



DTA/TMD/01/2022-23/ 72

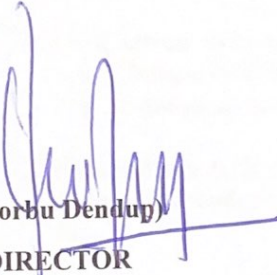
16<sup>th</sup> May 2023

**NOTIFICATION**

The Department of Treasury and Accounts, Ministry of Finance would like to hereby notify all budgetary bodies that the year-end closing of the fiscal year 2022-23 is approaching.

Therefore, to assist with the preparation of the fiscal year closure, a comprehensive checklist is provided alongside this notification.

Issued for strict compliance.

  
(Norbu Dendup)  
DIRECTOR

Copy to:

1. Hon'ble Acting Finance Secretary, for kind information.
2. Office copy



## 1. CHECKLIST FOR FINAL BUDGET RELEASE SCHEDULE FOR FISCAL YEAR 2022-23

In line with section 3.11.3. Chapter 3 of the Financial Rules and Regulations (FRR) 2016, to facilitate the proper closure of books of accounts for fiscal year (FY) 2022-23, all fund releases shall be completed by 15th June 2023.

As such, in order to ensure the above actions are considered, all budgetary bodies must adhere to the following fund release request submission schedule for the month of June 2023.

Sl. No.	Release Type	Request Submission Deadline	Remarks
1.	Budgetary Fund Release	May 25 <sup>th</sup> , 2023	Request submission through ePEMS (BRF module) on or before 25 <sup>th</sup> May 2023.
2	Non-Budgetary Release (Non-revenue and Refundable Deposit Release)	June 10 <sup>th</sup> 2023	Request submission through ePEMS (Release module) on or before 10 <sup>th</sup> June 2023.

### 1.1 CHECKLIST FOR BUDGETARY FUND RELEASE:

1.1.1 Complete the following actions related to budget before BRF submission:

- Release withdrawals and budget reappropriations
- Additional and supplementary budget incorporations

1.1.2 Ensure donor funds have been credited in the Budgetary Fund Account at DTA for those donor funds that have budget incorporated and are to be executed this FY 2022-23.

1.1.3 Complete the submission of BRF as per the aforementioned deadline for both RGOB and donor funded budgets of FY 2022-23.

### 1.2 CHECKLIST FOR NON- BUDGETARY FUND RELEASE:

1.2.1 Release request submission only if payment is confirmed to be made this FY.

1.2.2 Redeposit of the release into the relevant miscellaneous receipts and payments account (broadhead 8) if the payment does not have to be made this FY. (Refer 2.3.2 and 2.3.3)

1.2.3 Cross verification between the suspense account (broadhead 9) and the miscellaneous receipts and payments account (broadhead 8) to avoid lapse of funds and accumulation of funds in the suspense account. (Refer 2.3)



### **1.3 CHECKLIST FOR SURRENDER OF CLOSING CASH BALANCE:**

Please note that the closing cash balance should be surrendered only after the closure of FY 2022-23 and not in June 2023.

## **2. CHECKLIST FOR SUCCESSFUL E-PAYMENT TRANSACTIONS**

**2.1 All the payments and remittances transactions with payment mode bank should be completed by 29th June.**

**2.2 All the remittances on account of TDS (Tax and Non-Tax) should be remitted within the deadline.**

**2.3. All the deposits on account of Non-Revenue and Refundable Deposits should be deposited.** (Refer 1.2 and Note 1)

2.3.1 Ensure the **Un-utilized** fund releases for Non-revenue Deposits (NR) and Refundable Deposits (RD) are **re-deposited** into the respective accounts.

2.3.2 If the unutilized release is pertaining to the deposits made in the prior FY, the whole amount should be re-deposited.

2.3.3 If the unutilized release is pertaining to the deposits made in the current FY and there are outstanding advances, re-deposit should be made based on the following formula:

***Total release - (Expenditure + Outstanding Advance) = Net Amount to be re-deposited.***

***NOTE 1: In the event of non-deposits and lapses of non-revenue and refundable deposit releases, DTA shall not entertain any request and the concerned finance personnel shall be held accountable.***

**2.4 All the closed work transaction pertaining to FY 2021-22 should be settled within current FY 2022-23:**

Ensure all the closed work transactions pertaining to FY 2021-22 to be settled / adjusted within the current FY 2022-23.

**2.5 All the transactions should be successful with the bank as such reconciliation of all the transactions between e-PEMS and Banks should be completed by 30th June 2023.**

Ensure all the transactions sent to the bank till 29th June are successful including the previous months. There is no provision to facilitate release for the unsuccessful transactions in the next



FY. As such for smooth reconciliation of all transactions between e-PEMS and Banks, ensure the following actions:

### **2.5.1 Check the amount in Annex 1 and 2 of the BRS**

Updating the amount in Annex 1 or Annex 2 of the bank reconciliation statement (BRS) will not be allowed in June month. If there are amounts in any of the annex in the month of May and are not able to trace the corresponding transactions, budgetary bodies should revisit the bank statement and BRS from July month. Accordingly, necessary changes/corrections should be done.

### **2.5.2 Annex 1 - Amount debited in cash book but not in Bank Statement**

Budgetary bodies should check the following cases if there are amount updated in the Annex 1 till May:

- Payment instruction (PI) sent to bank but LC/PLC not debited
- Payment instruction (PI) sent to bank, LC/PLC not debited but beneficiary account credited. These issues are usually common in the payments to other beneficiary banks where payments are routed through the BIRT system of RMA.
- Budgetary bodies should provide details to e-PEMS Client Support focal at DTA for discussion with BOBL
- Payment instruction (PI) made reversible but not reversed.

### **2.5.3 Annex 2- Amount debited in Bank Statement but not in cash book**

Budgetary bodies should check the following cases if there are amount updated in the Annex 2 till May:

- Amount debited from LC/PLC account, but vouchers not posted in e-PEMS. The pertinent example of such cases is SWIFT payments.
- Bank Charges for Fund Transfer on SWIFT payments or any other bank charges.
- Amount debited from LC/PLC account via direct withdrawal of foreign currency.
- Amount debited twice from LC/PLC account for the same transaction. These issues will occur due to technical glitches in e-PEMS as well as with the bank system. Budgetary bodies should obtain bankers cheque from BoBL or the refund from the concerned beneficiary. In such cases, the transaction has to be reconciled by charging an advance to the corresponding amount and approving it as Direct Transactions.
- The BRS for other cases under Annex-2 shall be charged as DT on verification and confirmation.

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