



Guidelines

on

**Allotment of ICT Equipment, Vehicles and Joining Ceremony Expenses for HPM,
Cabinet Ministers and Equivalent Position Holders**

Issued by the Ministry of Finance, January 01, 2024

Purpose

The purpose of this guidelines is to ensure that the essential office equipment and facilities are made available to the incoming Hon'ble Prime Minister (HPM), Cabinet Ministers and Equivalent position holders (Speaker & Opposition Leader) to enable the Hon'ble Members to discharge their functions and responsibilities immediately upon assuming the office.

The respective Agency/Ministry shall apply the standards set herein for:

1. Issuance of ICT devices/other equipment;
2. Allotment of vehicles;
3. Expenses for joining ceremony.

I. Hon'ble Prime Minister

The Cabinet Secretariat shall issue the following essential equipment to HPM:

1. ICT Devices

- One-unit iPad (256 GB) including accessories such as pencil, keypad and cover;
- One-unit Mac-Book Air/Pro (512 GB) including accessories such as converter, mouse, bag;
- One-unit desktop monitor without a CPU (for office use);
- One-unit printer (black & white).

2. Fitness Equipment

The fitness equipment for HPM's office, if required during the term shall be up to Nu.500,000 (Ngultrum five hundred thousand only). The ownership of all the fitness equipment shall be transferred at a depreciated rate determined by DPP at the time of separation of service, if the HPM so desires.

3. Duty Vehicle

- One-unit VX Prado (running condition);
- One-unit SUV-electric car;
- A back-up vehicle for official travel (as and when required) to be made available from the pool of respective Agency/Ministry.

4. Expenses for Joining/Dakyen Ceremony

The one-time joining/*Dakyen* ceremony expenses to be incurred by the Cabinet Secretariat/PMO (office and residence) shall be maintained within Nu.1.200 million (Ngultrum one million two hundred thousand) only irrespective of sources of funding.

II. Cabinet Ministers and Equivalent Position Holders (Speaker and Opposition Leader)

1. ICT Devices

- One-unit iPad (256 GB) including accessories such as pencil, keypad and cover;
- One-unit Mac-Book Air/Pro (512 GB) including accessories such as converter, mouse, bag;

- One-unit desktop monitor without a CPU (for office use);
- One-unit printer (black & white);
- One-unit dedicated fixed line telephone set.

2. Duty Vehicle

- One- unit TX Prado (running condition);
- A back-up vehicle for official travel (as and when required) to be made available from the pool of respective Agency/Ministry.

3. Expenses for Joining/Dakyen Ceremony

The one-time joining/*dhar* ceremony expenses to be incurred by the Agency/Ministry (office and residence) shall be maintained within Nu.0.600 million (Ngultrum six hundred thousand) only irrespective of sources of funding. This shall also apply to new Ministers appointed in the event of change in the Cabinet Ministers and shall not apply in case of inter- ministerial transfer.

III. Furniture and Furnishing

All the furniture and furnishing of the Hon'ble Members' Office to be replaced based on the life cycle of the existing furniture. However, the respective Agency/Ministry shall ensure not to charge the expenses of the following items to the government expenditure since they are not transferable, reasonable or typically needed in an office such as:

- Camping equipment, BBQs and outdoor grills;
- Outdoor furniture;
- Home theater sound systems;
- Beds and cots;
- Steam irons or steamers;
- Power tools;
- Artwork;
- iPods, iPhones, iPod touch phones, MP3 players and any related accessories;
- Electronic book readers such as Kindle, Kobo and Sony Reader;
- Luggage;
- Assets that are permanently customized;
- Luxury and/or antique and/or custom-built furniture such as *Chhoeshams*, statues/*Thangkhas*;
- Special-order desk blotters and other accessories.

The furnishing of Lhengye Dhenpa shall be as per the standards set by DPP in *Annexure I*.

IV. Procurement Procedures

1. For greater efficiency, effectiveness and to ensure optimization of resources, the DPP shall obtain competitive rates through quotations only for computer devices (laptop and desktop);

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2. The Agency/Ministry concerned shall assess the requirement of new computers and submit the requisition to DPP. Based on which, the DPP shall procure, verify the technical/quality assurances and hand over the devices along with verified bills to the respective Agency/Ministry;
3. However, with regard to office furniture and equipment (including iPad), the concerned Agency/Ministry shall procure from the vendors following the procurement process after assessing the requirement;
4. The payment then shall be made by the respective Finance Divisions upon receipt of computers duly verified by DPP and others (office equipment/furniture) by the procuring agency.

V. Custody, Ownership and Transfer of Assets

All the assets provided by the respective Agency/Ministry are the property of the RGoB, therefore, the respective agencies shall ensure to update the allocated properties in the Government Inventory Management System (GIMS) in accordance with Property Management Rules, 2022;

1. Proper documentation of usage and maintenance of allocated government properties shall be mandatory;
2. The provisions outlined in the Centralized ICT Devices Guidelines 2021 shall govern the ownership and transfer of laptops
3. In case of transfer, the device must be transferred along with the public servant following GIMS protocol;
4. The ownership of all the devices (excluding printer, desktop monitor, fitness equipment, and fixed line telephone set) shall be transferred at a depreciated rate determined by DPP at the time of separation of service, if the Hon'ble Cabinet Minister so desires.

VI. Amendments and Review

These guidelines may be updated as necessary by the competent authorities. Regular review of the implementation and effectiveness of these terms shall be conducted to ensure relevance and compliance with current regulations.

VII. Accountability

The Head of the Secretariat (Government Secretaries and Secretary General) shall be responsible and accountable to remain and provide necessary support within the standards and limits set above.



Annexure I

List of Furniture for Residence (Cabinet Ministers and Equivalent Position Holders: Speaker and Opposition Leader)

Sl. No.	Item Description	Qty
1	Aluminum blinds in bathrooms	6
2	Aluminum blinds in kitchen & store	8
3	Balcony bamboo chairs with cushion	3
4	Balcony bamboo table with glass top	1
5	Bed bench	1
6	Blinds	33
7	Buffet table	2
8	Center table with glass top	2
9	Console	5
10	Console + Mirror	2
11	Console with marble top	1
12	Corner rack	5
13	Cupboard	6
14	Curtain with sheer	34
15	Cushion with cover	4
16	Desk	1
17	Dining chair	10
18	Dining table	1
19	Double seater sofa upholstery with cushion	3
20	Dressing mirror with chair	2
21	Dressing mirror with table	4
22	Easy chair	3
23	Easy chair with cushion	10
24	Fire extinguisher	3
25	Kabney hanger - 300 mm	3
26	Kabney hanger - 600 mm	3
27	Kabney hanger - 900 mm	2
28	King size bed with 2 side tables	1
29	King size bed with side tables	1
30	King size mattress	2
31	Lamp with glass	4
32	Lamp with silk shade	18
33	Library unit	1
34	Luggage table	6
35	Minister desk chair	1
36	Mirror	4



37	Occasional table	1
38	Occasional table (round)	1
39	Round table	5
40	Samsung LCD TV 32" SN BB503DGZ208016K	1
41	Samsung LCD TV 40" SN AUJY3DHZ101909A	1
42	Shelves in kitchen	3
43	Side table with glass top	4
44	Single bed with side table	5
45	Single mattress	5
46	Single seater sofa upholstery with cushion	2
47	Sofa back console with marble top	1
48	T.V cabinet	3
49	Table lamp	1
50	Three seater sofa (leather)	1
51	Triple seater sofa upholstery with cushion	1
52	Two seater sofa	2
53	Two seater sofa (Leather)	1
54	Up lighter	2
55	Visitor's chairs	2
Total		238

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