



MoF/DNP/PPMD-02/2022-2023/ 196

17th October, 2022

Standard Operating Procedure (SOP) for transfer/handing-taking over of Government Properties during the Reorganization of Agencies.

Background:

In pursuant to the letter from RCSC vide letter no. RCSC/CSR/2022/1064 dated September 28, 2022 addressed to Hon'ble Finance Secretary, Ministry of Finance (MoF) instructing -MoF to constitute **Property Management Task Force (PMTF)** in collaboration with the Royal Civil Service Commission (RCSC) towards ensuring seamless transition of Government Properties (movable properties, equipment & vehicles) for Agencies undergoing reorganization.

Purpose:

To identify the roles and responsibilities of the Department of Procurement and Properties (DPP) and the RCSC to initiate the process of transfer of the non-expendable assets (equipment, furniture & Vehicles) allocated to the agency and custodian concerned under the newly approved classified structure of the Organization.

Scope:

The primary objectives of defining SOP is to support the Agencies to have a systematic handing and taking over of government properties in the transformation of the structure in the Civil Service. Such process of developing SOP shall ensure proper transfer and ownership of any asset allocated to the custodian or to the agency concerned under the newly structured Organization.

Roles and responsibilities:

1. The Royal Civil Service Commission (RCSC) shall provide the list of Agencies that are reorganized under the current Restructuring of Civil Service from time to time.
2. The concerned budgetary agencies shall report to the Department of Procurement and Properties (DPP) on the process of transfer of assets (equipment/ furniture & vehicles) through Government Inventory Management System (GIMS) and physical verification shall be carried out by DPP to vet any unmatched record.
3. The DPP based on the list of agencies which are reorganized, the Central Procurement of Property Management Division (CPPMD), DPP shall ensure that such due process for transfer of assets are completed in the Government Inventory Management System (GIMS) within a month in collaboration with the concern budgetary agencies.
4. The DPP shall ensure that the property allocation and transfer shall be in pursuant to the Property Management Rules, 2022.



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5. If the due process is not initiated or completed in GIMS, the CPPMD, DPP shall remind the respective budgetary agencies to initiate the due process within one month from the date of issuance of reorganization order from the RCSC.
6. The DPP will follow-up with the respective budgetary agencies on the status of the transfer of assets and share the report with the oversight on such non-compliance.
7. During the transition period, merger of offices would create some designated pool vehicles excess, hence all pool vehicles upon the reorganization order from the RCSC shall be taken over from the agencies by DPP.
8. Internal swapping of Pool-vehicles within the concerned agencies or inter-agencies shall not be permitted, any exchange or allocation shall be based on the approval from MoF only.
9. All budgetary agencies upon successful handing taking shall submit final report of GIMS to DPP for validation.


Offtg. Finance Secretary