

དཔལ་ལྷན་འབྲུག་གཞུང་།

དངུལ་རྩིས་ལྷན་ཁག།

Royal Government of Bhutan

Ministry of Finance



རྒྱལ་དངོས་འཛིན་སྐྱོང་བཅའ་ཡིག།

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Property Management Rules 2022



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## **PROPERTY MANAGEMENT RULES**

### **PREFIX**

The Property Management Rules (PMR) shall apply to all Government Agencies and employees to manage properties effectively to achieve optimum utilization. A large amount of Government resources is spent on the acquisition, maintenance, and/or construction of various kinds of structures annually; as a result, there is an increase in Government properties every year. It is therefore imperative to develop a Rule that caters to managing Government properties through the enhanced management system.

A Government Inventory Management System (GIMS) was developed to maintain the nationwide inventory of all Government properties to ensure proper management and utilization for rightful purposes. The system also ensures that ownership does not get diluted and the officer concerned remains accountable in respect of a property allocated. The system also generates reports with an assigned unique identification code to each property primarily to help identify the properties, and their transactions. All the inventories and transactions shall be recorded in GIMS.

The Head of the Agency/Office shall be held responsible and accountable for the inventories registered under them. The procedures considered essential for upkeep of proper inventories of all Government properties, the establishment of and adherence to maintenance schedules, ensuring rightful utilization, and establishment of accountability are prescribed in this rule.



## CHAPTER I

### OBJECTIVES & DEFINITIONS

#### OBJECTIVES

This Rule shall ensure:

1. proper allocation, recording, safeguarding, transfer and proper utilization and disposal of all Government properties.
2. accountability and transparency in the management of Government Properties at all levels.

#### DEFINITIONS

Unless the contents are repugnant to the context, the use of the following terms in this Rule shall mean as follows:

- **Budgetary Bodies:** “budgetary bodies” means all organizations and institutions of the three branches of Government including constitutional bodies, and local authority entities, but not state enterprises;
- **Autonomous Body:** An Agency, which is governed by the Constitution, Acts, a board of directors, a Commission or a council and/or does not fall under any of the Ministerial organizations.
- **Head of Agency:** An officer exercising the overall administrative, financial and technical control of a Government Ministries/Department/Organization and /or declared as such by the Government.

- **Head of Office:** An officer exercising the administrative, financial and technical control of a unit and declared as such by the Head of the Organization.
- **Days:** Days means calendar days
- **Expendable properties:** properties, which are consumed in use, such as fuel, stationary, medicines and spare parts, which lose their identity in the process.
- **Non-Expendable properties:** properties, which do not lose their identity and ordinarily retain their original identity during the process or use, such as land, building, roads, bridges, equipment or machinery etc.
- **Equipment or Machinery:** The non-expendable properties other than land, buildings and other structures having a useful life of more than one year, such as motor vehicle, plant, furniture, office equipment, earth moving machinery, aircraft, computers etc.
- **Procurement Officer:** An officer delegated with the authority and responsibility for safe custody and utilization of Government properties. The Head of office/Agency may appoint any technically competent official in absence of a full-fledged Procurement Officer.
- **Stock Ledger:** A stock ledger is a record that keeps track of all the stock transactions for your agency. All stock transactions must be recorded in the stock ledger.
- **Bin Card:** Bin Card is also called “Stock Card” or “Bin Tag” used to record all the receipts and issues of the stocks from the store department. This card records the quantity of the materials and shows the movements such as receipts, issues and balance of the materials.
- **Public Auction:** It is an auction held on behalf of a Royal Government of Bhutan in which the property to be auctioned is either property owned by the



Government, or property which is sold under the authority of a court of law or a Budgetary Body with similar authority.

- **Reserve Price:** The price stipulated as the lowest acceptable price for the properties to be sold at the time of auction.
- **“As is where is” basis:** When the department does not have custody over the property and the concerned agency undertakes the full responsibility of the property. Except for the determination of the reserve price based on the reported specification by the concerned agency and sale through auction, the department shall not have any other responsibility.
- **Concerned Agency:** The agency who surrenders the Government Properties to the department or who decides to hold on to the property for ‘as is where is’ basis auction.
- **Dismantling work:** It includes the demolition of the structure, lifting of the materials and clearing the debris of the area by the winning bidder.
- **Department:** The Department of National Properties (DNP).
- **Government Vehicle:** shall include the following vehicles procured by the Government to facilitate the delivery of public services by the Budgetary Bodies.
  - a. Light Vehicles
  - b. Heavy Vehicles
  - c. Two Wheelers
  - d. Utility/special purpose vehicles
  - e. Road plying machineries and Equipment, and
  - f. Electric and Hybrid Vehicles



- **Transport Officer:** An officer designated by the Head of the Agency for managing the Government vehicles in addition to his or her normal duties and responsibilities.
- **Emergency personal needs:** a loss suffered by an employee on an account of death of an immediate family member/loss of property/injuries caused by natural calamities.

**Note:** It shall be the prerogative of the Head of Agency to determine the extent of the needs and sanction for the approval.



## CHAPTER – II

### ACQUISITION AND ISSUE OF PROPERTY

#### 2.1 ACQUISITION OF PROPERTY

Property may be acquired by a budgetary body in any of the following ways:

##### 2.1.1. ACQUISITION BY PURCHASE

- 2.1.1.1. Except for land, buildings and vehicles, procurement or acquisition of properties by all budgetary bodies shall be governed by the rules and procedures prescribed in the Procurement Rules and Regulation (PRR).
- 2.1.1.2. A clearance from the Department of Information Technology and Telecommunication (DITT) shall be obtained for the specification of computers and software before initiating the procurement.
- 2.1.1.3. Commitments for procurement by import of any properties from third countries shall be made after obtaining import licenses from the designated authorities of the Government.
- 2.1.1.4. Procedure for acquisition of land and buildings shall be governed by the Government Order or in line with the PAVA (Property Assessment and Valuation Authority).
- 2.1.1.5. Procurement of vehicles shall be governed by Chapter VII of this Rule.

## **2.1.2. ACQUISITION BY CONSTRUCTION**

- 2.1.2.1. Procurement by construction shall be conducted in accordance with rules under Chapter VII – Works Procedure and Accounting of the Finance Accounting Manual (FAM).
- 2.1.2.2. The rules and procedures prescribed in the PRR shall be followed for procurement of works.

## **2.1.3. ACQUISITION BY PRODUCTION/MANUFACTURE**

- 2.1.3.1. All Budgetary Bodies shall be responsible for maintaining proper records of items produced/manufactured by the Agency and their disposal.
- 2.1.3.2. Production shall include all items produced or manufactured by a Budgetary Body in carrying out its normal operations.
- 2.1.3.3. The Budgetary Body engaged in production shall maintain records, which in addition to other details shall clearly record and maintain the following:
  - a. Name of Agency
  - b. Type of product including specifications
  - c. Date of transaction
  - d. Opening stock
  - e. Quantity produced
  - f. Quantity disposed
  - g. Closing stock
  - h. Physical verification details



## **2.1.4. ACQUISITION BY CONFISCATION/ SEIZURE**

- 2.1.4.1. The general principle applicable in all cases of confiscation/ seizure of property shall be deemed to be Government property, which shall be recorded and accounted for in accordance with the provisions of this Rule. Valuation shall be made and depreciation applied as per Appendix–I.
- 2.1.4.2. The confiscation/seizure shall be conducted in accordance with the relevant laws, rules and orders of the Government or Royal Court of Justice.
- 2.1.4.3. The Budgetary Body upon confiscation/seizure of any property shall be responsible for issuing a receipt for the property confiscated/seized within 15 days.

## **2.1.5. ACQUISITION BY TRANSFER**

- 2.1.5.1. Transfer of properties between entities of the Government shall be governed by the provisions under Chapter III of this Rule.

## **2.1.6. ACQUISITION BY DONATIONS/GRANTS/GIFTS**

- 2.1.6.1. Properties received in the form of Grants/Donation or loan from the development partners shall be recorded and accounted for by the Budgetary Body in accordance with FAM.
- 2.1.6.2. The property received shall be reported to the Head of Agency/ Office by the Government official within 15 days from the date of receipt. All relevant papers witnessing the receipt of the property or a certificate thereof indicating the value of the property shall be submitted to the accounting unit.

- 2.1.6.3. Properties of any kind received directly or indirectly by a Budgetary Body or Official in their official capacity shall be deemed to be Government property and duly recorded and accounted for in accordance with the provisions of this Rule.
- 2.1.6.4. The procedures for acceptance, disclosure and management of gifts shall be guided by the Gift Rules of the Anti-Corruption Commission.

## **2.1.7. RECEIPT, INSPECTION AND ACCEPTANCE OF PROPERTY**

- 2.1.7.1. Request for property shall be submitted to the Procurement Officer as per the 'Property Requisition Form' PMR-1 (A).
- 2.1.7.2. The Procurement Officer shall inspect and examine the property prior to acceptance to ensure that the quantity is correct and in conformity with specifications.
- 2.1.7.3. A Goods Receiving Committee (GRC) shall be constituted to inspect and examine the quality of the goods delivered. The concerned officers of the GRC shall be directly accountable for any acceptance/certification of faulty goods.
- 2.1.7.4. In the case of complex machinery/equipment, inspection shall be carried out by the technically competent officials whether at the factory, manufacturing premises or at the place of delivery as per the contract agreement.
- a. The conformity of property to be accepted shall be determined after inspection, verification and examination of the properties by the officials responsible for inspection or GRC.



- b. The quantity accepted shall be recorded as per ‘Goods Receipt Note’ Form PMR – 1 (B).
- c. Any quantity of property rejected shall be returned to the supplier immediately. If the property cannot be returned immediately, the Procurement Officer shall notify the supplier indicating clearly that the property has been rejected and retained by the Budgetary Body at the cost of the supplier and shall be lifted by the supplier within a prescribed period as per contract.

## 2.2. ISSUE OF PROPERTY

- 2.2.1. If the property is readily available in stock, the Procurement Officer shall issue the property based on the approved Requisition Form. If the requested property is not readily available, property shall be acquired after ascertaining the budget availability and seeking necessary approval.
- 2.2.2. The Procurement Officer shall obtain an acknowledgement of receipt of the property for an item issued from a Suspense-Stock Account on a ‘Goods Issue Note’ Form PMR – 1 (C).
- 2.2.3. If the cost of consumable or non–consumable materials is directly charged as expenditure to specific activity/budget line, the value shall include the base cost, tax, transportation, installation and commissioning unless these are provided separately.
- 2.2.4. When issued from Suspense-Stock account of stores, the materials shall be valued at Weighted Average Cost-plus transportation and storage charges.

## CHAPTER – III

# INVENTORY AND REGISTRATION OF PROPERTY

### 3.1. INVENTORY OF EXPENDABLE PROPERTY

- 3.1.1. The Stock Ledger and Bin cards Form of a sales facility shall be considered as Inventory of properties held in Suspense-Stock Account.
- 3.1.2. The Stock Ledger Form PMR– 2 (A) shall be used to maintain the record of expendable property.
- 3.1.3. The Procurement Officer shall maintain numerical accounts of the consumable articles such as stationaries in a Register of Inventories.
- 3.1.4. The Heads of Technical Departments/Concerned Agency who are required to plan and develop any of the following items shall ensure to maintain suitable central inventories with pertinent details and where relevant updated maps:
  - a. roads and bridges;
  - b. electrical installations including diesel, hydro and other power generating systems, H.V. transmission systems including H.V sub/switching stations, distribution systems including sub-station;
  - c. farms, pastures, irrigation canals, plantations;



- a. surveyed, developed, leased mines or quarries; and
- a. water supply systems and sewerage systems.

### **3.2. INVENTORY OF NON-EXPENDABLE PROPERTY**

- 3.2.1. The Government Inventory Management System (GIMS) shall be mandatorily used by all Budgetary Bodies to record non-expendable properties of the Government.
- 3.2.2. Details of non-expendable properties can be accessible and obtained from GIMS allocated to an individual official.
- 3.2.3. The Procurement Officer shall be responsible for maintaining the property record including registration, allocation, transfer, inspection, maintenance and disposal of properties. He/she shall ensure that the property records are duly updated in GIMS. However, Fixed Asset Form PMR-2 (B) shall be used to maintain the Fixed Assets Record as and when required.
- 3.2.4. Depreciation on Fixed Assets shall be computed on Written down Value method by applying the depreciation rates provided in Appendix- I for disposal.
- 3.2.5. Unless specifically provided for, no accounting entries shall be made in the books of accounts for charging depreciation on Fixed Assets as the assets are charged off on procurement in the Cash based accounting system.



### **3.3. REGISTRATION OF NON-EXPENDABLE PROPERTY TO GIMS**

#### **3.3.1. REGISTRATION OF PROPERTY**

- 3.3.1.1. Except for items mentioned under Provision 3.1.1 and 3.1.3, acquisition of Non-Expendable properties with all the mandatory fields shall be registered in GIMS.
- 3.3.1.2. Except for items mentioned under provision 3.1.3, the unique identification code generated by the GIMS shall be indelibly written on the item for its easy identification. This identification code shall remain on record until deleted/removed.
- 3.3.1.3. The Procurement Officer shall generate the identification code of the Non-Expendable properties in the invoice/bill before submitting to the finance section for payment. The same shall be verified by accounts.

#### **3.3.2. ALLOCATION OF PROPERTY**

- 3.3.2.1. to ensure accountability, all the registered properties shall be allocated either under “To Custodian” or “To an Agency”.
- 3.3.2.2. The properties issued to an individual shall be allocated to “Custodian” and the properties used for General purposes shall be allocated to “Agency”.

#### **3.3.3. TRANSFER OF PROPERTY**

- 3.3.3.1. Property Transfer Note Form PMR-2 (C) shall be used to record transfer of property from one custodian to another within the agency or from one agency to another, which are transferred



depending on the decision of the Government/Head of Agency/ Department. However, transfer of land, building and vehicle shall be determined by the Government Ministry of Finance, whereas the transfer of other properties such as equipment, furniture shall be at the prerogative of the Head of the Department/Agency.

3.3.3.2. Entries in GIMS shall be made based on Property Transfer Note to record the details of transfer of property by the concerned agency.

3.3.3.3. In case of transfer of a Function/Activity of Project from one Budgetary Body to another, all the properties of the Function or Activity or Project shall be transferred to the Agency to which the said Function or Activity or Project is transferred.

3.3.3.4. While receiving the transfer, the official or his/her representative shall record loss, shortage, or damage, if any, in the PMR- 2 (C) when Government property is transferred from one place to another.

### **3.3.4 INSPECTION OF THE PROPERTY**

3.3.4.1 At the time of maintenance, transfer and surrender of the property, the agency shall ensure that prior physical verification/inspection is carried out and updated in the GIMS. The Head of Office/ agency may order physical verification/inspection of either all the properties or any specific properties, at any time by officials nominated for this purpose.

### **3.3.5. MAINTENANCE OF PROPERTY**

3.3.5.1. The concerned agency shall prepare the list of maintenance to be

undertaken as deemed necessary upon inspection by the relevant officials and approval of the head of the agency.

3.3.5.2. The manufacturer's recommended schedule of maintenance and prescribed periods shall be followed in respect of heavy or sophisticated equipment and vehicles.

3.3.5.3. All Heads of Offices shall be responsible for complying with the accepted maintenance list of Government properties.

### **3.3.6. DISPOSAL OF PROPERTY**

3.3.6.1. The Department or the agency authorized by the Department shall be responsible for disposal of any Government Properties.

3.3.6.2. Disposal of all Government properties shall be carried out primarily through public auctions unless otherwise stipulated as prescribed under Chapter VIII of this rule.

3.3.6.3. Computation of Reserve Price of properties for disposal through public auctions or valuation of properties to be disposed shall be determined by the Department.

3.3.6.4. In the event of separation, the civil servant shall be given the option to buy the laptop at a depreciated value applying the Weighted Average Cost-plus formula. Even if the useful life of the device has expired, he/she shall be required to pay 20% of the acquisition cost or purchase cost having applied the Weighted Average Cost-plus formula.

3.3.6.5. However, transfer and ownership of laptops procured after the initiation of centralized procurement by the Department



shall be guided by the Guidelines of ICT devices issued by the Department.

3.3.6.6. The Head of Office shall surrender the properties declared as surplus, obsolete or unserviceable at the earliest to the Department unless a specific authorization has been obtained from the Department to dispose of the properties under their own arrangements. The following forms shall be used while surrendering:

- a. General Properties–PMR – 2 (D)
- b. Handing over of Vehicles to DNP’s Auction Yard –PMR – 2 (E)
- c. Vehicles on “As is where is” basis –PMR – 2 (F)
- d. Dismantling of Structures (Valuation form) – PMR– 2 (G)

3.3.6.7. The properties held under Empty Container’s account or unusable items held under the Dismantled materials accounts shall also be handed over to the Department from time to time.

3.3.6.8. In order to ensure that the surplus, obsolete or unserviceable items fetch fair values, the handing over of such materials as well as their final disposal shall be conducted at the earliest.

2.3.6.9. After handing over of the property to the Department or disposal under own arrangements upon authorization from the Department, necessary entries in GIMS shall be made both at the authorities concerned and the Department.

## CHAPTER – IV

### UTILIZATION, PHYSICAL VERIFICATION AND UNSERVICEABLE PROPERTY

#### 4.1. UTILIZATION OF PROPERTY

- 4.1.1. All Government properties shall be used for the purposes for which they were acquired and issued. The head of the office/ procurement officer for Government property shall ensure that the properties are safeguarded from loss, misuse, and unauthorized disposal.
- 4.1.2. A Head of Office/Procurement Officer shall be responsible to keep stock of all properties under continuous review and ensure that surplus, obsolete or unserviceable properties are not accumulated.
- 4.1.3. To ensure proper utilization of Government properties, the Head of Office shall carry out monitoring as and when required.
- 4.1.4. Utilization of vehicles shall be guided by the provisions in Chapter VII of this rule.

#### 4.2. PHYSICAL VERIFICATION OF PROPERTY

- 4.2.1. Physical verification shall be carried out at the time of maintenance, transfer and surrender of the property. The Head of Office/agency



may order physical verification of either all the properties or any specific properties, at any time by officials nominated for this purpose.

- 4.2.2. The verifying officer shall submit a list of surplus, obsolete or unserviceable properties to the Head of Department or Agency in Form No. PMR- 2 (D).
- 4.2.3. Loss or shortage of property shall be dealt in accordance with the provisions of FAM.

### **4.3. UNSERVICEABLE AND SURPLUS PROPERTY**

- 4.3.1. On receipt of the reports on surplus, obsolete, or unserviceable properties, the Head of Department/Agency shall constitute a Property Inspection Committee of three officials representing the administration, finance and technical sections to inspect the properties as per the PMR- 2 (D). The Committee shall also take the following actions for submission of the recommendations:
  - a. In the absence of prescribed or stipulated life period of an unserviceable item, or if such period is not over, the physical condition of the item and the history of its use shall be examined. If it transpires that the item is rendered unserviceable due to negligence, misuse or mischief, the same shall be clearly noted. Otherwise, an appropriate cause like normal wear and tear, damages caused by accident, fire, flood and other natural causes, excessive use in the interest of work etc., shall be ascertained and noted.

- b. In the event the prescribed/stipulated life period is already over, the physical condition of the item shall still be thoroughly examined to see whether it can be reused.
  - c. The authenticity of declaring an item as surplus or obsolete shall be ascertained from records and technical observations. The Committee shall authenticate and validate whether the surplus or obsolescence occurred due to procurements in excess of requirements, lack of foresightedness in procurement or some other reasons like abandonment of works.
- 4.3.2. The Head of office/Agency or an authority delegated with appropriate financial powers shall take the recommendations of the Committee into consideration:
- a. Declare the items as surplus, obsolete or unserviceable and direct surrendering of such items to the Department; or
  - a. Initiate proceedings as per provisions of FAM if the causes of damages or shortages/losses have been ascribed to suspected acts of negligence, fraud or mischief. Declaration of properties as surplus, obsolete or unserviceable shall not necessitate the issue of a separate “Write-off” order where the properties are physically present. Formal “Write-off” sanction orders shall be required in the cases where the properties are missing because of fire, flood, theft etc., and under circumstances depending on the result of proceedings.
- 4.3.3. The orders declaring properties as surplus, obsolete or unserviceable shall specify the reasons for declaring them as such, and a reference of the order shall be noted against the adjustment entries in the relevant property/stock records.



- 4.3.4. A separate record of properties declared as surplus, obsolete or unserviceable shall be maintained until the receipt of acknowledgement from the Department.



## CHAPTER – V

### REPORTING AND MONITORING

#### 5.1. REPORTING AND MONITORING OF Government PROPERTY

- 5.1.1. Heads of Agency/Office shall monitor the upkeep of Government properties by way of physical verification as prescribed under chapter IV.
- 5.1.2. The procurement Officer shall update details of Non-Expendable properties acquired, received, transferred, inspected, maintained, disposed off or written-off in GIMS, as and when the transactions take place.
- 5.1.3. A relevant budget officer designated by the Department of National Budget (DNB), MoF shall be provided with GIMS user credential to access the records of nationwide Non-Expendable properties for the purpose of reviewing the budget proposal.



## CHAPTER – VI

### ACCOUNTABILITY

#### 6.1 ACCOUNTABILITY OF GOVERNMENT PROPERTY

- 6.1.1. Heads of Agency/Office/ Procurement Officer shall be relieved of their accountability for surplus, obsolete, unserviceable and transferred properties, items held under Empties or Dismantled Materials Register with the handing over of such properties to the respective authorities. Subsequently, the accountability of the government property shall be transferred to the person receiving the property so the heading as “Accountability” and not relief from accountability.
- 6.1.2. An official holding Government property shall be relieved from the accountability on his/her handing over of the items to the Procurement Officer. The concerned official shall submit a No Due Certificate Form (PMR – 5) to the Procurement Officer before proceeding on extended leave of absence, transfer or retirement from the service.
- 6.1.3. When charges of property are transferred from an outgoing officer to his/her successor the relieved officer shall be cleared of his accountability on handing over of charges in accordance with and subject to the rules prescribed under FAM.
- 6.1.4. Clearance of accountability for losses or damages of Government properties shall be subject to the rules prescribed under FAM.

## CHAPTER – VII

### MANAGEMENT OF GOVERNMENT VEHICLES

#### 7.1. PROCUREMENT OF VEHICLES

7.1.1 The acquisition of government vehicles are through:

1. Purchase;
2. Donations/Gifts.

7.1.2. Before initiating acquisition of any vehicles (Electric or Fossil Fuel), either through procurement or assistance received IN - KIND (donation/gifts), explicit clearance of the MoF shall be obtained, irrespective of the type of vehicles, source of financing including donations and gifts. This process shall apply even if provisions for such acquisition are included as part of approved projects/MoUs or agency's annual budget.

7.1.3. The MoF shall review and assess the existing fleet position and vehicle deployment pattern of the Budgetary Body before issuing clearance and import authorization.

7.1.4 The MoF'S clearance shall include standard models of vehicles suitable for the specific needs/ purpose of the budgetary agencies.

7.1.5. Depending on the modality of acquisition, budget provisioning shall be facilitated through annual budget process/ supplementary incorporation/technical adjustment.

7.1.6. It shall be the responsibility of the budgetary body to ensure that



the cost of the vehicle shall not exceed the approved budget sanctioned by the MoF.

## 7.2. REGISTRATION, INSURANCE AND RECORDS

- 7.2.1. All Government vehicles shall be registered and insured in accordance with the provisions of the Road Safety and Transport Authority (RSTA) Act.
- 7.2.2. All the Government vehicle shall be recorded in the GIMS in accordance with this rule.
- 7.2.3. A Vehicle History Book shall be maintained for every Government vehicle.
  - a. The following permanent details of the vehicle shall be recorded in the first page of the Vehicle History Book:
    - i. Registration No.
    - ii. Identification Code generated from GIMS
    - iii. Insurance Policy and Number
    - iv. Manufacturer's Name
    - v. Model Name
    - vi. Chassis No.
    - vii. Engine No.
    - viii. Model Serial No.
    - ix. Extra fittings
    - x. Spare Tools
    - xi. Date of acquisition
    - xii. Cost including Taxes, Duties and Handling Charges
    - xiii. Acquisition Cost
  - b. Details of transfers of the Government vehicle to different agencies/

projects during the lifetime of the vehicle shall be recorded in the Second Page of the History Book and accordingly updated in GIMS.

- c. A detail of all maintenance and repair works including replacement of parts, tyres etc., with their costs shall be recorded in the History Book and accordingly updated in GIMS.

7.2.4. A vehicle Logbook shall be maintained in respect of every Government Vehicle. The following procedures shall be observed in the maintenance of the Vehicle Logbook.

- a. An entry shall be made in the Logbook as and when re-fueled.
- b. Starting and ending Km reading as well as name of stations and the purpose of utilization shall be entered in the Logbook on the movement of the vehicle.
- c. The Transport Officer/relevant official shall verify and sign on the Logbook during fuel refilling.

7.2.5. The document of registration of the vehicle (Registration Certificate), Insurance certificate, Road Worthiness Certificate, Emission test and the Logbook shall be stored properly with the vehicle.

### **7.3 POOLING OF VEHICLES – GENERAL RULES**

7.3.1. Except for designated duty vehicle, all light and heavy vehicles, irrespective of their sources of financing or projects to which those are attached, shall be pooled under the respective Heads of Office. However, for Ministries with larger agencies, the vehicles may be pooled under the respective agencies.



- 7.3.2. The Heads of agency/Office may designate a Motor Transport Officer referred to as Transport Officer to look after the management of Pool vehicles. The Transport Officer along with the Head of Agency/Office shall be responsible for proper maintenance, safe custody and judicious use of pool vehicles.
- 7.3.3. Heads of Agency/Office shall obtain separate approval from the MoF for maintaining fleet of the following vehicles:
- a. Specialized/utility vehicles for services like protocol duties, ambulances, fire-tenders, mobile-clinics, etc.
  - b. Earth moving machinery and equipment like roller, bobcat, excavators, etc.
- 7.3.4. When not in use, all the pool vehicles shall be parked in a designated office parking and shall not be allowed to be parked at the residential compounds of the drivers/other officials.
- 7.3.5. All pool vehicles shall be driven only by appointed Professional Drivers and drivers shall carry their driving licenses with them while driving.
- 7.3.6. In the absence of a driver or during emergency, the Transport Officer may permit any officials with valid driving license to drive the pool vehicle with a permission of the Head of Agency.
- 7.3.7. All provision of the Pool Vehicles Rules shall apply to the designated vehicles except for the following:
- a. The designated vehicle can be driven by the designated official
  - b. Movement orders to be signed by the designated officials

- c. The designated vehicle can be parked at their residences; however, the official must ensure that it is parked in safe conditions and shall be liable in case of any damages due to their negligence.
  - d. It shall be the responsibility of the official to take care of his/her designated vehicle at all times and shall be accountable for its uses.
  - e. All the major maintenance and fuel refilling to be approved by the designated official.
- 7.3.8. Vehicles procured for the purpose of a project irrespective of the funding sources shall be surrendered to MoF on completion of the project or term of the consultant as the case may be.

## **7.4. USE OF POOL VEHICLES**

- 7.4.1. The use of pool vehicles outside the duty station shall be for official travel authorized by the Head of the Agency/office.
- 7.4.2. Local uses shall be for transportation of store items, construction materials, labors, supplies, equipment, delivery of mails, cash deposits/withdrawals, for preparation for meetings, seminars, workshops/conferences and as deemed necessary by the Transport Officer.
- 7.4.3. Use of pool vehicles for pressing and emergency personal needs of the employees may be allowed with the prior approval of the Head of Agency/office subject to the condition that the pool vehicles are available, the employee pays for the fuel, daily allowance for the driver as per Civil Service entitlement and



compensates any damage, in case of such eventuality caused to the vehicle. However, the pool vehicle shall not be used to carry officials/employees between their residence and office for normal office work.

7.4.4. The movement of all pool vehicles shall be based on the movement orders issued by the Transport Officer and it shall be carried with the vehicle during its movements.

7.4.5. The movement orders shall indicate clearly the specific nature of duty and the destination and it shall be kept in the safe custody of the Transport Officer.

## **7.5. INSPECTION AND PENALTIES**

7.5.1. All movement of pool vehicles are subject to inspection by the RSTA and Traffic police. Any cases of unauthorized or improper use of the pool vehicles shall be liable for seizure of the documents and forward the case to the relevant agency.

7.5.2. The defaulting official/driver shall be liable for a fine as applicable under the prevailing laws and it shall be the duty of the defaulter to get the documents released upon payment of fines and penalties.

7.5.3. Repeated offenses shall be considered a major infringement and shall be subject to appropriate administrative action by the Agency.

## **7.6 REPLACEMENT AND DISPOSAL**

7.6.1. While the registry of the vehicles shall be in the name of the respective procuring agency, the MoF shall be the overall



custodian of the Government vehicles and also an approving authority for all categories of Government vehicles.

- 7.6.2. The replacement of all categories of Government vehicles shall be determined by MoF as per the make, model and conditions of the vehicles.
- 7.6.3 Old and off-road condition Government vehicles shall be surrendered to the Department for proper disposal. It shall be the responsibility of the Head of the agency/office to ensure that the surrendered vehicles are not cannibalized. The Department shall duly verify the history and maintenance record while taking over.



## CHAPTER – VIII

### PUBLIC AUCTION

#### 8.1. AUCTION COMMITTEE

- a. The Auction Committee shall consist of five Core-Committee Members:
  1. Director General/Director, DNP as the Chairperson;
  2. One Senior Officer from RSTA, as member;
  3. One Senior Officer from Royal Bhutan Police, as member;
  4. Director, DoS, Ministry of Finance, as member; and
  5. Chief, CPPMD, DNP, as a member.
- b. The Core-Committee Members shall nominate a suitable official as substitute in case of their inability to attend the auction.
- c. A Sub-committee shall be formed from the Department consisting of five members for performing Secretariat responsibilities.
- d. The Core-Committee and Sub-Committee shall be entitled for a sitting fee as approved by MoF.

## **8.2. POWERS AND RESPONSIBILITIES OF AUCTION COMMITTEE**

The following shall be the powers and responsibilities of the auction committee:

- a. Declare conflict of interest and maintain confidentiality at all times. The “Confidentiality and Declaration of Interest” form shall be signed before every auction.
- b. Finalize all major decisions regarding the auction and carry out any further negotiation on the reserve price to dispose of the properties.
- c. Coordinate and conduct the auction in a fair and transparent manner.
- d. Ensure that the Reserve Price is not disclosed at any point of time, during and after the auction.
- e. The decisions of the committee shall be final and binding in case of any dispute with regard to the auction.

## **8.3. RESPONSIBILITIES OF SECRETARIAT**

The Auction Section of the Department shall function as the Secretariat during the Public Auction. The following shall be the responsibilities of the secretariat:

- a. Take delivery of all the obsolete/unserviceable Government properties surrendered by the concerned agency and carry out proper handing taking as per the forms prescribed under this rule.
- b. Maintain records from the date of handing over and taking over of the surrendered properties till its disposal.
- c. Acknowledge the concerned agencies of which the surrendered



- properties be auctioned on “As is where is” basis mentioning a cautionary note that all risks shall be solely borne by the concerned agency until the disposal is completed and handed over to the winning bidder.
- d. For the Properties sold on “As is where is” basis, the Department shall not provide any warranty as to the condition of the property to the bidder.
  - e. Send an auction invitation with date, time and venue to all the committee members at least a week prior to the auction date.
  - f. Submit a report as and when auction is carried out to the MoF on the list of properties received, as well as properties auctioned and revenue generated on an annual basis.

## **8.4. RESPONSIBILITIES OF CONCERNED AGENCY**

- 8.4.1. While handing over the properties to the Department, the concerned agency shall:
- a. bear any expenses for transportation/other expenses of the Government properties;
  - b. submit the form “PMR- 2 (D)” while handing over the general properties.
  - c. submit the form “PMR- 2 (F)” while the vehicles are surrendered on “As is where is” basis.
  - d. submit updated Bluebook with validity of minimum six months to one year from the date of surrendering and acquisition cost shall be mentioned mandatorily.

- e. provide complete information as per the prescribed forms without which the Secretariat shall not take over the property.
- 8.4.2 The properties that cannot be delivered to the Auction Yard, Thimphu upon request to the department to auction on “As is where is” basis shall be under the custody of the concerned agency. When properties are auctioned on “As is Where is” basis, the concerned agency shall:
- a. provide an accurate data as per the form PMR- 2 (D) and PMR- 2 (F) shall be submitted to the department;
  - b. ensure to submit a copy of the bluebook with validity of minimum six months to one year from the date of surrendering of the vehicle.
  - c. provide the details of any equipment on the structures to be dismantled in the “Building estimation and Valuation” Form (PMR- 2(G)).
  - d. provide full access to the winning bidder to dismantle the structures timely as per the letter issued by the department.
  - e. maintain an attendance register (Name, CID, Mobile no. date of inspection & signature) for those bidders who visit for inspection.
  - f. issue a completion certificate once dismantling work is completed having cleared the entire site to enable the winning bidder to claim the security amount from the secretariat or authorized agency.
  - g. be accountable until its disposal and lifted by the winning



bidder. Any complaints thereafter shall be dealt with by the concerned agency.

- h. hand over the property as per the Department's Release letter to the winning bidder right after the auction if it is successfully disposed off.

## 8.5. RESPONSIBILITIES OF BIDDERS

### 8.5.1. Responsibilities before the auction

The bidder shall ensure the following before the auction:

- a. any interested bidder shall register with the department and obtain a token number. Receipt of a token number implies an understanding of the terms and conditions outlined in the Auction notice.
- b. no person shall be allowed to bid in the auction without holding a valid token number. Any representative can register, avail a token and bid on behalf of the interested bidder.
- c. interested bidders shall inspect the lots prior to the auction with prior permission from the concerned agency. He/she shall sign the attendance register maintained by the concerned agency as proof of his/her inspection.
- d. the bid offered shall be at his/her own risk. No complaints whatsoever shall be made after the fall of the hammer.
- e. bidders who have previously failed to follow the terms and conditions of the auction, trying to persuade other bidders from competing against shall be denied from registration

to participate in the auction for a minimum period of one year. If repeated, the bidder shall be barred from bidding for a period of five years.

- f. the interested bidder shall bear the responsibility to conduct a proper inspection of the property during the inspection period with the concerned agency.
- g. non-Bhutanese bidders shall enter into Bhutan to participate in the auction as per the Immigration Rules and Regulations.
- h. Those bidders who choose to leave in or between the auction shall take back their earnest money after surrendering the token number.

8.5.2. Responsibilities after the auction:

The following shall be the responsibilities of the bidder after the auction;

- a. the winning bidder shall be deemed to have inspected and accepted the property in its actual state and condition once the lot is won and accepted.
- b. the winning bidder shall be responsible to lift all the items from the particular places after the auction within one month from the date of auction. No complaint of missing items shall be entertained at a later date. Failing to lift within the time frame, the bidders shall be charged with demurrage of Nu.500 for every day of delay.
- c. the winning bidder shall clear the site after dismantling of the structures and report to the concerned agency with a request to issue a completion certificate to claim the security deposit from the Secretariat.



- d. the winning bidder may make full payment of the auctioned value on the same day of the auction, however, taking delivery shall not be permitted on the same day of auction.
- e. shall comply with the terms and conditions as laid down under this chapter and terms and conditions laid down in the auction notice.

## **8.6. AUCTION OF SEIZED PROPERTIES**

- a. The Department or the agency authorized shall be responsible to dispose off all the seized properties after the completion of litigation and legal procedures upon instruction from the Court of Law/ agency concerned.
- b. The reserve price shall either be fixed by the Department or by the concerned agency in consultation with the Department.
- c. A representative shall be deputed from the Department with full TA/DA borne by the requesting agency if the concerned agency wishes to conduct the auction under its own arrangements.
- d. The auction shall be conducted in accordance with the procedure as laid down under this rule.

## **8.7. EXCEPTIONS OF PROPERTIES**

- a. For the Royal Bhutan Embassies and Royal Bhutan Consulates abroad, where there are no interested bidders, such offices shall seek the MoF approval for any write-off or direct disposal to the department for approval.



- b. For extremely remote areas where there is no bidder, the concerned agency shall seek approval from the MoF to dismantle and reuse the salvaged materials. However, a proposal approved by the Head of Agency must be submitted to the Department for verification.
- c. The Department shall deploy appropriate modes of auction depending on type of properties, amount and situation.
- d. While State owned Enterprises (SoEs), Autonomous Agencies and Corporate entities are allowed to conduct auctions on their own, the Department shall accept to carry out auction on behalf of the agency, where appropriate, by retaining 5 percent of the bid amount and reimburse the remaining amount to the property custodian agency.

## **8.8. PROCEDURE FOR PUBLIC AUCTION**

- a. The authority to call for auction shall rest with the Department. The auction shall commence at the published date and time.
- b. The Public auction shall be announced to the general public through mass media and MoF website. The announcement shall be made along with a list of items that will be auctioned. However, these lists of items shall be subject to modification at the later date.
- c. After the date of notice of public auction, a minimum period of one month shall be accorded to interested bidders to visit the auction yard or other places to inspect the items that are listed for auction. Items in the Auction yard can be inspected from 9AM to 5PM on working days prior to the day of the auction.
- d. Earnest Money Deposit– The bidders shall deposit earnest money



- of Nu. 5,000.00 (Ngultrum Five thousand only) in cash with the Department a week before the day of auction which shall be refundable within the same day of auction where possible or on the first day of the next working day.
- e. Entry Fee– The bidders shall pay Nu. 300.00 (Ngultrum Three Hundred) only, as entry fee, which is non–refundable.
  - f. Registration– The bidders shall register with the Department by providing their personal details such as name, Citizenship ID number, mobile number and other information as required.
  - g. Issuance of Token Number– On receipt of the earnest money and the entry fee, a token card shall be issued to the interested bidder.
  - h. Only one token shall be issued per bidder.
  - i. Issuance of tokens and Inspection of lots shall not be permissible on the auction day.
  - j. The sale shall be an oral auction.
  - k. Auction lists shall have an individual Bid Sheet along with the quoted bid amount by the different token holders.
  - l. The Bid Sheet maintained for individual lots shall be signed by the winning bidder and all the committee members upon the hammer price and shall be forwarded to the Finance Officer so as to collect the 25% spot payment from the winning bidder.
  - m. The highest bidder, whose bids are accepted, shall have to deposit a spot payment of 25% (in cash) at the hammer price and balance 75% (in cash) within 10 days from the date of auction.
  - n. The failure on the part of the bidder to make full payment within 10 days of the auction shall make the sale null and void, and result in

the forfeiture of the 25% spot payment. The property shall then be re-auctioned.

- o. The successful bidder shall take delivery of the items at their own cost within 15 days from the date of the auction against full payment. No goods shall be released until full payment is made. After 15 days Nu. 500.00 per day shall be imposed for delay.
- p. The change of ownership for vehicles shall be done within 15 days from the issue of ownership certificate by the department as per Road Safety and Transport Regulations. The final bid amount shall be correctly mentioned in the transfer ownership certificate that is forwarded to RSTA. The successful bidder shall change the Ownership of the vehicle from RSTA and produce the same to the In charge, Auction yard or the concerned authority (if on “as is where is basis”) to take delivery of the vehicle/lot within 15 working days from the date of auction.
- q. The successful bidder for the dismantling work shall have to make a security deposit of 20% of the bid value at the time of issuance of Release letter, (In Demand Draft drawn in favor of Director General, DNP). This will be refunded on providing clearance of successful completion from the concerned agency. The duration of the work shall be one month from the day of issue of the work order.
- r. All registration number plates of the vehicles sold through public auction shall be removed upon delivery to the winning bidder.
- s. All the sale proceeds received from the auction shall be deposited into RGoB Account by the Finance Officer after completion of the collection from the winning bidders as per the Revenue Accounts Rule.



## APPENDIX-I

## DEPRECIATION TABLE

Sl. No.	Item	Method of Depreciation	Depreciation Percentage	Estimated useful life
1	Land	Not applicable	Nil	Infinite
2	Building Permanent	Diminishing balance	3.5	70 years
3	Building Semi-Permanent	-do-	10	25 years
4	Road Black Top	Not applicable	-	-
5	Road Forest	-do-	-	-
6	Bridge Permanent	Diminishing balance	3.5	70 years
7	Bridge Semi-permanent	-do-	10	20 years
8	Electrical Installation	-do-	10	10 years
9	Transmission line High Tension	-do-	5	50 years
10	Transmission line Low Tension	-do-	10	20 years
11	Sub-station equipment	-do-	10	20 years
12	Generators	-do-	20	6 years
13	Furniture, fixtures, fittings - Steel	-do-	8	12 years
14	Furniture, fixtures, fittings - Wooden	-do-	10	10 years
15	Office Equipment	Diminishing balance	40	6 years

16	Vehicle – (Running) Heavy, medium, light and 2 wheelers)	-do-	20	6 years
	Off-Road Vehicle	-do-	25	6 years
	Scrap Vehicle	-do-	30	6 years
17	Vehicle – Heavy, medium, light and 2 wheelers)	-do- Allotment Rule	10, 15, 20, 20, 20, 20	7 years
18	Earthmoving and other machinery – (heavy, medium and light)	Diminishing balance	20	6 years
19	ICT equipment	-do-	40%	6 years
20	Tents/tarpaulin/linen etc.	-do-	40%	6 years

**NOTE: Valuation of properties not listed in Appendix-1 to be valued by DNP**



PMR-1(A)

(Name of Office)

## PROPERTY REQUISITION FORM

Date:

To Procurement Officer,

.....

.....

Requisition Detail					
Sl. No.	Name and Description of Item	Unit	Qty	Budget Line	Remarks

(Signature)	(Signature)
Name & Designation (User)	Name & Designation (Head of Section/Division)
Finance Division/Section IT Equipment	Remarks from ICT Section for
Procurement Division/Section	
	<b>Head of the Agency</b>

**Instructions for Property Requisition Form (PMR – 1 (A))**

**Requisition:** This part shall be filled in by the person/officer placing the requisition

**1. The Procurement Officer:** Address of the unit which holds the stock of items

**2. Date:** Date on which requisition is placed

**3. Sl. No.:** Serial Number of the item

**4. Name and description:** Description of the item requested for

**5. Unit:** Unit of measurement

**6. Quantity:** Quantity requested for

**7. Budget Line:** Budget Code

**8. Remarks:** Remarks if any



PMR – 1(B)

**GOODS RECEIVED NOTE**

**GRN No.**

Name of office:

Name of Supplier:

Address:

Purchase Order No. & Date:

Consignment Note No. & Date:

Sl. No.	Particulars	Quantity	Unit	Rate (Nu.)	Amount (Nu.)	Other Charges (Nu.)	Total Value (Nu.)	Remarks



**Inspection/Test check Report: Yes/No**

**Documents attached:**

Prepared By:

(Signature)

(Name, Date and seal of Inspecting Officer)  
officer)

(Signature)

(Name, Date and seal of Procurement

**Instructions for Goods Received Note (Form PMR – 1 (B))**

- |                                 |   |
|---------------------------------|---|
| 1. Name of office:              | Self-explanatory  |
| 2. Name of Supplier:            | Self-explanatory  |
| 3. Address:                     | Address of the Supplier                                 |
| 4. Purchase order No. & Date:   | Reference of the supply order & Date of Supply          |
| 5. Consignment Note No. & date: | Reference of the supplier's consignment note, bill etc. |

6. Sl. No.: Self-explanatory
7. Particular: Name of the goods
8. Quantity: Quantity of the material received
9. Unit: Unit of measurement
10. Rate: Rate per unit of the item
11. Amount: Value obtained by (Quantity x Rate)
12. Other charges: Taxes, transportation etc. payable.
13. Total value: Value obtained by (Amount + Other)
14. GRN No.: Machine printed serial number of the form



PMR - 1 (C)

(Name of Office)

### GOODS ISSUE NOTE

GIN No.

Date:

Issued to:

-----  
 -----  
 -----

Requisition Reference:

Sl. No.	Code	Description	Bin Card No.	Quantity Issued	Rate (Nu.)	Total Value	Remarks

Prepared by:				Approved by:				Received by:			
(Signature) Name & Designation				(Signature) Procurement Officer				(Signature) Name & Designation			
Date:				Date:				Date:			
<b>Instructions for Goods Issue Note (PMR – 1 (C))</b>											
1. GIN No.:				Machine printed serial number of the Goods Issue Note							
2. Issued to:				Name of the person or authority to whom the goods are issued							
3. Date:				Date of issue of the goods							
4. Requisition Ref.:				Reference and date of the requisition							



5. Sl. No.:	Serial number of the item
6. Code:	Code number of the item, if any
7. Description:	Description of the item
8. Bin Card No.:	Number of the Bin Card for the item if any
9. Quantity Issued:	Self-explanatory
10. Rate:	Rate of the item
11. Total Value:	Value obtained by (Rate multiplied by quantity)
12. Remarks:	If any





**Instructions for Stock Ledger (PMR- 2 (A))**

- 1. Page No.: Printed page number of the register
- 2. Name of item: Name of stock item
- 3. Item Code: If there is any
- 4. Date: Date of receipt or issue of the item
- 5. Name of the Vendor: From whom the supply is received
- 6. GRN/GIN: Number of the document made for the supply
- 7. Receipt: Quantity and cost of the supply received
- 8. Total Value: Value of the items
- 9. Issue: Quantity issued as per GIN and value
- 10. Balance: Balance of Quantity and the value
- 11. Issued to: To whom the Items is issued
- 12. Attestation: Signatures and dates of as recorded in the GRN the recording clerk and the head of Finance section



PMR-2 (B)

(Name of Office)

**FIXED ASSETS REGISTER**

Financial Year:

Description:

Bill No.:

Location:

Depreciation Percentage:

Date of commissioning:

**CATEGORY: LAND/BUILDING/VEHICLE/OFFICE EQUIPMENT/FURNITURE/OTHERS**

I/D Code	Type of Assets	Cost of Acqu. (Nu.)	ADDITION			DISPOSAL/TRANSFER			Initials of Procurement Officer	Remarks
			Ref No.	Cost (Nu.)	Total Cost of Acqu. (Nu.)	Date of Disposal Transfer	Disposed/transferred to	Ref No.		



9. Type of Assets:	Brief particulars of the Asset
10. Cost of acquisition:	The total cost of acquisition
11. Addition:	Any additional capital/capital expenditure
12. Ref No. & Cost:	On the asset with Cost Sheet/Vr.ref. should be entered.
13. Total cost of acquisition:	The total cost at the time of commissioning (i.e., base cost & other expenses)
14. Date of disposal/transfer:	The date on which the asset was disposed off or transferred
15. Disposed to/transferred to:	The name and the address of the party/agency to whom the asset is disposed off or transferred to
16. Ref No.:	The No. and date of Good issue Note/ Property Transfer Note of the disposal/ transfer
17. Amount:	The amount received as sales consideration
18. Initial of procurement Officer:	Self explanatory
19. Remarks:	Any additional information/detail



--	--	--	--	--	--	--	--	--	--

Handed over by:

Taken over by:

(Name & Designation)

(Name & Designation)

Head of the Agency

**INSTRUCTIONS FOR PROPERTY TRANSFER NOTE (PMR -2(C))**

1. Transfer to: Name and address of the transferee
2. Reference number & date: Reference number and date of authority sanctioning the transfer of stock
3. Serial No: Serial number for materials transfer red in property transfer note
4. Identification Code Number: Code number of the item allotted by the system



5. Description:	Brief description including specification of material transferred
6. Quantity:	Quantity of material transferred
7. Rate:	Rate per unit of material transferred
8. Total Value:	Value of material transferred
9. Remarks:	Any additional information/details

PMR-2 (D)

(Name of Office)

**REPORT OF SURPLUS, OBSOLETE & UNSERVICEABLE PROPERTIES**

Sl. No.	Name of the Property	Id. Code	Unit	Qty	Original Value (Nu)	Date of Acquisition	Condition	Recommendations of the Property Inspection Committee

Reporting Officer/ Property Inspection Committee

Signature, Date  
Name  
Designation

Signature, Date  
Name  
Designation

Signature, Date  
Name  
Designation

**Head of the Agency**



**Instructions for Report of Surplus, Obsolete & Unserviceable Properties (PMR -2 (D))**

- 1. Sl. No.: Serial number of the entry
- 2. Name of the Property: Self – explanatory
- 3. Identification Code: Identification code allocated by the System
- 4. Unit: Unit of measurement
- 5. Quantity: Quantity of the property to be declared as surplus, obsolete or unserviceable
- 6. Original Value: Original value of procurement of the item
- 7. Date of Acquisition: Of the item being reported
- 8. Condition: Physical condition of the item
- 9. Recommendations: To be recorded by the inspection committee



PMR- 2 (E)

(Name of Office)

**HANDING TAKING NOTE OF VEHICLE TO DNP**

<b>1) Detail of the Vehicle:</b>	
Surrender letter No. & date:	
Ministry/ Department:	Condition/Status:
Vehicle Registration No.:	Type of Vehicle:
Engine Number:	Chassis No:
Model/ Purchase Year:	Cost of Purchase:
Odometer (KM) Reading:	Blue Book & Renewal date:
<b>2) Documents and Accessories:</b>	
Keys <input type="checkbox"/> No. of keys.....Tyres <input type="checkbox"/> Spare Tyres <input type="checkbox"/> Battery <input type="checkbox"/> Jack <input type="checkbox"/> Wrench <input type="checkbox"/> Lever <input type="checkbox"/> AC <input type="checkbox"/> Tape <input type="checkbox"/>	



<p>Parts Damaged:</p>	<p>Parts Missing:</p>
<p>Handed Over By:</p>	<p>Taken Over By:</p>
<p><b>Head of the Agency</b></p>	

PMR-2 (F)

(Name of Office)

**INSPECTION REPORT ON VEHICLE FOR “AS IS WHERE IS” BASIS**

**1) Detail of the Vehicle:**

Surrender letter No. & date:

Ministry/ Department:

Condition/Status:

Vehicle Registration No.:

Type of Vehicle:

Engine Number:

Chassis No:

Model/ Purchase Year:

Cost of Purchase:

Odometer (KM) Reading:

Blue Book & Renewal date:

**2) Documents and Accessories:**

Keys  No. of keys.....Tires  Spare Tire  Battery  Jack  Wrench  Lever  AC  Tape

Parts Damaged:

Parts Missing:



Inspected and reported by:	<b>Head of the Agency</b>
----------------------------	---------------------------

PMR- 2 (G)

## BUILDING ESTIMATION & VALUATION

Date:

**A] Basic Data:**

1. Name of the owner:
2. Thram No:
3. Plot No:
4. Location (describe the exact location):
5. Dzongkhag:

**B] Details/specification of the building:**

- (i) Type of structure/No/ of floors :
- (ii) Foundation and plinth:
- (iii) Superstructure:
- (iv) Partition wall and it's finishing:
- (v) Door frames and shutters:
- (vi) Windows frames and shutters:
- (vii) Flooring and it's finishing:
- (viii) Ceiling and it's finishing:
- (ix) Cornices:
- (x) Roofing and roof truss:



(xi) Electrical wiring and fittings:	
(xii) Plumbing and sanitary fittings:	
(xiii) Economic Life Span	
(xiv) Total no. of rooms in the building:	
(xv) Average room height(mtr):	
(xvi) Base town rates (per sq.m/mtr.ht):	
(xvii) Cost Index (%)	
(xviii) Average room size (mtr):	
(xix) Rates adjustment factor:	
(xx) Adjusted rate (per sq.m/mtr.ht):	0.00
<b>C] Calculation of the plinth area:</b>	
<b>PLINTH AREA</b>	

SN	Floor Details	Dimensions		Area (sq.m) Length x Breadth	Remarks	Room Ht.(m)	Amount (Nu.)	Remarks
		Length (m)	Breadth (m)					
1	Structure			0.00				
<b>Total :</b>				0.00				
<b>D] Cost Estimation/valuation:</b>								
SN	Description	Plinth area	Unit	Adjusted rate	Room Ht.(m)	Amount (Nu.)	Remarks	
1	Building works	0.00	Square Meter	0.00	0	-		

Total Cost estimate	-	
Scarp Value	-	



PMR - 5

(Name of the Office)

### NO DUE CERTIFICATE

This is to certify that Dasho/Mr/Mrs..... bearing CID/EID..... working under.....has no due or any equipment issued in his name as of now.

Sl. No.	Division/Section	Signature	Remarks

Head of Agency











7. Validity of Movement Order (Number of days):

**Signature & Seal**  
**(Transport Officer)**

<b>VEHICLE REQUISITION FORM</b>		
Name of Office:		
Department:		
Agency:		
Requisition Details		
Type of vehicle:		
<b>Date/Time</b>	<b>Place</b>	
	<b>From</b>	<b>To</b>
		<b>Purpose</b>

Requested by:	Signature:	
	Name:	
	Designation:	
	Date:	
Approved by:	Signature:	
	Name:	
	Designation:	
	Date:	