

རྒྱལ་ཁྲུང་རྩིས་ཞིབ་དབང་འཛིན།

**ROYAL AUDIT AUTHORITY**



**INTERNAL GUIDELINES 2021**  
(Vehicle Management & Deployment)

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**DECEMBER 2021**  
(Version 1:0)

## 1. Objective

To ensure proper maintenance, safe custody and judicious use of both pool and designated vehicles in RAA.

## 2. Category of Vehicles

- a) Designated vehicles; and
- b) Pool vehicles

## 3. Management and deployment

### a) Designated vehicles

- i. Entitled officer shall be permitted to drive vehicle from office to residence and vice versa;
- ii. Only designated driver shall drive the vehicle during long distance official travels unless necessitated by emergent situation;
- iii. Movement order shall be signed by officer himself or herself;
- iv. Cost of any damages to vehicles due to negligence during self-driving shall be borne by officer/individual;
- v. Pool the vehicles when the travel involves group of officials to same location;
- vi. Heads of Department shall detail vehicle to drop and pick field auditors, whenever necessary; and
- vii. The entitled officer can use for other purposes as approved by Hon'ble Auditor General

### b) Pool vehicles in Head Office

- i. Transport Officer shall ensure that pool vehicle is driven only by designated drivers;
- ii. Vehicles shall be parked in office compound when **NOT** in use;
- iii. Cost of any damages to pool vehicles parked in private residences shall be borne by officer/individual;
- iv. Requisition of pool vehicles shall clearly indicate the audit teams and place of destinations including the duration of engagement;
- v. Proposal for maintenance of vehicles shall be assessed by Transport Officer and In charge and seek prior approval of Head of DoS; and
- vi. Request for use of pool vehicle for pressing and emergency needs of employees shall be permitted only with prior approval of Hon'ble Auditor General or his authorized representative subject to availability and condition that official pays for any damages caused to the vehicle during his/her duty.

### c) Pool vehicles in OAAGs and PDC

Besides points (b) above, the OAAGs shall adhere to following:

- i. In absence of driver, the Assistant Auditor General and Program Director shall be allowed to drive vehicle only upon obtaining prior approval of Head of the Department;
- ii. Use the pool vehicles to drop and pick up field auditors; and
- iii. Refrain from using pool vehicles for personal purposes.

### 4. General applications

- i. Movement orders shall clearly indicate the nature of duty and destinations;
- ii. Individual driving the vehicles will be responsible for any issues relating to inspection of vehicles by relevant authority;
- iii. Drivers shall ensure proper maintenance of records; and
- iv. Transport Officer shall ensure timely payment of renewal fee and other levies including annual insurance.

### 5. Amendment

This Guideline is subject to amendment as and when required.



(Auditor General)

Date:

30/12/2021

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