



SECRETARY

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Ministry of Finance
Royal Government of Bhutan

BHUTAN
Believe

MoF/DPBP/Rules/2024-2025/1091

February 17, 2025

Notification

Subject: Management and Use of Pool Vehicles

As per the Pay Structure Reform Act of Bhutan 2022, employees at the position levels of Specialist, P1, and below are not entitled to designated vehicles. However, it has come to the notice of the Ministry of Finance that officials who are not entitled to designated vehicles are misusing pool vehicles as designated transport. This practice is a gross misuse of government property and a clear breach of the Pay Structure Reform Act of Bhutan 2022. Such actions not only contravene existing regulations but also reflect a serious violation of the code of conduct expected of responsible officials.

The use of pool vehicles shall strictly adhere to Section 7 of the Property Management Rule 2022, which stipulates the following:

1. Except for designated duty vehicles, all light and heavy vehicles, irrespective of their sources of financing or project affiliations, shall be pooled under the respective Head Office. For ministries with larger agencies, vehicles may be pooled under the respective agencies.
2. When on tour outside the workplace, all pool vehicles shall be parked in designated office parking areas and shall not be parked at the residential compounds of drivers or other officials.
3. All pool vehicles shall be driven only by appointed professional drivers, who must carry their driving licenses while operating the vehicles.
4. In the absence of a driver or during emergencies, the Transport Officer may permit an official with a valid driving license to drive the pool vehicle, but only with prior approval from the Head of the Agency.
5. The use of pool vehicles outside the duty station shall be strictly for official travel authorized by the Head of the Agency/Office.

Please note that vehicles must be used strictly for their intended purpose and only with the necessary approvals. Additionally, they must be parked within office premises during off-office hours, weekends, and holidays, except when required for official tours outside the workplace.

In view of the foregoing, the Ministry of Finance directs the following:

1. All government agencies to immediately withdraw any pool vehicles that have been inappropriately assigned to officials at the position levels of Specialist, P1, and below.
2. All government agencies to strictly enforce the Section 7 of the Property Management Rules, 2022 concerning pool vehicles.



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Heads of agencies and concerned officials will be held accountable for any unauthorized use of pool vehicles under their jurisdiction. The Ministry of Finance will take necessary actions against non-compliance, especially the immediate withdrawal of the misused vehicles and forward the case for further disciplinary action to the Royal Civil Service Commission.

We solicit the kind support and cooperation of all the budgetary agencies in strictly enforcing these regulations to prevent misuse of government resources in the interest of transparency, accountability, and fairness.


(Leki Wangmo)

Copy to:

The Hon'ble Chief Justice of Bhutan, Royal Court of Justice, Thimphu.

Head of Constitutional Bodies, Thimphu.

The Chairperson, Royal Civil Service Commission with special attention to the potential breach of code of conduct by civil servants.

Cabinet Secretary, Cabinet Secretariat, Thimphu.

Secretaries of All Ministries, Thimphu.

Head of Autonomous Agencies/Dzongdags/Thrompons & Gups.