



MINISTRY OF FINANCE
ROYAL GOVERNMENT OF BHUTAN

Tashichho Dzong
Thimphu - Bhutan

MoF/DPA/RMD/ 73
1st July 2009

CIRCULAR

This is to notify all the Budgetary Agencies that the fund release procedures are hereby simplified and revised with effect from 1st July 2009. As required by Public Finance Act (PFA) 2007, time frame for processing fund release by Department of Public Accounts (DPA) has been set and a standard Fund Requisition Form (FRF) is prescribed for requesting budgetary releases. A copy of FRF is attached herewith for ready reference. The Revised Fund Release Procedure is presented below:

Sl. No.	Type of Fund Releases	Documents Required	Time frame for DPA for Processing Releases
I Budgetary Releases:			
1.	Current Regular Release	No documents. Release on quarterly basis without having to request	Current Release completed by 15 th of the first month of every quarter.
2.	Current Ad-hoc Releases	Fund Requisition Form to be submitted without any supporting documents	2 working days (Release completed within 2 days from the receipt of the FRF)
3.	Capital Releases (Construction & Non-Construction)	Fund Requisition Form to be submitted without any supporting documents	5 working days (Release completed within 5 days from the receipt of the FRF)
II Non-Budgetary Releases:			
1.	Refundable & Non-Revenue Release	Request letter with a copy of deposit invoice confirmed by Bank.	7 working days (Release completed within 7 days from the receipt of request letter)
2.	Unencashed Cheques	Request letter with original unencashed Cheques and explanations	5 working days (Release completed within 5 days from the receipt of the request letter)

For timely budgetary releases, following minimum conditions are to be fulfilled by the Agencies:

- Submission of Monthly Accounts within 15 days after completion of the month;
- Sufficient budget provision against the activity for which the release is requested;
- For donor funded activities, there should be donor fund balance with RGoB.

Any instances of delays in fund releases after fulfilling the minimum condition may be reported to the Director, DPA for necessary action.

[Lam Dorji]

Finance Secretary

Copy to:

- All Budget Agencies.
- The Chairperson, Anti-Corruption Commission, Thimphu for kind information.
- The Auditor General, Royal Audit Authority, Thimphu for kind information.

(Agency's Letter Head)

Fund Requisition Form (FRF)

Ref. No.

Date:/...../.....

The Director
Department of Public Accounts
Ministry of Finance
Thimphu

Subject: Request for release of fund

Sir,

Kindly arrange to release fund to our LC/PLC account No.for the following activities from the approved budget of Fiscal Year..... :

Sl.	Budget line & Activity	FIC	Approved budget (Nu.)	Release request (Nu.)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
10.					
TOTAL					

Yours sincerely,

Name : _____

Name : _____

Signature : _____

Signature: _____

(Head of Accounts Section)

(Head of Agency)