



DTA/PMSD/2023-24/190

31<sup>st</sup> August 2023

### NOTIFICATION

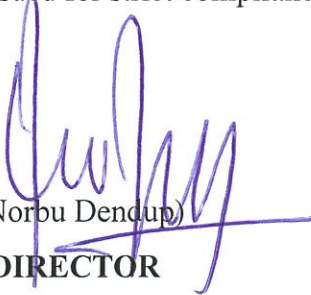
The Department of Treasury and Accounts, Ministry of Finance would like to notify all the Budgetary Bodies to strictly follow the roles of system users in line with the User Management Manual for the following system:

1. *electronic* Public Expenditure Management System (ePEMS);
2. Multi-year Rolling Budget (MYRB); and
3. *electronic* Daily Allowance and Travel System (eDATS)

As we all are aware, due to high attrition of civil servants in recent months, many finance personnel and system users have left the civil service and some are on EOL and study leaves. However, it has come to our notice that the separated civil servants and those civil servants who are on EOL and study leaves still have access to the financial systems posing high risk of system manipulation and financial security. As such, we would like to once again remind the agency administrator to **suspend/transfer/deactivate any users in case of leave/transfer/separation.**

The Head of Agency and Agency System Administrator shall be held accountable in case of failure to abide by this notification.

Issued for strict compliance.

  
(Norbu Dendup)  
**DIRECTOR**

Copy to:

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