



MoF/DPP/PPMD-08/2023-2024/ 237

October 04, 2023

**Notification**

In order to streamline government inventory management and with successful adoption and integration of Government Inventory Management System (GIMS) by the government agencies, Ministry of Finance would like to notify the following for strict compliance and implementation:

1. **Surrender of obsolete properties:** In order to promote transparency and accountability all government agencies shall use the “*Disposal Module*” in GIMS for the surrender of obsolete properties to the Department of Procurement and Properties (DPP) for auction.
2. **Deletion of GIMS record:** In order to maintain proper audit trail and accountability all government agencies requesting “*deletion of GIMS record*” shall submit a formal letter signed by the head of agencies. The head of agency and system administrator shall be accountable for failure to comply with this notification.
3. **Discontinuation of Fixed Assets Register:** All government agencies shall discontinue “*manual fixed assets register*” as the same information is maintained in the GIMS to ensure data consistency and avoid duplication. However, in the case of *expandable assets*, agencies are instructed to adhere to the guidelines outlined in Section 3.1, sub-sections 3.1.1 and 3.1.2, which pertain to the Inventory of Expendable Property.

This notification shall come into immediate effect.

**Acting Finance Secretary**  
**Ministry of Finance**

Cc:

1. The Auditor General, Royal Audit Authority, Thimphu, for kind information.
2. All Heads of Budgetary Bodies for information.
3. All Procurement Officers/Focal Persons for immediate action.