares, including tyres.

5. **ENFORCEMENT AND PENALTIES**

- 5.1 The heads of agencies shall be responsible for effectively implementing these rules within the respective agencies.
- 5.2 The Royal Bhutan Police shall set up an appropriate monitoring system by which the movement of pool vehicles shall be subject to surveillance and surprise checks before, during and after office hours. The Auditor General, Royal Civil Service Commission Secretariat and the heads of the agencies shall be provided with a report every month.
- 5.3 The concerned heads of agencies shall levy a fine of Nu.1000/- on the defaulting officials in the event of confirmed misuse of pool vehicles within the duty station. Further, unauthorised travel beyond duty station will entail in an imposition of a fine of Nu.1000/- and three times the mileage at the prevailing government rates. The defaulter shall also be liable for any damage/loss caused to the vehicle.
- 5.4 In case of major accident due to negligence or repeated violations, administrative action such as stoppage of annual increments, withholding of promotions shall be taken against the defaulting officer and/or driver concerned. Failure of the head of agency to take the necessary action shall be seen as failure of duty by the official concerned and shall be recorded by the RCSC accordingly.

- 5.5 Movement of vehicles outside the duty station shall be entered at the check-posts, with details of the vehicles, name of drivers and load/passenger carried. The check-post in-charges shall submit consolidated monthly reports to the Auditor General, with copies to the Royal Civil Service Commission Secretariat and heads of the agencies concerned.
- 5.6 Any adverse report received from the Royal Bhutan Police shall be considered as lack of supervision by the heads of agencies concerned and shall be recorded in his/her personal file which shall be duly noted in the annual performance evaluation of the head of the agency concerned.
- 5.7 Every quarter, the Auditor General shall examine whether the heads of the concerned agencies have taken appropriate actions against the defaulters and submit quarterly reports to the Royal Civil Service Commission Secretariat for their evaluation and further actions on the defaulting agencies, if any.
- 5.8 These rules shall be reviewed after one year of implementation and necessary amendments shall be made by the Government.

Annexure

Reference No.:

Date:

MOVEMENT ORDER

1. Ministry/Division/Dzongkhag :
2. Pool Vehicle No. :
3. Name of Driver with Driving Licence No. :
4. Division and officer on whose duty vehicle has been detailed :
5. Purpose of Movement :
6. Kilometer reading and time at time of 'move out' :
7. Validity of Movement Order (Number of days/hours) :

Signature (with name and designation)
of Authorising Officer

3. Kilometer reading and time of "move in" :
9. Signature of the officer utilising the pool vehicle :