



དབལ་ལྷན་འབྲུག་གཞུང།
དབལ་ལྷོ་ལྷན་ཁག།དམངས་ལྷོ་ལས་ཁུངས།
ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
DEPARTMENT OF PUBLIC ACCOUNTS



DPA/e-PEMS-SDS/2020-21/ 857

7th April, 2021

NOTIFICATION

In line with the *e-PEMS* User Management Manual, all the Budgetary Bodies are hereby reminded to note the roles of various *e-PEMS* users as mentioned below:

1. All Administrative Units (AUs) will have one Agency Administrator.
2. The Agency Administrator is provided the rights to assign LC/PLC to all the Agency Users.
3. The Agency Administrator has the rights to assign/change signatory authorization of the Agency Users within the respective AUs.
4. The Agency Administrator has to suspend/transfer/deactivate any users when he/she leaves the office on leave / transfer / separation.
5. The Agency Administrator should ensure that signatory authorization is assigned to the users based on their roles to institute adequate *maker and checker* mechanism in the budgetary bodies.
6. The Agency Users shall provide the following reports (PDF) on a regular basis to the Head of budgetary bodies for timely monitoring and reporting purposes.
 - i. Monthly Cash Book
 - ii. Budget Vs Expenditure statement by OBC
 - iii. List of Outstanding Advance Reports (Personal and Public Works)
 - iv. Transaction details with PI Code and Payee Name
7. All payments shall be transferred through the *e-PEMS* directly to the Payees' bank accounts.

This is issued for strict compliance. For any additional information and clarification on the above roles, please refer to the *e-PEMS* User Manuals or contact *e-PEMS* Client Support at DPA.

(Tshering Dorji)
Director

Copy to:

1. All Head of Budgetary Bodies for kind information
2. All Finance Personnel for immediate action