



དངུལ་རྩིས་ལྷན་ཁག།

ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



DNB/Rules/2017-18/ 1743

1<sup>st</sup> May 2018

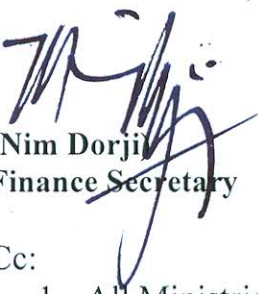
Notification

**Subject: Compliance on payment of TA/DA claims**

This is to notify that the Royal Audit Authority, while conducting audit of in-country travels had observed irregularities and shortcomings resulting from weak administrative, supervisory and monitoring controls in the administration of in-country travels. Further, many cases of inadmissible TA/DA payment have been reported.

Therefore, the Ministry of Finance hereby notifies all the budgetary agencies to comply with the relevant rules and regulations with regard to in-country travels as follows:

SL #	RAA's recommendation	Compliance ( rules)
1	Submission of tour report	Proper tour report along with the TA/DA claims must be submitted in line with chapter 16 section 16.7 of the BCSR 2018
2	Travel of employees should be relevant & aligned with their job responsibilities & travel plan	As per BCSR 2018, Chapter 16, section 16.2
3	Procedure for approving travel authorization & travel claims should be strictly adhered to	As per BCSR 2018, Chapter 16, section 16.2 and FRR 2016 FAM section 5.14.4
4	There should be a proper coordination between the controlling & disbursing officers	As per BCSR 2018, Chapter 16, section 16.2 and FRR 2016, FAM 5.14.4
5	Travel should be properly monitored & controlled	As per BCSR 2018, Chapter 16, section 16.2 and FRR 2016, FAM 5.14.4
6	Travel budget should be used prudently	As per BCSR 2018, Chapter 16, section 16.8

  
(Nim Dorji)  
Finance Secretary

Cc:

1. All Ministries, Dzonkhags, Gewogs and Autonomous Bodies
2. The Auditor General, Royal Audit Authority, Thimphu