WANGDUEPHODRANG DZONGKHAG FINANCE SECTION

ROYAL GOVERNMENT OF BHUTAN, DZONGKHAG ADMINISTRATION

DAW/FIN-06/Gen/2019-20/ 6679 *Dated: 10/02/2020*

FINANCE SECTION COORDINATION MEETING

The Finance Section coordination meeting chaired by Dzongrab aimed to finalize work distributions and endorse revised procedures for seeking financial approval. The meeting also served as open platform for staffs to discuss all pertinent issues and concerns.

RESOLUTIONS

1. The floor agreed to operate deposit work accounts of their own sectors as assigned so as to reduce work load of Mrs. Sonam Yuden. However, she is being appointed as release focal person for deposit works.

2. Mrs. Samten Wangmo is assigned with DDG activities in response to appeal submitted for not having Dzongkhag LC related activities in her assigned work.

3. Upon thorough discussions, the floor endorsed the work distribution for FY2020-21 as per annexure 1 (annexures attached).

4. The work distributions for Finance Officers is endorsed herewith according to annexure 2 attached.

5. Upon consultative discussions, it is concluded that the *Note Sheets* and *Note for Sanction of Expenditure* serves the same purpose and removal of either of these documents is recommended. The floor felt it logical to remove the Note for Sanction of Expenditure due to insufficient details that is being reflected in the form. Therefore, it is decided that the payments for expenditures shall be allowed upon approval of Note Sheets and the same shall be treated as financial and administrative approval. The decision will come to effect from 1st March, 2020.

6. The floor endorsed Standard form for Travel Authorization, Travel Bill Claim and Tour Report (Annexure 3, 4 and 5).

7. The current practice where designated Cashier who makes system approval and epayment upon approval from Finance Officer and Head of AFD is recommended to continue as existing role. Therefore, it is agreed that the current practice will be honored unless there arises requirement of further discussion in the future.

Finance Section (Office) Tele No. 02-481390(O)/ Finance Officer(s):
17699664/ktdorji@wangduephodrang.gov.bt/17589663/tshetrimd@wangduephodrang.gov.bt

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