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Department of Treasury and Accounts
Ministry of Finance
Royal Government of Bhutan

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DTA/TMD/GEN/01/2023-24/ ༢༧༡

September 05, 2023

Notification

The Department of Treasury and Accounts(DTA), Ministry of Finance would like to hereby notify all budgetary bodies on the change in the Standard Operating Procedure (SOP) for processing remittances to DTA, specifically the remittances under broad head 8c: Payments to DTA.

This action will not only enhance BFA reconciliation but also contribute to effective cash management. Therefore, to assist with the compliance of the new procedure, a detailed SOP is attached along with the notification.

The acknowledgement letter will be forwarded via email to the respective agencies.


(Norbu Dendup)
DIRECTOR

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Standard Operating Procedure (SOP) for processing remittances to DTA under broad head 8c: Payments to DTA.

In line with the Financial Rules and Regulation, 2016(FRR,2016), chapter 8, subsection 8.1.7(c) Payments to DTA (8c), page 126, states that remittances under the broad head 8c shall be remitted to DTA clearly mentioning the FICs for the surrender of such remittances in the remittance letter.

The former process of emailing the remittances to DTA under broad head 8c following the deposit of the Payments to DTA remittance to BFA has been discontinued.

The budgetary bodies are required to utilize the "Payments to DTA " Google Form for initiating remittances to DTA.

The mentioned Google form can be accessed through TMD's Portal on the Ministry of Finance's official website. Please find the below the step by step instructions on accessing the form:

1. Visit the Ministry of Finance's website at <https://www.mof.gov.bt>
2. Choose the specific department (Department of Treasury and Accounts).
3. Scroll down to locate the TMD's division Portal section.
4. Click on the Government Account Management interface within the portal.
5. Begin the process of updating the required information in the provided Google form (Payment to DTA)

OR

Use these link:

https://docs.google.com/forms/d/e/1FAIpQLSfE13Nx2q32SNlboDe2x_GFbaT_BmCxGOjTwpLKAKkC3ZsPRQ/viewform

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