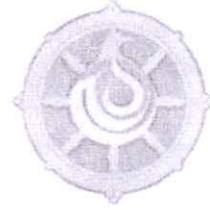




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ROYAL GOVERNMENT OF BHUTAN  
THIMPHU DZONGKHAG ADMINISTRATION  
"Reaching the unreached"



TDA/ADM-03/2020-2021/ 1763

March 4, 2021

To

Dasho Dzongrab Gom, TMD,  
Dasho Drungpa Gom, Lingzhi &  
All the Sector Head(s),  
Dzongkhag Administration,  
**Thimphu.**

Subject: **New ToR for MTO & criteria set for vehicle requisition**

Dear Dasho(s) and Sector Head(s),

As discussed and endorsed in the recent Staff Meeting held on dated 18th February, 2021, this Administration would like to circulate the newly developed Terms and Reference for Motor Transport Officer & criteria/eligibility for vehicle requisition hereafter.

The Sectors are requested to further disseminate the information to concerned staff with immediate effect.

Yours Sincerely,

(Tasha Gyeltshen)  
**DZONGRAB GOM**



Copy to:-

1. Dasho Dzongdag, TDA for kind information.
2. ICTO, TDA to upload in the website

## TERMS OF REFERENCE FOR MOTOR TRANSPORT OFFICER (ToR)

1. Maintain all vehicle in pliable condition
2. Ensure all drivers are available for the duty.
3. Ensure that the maintenance of the vehicle is carried out genuinely & the fuel issued in a month is utilized judiciously
4. Maintain vehicle history book
5. Ensure for the timely renewal and fitness of all the government vehicles.
6. Ensure the all pool vehicles other than designated are parked in the parking area when not deployed.
7. Maintain all records of the vehicle requisitions submitted by the various sectors for future records.
8. Approve and issue movement order of the vehicles for the tours within the Dzongkhag.

### Criteria / eligibility for Pool Vehicle Requisition:

While the Administration in line with government policies encourages to use the government vehicles during the tours to minimize the expenses on mileages, all are requested to adhere to the following considering the shortages of pool vehicles.

Vehicle Requisitions:

- a) Vehicle Requisition by any individuals must be put a day before the tour unless otherwise in unavoidable circumstances.
- b) Pool vehicles shall be given to officials who are travelling in team for the same official purpose to optimize the use of scarce resources.
- c) However, pool vehicle approval may be granted to individual official to the destinations where small/ light personal vehicle cannot ply. (eg. Barshong)
- d) Pool vehicle may be granted to individual official to transport goods/ heavy loads.
- e) The team leader of the group in case of travelling in group or by individual in case of traveling alone to sign in the log book of the vehicle deployed,

**Officials requesting for pool vehicles shall mention the mode of transport in the note sheet seeking for travel approval. However, one needs to regularize the mode of transport for tour in case the pool vehicle could not be provided due to some reason.**

  
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