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DEPARTMENT OF PUBLIC ACCOUNTS  
MINISTRY OF FINANCE



DPA(RMD-3)/2013-14/1305  
January 10, 2014

NOTIFICATION

This is to notify to all the budgetary agencies that the Public Expenditure Management System (PEMS) has been enhanced to enable the users to process all the fund releases and accounting transactions online and on real time-basis. All the modifications are incorporated in their relevant modules. The following are the new features developed and incorporated under the respective modules:

**I. Release Module**

- a. Online budgetary release
- b. Online refundable deposits release
- c. Online non-revenue deposits release
- d. Online uncashed cheque release

*Hereafter, all fund release request shall be sent to DPA through PEMS using on-line fund release module.*

**II. Accounts Module**

- a. Digital key for voucher & release to enhance security
- b. Work assignment of advances adjusted in the preceding year shall not get forwarded in the following financial year
- c. Salary voucher can be reversed, *only* if remittances are not posted
- d. Journal vouchers and other vouchers can be reversed
- e. Alert message for un-approved voucher and releases
- f. Tagging of expenditure to fund release including advances
- g. Non-revenue: in deposit works client agency is tagged to entrusted agency
- h. Provision to select party and work assignment in refundable deposits transaction
- i. While preparing vouchers, cash and bank balances will reduce consequently
- j. Provision to upload and download supporting documents for vouchers
- k. Issuance of system generated non-revenue receipt for other vouchers in place of manual non-revenue receipt.
- l. Three different levels in voucher processing- preparation, verification and approval

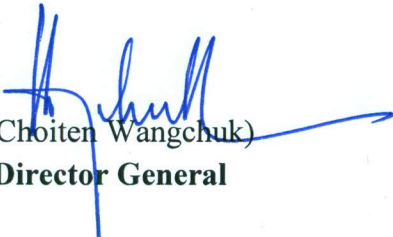
*All PEMS users are to note the changes and follow strictly the protocols prescribed in the user manual posted in [www.myrbpems.bt](http://www.myrbpems.bt) and [www.mof.gov.bt](http://www.mof.gov.bt) while preparing vouchers, fund disbursement, party assignment and acknowledgement of fund receipts etc.*

### **III. Payroll Module**

- a. View active and in-active employee status separately.
- b. Provision to adjust/select tax exempt individuals
- c. Pay bill generation for RBP personnel and Central Monk Body is incorporated.
- d. Transfer of employee details to another unit/division under same LC account
- e. Provision to e-mail pay slips of employees

For details, the PEMS users are advised to refer the user manual which is available at [www.mof.gov.bt](http://www.mof.gov.bt) or [www.myrbpems.bt](http://www.myrbpems.bt) and for any further clarifications, you may contact your concerned release officer in DPA at 322604/322641/322951.

The above changes will come into effect from the date of the notification.

  
(Choiten Wangchuk)  
**Director General**