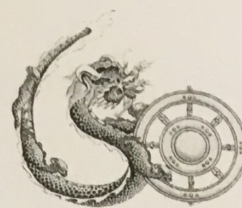


དངུལ་རྩིས་ལྷན་ཁག།

ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/ADM/ACC/6/2018-19/

18<sup>th</sup> January, 2018

**INTERNAL NOTIFICATION**

The Ministry would like to remind the employees falling in the schedule II of the AD Rule 2017 to declare your Assets for the income year 2018 from 1<sup>st</sup> February, 2019 - 31<sup>st</sup> March, 2019.

Please note that failure to file declaration within the declaration period shall be levied penalty as per section 38 (4) & (5) of ACAB 2011 and sections 53 and 54 of AD rule 2017. You may also kindly note the following while declaring you assets;

1. Late Declaration (1<sup>st</sup> May-31<sup>st</sup> May, 2019)- a fine of one day's national minimum wage for everyday such failure subsists.
2. Non Declaration (1<sup>st</sup> June 2019 and thereafter) – fine of one year's national minimum wage.
3. The Asset Declaration System is not linked with the email addresses provided by the declarants, therefore declarants have to log-on to AD System to check the status of your declaration.
4. The declarants should follow-up on the status until the status shows verified & accepted. The AD focal is not liable in case of any return if the declarations are incomplete.
5. The declarants should contact the Commission directly if the password cannot be retrieved.
6. Newly appointed covered employee must declare the assets for the reason as Assumption of Office within 3 months and for those resigning/superannuating must declare for the reason Vacation of Office before being relieved from the office.
7. Do not declare old properties which have been already declared in previous years, declare correctly all sources of income, all liabilities and reporting year's savings.
8. Preview the declaration before submitting to avoid numerical/ typographical errors and incomplete information.

For any clarification/information on online asset declaration system, kindly contact 322514 with Asset Declaration Administrator, MoF or refer to AD Rule 2017 on ACC's website.