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དབུལ་རྩིས་ལྷན་ཁག།དམངས་རྩིས་ལས་ཁུངས།
ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
DEPARTMENT OF PUBLIC ACCOUNTS

DPA/PEMS SDS-Notification/2017-2018/ 1447

April 26, 2018

NOTIFICATION

This is to notify to all the budgetary bodies that the procedure for transfer of fund for the personnel emoluments and other related cost of the transferred employees after the final quarterly releases shall be as per *Clause 7.4.1 of the Budget Manual (BM) of FRR 2016*. The budgetary bodies shall not make transfer of such funds through cheque, cash warrant, and demand draft or by any other means.

The following guidelines shall be followed by the budgetary bodies with immediate effect:

- i. *The relieving agency shall process for fund release withdrawal equivalent to the personnel emoluments and other related cost of the transferred employees through PEMS.*
- ii. *The receiving agency shall request the relieving agency for transfer of budget along with copy of relevant supporting documents like LPC, etc. through MYRB System.*
- iii. *The relieving agency shall approve the transfer request after completing the fund release withdrawal.*
- iv. *The receiving agency shall then process the request for fund release through PEMS within the fund releases deadline provisioned in the FRR 2016.*

Further, it has come to the notice of the Ministry of Finance that some of the budgetary bodies are not approving such request for budget transfer from the receiving agencies, thus leading to unnecessary complications. Therefore, all the budgetary bodies are hereby directed to abide by this notification with immediate effect.

(Tshering Dorji)
DIRECTOR

Copy to:

1. The Hon'ble Auditor General, Royal Audit Authority, Thimphu for kind information.
2. The Hon'ble Secretary, Ministry of Finance, Thimphu for kind information.
3. The Director, Department of National Budget, MoF for kind information and necessary action.
4. All Heads of the Budgetary Bodies for strict compliance.