

**Royal Government of Bhutan****Property Management Manual**

(Name of Office)

REPORT OF SURPLUS, OBSOLETE & UNSERVICEABLE PROPERTIES**PMM - 3**

Sl. No.	Name of the Property	Id. Code	Folio No.	Unit	Qty	Original Value (Nu)	Date of Acquisition	Condition	Depreciated Value (Nu)	Recommendations of the Property Inspection Committee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Property Inspection Committee

Verifying/Reporting Officer

Signature, Date
Name
Designation

1. Signature,
Date
Name
Designation

2. Signature,
Date
Name
Designation

3. Signature,
Date
Name
Designation



Instructions for Report of Surplus, Obsolete & Unserviceable Properties (PMM - 3)

- | | | |
|-------------------------|---|--|
| 1. Sl. No. | : | Serial number of the entry. |
| 2. Name of the Property | : | Self - explanatory |
| 3. Identification Code | : | Identification code allocated by the Department of National Properties |
| 3. Folio No. | : | Page number of the Register or Ledger. |
| 4. Unit | : | Unit of measurement |
| 5. Quantity | : | Quantity of the property to be declared as surplus, obsolete or unserviceable |
| 6. Original Value | : | Original value of procurement of the item |
| 7. Date of Acquisition | : | Of the item being reported |
| 8. Condition | : | Physical condition of the item |
| 9. Depreciated Value | : | Depreciated value of the prescribed rate of depreciation in respect of unserviceable items only. |
| 10. Recommendations | : | To be recorded by the inspection committee |

Note:

- This report shall be submitted to the Head of Department/Agency.
- Column 3 will be provided by the Department of National Properties.
- Columns 1 to 9 shall be filled in by the Reporting Officer (Verification Officer or the Property Officer/Head of Office in case the latter sends the report)
- Column 11 shall be filled in by the Inspection Committee after inspection of the properties reported as surplus, obsolete or unserviceable.