Guidelines for Maintenance & Utilization of Utility Vehicle in Gewogs

Introduction:

The Government, recognizing the importance of empowering local Government and to enhance mobility for execution and timely monitoring of development activities has decided to provide a utility vehicle each to all the Gewogs.

I. Objectives:

To enhance mobility for efficient and effective implementation and monitoring of Gewogs' socio-economic development activities.

II. Scope for Utilization of the Vehicle:

The vehicle shall be used for the following purposes:

a. Official works and tours within and outside Gewogs;
b. Transportation of official purchases and stores;
c. Emergencies and disasters;
d. *Based on the demand and as and when available, can be used for transporting agriculture produce to the farm shop on payment at existing Government mileage rate.*

The vehicle shall not be used:

i. As dedicated vehicle of Local Government officials; and
ii. For private or personal purposes;

III. Movement and administrative procedures:
The following administrative procedures shall be followed for movement of Vehicle:

a. The Gup shall be the controlling officer and Gewog Administrative Officer (GAO) as Motor Transport Officer (MTO).
b. Movement of the vehicle shall be based on the movement order duly signed by the GAO
c. Gewog shall maintain *fuel book, vehicle movement order book, log book, and vehicle history* book as prescribed by the Government;

d. The vehicle log book shall be strictly maintained by the driver and verified by the MTO on a daily basis;

e. Vehicle history book and log book should be strictly verified by the MTO and Gewog Accountant before making any payment.

f. The vehicle shall be parked in the Gewog office premises.

IV. Annual running and maintenance budget:

a. Nu.60,000/- shall be provided;

b. Registration, renewal, third party insurance, etc. shall be met from the above amount;

The above guidelines will be reviewed and revised in consultation with the relevant stakeholders from time to time

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