



ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION



Chhoetse-Dzong: Trongsa

"Providing best service delivery by performing at the highest capacity within a corruption-free environment"

DAT/Acct-04/2016-2017/ 1562

Date: 19th October, 2017

To all Sectors, Gups and GAOs.
Trongsa Dzongkhag Administration.
Trongsa

Subject: Reminder on Budget Guidelines

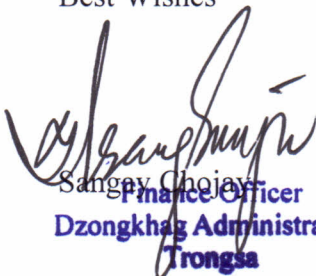
Sir/Madam,

To ensure that we are in line with budget guidelines, I'm sending you all this note as a reminder on some emerging issues after award of work.

1. For ensuring timely release of funds for budgeted activities all are requested to submit realistic quarterly Budget Utilization Plan (BUP) to the Department of National Accounts through PEMS. Therefore, visit finance section for submission/revision of BUP every quarterly.
2. In case of works, where tender amount exceeds the approved budget, Gewogs/Dzongkhag shall secure additional funds before awarding the works or making commitments. The Ministry of Finance shall not provide additional fund for non-compliance. Hence, Dzongkhag Finance Section shall not commit any funds before prior approval from Department of National Budget. Therefore, make sure that additional fund are secured before awarding of works.
3. In order to achieve the 11th FYP targets, the Gewog/Dzongkhag shall refrain from seeking re-appropriations to non-plan/ad-hoc activities during this fiscal year.

Enclosed is a copy of the original Budget guidelines for your ready reference. Would you please follow the guidelines or phone if you require further information. I'm sincerely looking forward to your strict compliance.

Best Wishes



Sangay Chojay
Finance Officer
Dzongkhag Administration
Trongsa

Copy to:

1. The Dasho Dzongda/Dzongrab, DAT, Trongsa
2. The Director, Department of National Budget, Thimphu
3. The Director, Department of Public Accounts, Thimphu