USER MANUAL

གློག་འབྲེལ་ཉིན་འཐུས་དང་འགྲོ་འགྲུལ་རིམ་ལུགས།།

electronic Daily Allowance & Travel System (*e*DATS)

MINISTRY OF FINANCE

Department of Public Accounts

June 2021

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@First Version, 2021, Ministry of Finance

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Part I: General Guidelines

1. Preface

The *electronic* Daily Allowance & Travel System (*e*DATS) is an online system to process the public servants travel entitlements. The submission of travel order/travel authorization and travel allowance claim shall be done through a single window at different time intervals as per the travel rules. The online system is a separate system and shall be integrated with *e*-PEMS in the near future. The broad processes, minimum conditions and timeline for submission are as per the provisions of BCSR 2018 & FRR 2016. This manual shall provide step by step guidance to the users to process their TA/DA online in the system. The manual contains five parts including the roles of Administrators, Approving & Verifying authorities and the General Users. The last part contains the reports generated from this system.

Currently, the system covers the in-country travel of the public servants including the local government functionaries. In the later phase of the development, the system shall commit to cater the ex-country travel allowances. This system aims to improve the efficiency and effectiveness of the use of public resources by leveraging the use of ICT/digital services through enhanced check and balance to achieve transparency and accountability in the budgetary agencies. Further, one of the objectives of eDATS is to bring uniformity in the application of the TA/DA rules in Budgetary Bodies.

2. Pre-requisites

The prerequisites for preparation and submission of travel authorization and daily allowance claims by the public servants are as below;

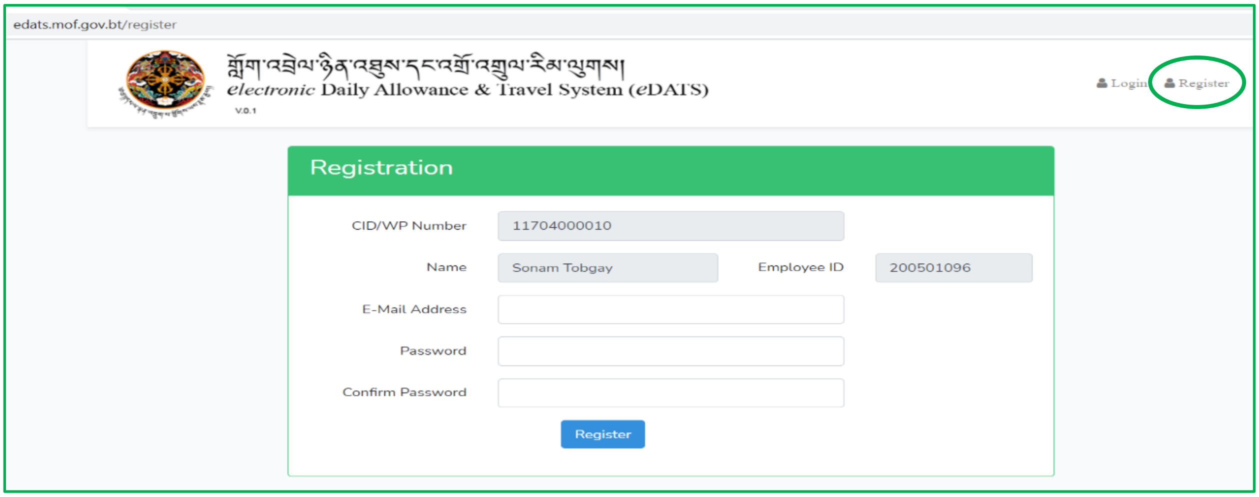
a. Register in the system: User shall register into the system and request respective agency administrator to activate his/her credentials.
b. Assignment of Working Agency: The Agency Administrator shall assign the Approving Authority and Verifying Authority of the agency and map the employees under the relevant approving authority.
c. Applicant must receive prior travel order approval from their agency's competent authorities to initiate their travel authorization and claims in the system.

3. Registration

How to register into the *e*DATS?

Visit website https://edats.mof.gov.bt

Click on the **Register** button located at the top right corner on the Login page.


edats.mof.gov.bt/register
གློག་འཕྲུལ་ཉིན་འཐུས་དང་འགྲོ་འགྲུལ་རིམ་ལུགས།
electronic Daily Allowance & Travel System (eDATS)
V.0.1
Login
Register
Registration
Register

CID/WP Number: 11704000010

Name: Sonam Tobgay

Employee ID: 200501096

E-Mail Address:

Password:

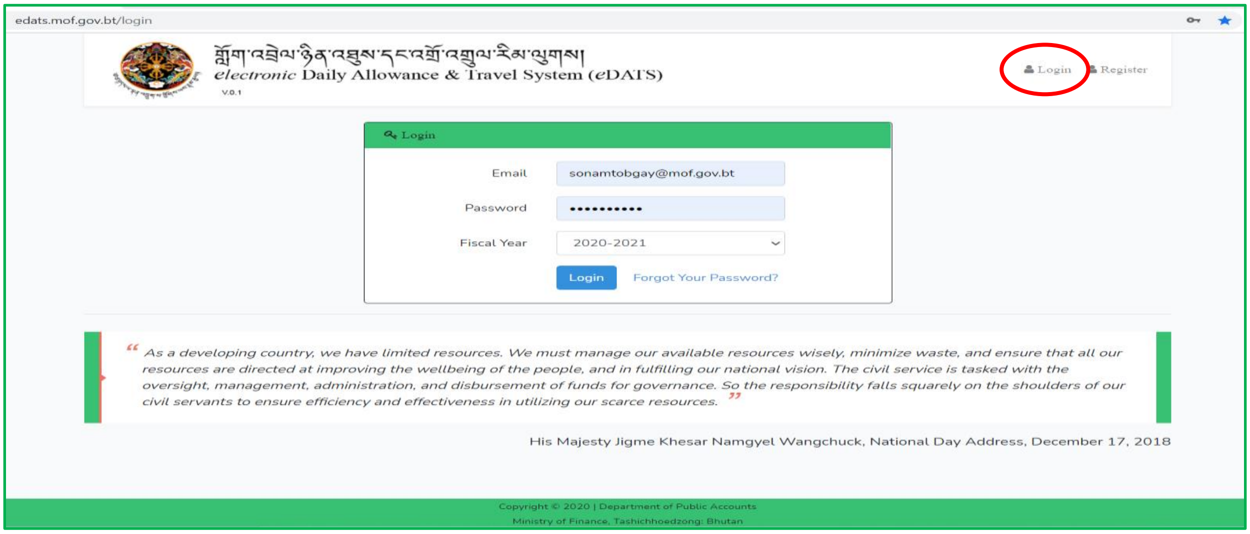
Confirm Password:

Fill up the following fields if you are first time user:

i. *CID/WP Number:* Insert your CID number for Bhutanese user and Work Permit/Special Resident Permit number for non-Bhutanese user. Your Name & EID will be auto generated.
ii. *E-mail Address:* Enter a valid email address. This will be your default username for this system.
iii. *Password:* Create your own password using alpha-numeric, capital & small letter, special characters etc. If you forget your password, you can reset by using your email registered above.

4. Login

How to log into the *e*DATS?


edats.mof.gov.bt/login
གློག་འཕྲུལ་ཉིན་འཐུས་དང་འགྲོ་འགྲུལ་རིམ་ལུགས།
electronic Daily Allowance & Travel System (eDATS)
V.0.1
Login
Register
Login
Login
Forgot Your Password?
Copyright © 2020 | Department of Public Accounts
Ministry of Finance, Tashichhoedzong: Bhutan

Email: sonamtobgay@mof.gov.bt

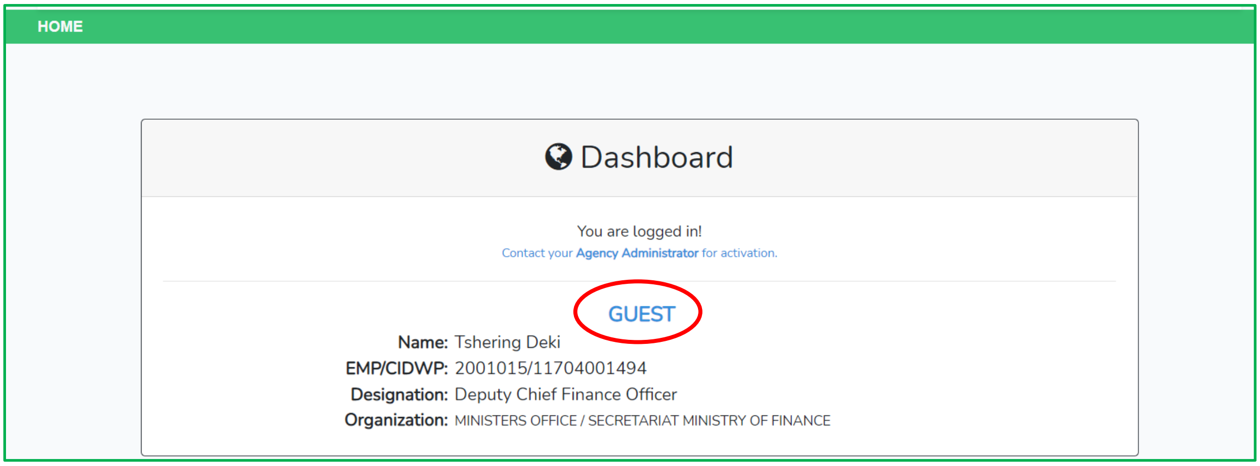
Password: ••••••••••

Fiscal Year: 2020-2021

"As a developing country, we have limited resources. We must manage our available resources wisely, minimize waste, and ensure that all our resources are directed at improving the wellbeing of the people, and in fulfilling our national vision. The civil service is tasked with the oversight, management, administration, and disbursement of funds for governance. So the responsibility falls squarely on the shoulders of our civil servants to ensure efficiency and effectiveness in utilizing our scarce resources."

His Majesty Jigme Khesar Namgyel Wangchuck, National Day Address, December 17, 2018

Log into the system using your username and password created in *Section 3* of this manual. Once you are logged in, you will be registered as GUEST. To change your status to regular employee, you need to be activated by your Agency Administrator.

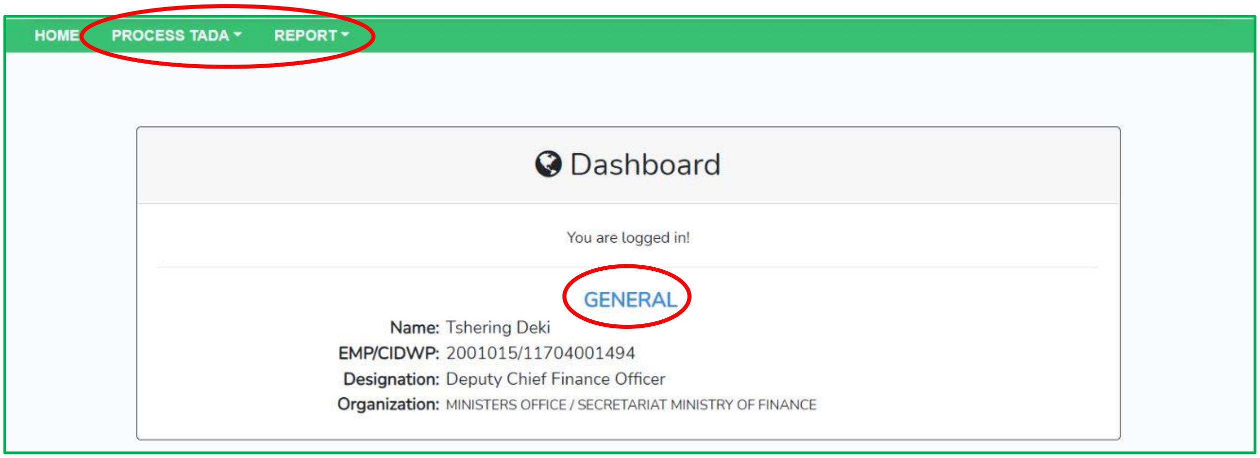


You are logged in!
Contact your **Agency Administrator** for activation.

GUEST

Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

Once you are activated, your status will change to GENERAL. Only then you will be able to access the features in the system.



You are logged in!

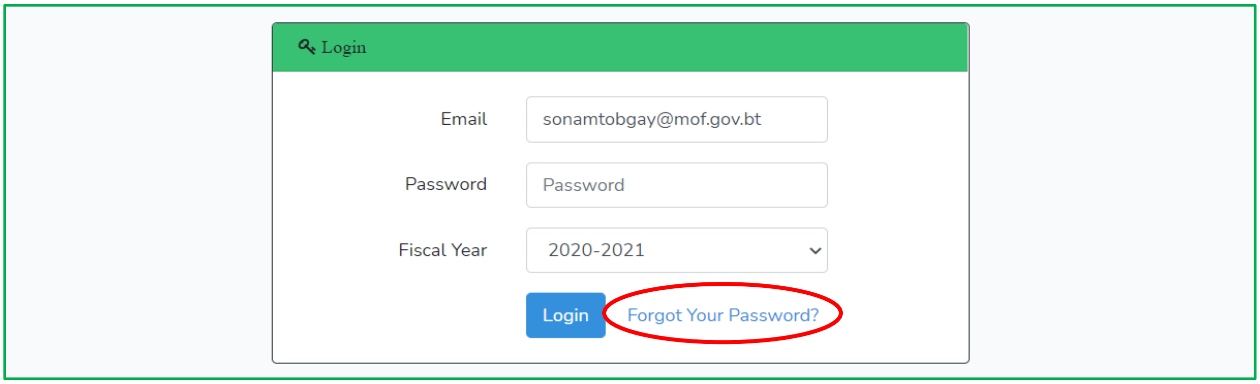
GENERAL

Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

5. Retrieving Password

How to recover lost/forgot password?

i. Click on Forgot Your Password.


Login
Login
Forgot Your Password?

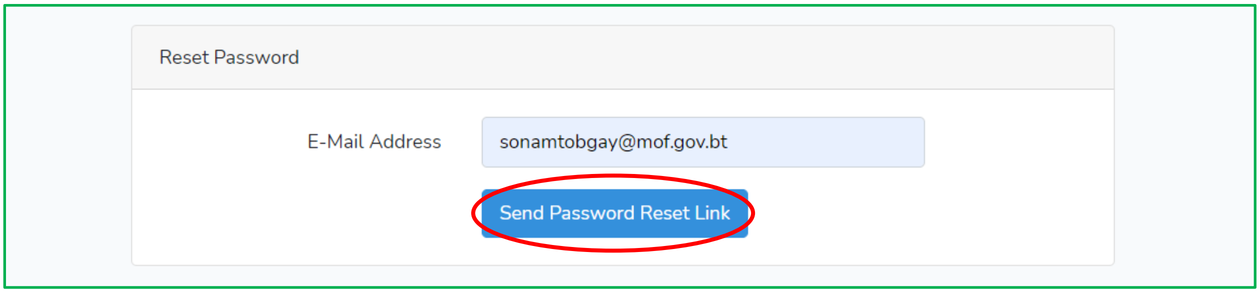
Email: sonamtobgay@mof.gov.bt

Password: Password

Fiscal Year: 2020-2021

ii. Enter your registered email address.

iii. Click on the Send Password Reset Link button.


Send Password Reset Link

Reset Password

E-Mail Address: sonamtobgay@mof.gov.bt

iv. You will receive a temporary password.

v. Using this temporary password, you will be asked to reset your password.

Part II: Guidelines for General Users

2.1 Process TA/DA

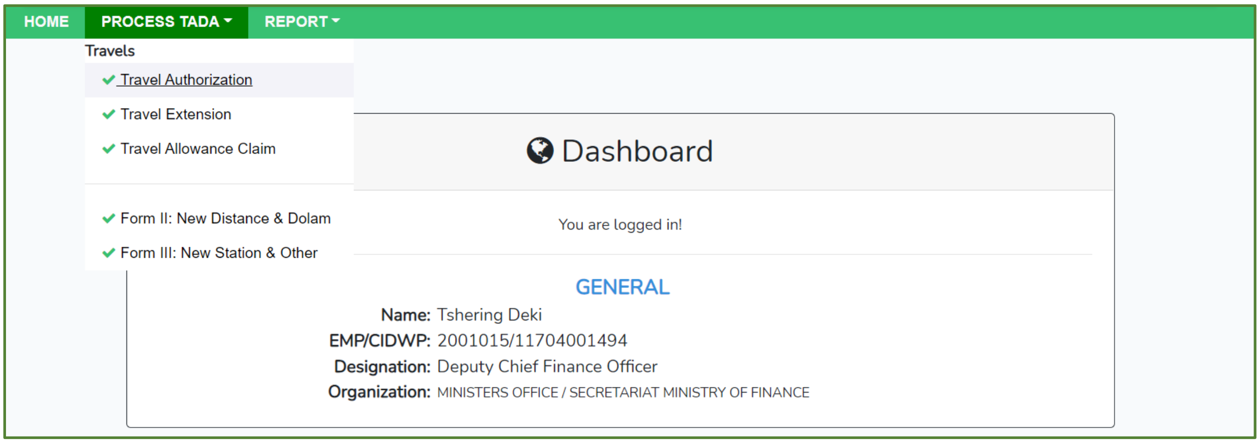
How to create and submit Travel Order and Travel Authorization Form?

2.1.1 Travel Order

To initiate Travel Order follow the steps below;

i. Click on **Process TADA** module.

ii. Select **Travel Authorization** from the drop down menu.


HOME
PROCESS TADA
REPORT
Travels
✓ Travel Authorization
✓ Travel Extension
✓ Travel Allowance Claim
✓ Form II: New Distance & Dolam
✓ Form III: New Station & Other

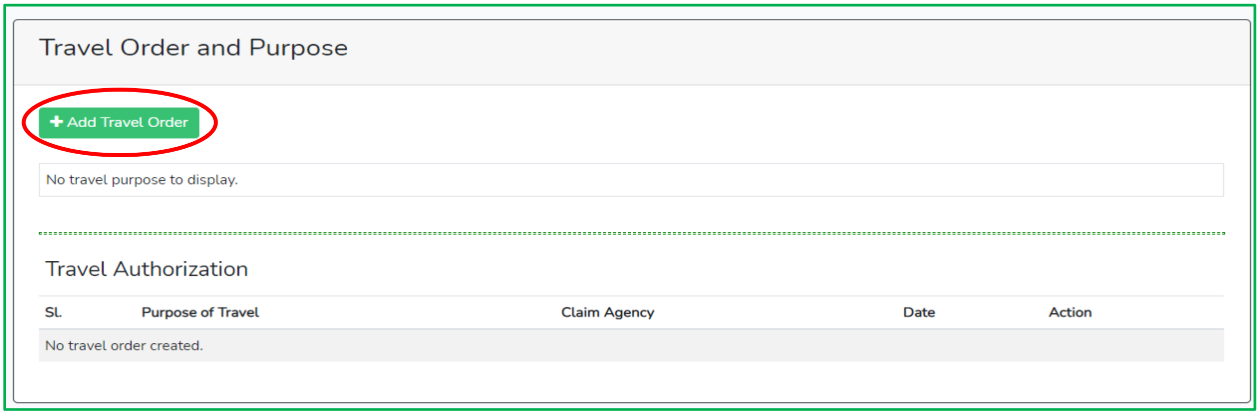
Dashboard

You are logged in!

GENERAL

Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

iii. Click on the **Add Travel Order** button in the Travel Order and Purpose window to create office order.


+ Add Travel Order

Travel Order and Purpose

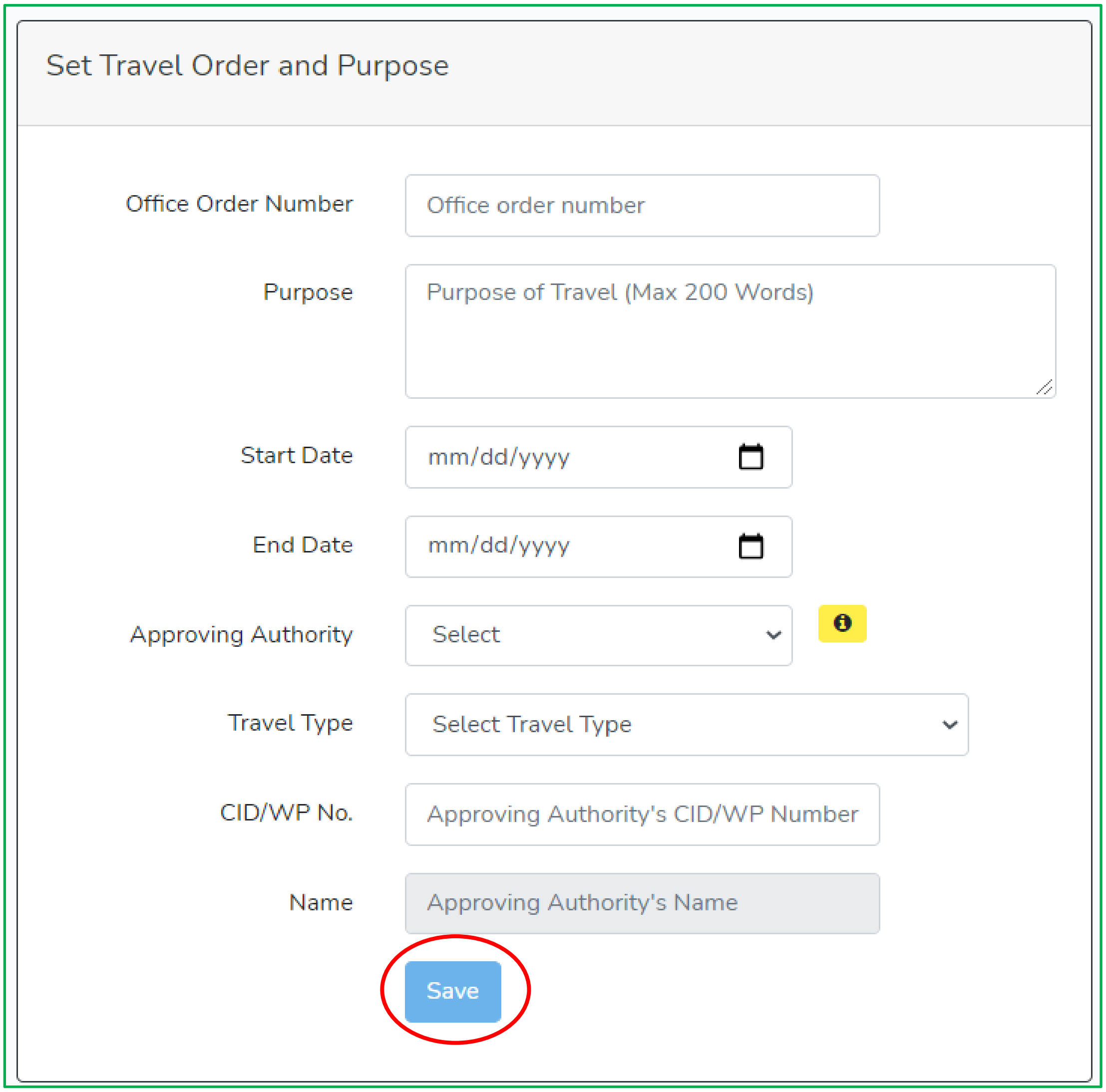
No travel purpose to display.

Travel Authorization

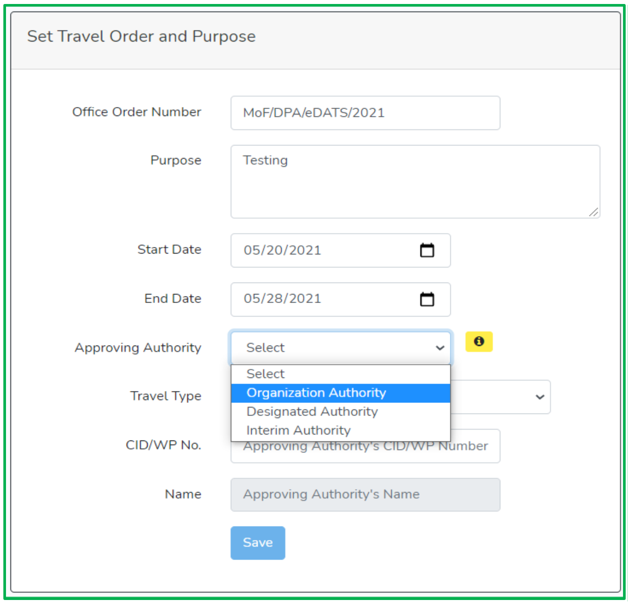
SL	Purpose of Travel	Claim Agency	Date	Action
No travel order created.				

iv. Fill up all the fields in the Set Travel Order and Purpose window. All the fields are mandatory.

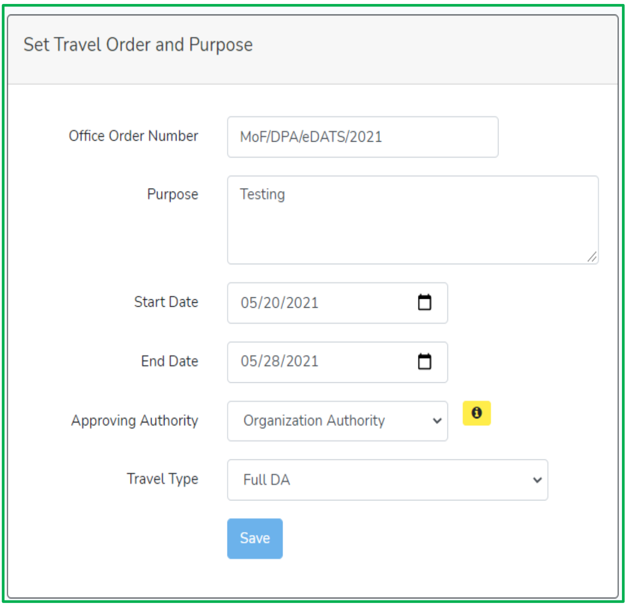
- Office Order Number: As mentioned in your approved travel order.
- Purpose of Travel (Max 200 words): As mentioned in your travel order.
- Insert Travel Start Date: As mentioned in your travel order.
- Insert Travel End Date: As mentioned in your approved travel order.


Set Travel Order and Purpose
Office Order Number
Office order number
Purpose
Purpose of Travel (Max 200 Words)
Start Date
mm/dd/yyyy
End Date
mm/dd/yyyy
Approving Authority
Select
Travel Type
Select Travel Type
CID/WP No.
Approving Authority's CID/WP Number
Name
Approving Authority's Name
Save

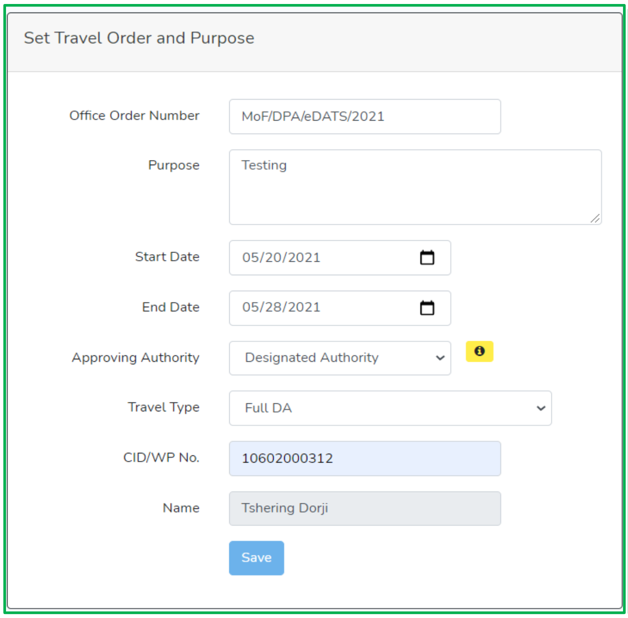
- Under Approving Authority; Select **Organization Authority** to claim from your own agency or for regular travels. Select **Interim Authority** to claim from another agency. Select **Designated Authority** if the approving authority is from outside your working agency but the claims are from your own agency.


Set Travel Order and Purpose

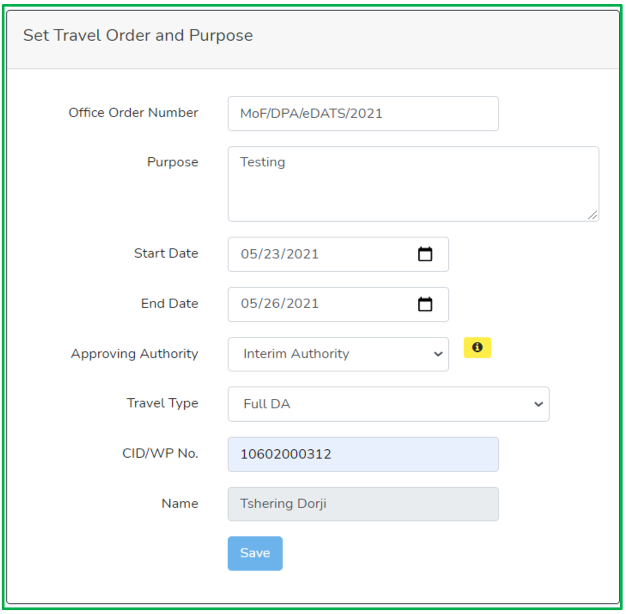
Office Order Number: MoF/DPA/eDATS/2021
Purpose: Testing
Start Date: 05/20/2021
End Date: 05/28/2021
Approving Authority: Select
Travel Type:
CID/WP No.: Approving Authority's CID/WP Number
Name: Approving Authority's Name


Set Travel Order and Purpose

Office Order Number: MoF/DPA/eDATS/2021
Purpose: Testing
Start Date: 05/20/2021
End Date: 05/28/2021
Approving Authority: Organization Authority
Travel Type: Full DA

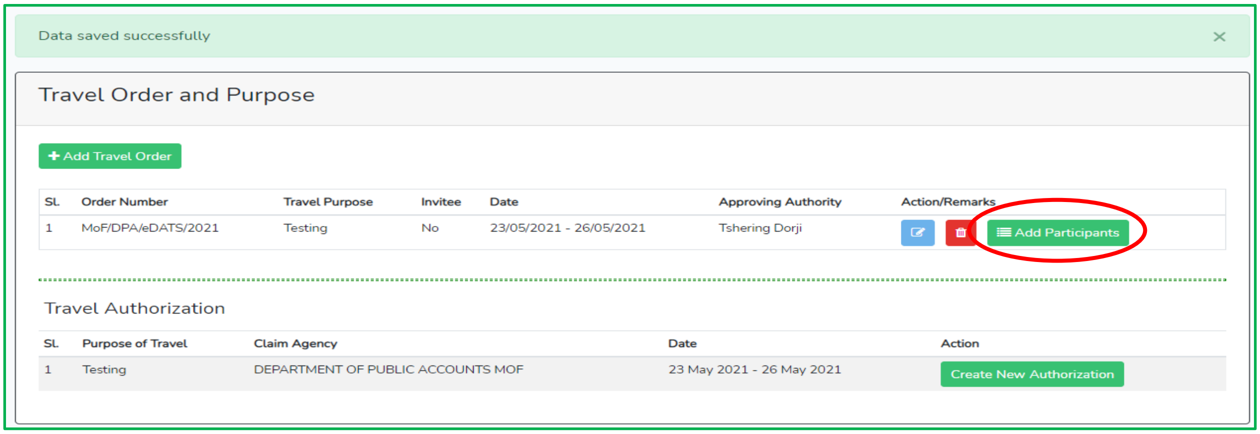

Set Travel Order and Purpose

Office Order Number: MoF/DPA/eDATS/2021
Purpose: Testing
Start Date: 05/20/2021
End Date: 05/28/2021
Approving Authority: Designated Authority
Travel Type: Full DA
CID/WP No.: 10602000312
Name: Tshering Dorji


Set Travel Order and Purpose

Office Order Number: MoF/DPA/eDATS/2021
Purpose: Testing
Start Date: 05/23/2021
End Date: 05/26/2021
Approving Authority: Interim Authority
Travel Type: Full DA
CID/WP No.: 10602000312
Name: Tshering Dorji

- Enter the *CID/WP number of the Interim/Designated Authority*. Name will be auto generated. However, in order to auto generate the name of Approving Authority, the particular authority should be first assigned the role by the respective Agency Administrator.
- Select appropriate *Travel Type* from the drop down list.
- Click the **Save** button to generate Travel Authorization.



Data saved successfully

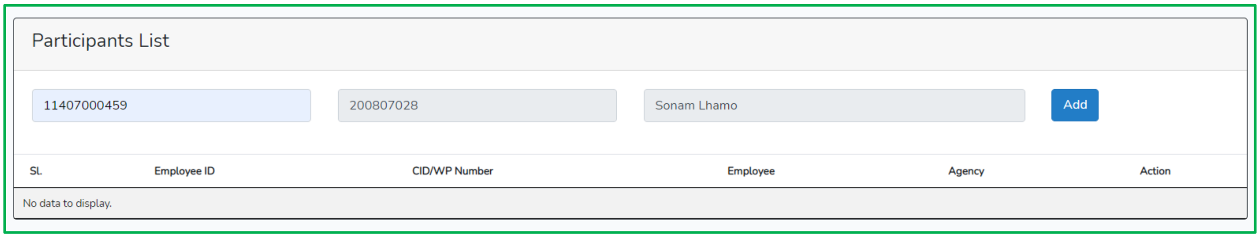
Travel Order and Purpose

SL	Order Number	Travel Purpose	Invitee	Date	Approving Authority	Action/Remarks
1	MoF/DPA/eDATS/2021	Testing	No	23/05/2021 - 26/05/2021	Tshering Dorji	Add Participants

Travel Authorization

SL	Purpose of Travel	Claim Agency	Date	Action
1	Testing	DEPARTMENT OF PUBLIC ACCOUNTS MOF	23 May 2021 - 26 May 2021	Create New Authorization

v. Once the Office Order is being created, the initiator can add participants traveling in a group or organizing a training/workshop under the same office order number from the same office.



Participants List

11407000459 | 200807028 | Sonam Lhamo

SL	Employee ID	CID/WP Number	Employee	Agency	Action

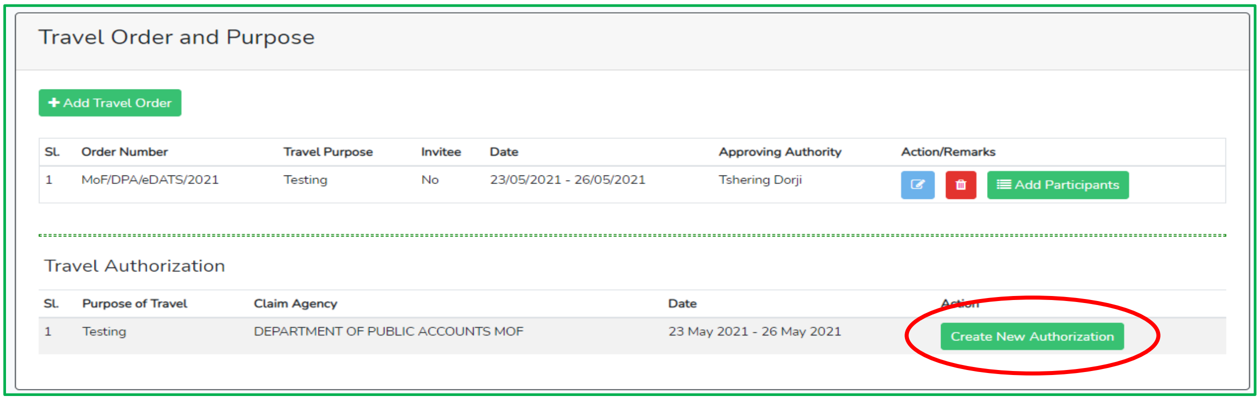
No data to display.

vi. Click on the **Add Participants** button and fill up the following field;

- Insert *CID/WP Number* to add participants with same travel order.
- Click on **Add** button to send the travel order and travel authorization to the participant. The participant need not create separate travel order.
- The Travel Authorization field gets auto generated once the Travel Order is being saved.

2.1.2 Travel Authorization

i. Click on the **Create New Authorization** button to create the Travel Authorization Form.



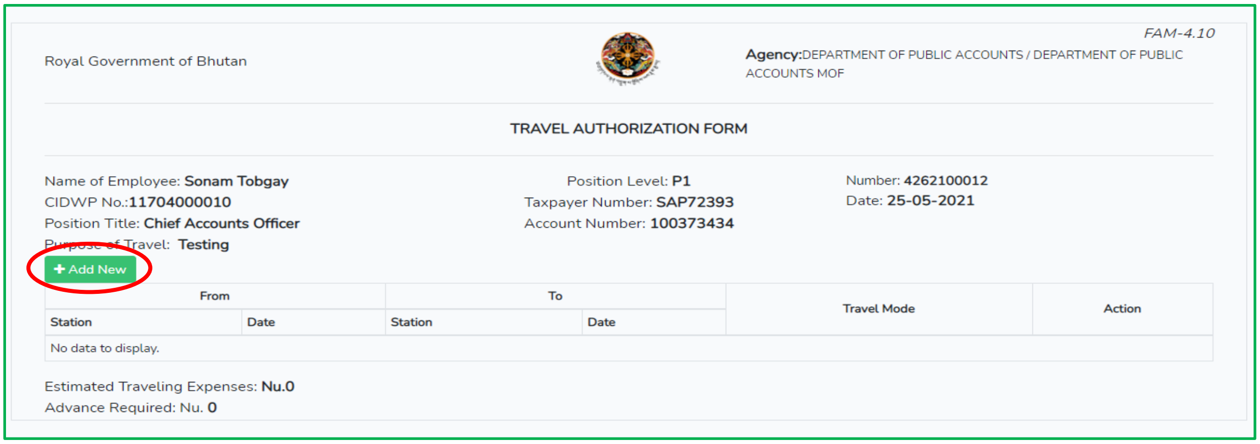
Travel Order and Purpose

SL	Order Number	Travel Purpose	Invitee	Date	Approving Authority	Action/Remarks
1	MoF/DPA/eDATS/2021	Testing	No	23/05/2021 - 26/05/2021	Tshering Dorji	Add Participants

Travel Authorization

SL	Purpose of Travel	Claim Agency	Date	Action
1	Testing	DEPARTMENT OF PUBLIC ACCOUNTS MOF	23 May 2021 - 26 May 2021	Create New Authorization

ii. Click on the **Add New** button to add travel details.



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

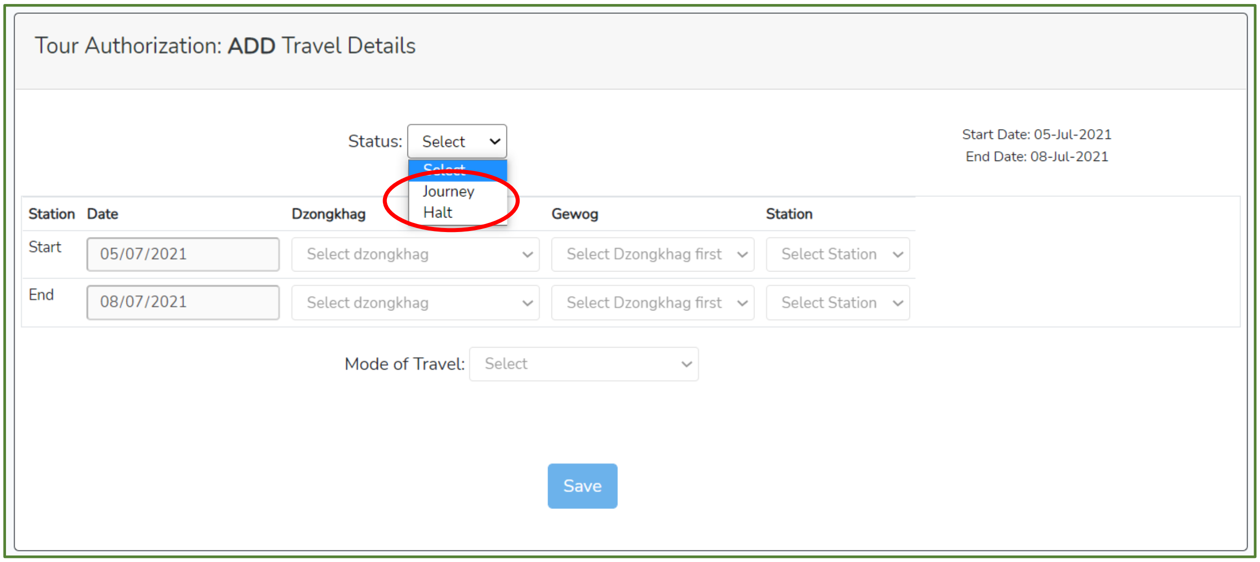
Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25-05-2021**

From		To		Travel Mode	Action
Station	Date	Station	Date		
No data to display.					

Estimated Traveling Expenses: **Nu.0**
Advance Required: Nu. **0**

- Select status as **Journey** if you are travelling/transit halt and **Halt** if you are on halt in a particular place.



Tour Authorization: **ADD** Travel Details

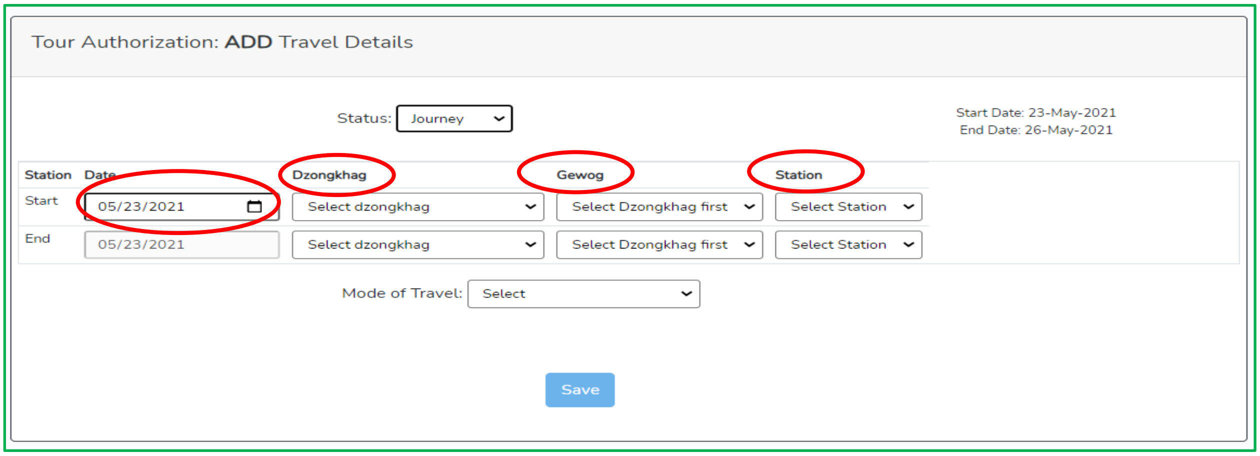
Status: Select

Start Date: 05-Jul-2021
End Date: 08-Jul-2021

Station	Date	Dzongkhag	Gewog	Station
Start	05/07/2021	Select dzongkhag	Select Dzongkhag first	Select Station
End	08/07/2021	Select dzongkhag	Select Dzongkhag first	Select Station

Mode of Travel: Select

- Select *Start date* as per your travel order.
- Select places from the drop down lists under Dzongkhag, gewog and station in the *Start/End station.*



Tour Authorization: **ADD** Travel Details

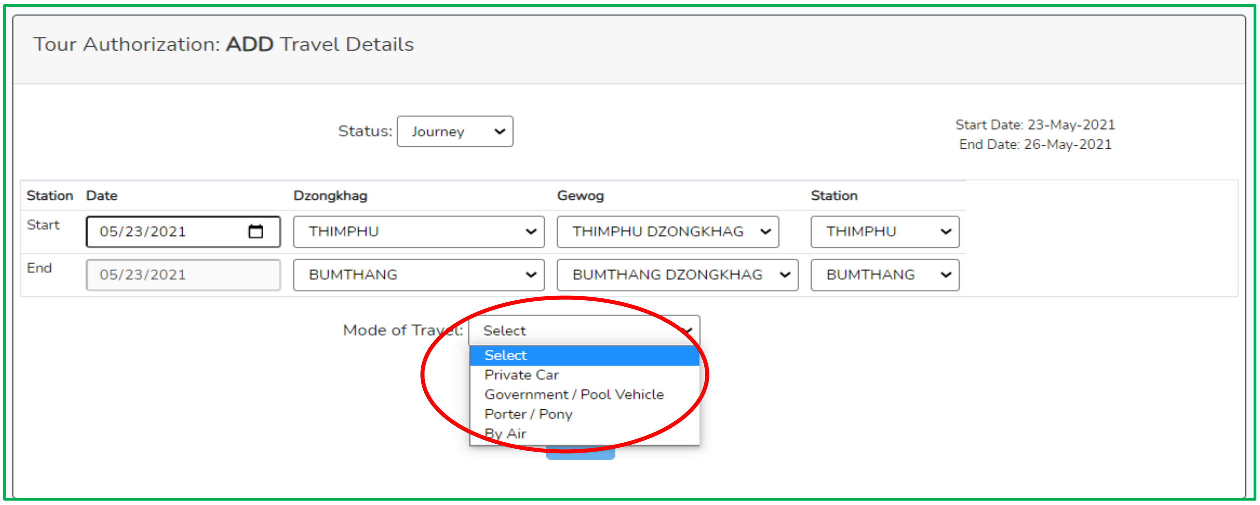
Status: Journey

Start Date: 23-May-2021
End Date: 26-May-2021

Station	Date	Dzongkhag	Gewog	Station
Start	05/23/2021	Select dzongkhag	Select Dzongkhag first	Select Station
End	05/23/2021	Select dzongkhag	Select Dzongkhag first	Select Station

Mode of Travel: Select

- Select **mode of travel** i.e. Private Car/Government/Pool Vehicle/Porter Pony/By Air.
- Click on the **Save** button.



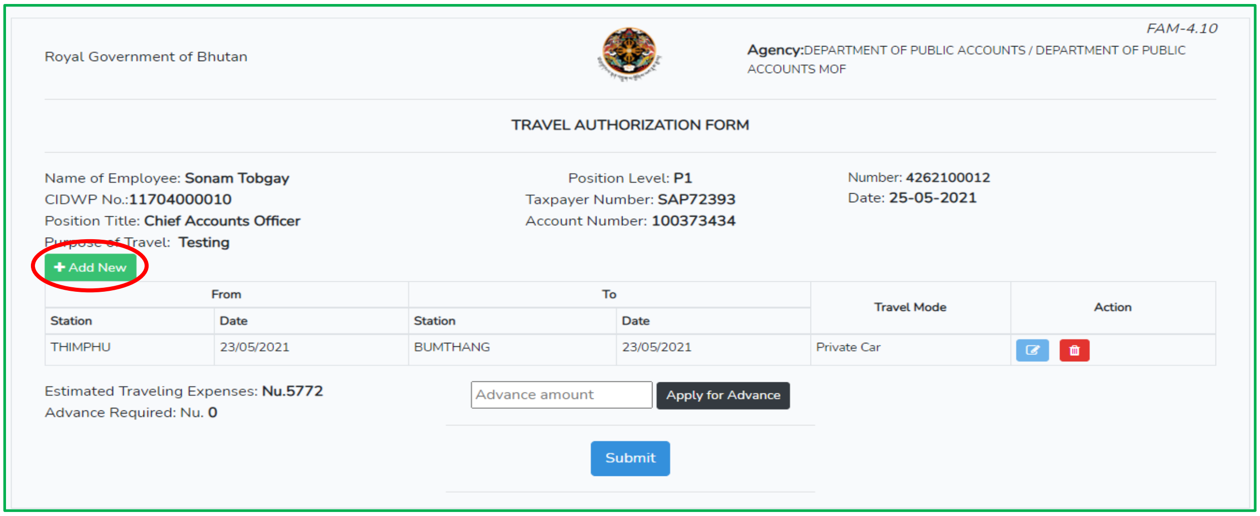
Tour Authorization: **ADD** Travel Details

Status: Journey

Start Date: 23-May-2021
End Date: 26-May-2021

Station	Date	Dzongkhag	Gewog	Station
Start	05/23/2021	THIMPHU	THIMPHU DZONGKHAG	THIMPHU
End	05/23/2021	BUMTHANG	BUMTHANG DZONGKHAG	BUMTHANG

Mode of Travel: Select



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

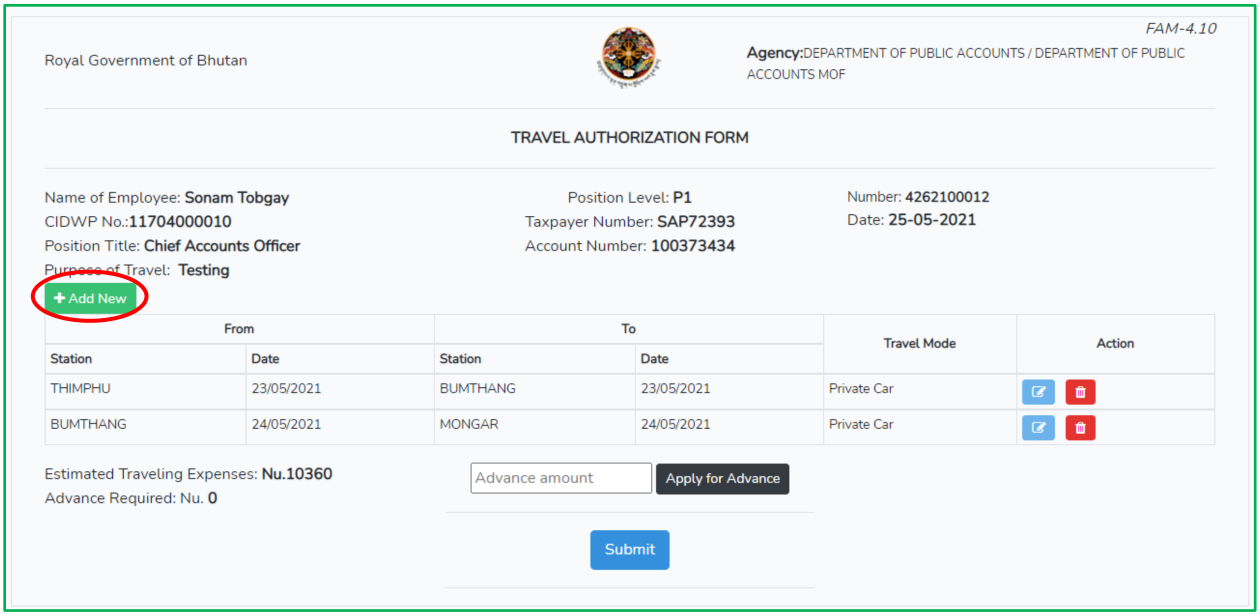
Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25-05-2021**

From		To		Travel Mode	Action
Station	Date	Station	Date		
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Private Car	

Estimated Traveling Expenses: **Nu.5772**
Advance Required: Nu. **0**

iii. Click on **Add New** button to complete your journey from/to the station of origin and the halt in the destination station. Remember for each journey/station of halt, you have to add new button separately.



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

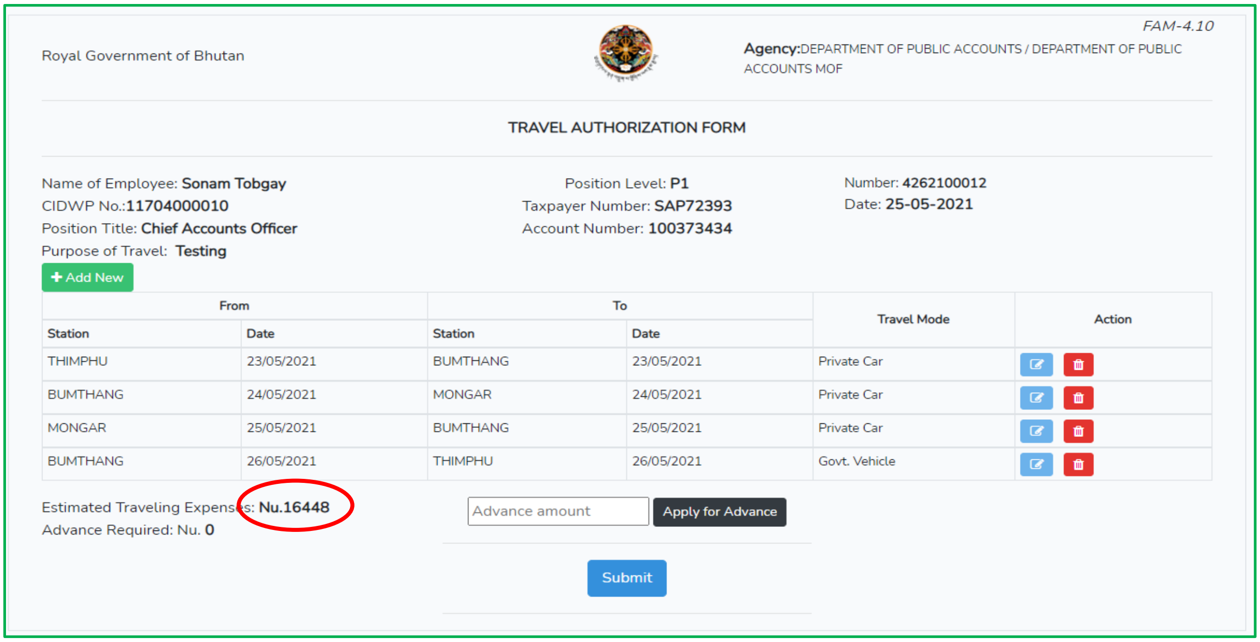
Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25-05-2021**

From		To		Travel Mode	Action
Station	Date	Station	Date		
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Private Car	
BUMTHANG	24/05/2021	MONGAR	24/05/2021	Private Car	

Estimated Traveling Expenses: **Nu.10360**
Advance Required: Nu. **0**

iv. Once the travel authorization is saved, the estimated travel expenses will be auto calculated.



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

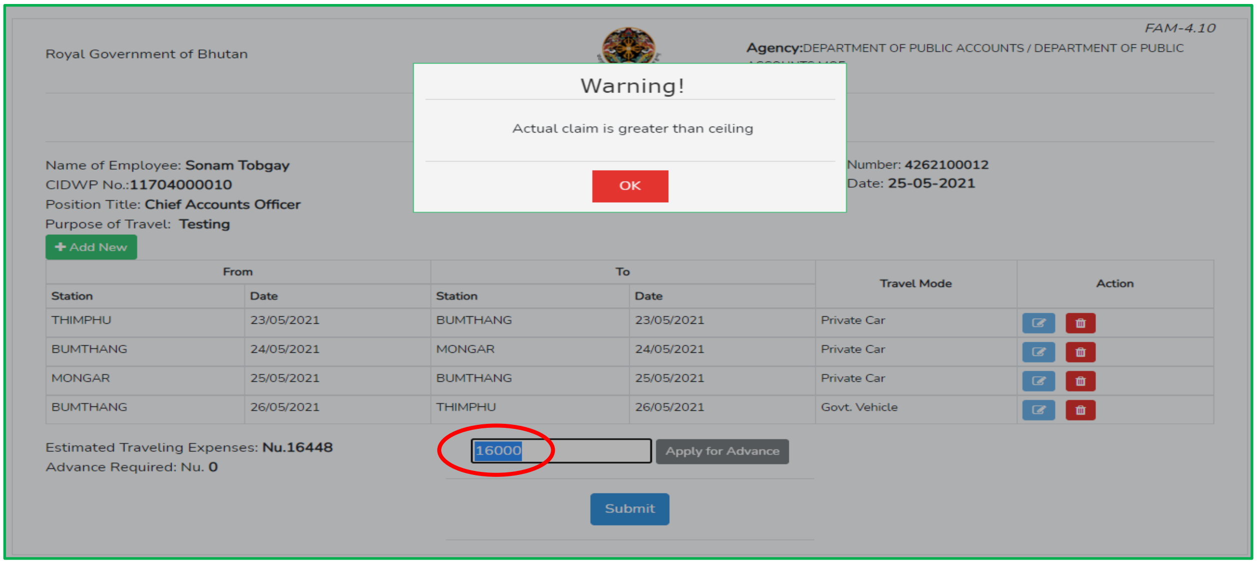
Number: **4262100012**
Date: **25-05-2021**

+ Add New

From		To		Travel Mode	Action
Station	**Date**	**Station**	**Date**		
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Private Car	
BUMTHANG	24/05/2021	MONGAR	24/05/2021	Private Car	
MONGAR	25/05/2021	BUMTHANG	25/05/2021	Private Car	
BUMTHANG	26/05/2021	THIMPHU	26/05/2021	Govt. Vehicle	

Estimated Traveling Expenses: **Nu.16448**
Advance Required: Nu. **0**

v. Fill in the **Apply for Advance** if advance is required. The system will restrict the amount at 90% of the total estimated travelling expenses.



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC

Warning!

Actual claim is greater than ceiling

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

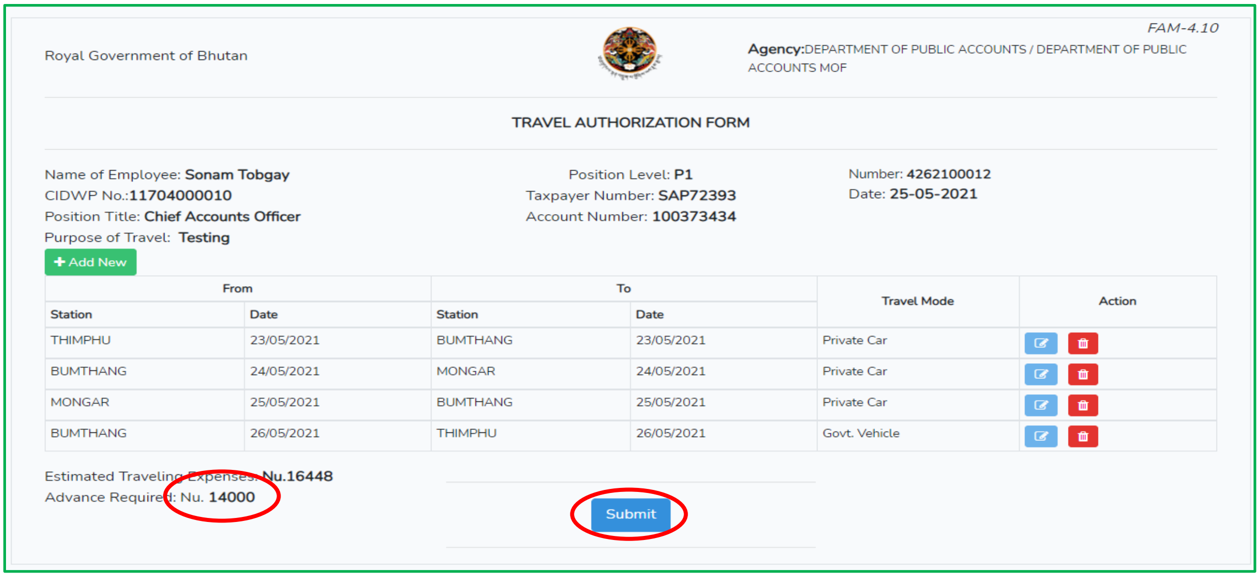
Number: **4262100012**
Date: **25-05-2021**

+ Add New

From		To		Travel Mode	Action
Station	**Date**	**Station**	**Date**		
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Private Car	
BUMTHANG	24/05/2021	MONGAR	24/05/2021	Private Car	
MONGAR	25/05/2021	BUMTHANG	25/05/2021	Private Car	
BUMTHANG	26/05/2021	THIMPHU	26/05/2021	Govt. Vehicle	

Estimated Traveling Expenses: **Nu.16448**
Advance Required: Nu. **0**

16000



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25-05-2021**

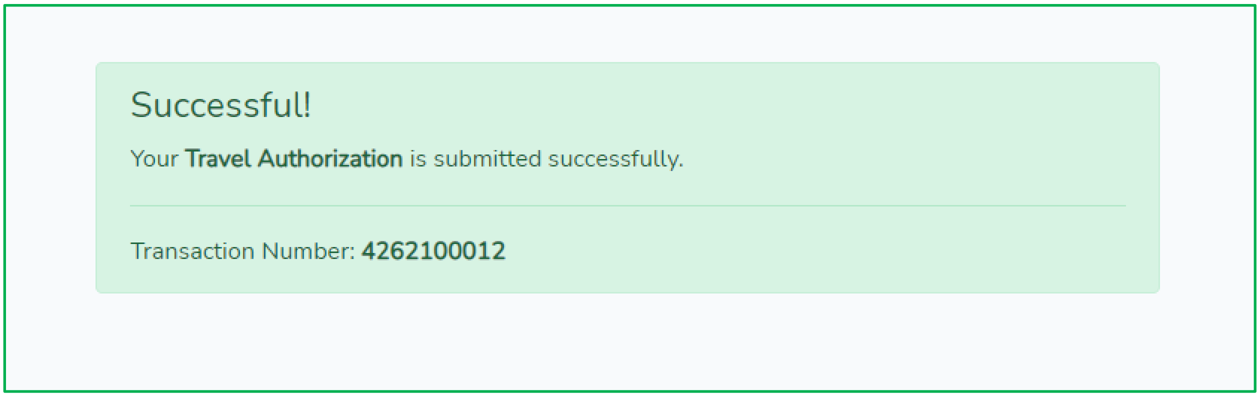
From		To		Travel Mode	Action
Station	Date	Station	Date		
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Private Car	✎ 🗑
BUMTHANG	24/05/2021	MONGAR	24/05/2021	Private Car	✎ 🗑
MONGAR	25/05/2021	BUMTHANG	25/05/2021	Private Car	✎ 🗑
BUMTHANG	26/05/2021	THIMPHU	26/05/2021	Govt. Vehicle	✎ 🗑

Estimated Traveling Expenses: **Nu.16448**
Advance Required: Nu. **14000**

vi. You can also edit/delete the entries before submission.

vii. Click **Submit** button to submit the travel authorization to the Approving Authority for approval.

The following message will appear on the top left corner of the page, indicating your Travel Authorization is successfully submitted to the Approving Authority.

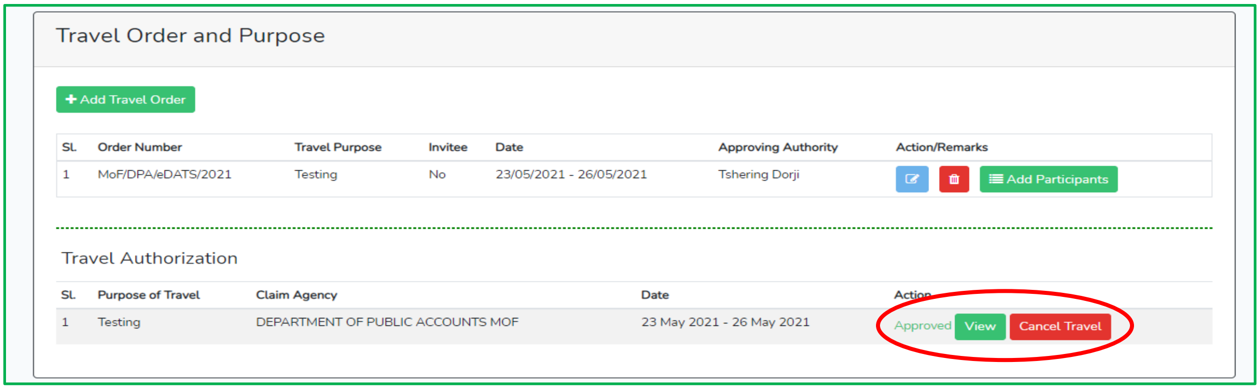


Successful!

Your **Travel Authorization** is submitted successfully.

Transaction Number: **4262100012**

The status of your Travel Authorization will change to **Approved** when the Approving Authority approves. The transaction can be viewed in details under the **View** button.


+ Add Travel Order
Add Participants
View
Cancel Travel

Travel Order and Purpose

SL	Order Number	Travel Purpose	Invitee	Date	Approving Authority	Action/Remarks
1	MoF/DPA/eDATS/2021	Testing	No	23/05/2021 - 26/05/2021	Tshering Dorji	

Travel Authorization

SL	Purpose of Travel	Claim Agency	Date	Action
1	Testing	DEPARTMENT OF PUBLIC ACCOUNTS MOF	23 May 2021 - 26 May 2021	Approved

viii. Approved Travel Authorization can be cancelled if;

i. There is no tour advance applied or not processed by the Verifying Authority.

ii. If travel allowance claim is not generated/created.

iii. Click on **Cancel Travel** button to cancel your tour.

2.1.3 Travel Extension

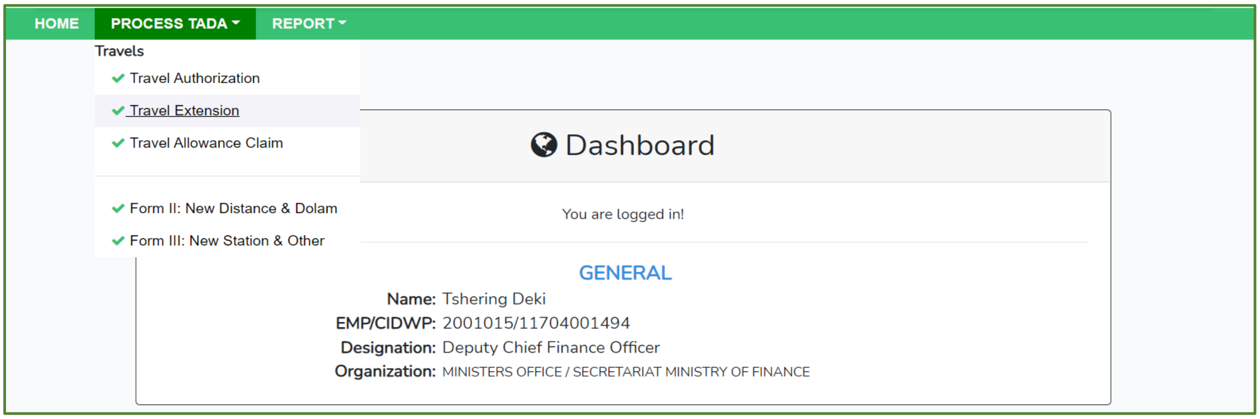
How and when to create and submit travel extension?

Travel Extension can be applied after travel authorization is approved and before submitting the travel allowance claim.

To apply for Travel Extension,

i. Click **Process TADA** module.

ii. Select **Travel Extension** from the drop down menu.


HOME
PROCESS TADA
REPORT
Travels
✓ Travel Authorization
✓ Travel Extension
✓ Travel Allowance Claim
✓ Form II: New Distance & Dolam
✓ Form III: New Station & Other

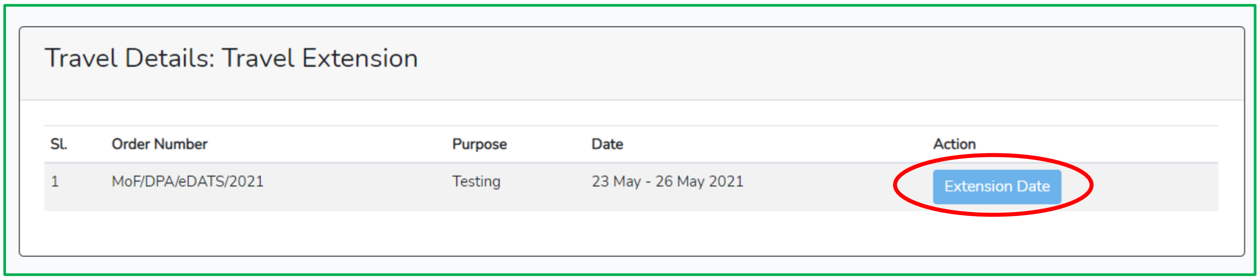
Dashboard

You are logged in!

GENERAL

Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

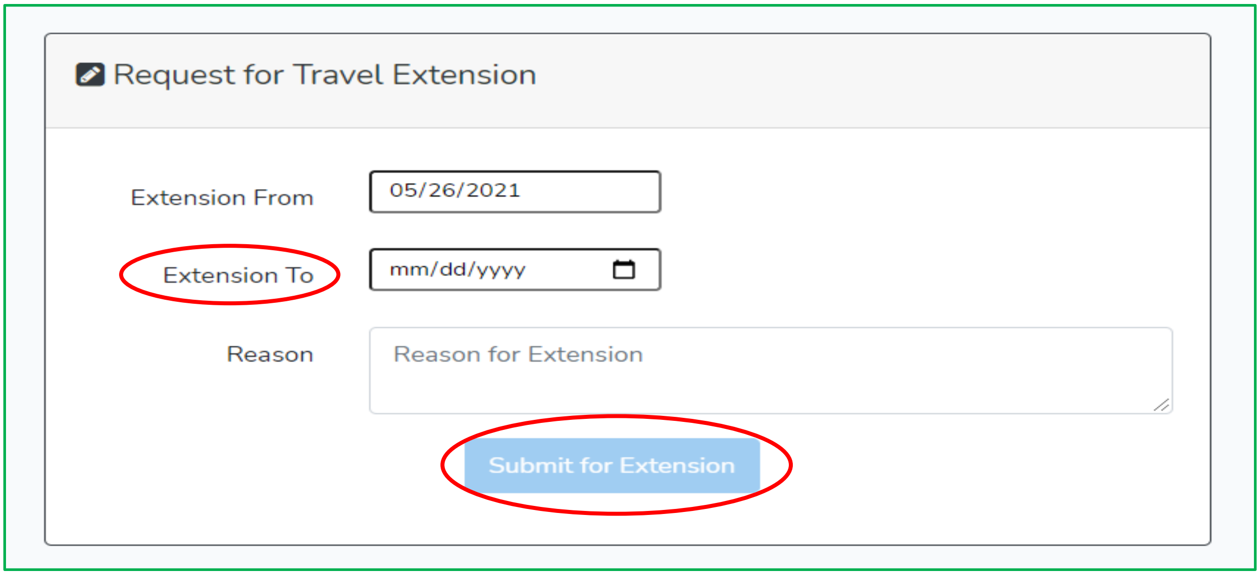
The travel extension handle will be auto generated once the travel authorization is approved by the Approving Authority.



Travel Details: Travel Extension

SL	Order Number	Purpose	Date	Action
1	MoF/DPA/eDATS/2021	Testing	23 May - 26 May 2021	Extension Date

iii. Click on **Extension Date** button.
iv. Select the date of **Extension To** and Insert valid reasons for travel extension.

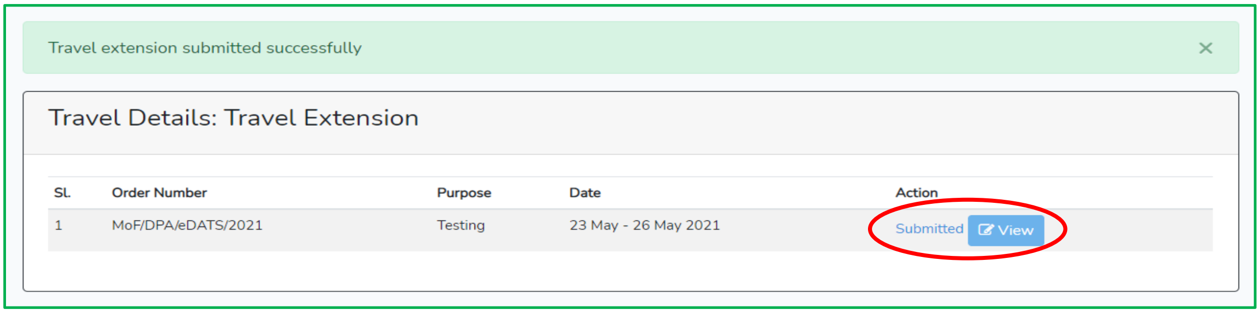


Request for Travel Extension

Extension From: 05/26/2021
Extension To: mm/dd/yyyy
Reason: Reason for Extension

v. Click **Submit for Extension** button.

A following message on the top of the table as *Travel extension submitted successfully* will appear indicating your travel extension is submitted to the Approving Authority.

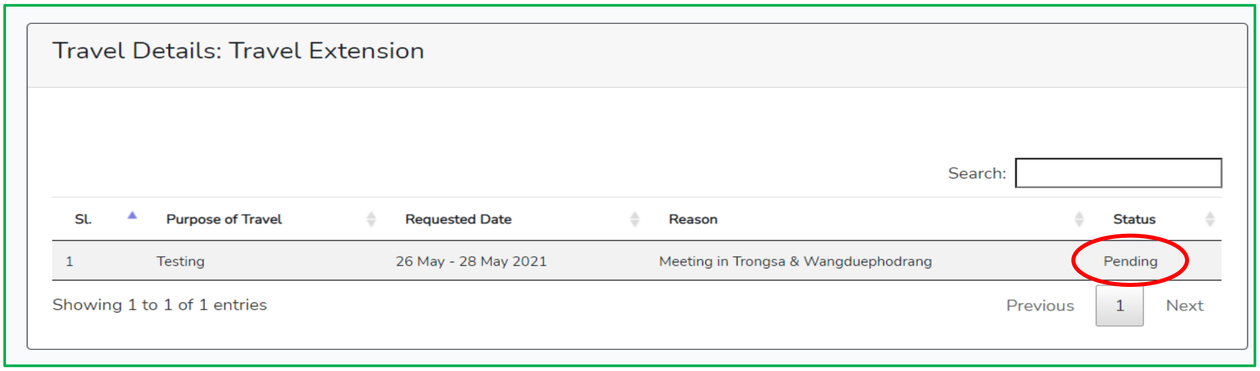


Travel extension submitted successfully

Travel Details: Travel Extension

SL	Order Number	Purpose	Date	Action
1	MoF/DPA/eDATS/2021	Testing	23 May - 26 May 2021	Submitted View

To check the status of the time extension, go to the Travel Order and Travel Authorization screen.



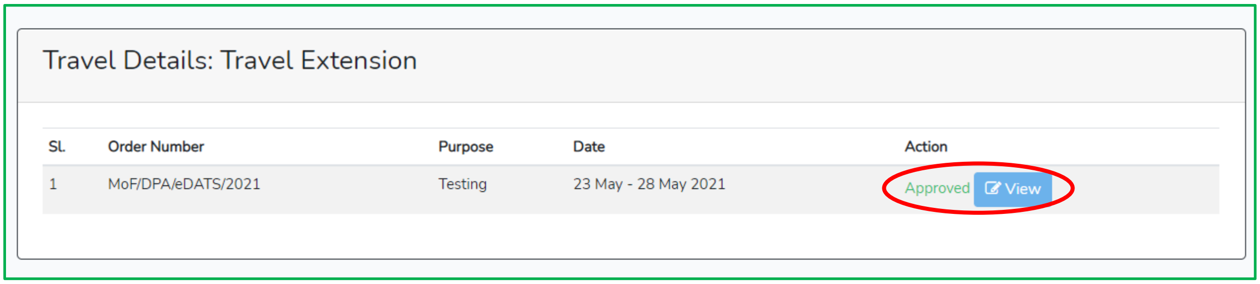
Travel Details: Travel Extension

Search:

SL	Purpose of Travel	Requested Date	Reason	Status
1	Testing	26 May - 28 May 2021	Meeting in Trongsa & Wangduephodrang	Pending

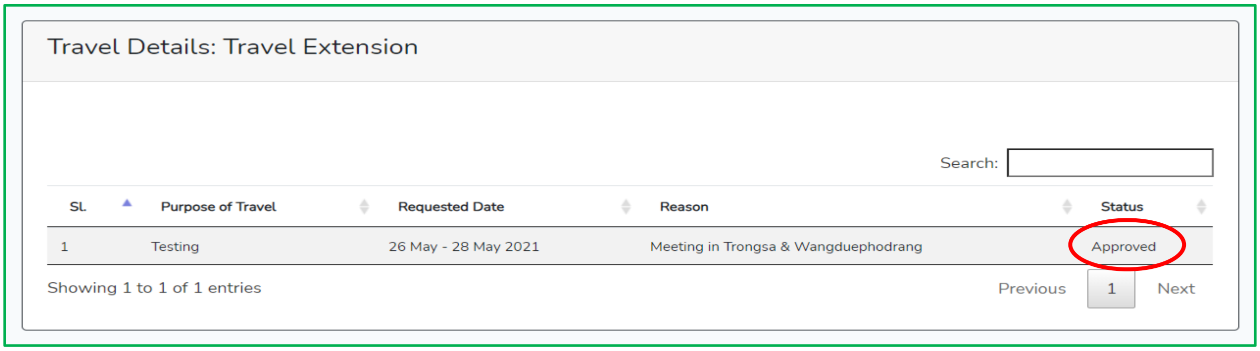
Showing 1 to 1 of 1 entries

The travel extension and travel authorization details will remain in your screen until you complete the Travel Allowance Claim.



Travel Details: Travel Extension

SL	Order Number	Purpose	Date	Action
1	MoF/DPA/eDATS/2021	Testing	23 May - 28 May 2021	Approved View



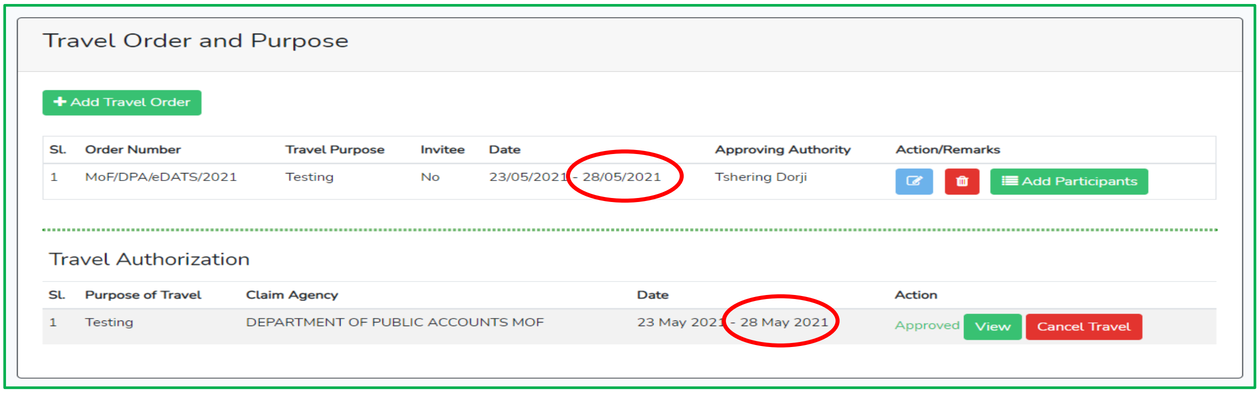
Travel Details: Travel Extension

Search:

SL	Purpose of Travel	Requested Date	Reason	Status
1	Testing	26 May - 28 May 2021	Meeting in Trongsa & Wangduephodrang	Approved

Showing 1 to 1 of 1 entries

The extended date in the Travel Order and Travel Authorization gets updated automatically. However, applicants must edit the extended duration accordingly on the Travel Allowance Claim while processing for the claim.


Travel Order and Purpose

+ Add Travel Order

SL	Order Number	Travel Purpose	Invitee	Date	Approving Authority	Action/Remarks
1	MoF/DPA/eDATS/2021	Testing	No	23/05/2021 - 28/05/2021	Tshering Dorji	Add Participants

Travel Authorization

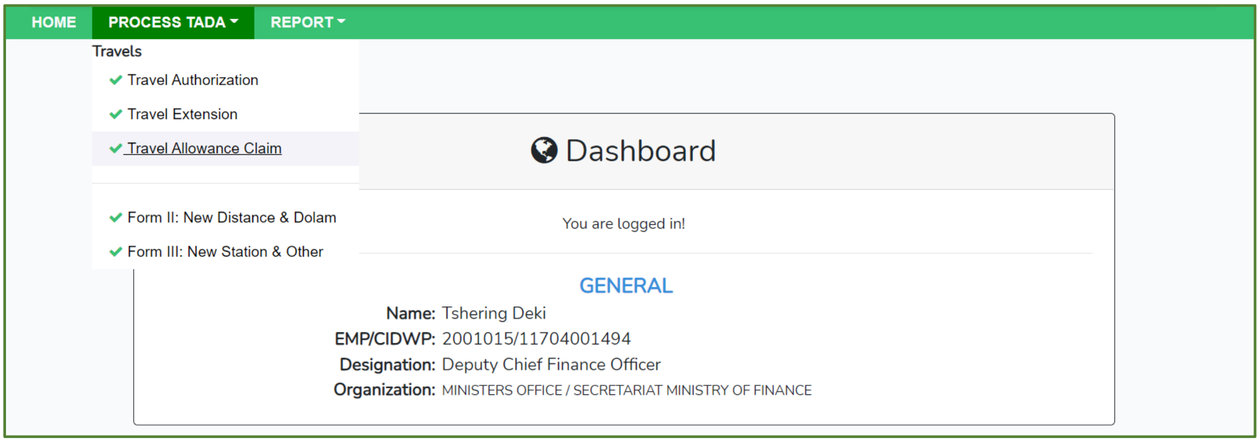
SL	Purpose of Travel	Claim Agency	Date	Action
1	Testing	DEPARTMENT OF PUBLIC ACCOUNTS MOF	23 May 2021 - 28 May 2021	Approved View Cancel Travel

2.1.4 Travel Allowance Claim

How to process Travel Allowance Claim?

i. Click on **Process TADA** module.

ii. Select **Travel Allowance Claim** from the dropdown menu.


HOME
PROCESS TADA
REPORT
Travels
✓ Travel Authorization
✓ Travel Extension
✓ Travel Allowance Claim
✓ Form II: New Distance & Dolam
✓ Form III: New Station & Other
Dashboard

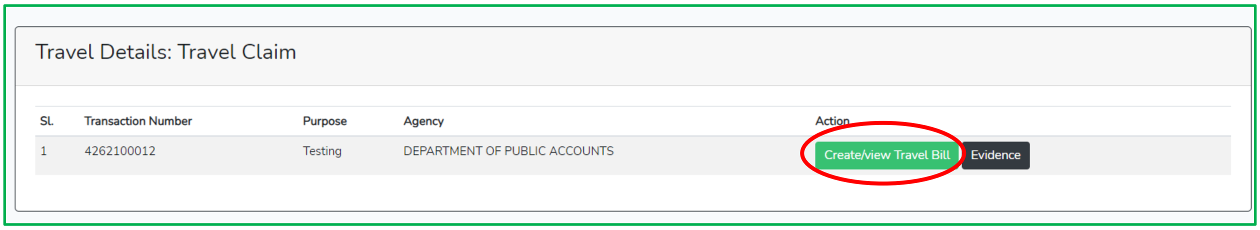
You are logged in!

GENERAL

Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

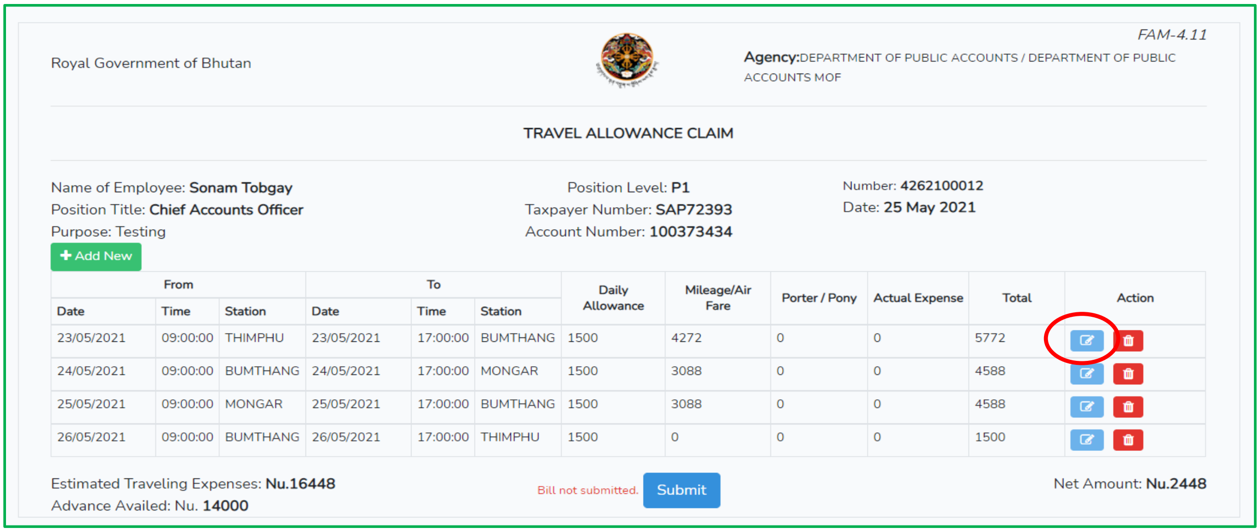
iii. Travel Allowance Claim gets auto generated once the Travel Authorization is approved by the Approving Authority.

iv. Click **Create/View Travel Bill** to process Travel Allowance Claim.


Travel Details: Travel Claim

SL	Transaction Number	Purpose	Agency	Action
1	4262100012	Testing	DEPARTMENT OF PUBLIC ACCOUNTS	Create/view Travel Bill Evidence

v. Click on the **edit icon** button under the **Action** column to insert actual time in each row.



FAM-4.11

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL ALLOWANCE CLAIM

Name of Employee: **Sonam Tobgay**
Position Title: **Chief Accounts Officer**
Purpose: Testing

Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25 May 2021**

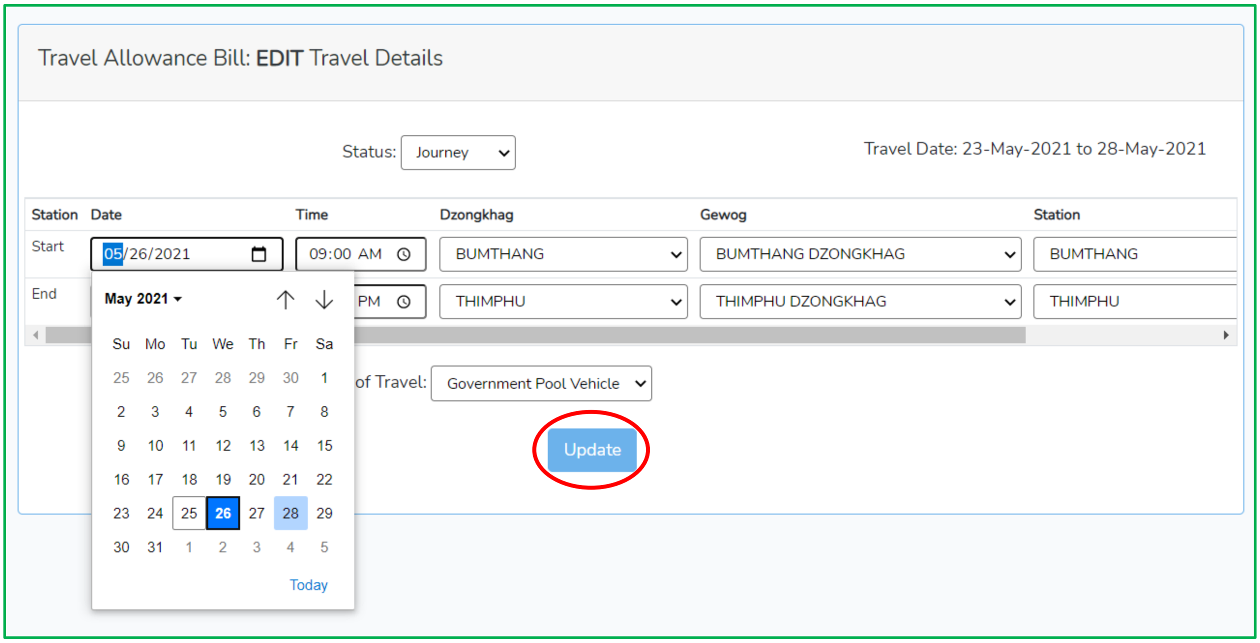
From			To			Daily Allowance	Mileage/Air Fare	Porter / Pony	Actual Expense	Total	Action
Date	Time	Station	Date	Time	Station						
23/05/2021	09:00:00	THIMPHU	23/05/2021	17:00:00	BUMTHANG	1500	4272	0	0	5772	
24/05/2021	09:00:00	BUMTHANG	24/05/2021	17:00:00	MONGAR	1500	3088	0	0	4588	
25/05/2021	09:00:00	MONGAR	25/05/2021	17:00:00	BUMTHANG	1500	3088	0	0	4588	
26/05/2021	09:00:00	BUMTHANG	26/05/2021	17:00:00	THIMPHU	1500	0	0	0	1500	

Estimated Traveling Expenses: **Nu.16448**
Advance Availed: Nu. **14000**

Bill not submitted.

Net Amount: **Nu.2448**

vi. Click on the **edit icon** button under the **Action** column to make necessary changes as per approved travel extension. While inserting the extended date, first edit the date of return journey and then change the date of halt.



Travel Allowance Bill: **EDIT** Travel Details

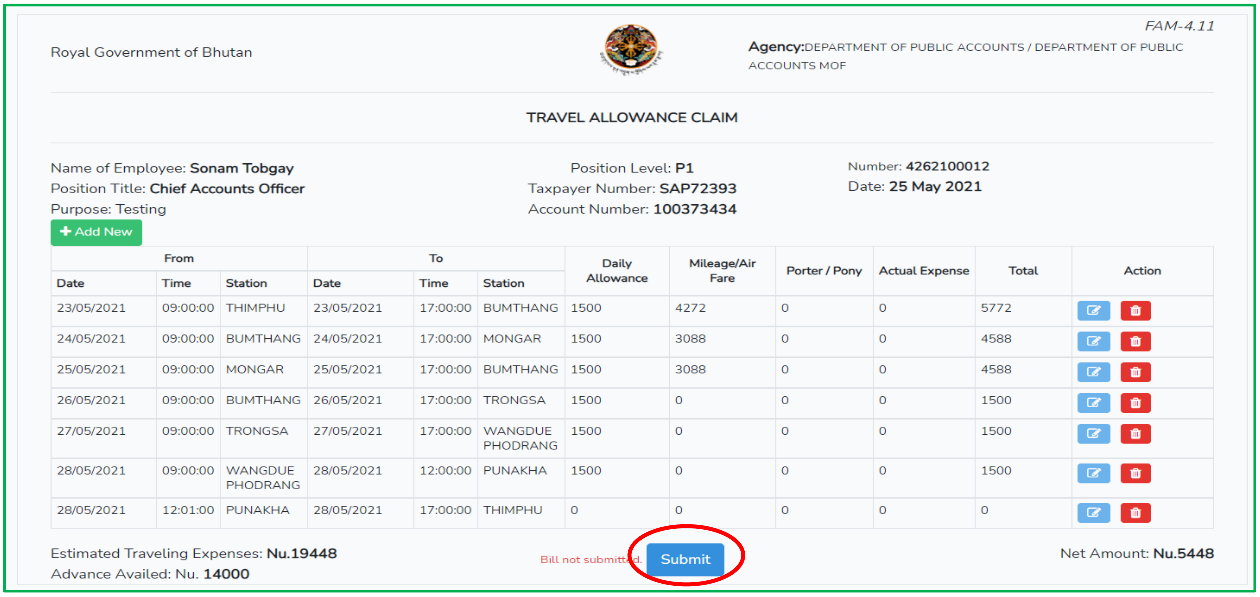
Status: Journey

Travel Date: 23-May-2021 to 28-May-2021

Station	Date	Time	Dzongkhag	Gewog	Station
Start	05/26/2021	09:00 AM	BUMTHANG	BUMTHANG DZONGKHAG	BUMTHANG
End		PM	THIMPHU	THIMPHU DZONGKHAG	THIMPHU

of Travel: Government Pool Vehicle

vii. Click on the **Update** button to save the changes.



FAM-4.11

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL ALLOWANCE CLAIM

Name of Employee: **Sonam Tobgay**
Position Title: **Chief Accounts Officer**
Purpose: Testing

Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25 May 2021**

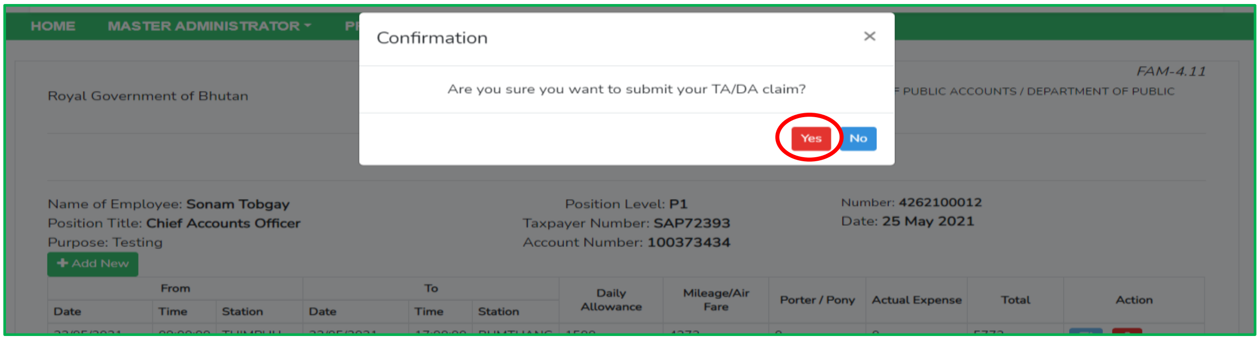
From			To			Daily Allowance	Mileage/Air Fare	Porter / Pony	Actual Expense	Total	Action
Date	Time	Station	Date	Time	Station						
23/05/2021	09:00:00	THIMPHU	23/05/2021	17:00:00	BUMTHANG	1500	4272	0	0	5772	
24/05/2021	09:00:00	BUMTHANG	24/05/2021	17:00:00	MONGAR	1500	3088	0	0	4588	
25/05/2021	09:00:00	MONGAR	25/05/2021	17:00:00	BUMTHANG	1500	3088	0	0	4588	
26/05/2021	09:00:00	BUMTHANG	26/05/2021	17:00:00	TRONGSA	1500	0	0	0	1500	
27/05/2021	09:00:00	TRONGSA	27/05/2021	17:00:00	WANGDUE PHODRANG	1500	0	0	0	1500	
28/05/2021	09:00:00	WANGDUE PHODRANG	28/05/2021	12:00:00	PUNAKHA	1500	0	0	0	1500	
28/05/2021	12:01:00	PUNAKHA	28/05/2021	17:00:00	THIMPHU	0	0	0	0	0	

Estimated Traveling Expenses: **Nu.19448**
Advance Availed: Nu. **14000**

Bill not submitted.

Net Amount: **Nu.5448**

viii. Click on **Submit** button to submit your travel allowance claim to Approving Authority.



Confirmation

Are you sure you want to submit your TA/DA claim?

FAM-4.11

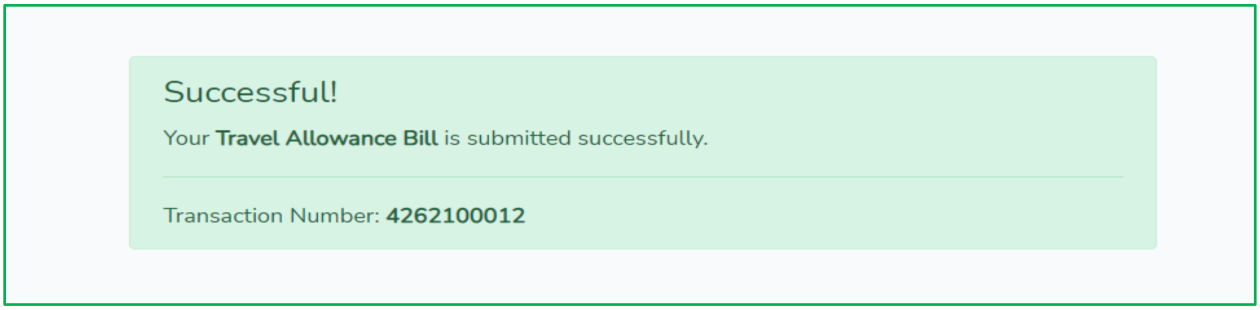
Royal Government of Bhutan

Name of Employee: **Sonam Tobgay**
Position Title: **Chief Accounts Officer**
Purpose: Testing

Position Level: **P1**
Taxpayer Number: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25 May 2021**

The following message will appear on the top left corner of the page, indicating your Travel Allowance Claim is successfully submitted to the Approving Authority.

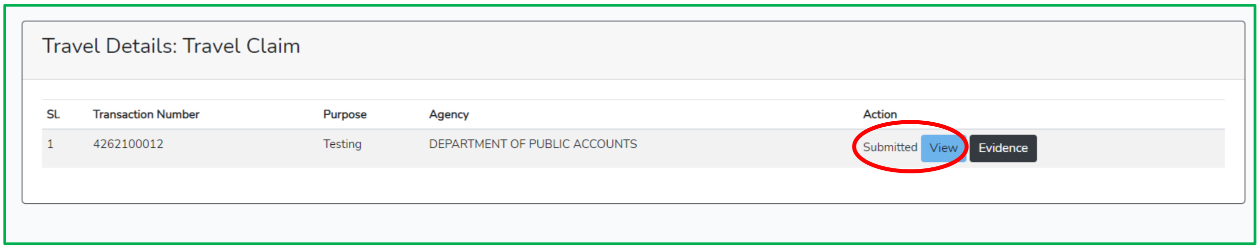


Successful!

Your **Travel Allowance Bill** is submitted successfully.

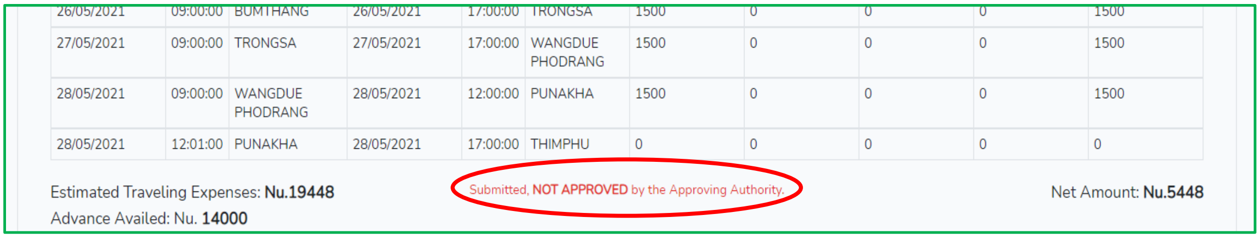
Transaction Number: **4262100012**

The status of your Travel Allowance Claim will change to **Approved** when the Approving Authority approves your claim. The transaction can be viewed in details under the **View** button until the Verifying Authority approves it.



Travel Details: Travel Claim

SL	Transaction Number	Purpose	Agency	Action
1	4262100012	Testing	DEPARTMENT OF PUBLIC ACCOUNTS	Submitted View Evidence



26/05/2021	09:00:00	BUMTHANG	26/05/2021	17:00:00	TRONGSA	1500	0	0	0	1500
27/05/2021	09:00:00	TRONGSA	27/05/2021	17:00:00	WANGDUE PHODRANG	1500	0	0	0	1500
28/05/2021	09:00:00	WANGDUE PHODRANG	28/05/2021	12:00:00	PUNAKHA	1500	0	0	0	1500
28/05/2021	12:01:00	PUNAKHA	28/05/2021	17:00:00	THIMPHU	0	0	0	0	0

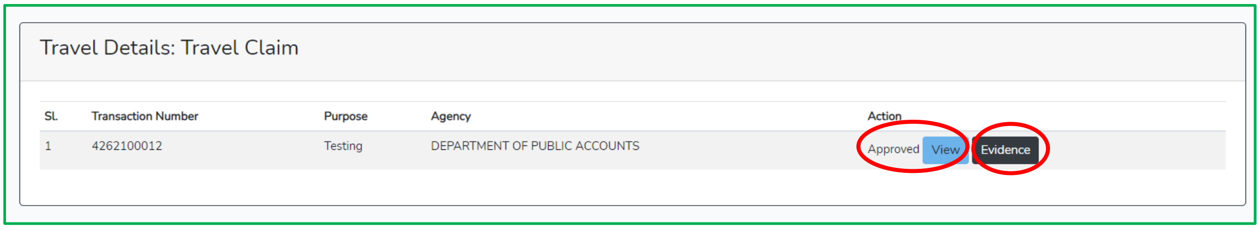
Estimated Traveling Expenses: **Nu.19448**

Advance Availed: Nu. **14000**

Submitted, **NOT APPROVED** by the Approving Authority.

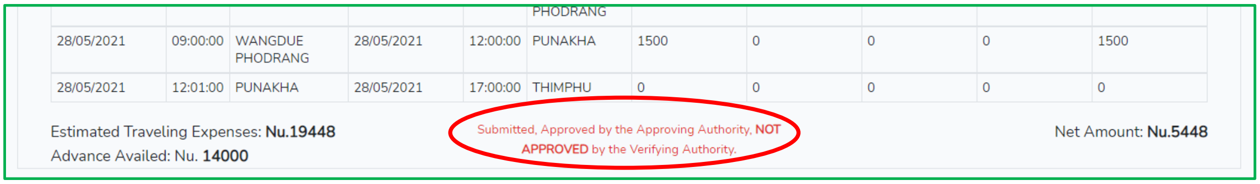
Net Amount: **Nu.5448**

The status of your claim will change when the Approving Authority as shown below;



Travel Details: Travel Claim

SL	Transaction Number	Purpose	Agency	Action
1	4262100012	Testing	DEPARTMENT OF PUBLIC ACCOUNTS	Approved View Evidence



					PHODRANG					
28/05/2021	09:00:00	WANGDUE PHODRANG	28/05/2021	12:00:00	PUNAKHA	1500	0	0	0	1500
28/05/2021	12:01:00	PUNAKHA	28/05/2021	17:00:00	THIMPHU	0	0	0	0	0

Estimated Traveling Expenses: **Nu.19448**

Advance Availed: Nu. **14000**

Submitted, Approved by the Approving Authority, **NOT APPROVED** by the Verifying Authority.

Net Amount: **Nu.5448**

You can also submit a pictorial evidence of your tour with date and time on the picture, e.g. a picture of your meeting with the local people in the places of your travel.

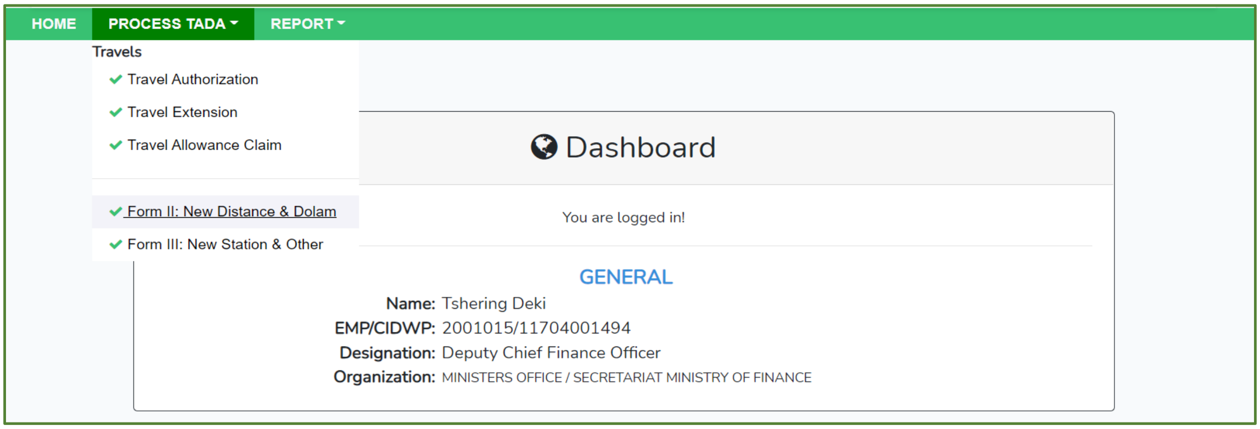
i. Click on Evidence button to add pictures.
ii. Click on Upload button to upload the pictures.

The **Travel Allowance Claim** transaction will disappear from your screen when the Verifying Authority approves the claim. Then the details of the tour undertaken can be viewed under Report module.

2.1.5 Form II: New Distance & Dolam

How to submit new distance & dolam to the verifying authority?

i. Click **Form II: New Distance & Dolam** to report missing distance & dolam.

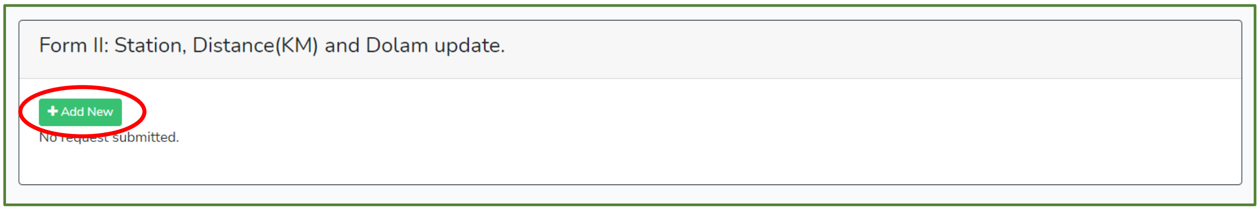

HOME
PROCESS TADA
REPORT
Travels
✓ Travel Authorization
✓ Travel Extension
✓ Travel Allowance Claim
✓ Form II: New Distance & Dolam
✓ Form III: New Station & Other
Dashboard

You are logged in!

GENERAL

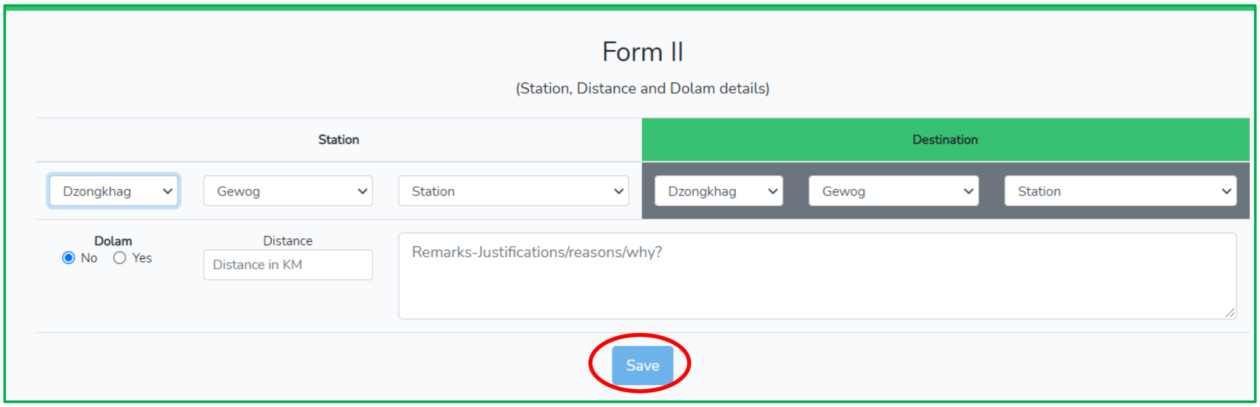
Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

ii. Click **Add New** button to insert the details of missing distance or dolam.


Form II: Station, Distance(KM) and Dolam update.
+ Add New

No request submitted.

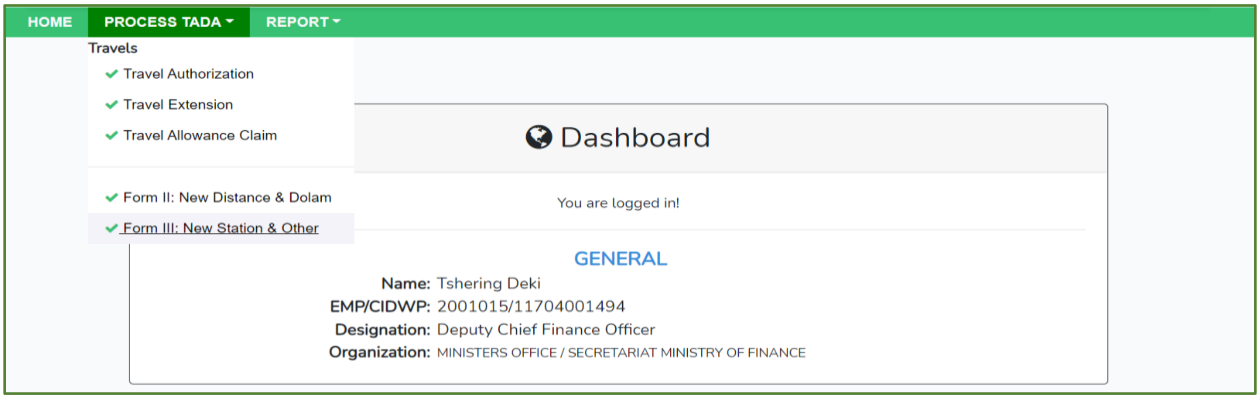
iii. Select the relevant stations and insert the distance or dolam. Narrate your reasons/justificaitons.


Form II
(Station, Distance and Dolam details)
Station
Destination
Dzongkhag
Gewog
Station
Dzongkhag
Gewog
Station
Dolam
● No ○ Yes
Distance
Distance in KM
Remarks-Justifications/reasons/why?
Save

iv. Click **Save** button to submit to the Verifying Authority.

The issue will be verified by the Verifying Authority and submitted to the Master Administrator for updating in the system.

2.1.6 Form III: New Station & Others


HOME
PROCESS TADA
REPORT
Travels
Travel Authorization
Travel Extension
Travel Allowance Claim
Form II: New Distance & Dolam
Form III: New Station & Other

Dashboard

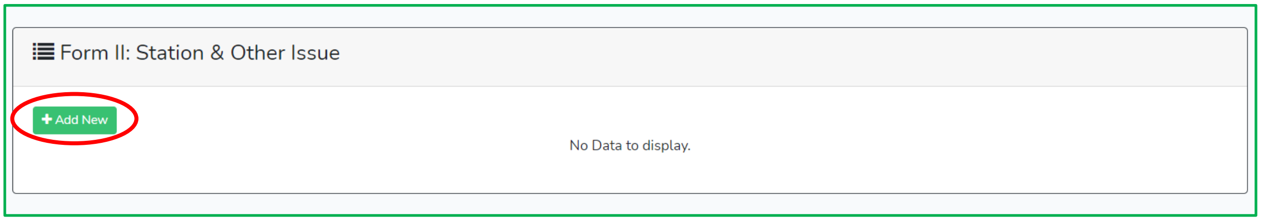
You are logged in!

GENERAL

Name: Tshering Deki
EMP/CIDWP: 2001015/11704001494
Designation: Deputy Chief Finance Officer
Organization: MINISTERS OFFICE / SECRETARIAT MINISTRY OF FINANCE

i. Click **Form III: New Station & Others** to lodge missing stations.

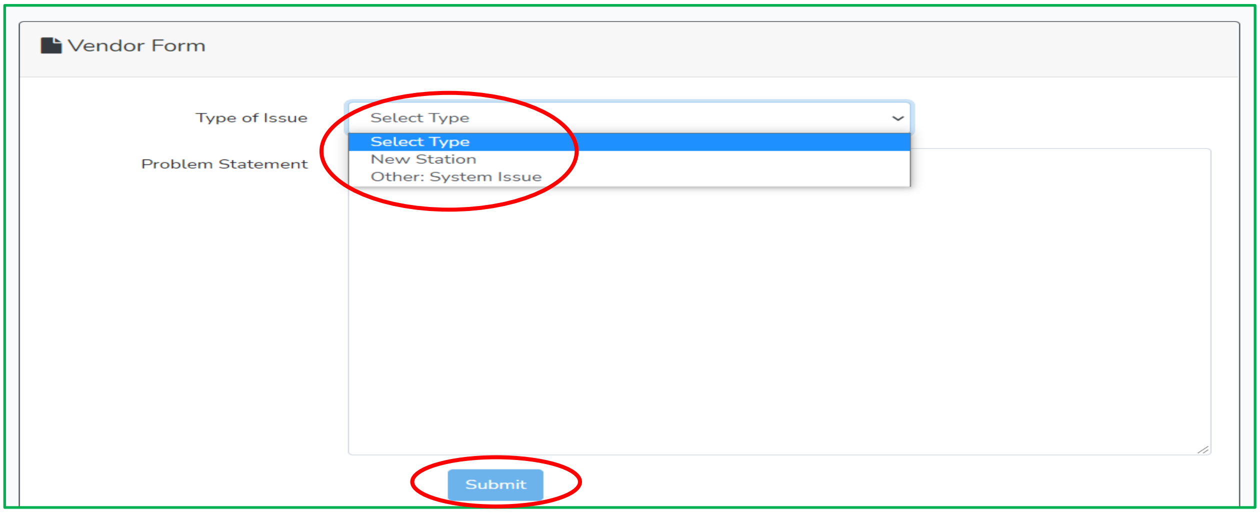
ii. Click **Add New** button to insert the details of missing stations or any other system issues.



Form II: Station & Other Issue

No Data to display.

iii. Narrate the details of station or any other issues related to the system.


Select Type
New Station
Other: System Issue
Submit

Vendor Form

Type of Issue: Select Type

Problem Statement

iv. Click **Submit** button to submit to the Verifying Authority.

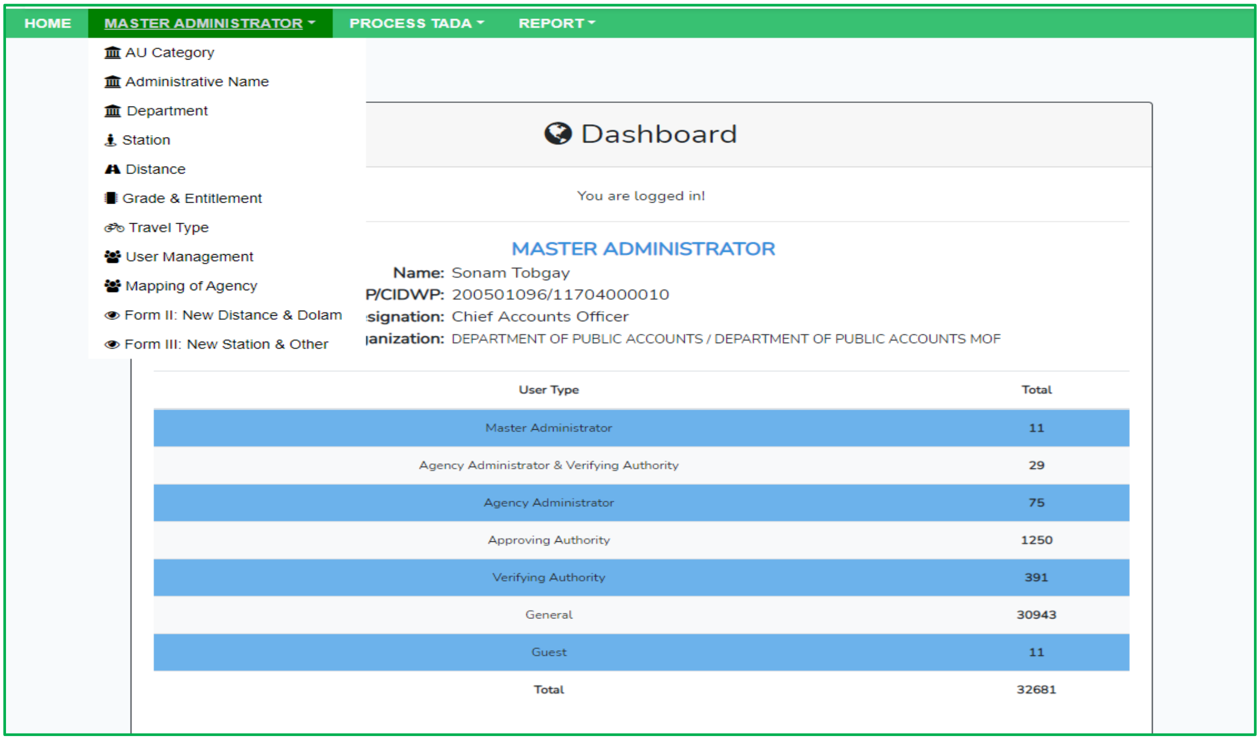
The issue will be verified by the Verifying Authority and submitted to the Master Administrator for updating in the system.

The above mentioned forms are made available to all the users irrespective of any roles the user is assigned.

Part III: Guidelines for Administrators

3.1 Master Administrator (DPA)

Under the Master Administrator module, the administrator shall update information for 11 parameters. The parameters are detailed in the following sub-sections;


HOME
MASTER ADMINISTRATOR
PROCESS TADA
REPORT
AU Category
Administrative Name
Department
Station
Distance
Grade & Entitlement
Travel Type
User Management
Mapping of Agency
Form II: New Distance & Dolam
Form III: New Station & Other
Dashboard

You are logged in!

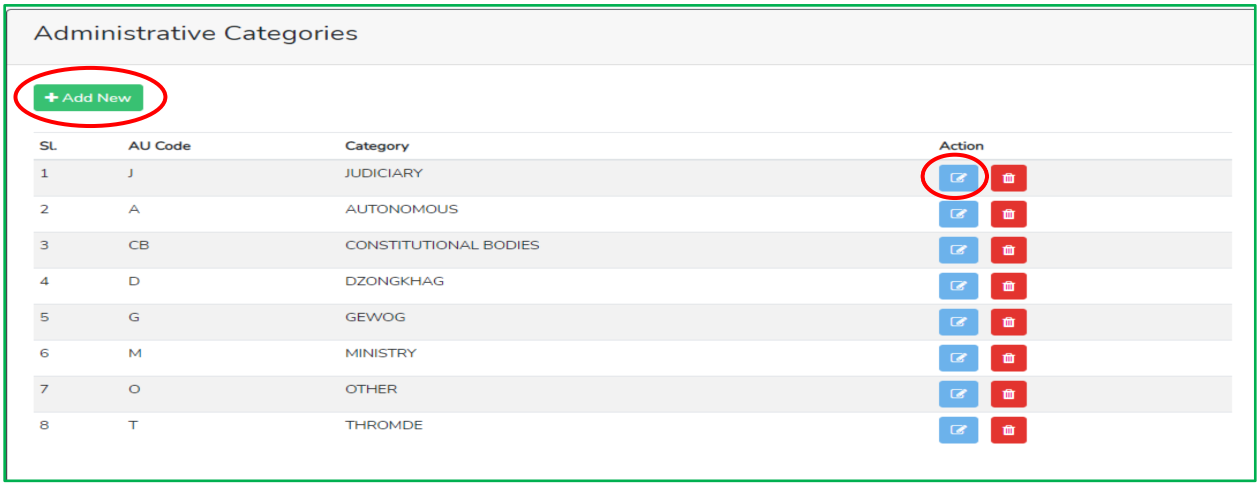
MASTER ADMINISTRATOR

Name: Sonam Tobgay
P/CIDWP: 200501096/11704000010
signation: Chief Accounts Officer
anization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

User Type	Total
Master Administrator	11
Agency Administrator & Verifying Authority	29
Agency Administrator	75
Approving Authority	1250
Verifying Authority	391
General	30943
Guest	11
Total	32681

3.1.1 Add AU Category

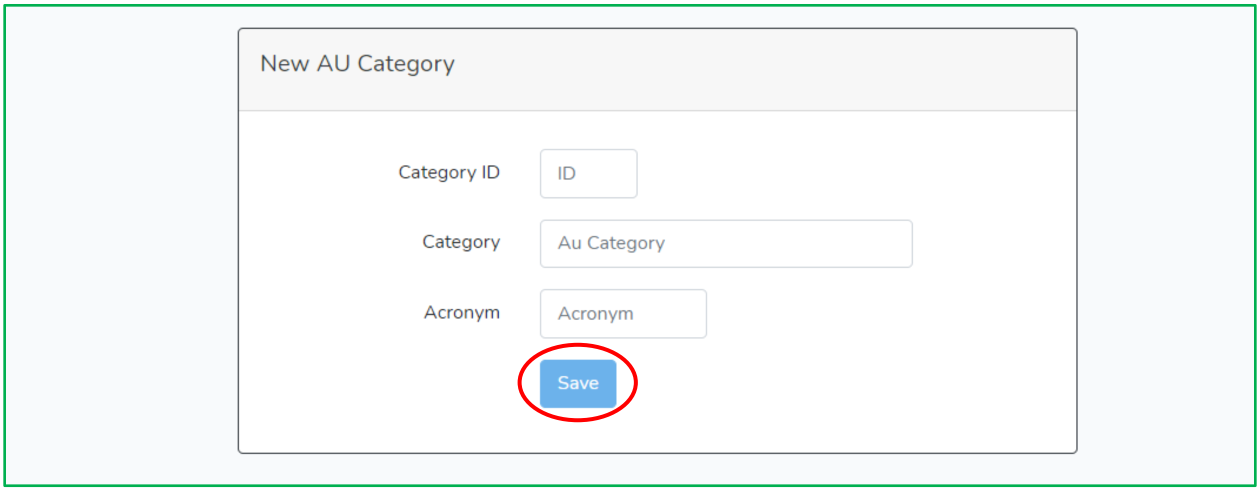
How to add/delete Administrative Unit in eDATS?


Administrative Categories
+ Add New

SL	AU Code	Category	Action
1	J	JUDICIARY	
2	A	AUTONOMOUS	
3	CB	CONSTITUTIONAL BODIES	
4	D	DZONGKHAG	
5	G	GEWOG	
6	M	MINISTRY	
7	O	OTHER	
8	T	THROMDE	

i. To add/delete **Administrative Unit**, select **AU Category** from drop down menu.

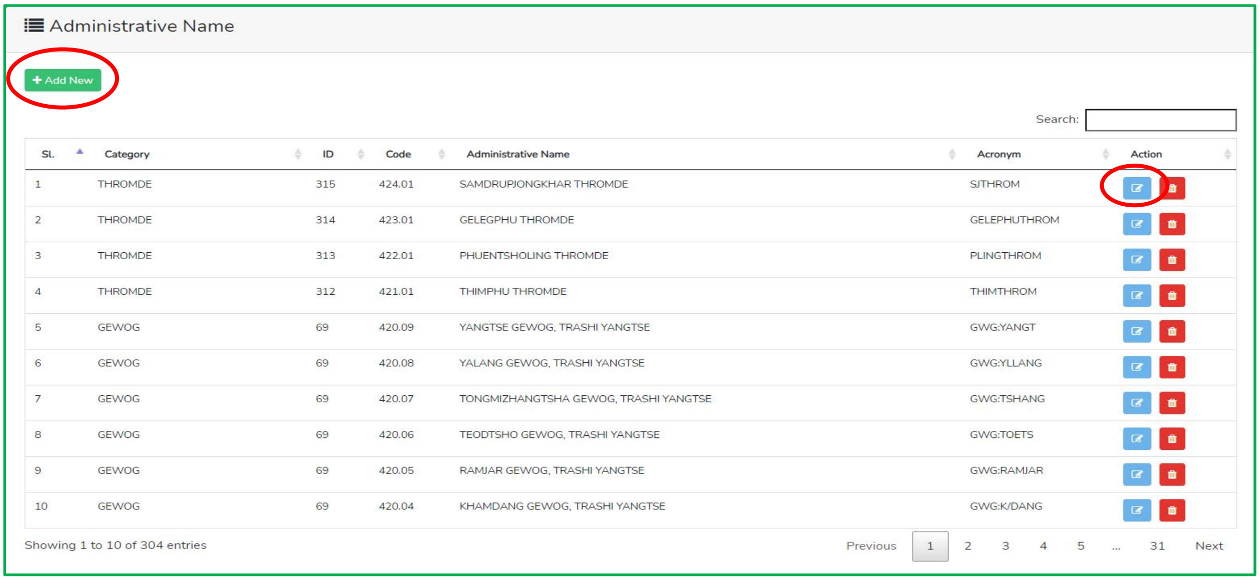
ii. Click on **Add New** Button.
iii. Enter the details and click **Save** button.


New AU Category
Category ID
ID
Category
Au Category
Acronym
Acronym
Save

iv. Use edit/delete button on the side bar under **Action** to make necessary changes.

3.1.2 Administrative Name

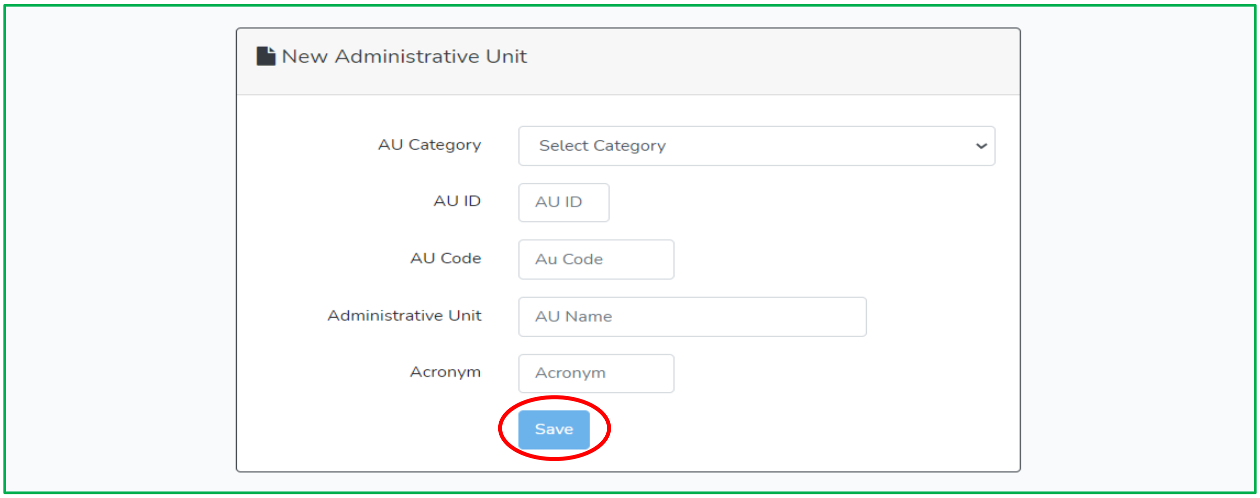
How to add/delete administrative name in *e*DATS?


Administrative Name
+ Add New
Search:
Previous
1
2
3
4
5
...
31
Next

SL	Category	ID	Code	Administrative Name	Acronym	Action
1	THROMDE	315	424.01	SAMDRUPJONGKHAR THROMDE	SJTHROM	
2	THROMDE	314	423.01	GELEGPHU THROMDE	GELEPHUTHROM	
3	THROMDE	313	422.01	PHUENTSHOLING THROMDE	PLINGTHROM	
4	THROMDE	312	421.01	THIMPHU THROMDE	THIMTHROM	
5	GEWOG	69	420.09	YANGTSE GEWOG, TRASHI YANGTSE	GWG:YANGT	
6	GEWOG	69	420.08	YALANG GEWOG, TRASHI YANGTSE	GWG:YLLANG	
7	GEWOG	69	420.07	TONGMIZHANGTSHA GEWOG, TRASHI YANGTSE	GWG:TSHANG	
8	GEWOG	69	420.06	TEODTSHO GEWOG, TRASHI YANGTSE	GWG:TOETS	
9	GEWOG	69	420.05	RAMJAR GEWOG, TRASHI YANGTSE	GWG:RAMJAR	
10	GEWOG	69	420.04	KHAMDANG GEWOG, TRASHI YANGTSE	GWG:K/DANG	

Showing 1 to 10 of 304 entries

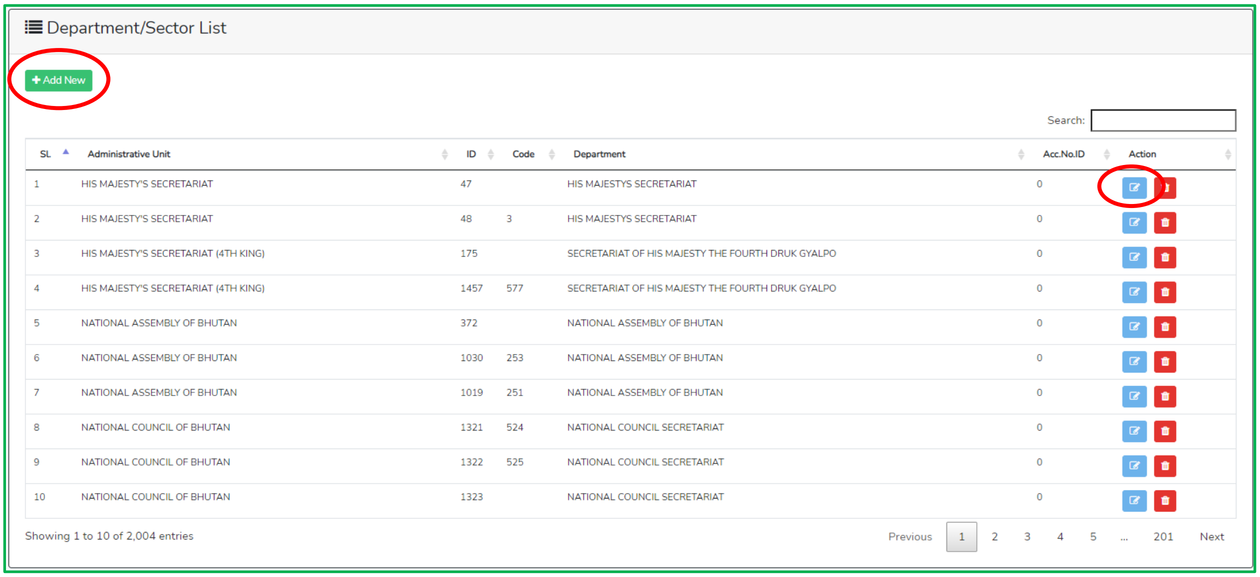
i. Select **Administrative Name** from the drop down menu.
ii. Click **Add New** Button.
iii. Enter the details and click **Save** button.


New Administrative Unit
AU Category
Select Category
AU ID
AU ID
AU Code
Au Code
Administrative Unit
AU Name
Acronym
Acronym
Save

iv. Use edit/delete button on the side bar under **Action** to make necessary changes.

3.1.3 Department

How to add/delete department in the eDATS?

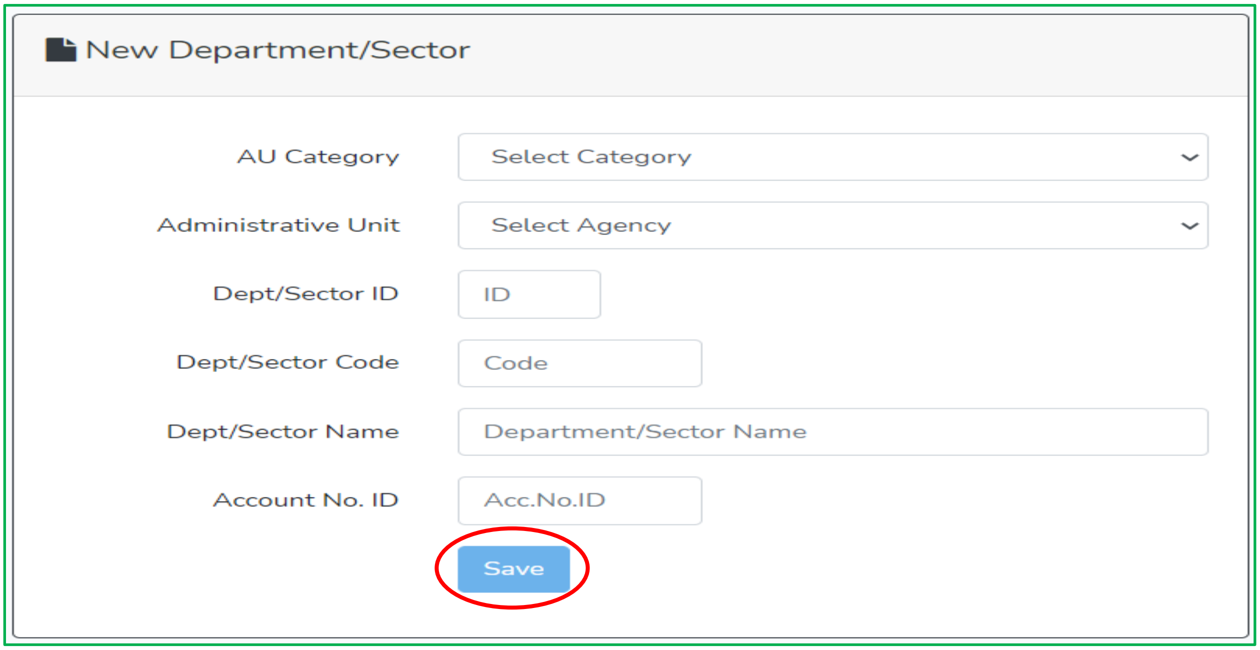

Department/Sector List
+ Add New
Search:

SL	Administrative Unit	ID	Code	Department	Acc.No.ID	Action
1	HIS MAJESTY'S SECRETARIAT	47		HIS MAJESTYS SECRETARIAT	0	✎ 🗑
2	HIS MAJESTY'S SECRETARIAT	48	3	HIS MAJESTYS SECRETARIAT	0	✎ 🗑
3	HIS MAJESTY'S SECRETARIAT (4TH KING)	175		SECRETARIAT OF HIS MAJESTY THE FOURTH DRUK GYALPO	0	✎ 🗑
4	HIS MAJESTY'S SECRETARIAT (4TH KING)	1457	577	SECRETARIAT OF HIS MAJESTY THE FOURTH DRUK GYALPO	0	✎ 🗑
5	NATIONAL ASSEMBLY OF BHUTAN	372		NATIONAL ASSEMBLY OF BHUTAN	0	✎ 🗑
6	NATIONAL ASSEMBLY OF BHUTAN	1030	253	NATIONAL ASSEMBLY OF BHUTAN	0	✎ 🗑
7	NATIONAL ASSEMBLY OF BHUTAN	1019	251	NATIONAL ASSEMBLY OF BHUTAN	0	✎ 🗑
8	NATIONAL COUNCIL OF BHUTAN	1321	524	NATIONAL COUNCIL SECRETARIAT	0	✎ 🗑
9	NATIONAL COUNCIL OF BHUTAN	1322	525	NATIONAL COUNCIL SECRETARIAT	0	✎ 🗑
10	NATIONAL COUNCIL OF BHUTAN	1323		NATIONAL COUNCIL SECRETARIAT	0	✎ 🗑

Showing 1 to 10 of 2,004 entries

Previous
1
2
3
4
5
...
201
Next

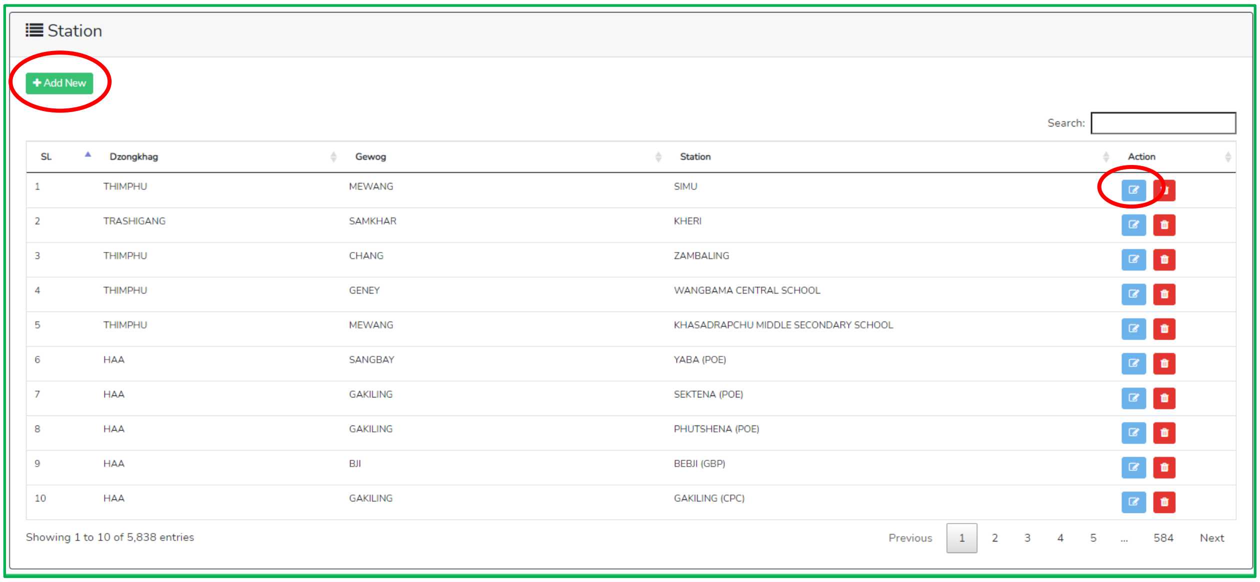
i. Select **Department** from the drop down menu.
ii. Click **Add New** button.
iii. Enter the details and click **Save** button.


New Department/Sector
AU Category
Select Category
Administrative Unit
Select Agency
Dept/Sector ID
ID
Dept/Sector Code
Code
Dept/Sector Name
Department/Sector Name
Account No. ID
Acc.No.ID
Save

iv. Use edit/delete button on the side bar under **Action** to make necessary changes.

3.1.4 Station

How to add/delete station in the *e*DATS?

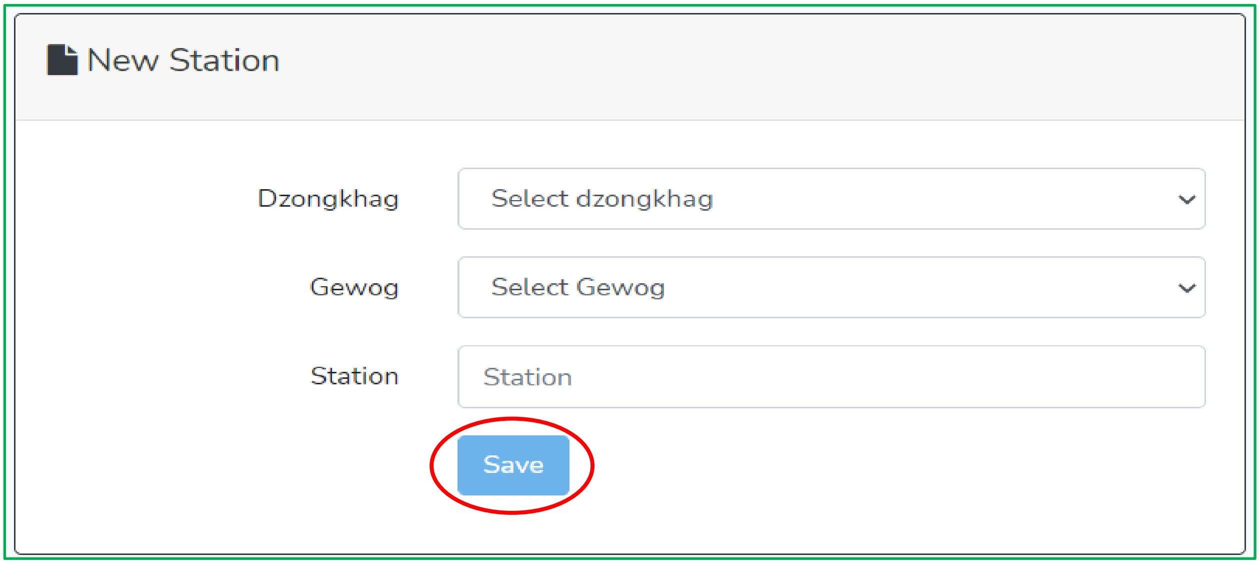

Station
+ Add New
Search:

SL	Dzongkhag	Gewog	Station	Action
1	THIMPHU	MEWANG	SIMU	
2	TRASHIGANG	SAMKHAR	KHERI	
3	THIMPHU	CHANG	ZAMBALING	
4	THIMPHU	GENEY	WANGBAMA CENTRAL SCHOOL	
5	THIMPHU	MEWANG	KHASADRAPCHU MIDDLE SECONDARY SCHOOL	
6	HAA	SANGBAY	YABA (POE)	
7	HAA	GAKILING	SEKTENA (POE)	
8	HAA	GAKILING	PHUTSHENA (POE)	
9	HAA	BJI	BEBJI (GBP)	
10	HAA	GAKILING	GAKILING (CPC)	

Showing 1 to 10 of 5,838 entries

Previous 1 2 3 4 5 ... 584 Next

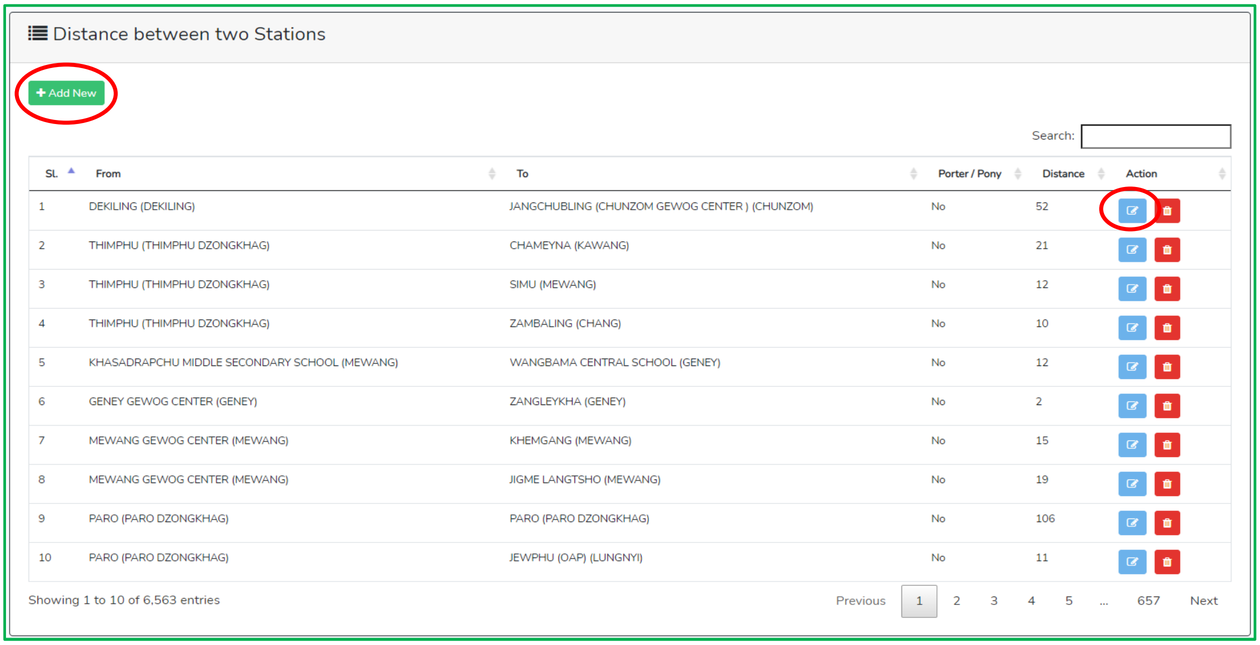
i. Select **Station** from the drop down menu.
ii. Click the **Add New** button.
iii. Enter the details and click **Save** button.


New Station
Dzongkhag
Select dzongkhag
Gewog
Select Gewog
Station
Station
Save

iv. Use edit/delete button on the side bar under **Action** to make necessary changes.

3.1.5 Distance

How to add/delete distance in the *e*DATS?

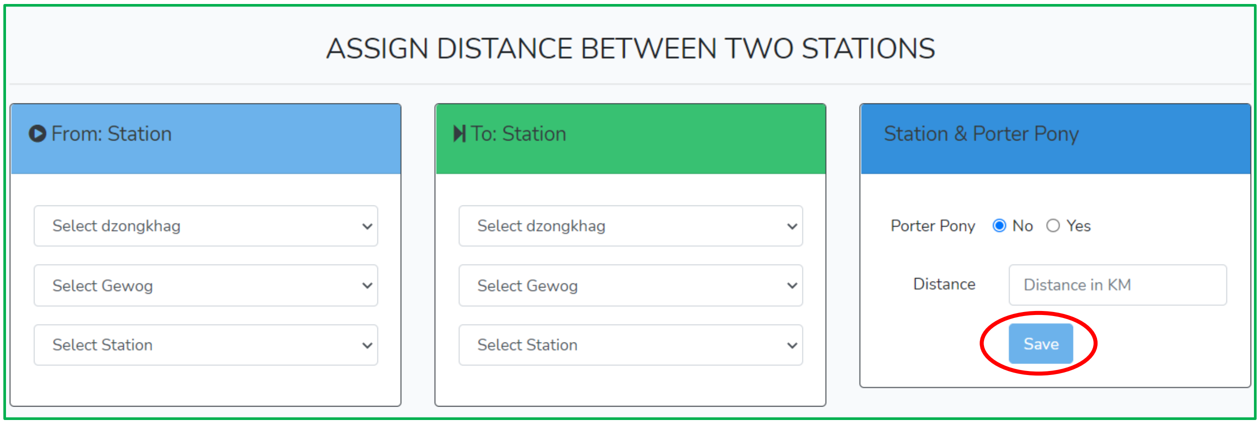

Distance between two Stations
+ Add New
Search:

SL.	From	To	Porter / Pony	Distance	Action
1	DEKILING (DEKILING)	JANGCHUBLING (CHUNZOM GEWOG CENTER) (CHUNZOM)	No	52	
2	THIMPHU (THIMPHU DZONGKHAG)	CHAMEYNA (KAWANG)	No	21	
3	THIMPHU (THIMPHU DZONGKHAG)	SIMU (MEWANG)	No	12	
4	THIMPHU (THIMPHU DZONGKHAG)	ZAMBALING (CHANG)	No	10	
5	KHASADRAPCHU MIDDLE SECONDARY SCHOOL (MEWANG)	WANGBAMA CENTRAL SCHOOL (GENEY)	No	12	
6	GENEY GEWOG CENTER (GENEY)	ZANGLEYKHA (GENEY)	No	2	
7	MEWANG GEWOG CENTER (MEWANG)	KHEMGANG (MEWANG)	No	15	
8	MEWANG GEWOG CENTER (MEWANG)	JIGME LANGTSHO (MEWANG)	No	19	
9	PARO (PARO DZONGKHAG)	PARO (PARO DZONGKHAG)	No	106	
10	PARO (PARO DZONGKHAG)	JEWPHU (OAP) (LUNGNYI)	No	11	

Showing 1 to 10 of 6,563 entries

Previous 1 2 3 4 5 ... 657 Next

i. Select **Distance** from the drop down menu.
ii. Click the **Add New** button.
iii. Select the stations from the dropdown list under **From Station** and **To Station** to map the distance between two places.



ASSIGN DISTANCE BETWEEN TWO STATIONS

From: Station

Select dzongkhag

Select Gewog

Select Station

To: Station

Select dzongkhag

Select Gewog

Select Station

Station & Porter Pony

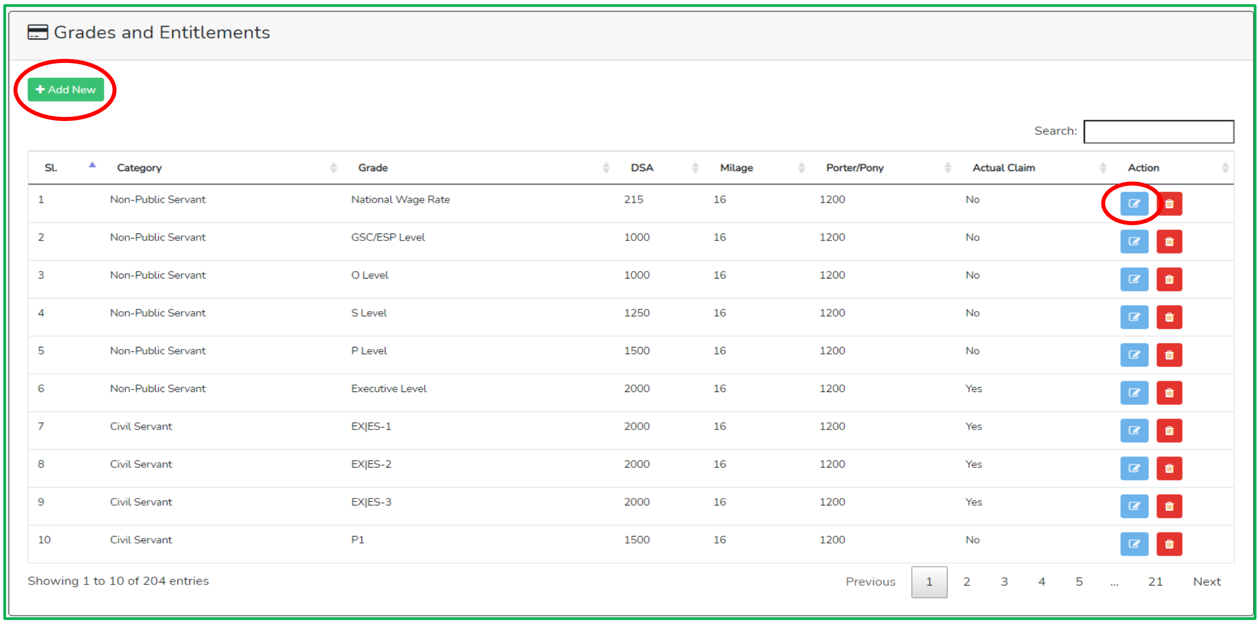
Porter Pony ● No ○ Yes

Distance: Distance in KM

iv. Select Mode of travel i.e Porter Pony or Car and insert the distance.
v. Click **Save** button to save the new distance.
vi. Use edit/delete button on the side bar under **Action** to make necessary changes.

3.1.6 Grade & Entitlements

How to add/delete grade & entitlement rates in eDATS?

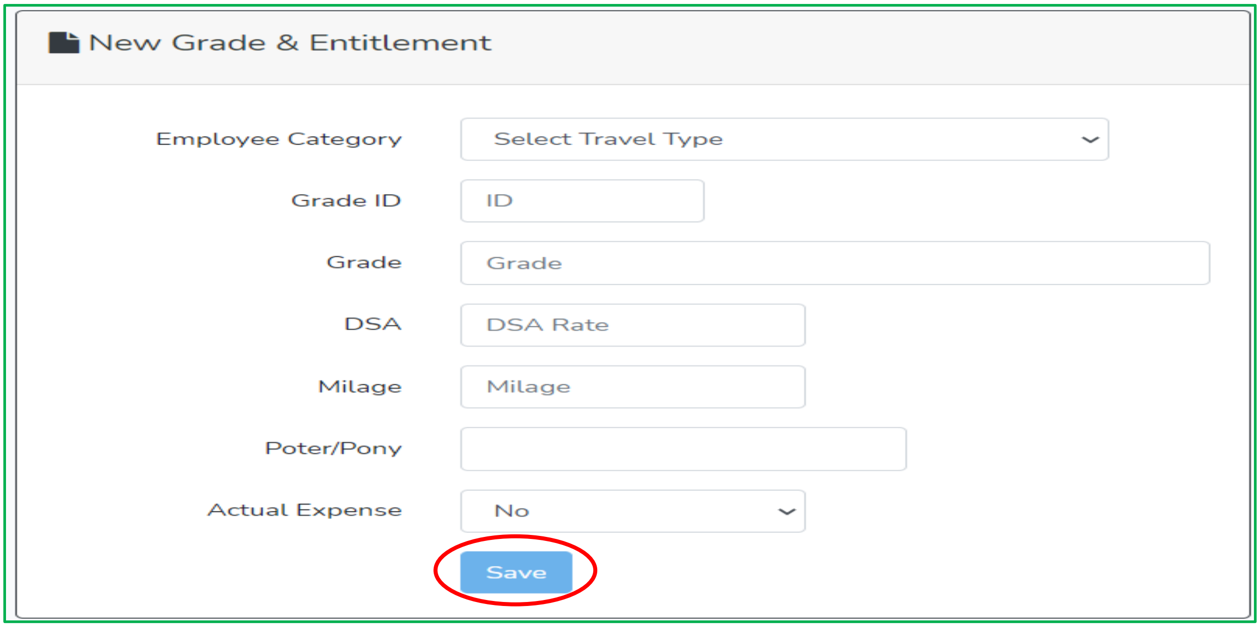


Grades and Entitlements

SL.	Category	Grade	DSA	Milage	Porter/Pony	Actual Claim	Action
1	Non-Public Servant	National Wage Rate	215	16	1200	No	✎ 🗑
2	Non-Public Servant	GSC/ESP Level	1000	16	1200	No	✎ 🗑
3	Non-Public Servant	O Level	1000	16	1200	No	✎ 🗑
4	Non-Public Servant	S Level	1250	16	1200	No	✎ 🗑
5	Non-Public Servant	P Level	1500	16	1200	No	✎ 🗑
6	Non-Public Servant	Executive Level	2000	16	1200	Yes	✎ 🗑
7	Civil Servant	EX|ES-1	2000	16	1200	Yes	✎ 🗑
8	Civil Servant	EX|ES-2	2000	16	1200	Yes	✎ 🗑
9	Civil Servant	EX|ES-3	2000	16	1200	Yes	✎ 🗑
10	Civil Servant	P1	1500	16	1200	No	✎ 🗑

Showing 1 to 10 of 204 entries

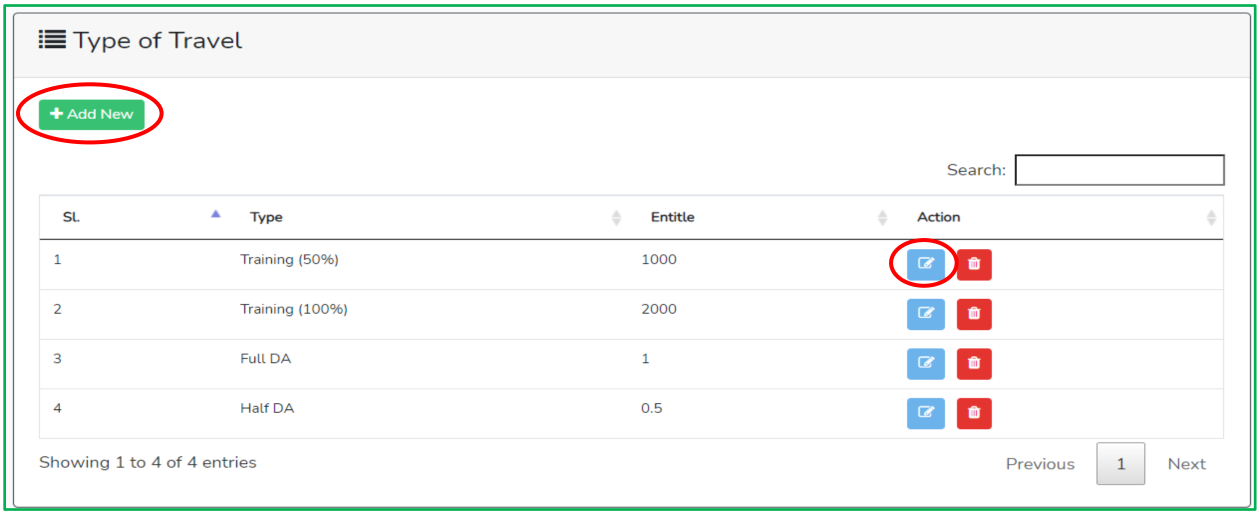
i. Select **Grade & Entitlement** from drop down menu.
ii. Click the **Add New** button.
iii. Enter the details and click **Save** button.
iv. Use edit/delete button on the side bar under **Action** to make necessary changes.


New Grade & Entitlement

Employee Category	Select Travel Type
Grade ID	ID
Grade	Grade
DSA	DSA Rate
Milage	Milage
Poter/Pony	
Actual Expense	No

3.1.7 Travel Type

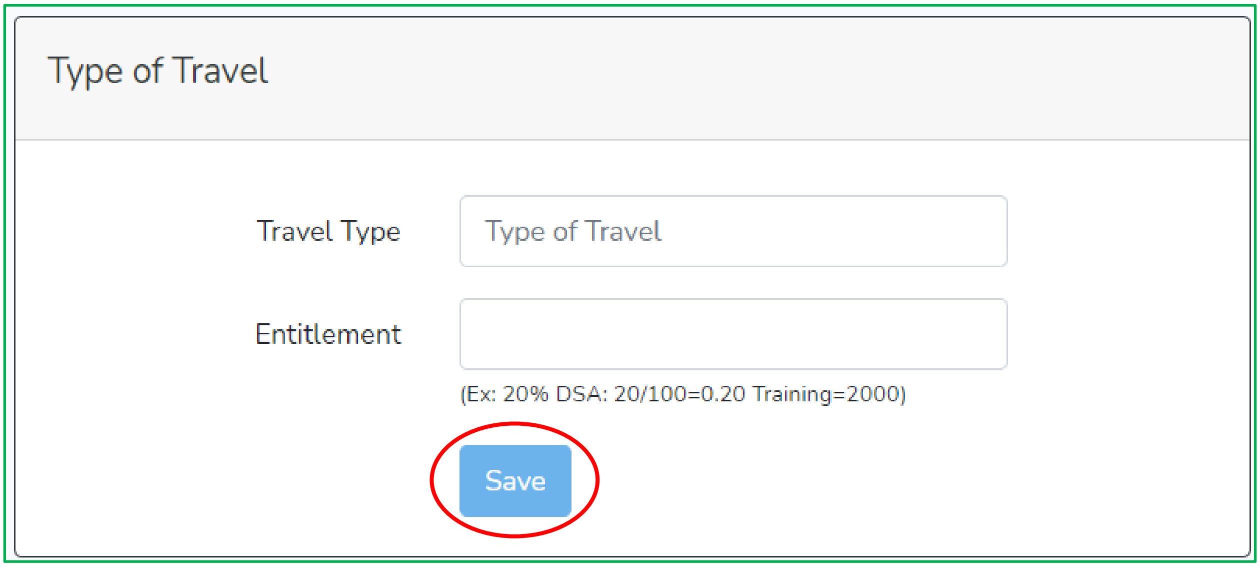
How to add/delete travel type in eDATS?


Type of Travel

SL	Type	Entitle	Action
1	Training (50%)	1000	
2	Training (100%)	2000	
3	Full DA	1	
4	Half DA	0.5	

Showing 1 to 4 of 4 entries

i. Select **Travel Type** from the drop down menu.
ii. Click the **Add New** button.
iii. Enter the details and click **Save** button.
iv. Use edit/delete button on the side bar under **Action** to make necessary changes.



Type of Travel

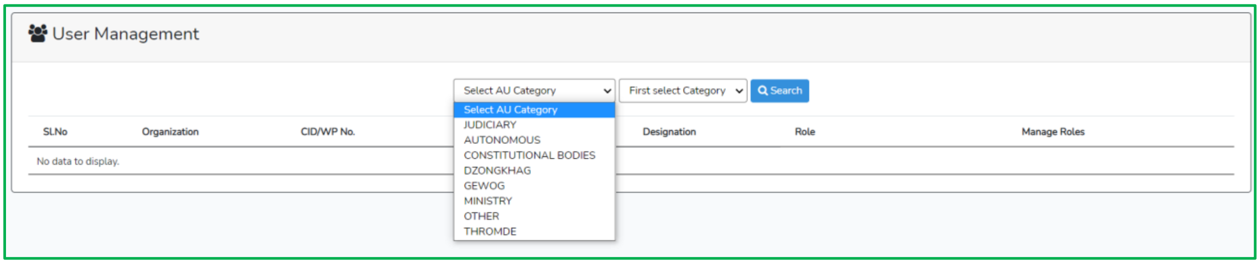
Travel Type: Type of Travel

Entitlement:

(Ex: 20% DSA: 20/100=0.20 Training=2000)

3.1.8 User Management

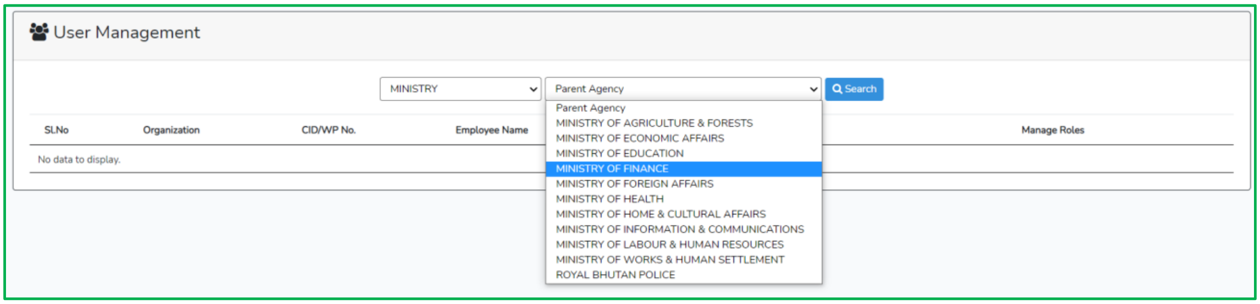
How to assign/un-assign agency administrator in the agency?



User Management

SLNo	Organization	CID/WP No.	Designation	Role	Manage Roles
No data to display.					

Select AU Category
First select Category
Search
Select AU Category
JUDICIARY
AUTONOMOUS
CONSTITUTIONAL BODIES
DZONGKHAG
GEWOG
MINISTRY
OTHER
THROMDE

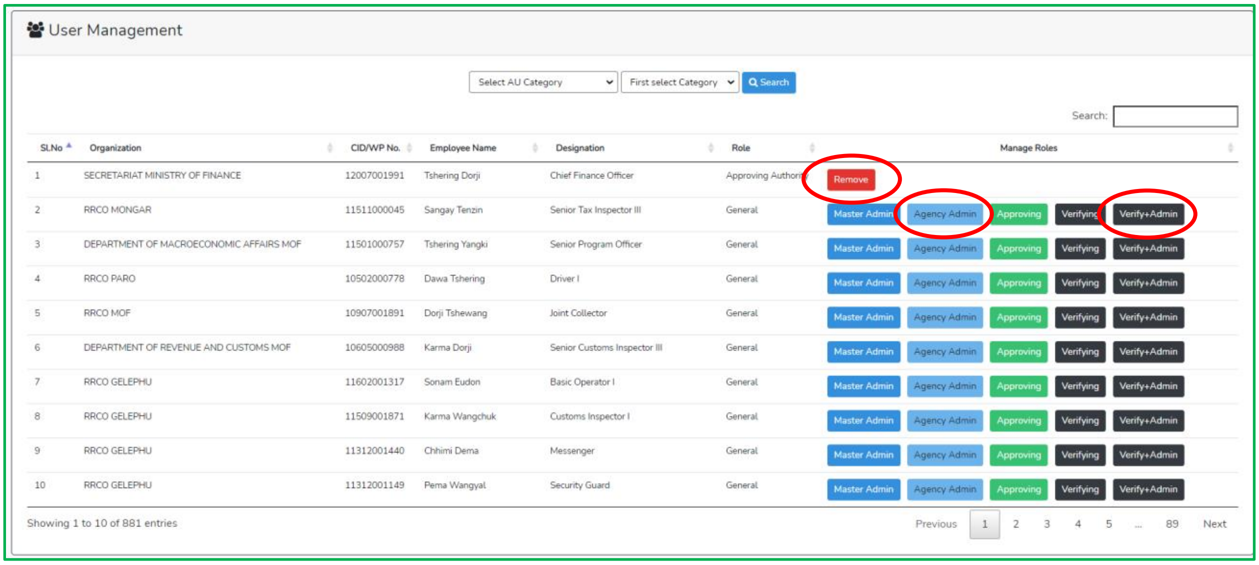


User Management

SLNo	Organization	CID/WP No.	Employee Name	Manage Roles
No data to display.				

MINISTRY
Parent Agency
Search
Parent Agency
MINISTRY OF AGRICULTURE & FORESTS
MINISTRY OF ECONOMIC AFFAIRS
MINISTRY OF EDUCATION
MINISTRY OF FINANCE
MINISTRY OF FOREIGN AFFAIRS
MINISTRY OF HEALTH
MINISTRY OF HOME & CULTURAL AFFAIRS
MINISTRY OF INFORMATION & COMMUNICATIONS
MINISTRY OF LABOUR & HUMAN RESOURCES
MINISTRY OF WORKS & HUMAN SETTLEMENT
ROYAL BHUTAN POLICE

i. Select **User Management** from the drop down menu.
ii. Select AU Category & Parent Agency from the drop down lists.
iii. Click on **Agency Admin** role to assign Agency Administrator in the Agency.
iv. Click on **Verify + Admin**, if the administrator and the Verifying Authority is the same person.
v. Click on **Remove** button to un-assign the role.



Sl.No	Organization	CID/WP No.	Employee Name	Designation	Role	Manage Roles
1	SECRETARIAT MINISTRY OF FINANCE	12007001991	Tshering Dorji	Chief Finance Officer	Approving Authority	Remove
2	RRCO MONGAR	11511000045	Sangay Tenzin	Senior Tax Inspector III	General	Master Admin Agency Admin Approving Verifying Verify+Admin
3	DEPARTMENT OF MACROECONOMIC AFFAIRS MOF	11501000757	Tshering Yangki	Senior Program Officer	General	Master Admin Agency Admin Approving Verifying Verify+Admin
4	RRCO PARO	10502000778	Dawa Tshering	Driver I	General	Master Admin Agency Admin Approving Verifying Verify+Admin
5	RRCO MOF	10907001891	Dorji Tshewang	Joint Collector	General	Master Admin Agency Admin Approving Verifying Verify+Admin
6	DEPARTMENT OF REVENUE AND CUSTOMS MOF	10605000988	Karma Dorji	Senior Customs Inspector III	General	Master Admin Agency Admin Approving Verifying Verify+Admin
7	RRCO GELEPHU	11602001317	Sonam Eudon	Basic Operator I	General	Master Admin Agency Admin Approving Verifying Verify+Admin
8	RRCO GELEPHU	11509001871	Karma Wangchuk	Customs Inspector I	General	Master Admin Agency Admin Approving Verifying Verify+Admin
9	RRCO GELEPHU	11312001440	Chhimi Dema	Messenger	General	Master Admin Agency Admin Approving Verifying Verify+Admin
10	RRCO GELEPHU	11312001149	Pema Wangyal	Security Guard	General	Master Admin Agency Admin Approving Verifying Verify+Admin

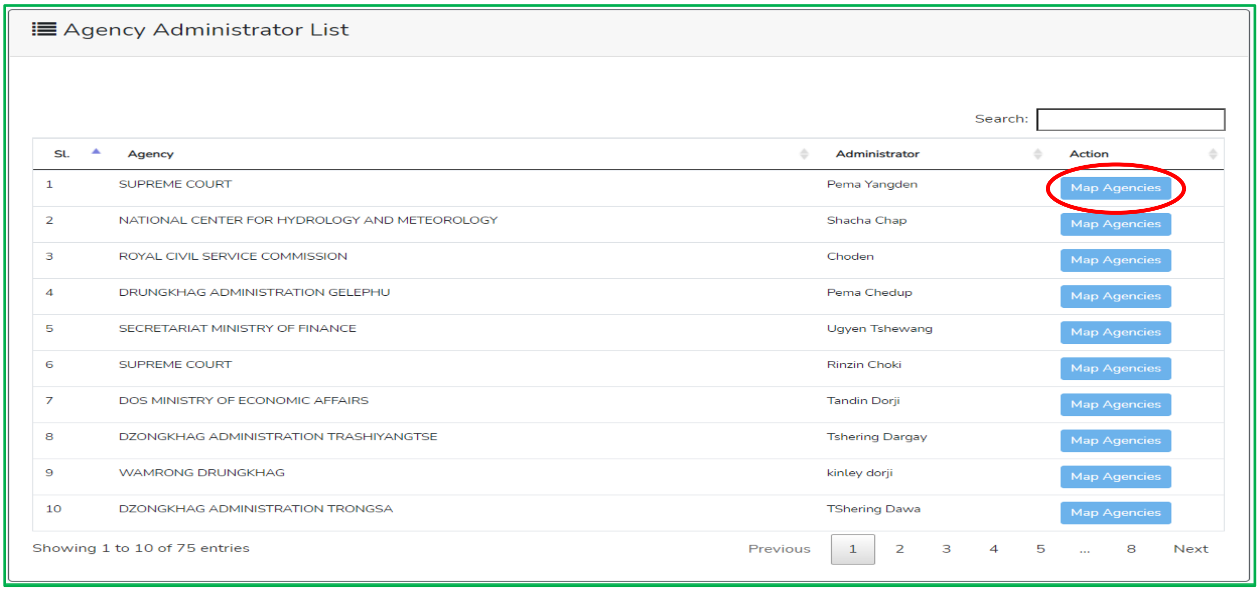
Showing 1 to 10 of 881 entries

CAUTION!

Removing the roles already assigned to particular user may lead to restriction of processing the incomplete transaction. Therefore, make sure to check if all the transactions are completed before changing the roles.

3.1.9 Mapping of Agency

How to map agency administrator to the department/division/section/unit of their agency?



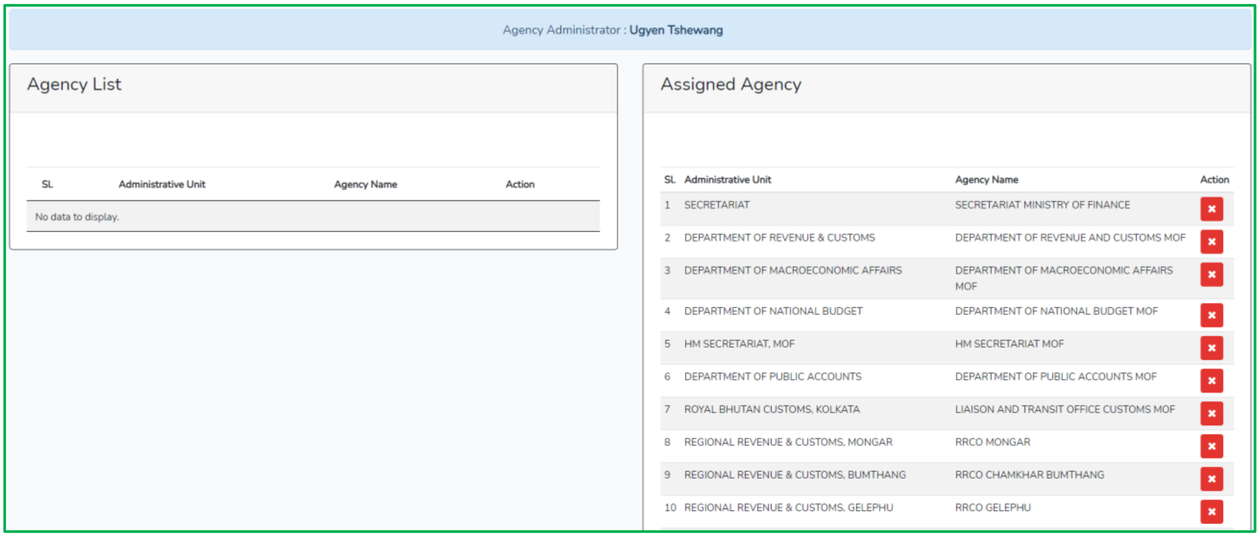
SL	Agency	Administrator	Action
1	SUPREME COURT	Pema Yangden	Map Agencies
2	NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY	Shacha Chap	Map Agencies
3	ROYAL CIVIL SERVICE COMMISSION	Choden	Map Agencies
4	DRUNGKHAG ADMINISTRATION GELEPHU	Pema Chedup	Map Agencies
5	SECRETARIAT MINISTRY OF FINANCE	Ugyen Tshewang	Map Agencies
6	SUPREME COURT	Rinzin Choki	Map Agencies
7	DOS MINISTRY OF ECONOMIC AFFAIRS	Tandin Dorji	Map Agencies
8	DZONGKHAG ADMINISTRATION TRASHIYANGTSE	Tshering Dargay	Map Agencies
9	WAMRONG DRUNGKHAG	kinley dorji	Map Agencies
10	DZONGKHAG ADMINISTRATION TRONGSA	TShering Dawa	Map Agencies

Showing 1 to 10 of 75 entries

i. Select **Mapping of Agency** in the drop down list.

ii. Click on **Map Agencies** from the list of Agency Administrators to assign the agencies/department/division/section/sector.

iii. Click ✓ or ✗ buttons to add or remove the agencies/department/division/section/sector.



Agency Administrator : **Ugyen Tshewang**

Agency List

SL	Administrative Unit	Agency Name	Action
No data to display.			

Assigned Agency

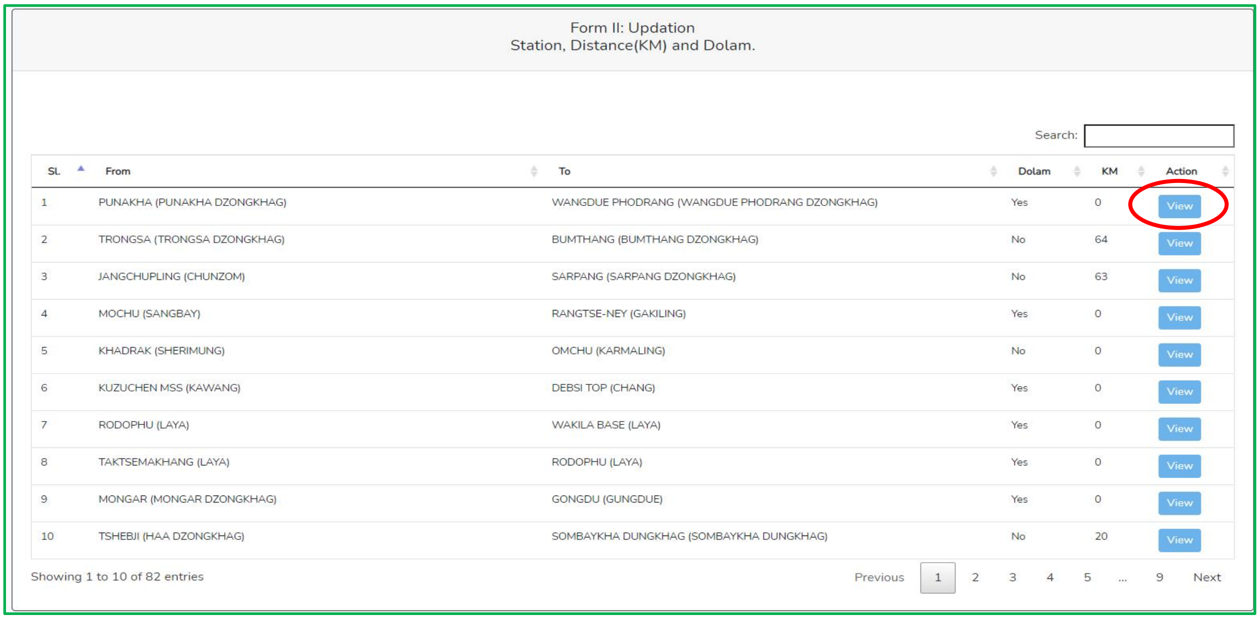
SL	Administrative Unit	Agency Name	Action
1	SECRETARIAT	SECRETARIAT MINISTRY OF FINANCE	✗
2	DEPARTMENT OF REVENUE & CUSTOMS	DEPARTMENT OF REVENUE AND CUSTOMS MOF	✗
3	DEPARTMENT OF MACROECONOMIC AFFAIRS	DEPARTMENT OF MACROECONOMIC AFFAIRS MOF	✗
4	DEPARTMENT OF NATIONAL BUDGET	DEPARTMENT OF NATIONAL BUDGET MOF	✗
5	HM SECRETARIAT, MOF	HM SECRETARIAT MOF	✗
6	DEPARTMENT OF PUBLIC ACCOUNTS	DEPARTMENT OF PUBLIC ACCOUNTS MOF	✗
7	ROYAL BHUTAN CUSTOMS, KOLKATA	LIAISON AND TRANSIT OFFICE CUSTOMS MOF	✗
8	REGIONAL REVENUE & CUSTOMS, MONGAR	RRCO MONGAR	✗
9	REGIONAL REVENUE & CUSTOMS, BUMTHANG	RRCO CHAMKHAR BUMTHANG	✗
10	REGIONAL REVENUE & CUSTOMS, GELEPHU	RRCO GELEPHU	✗

3.1.10 Form II: New Distance & Dolam

How to update new distance & dolam submitted by the users?

i. Select **Form II: New Distance & Dolam.**

ii. Click on **View** button to update the new distance and dolam submitted by the users.



Form II: Updation
Station, Distance(KM) and Dolam.

Search:

SL	From	To	Dolam	KM	Action
1	PUNAKHA (PUNAKHA DZONGKHAG)	WANGDUE PHODRANG (WANGDUE PHODRANG DZONGKHAG)	Yes	0	View
2	TRONGSA (TRONGSA DZONGKHAG)	BUMTHANG (BUMTHANG DZONGKHAG)	No	64	View
3	JANGCHUPLING (CHUNZOM)	SARPANG (SARPANG DZONGKHAG)	No	63	View
4	MOCHU (SANGBAY)	RANGTSE-NEY (GAKILING)	Yes	0	View
5	KHADRAK (SHERIMUNG)	OMCHU (KARMALING)	No	0	View
6	KUZUCHEN MSS (KAWANG)	DEBSI TOP (CHANG)	Yes	0	View
7	RODOPHU (LAYA)	WAKILA BASE (LAYA)	Yes	0	View
8	TAKTSEMAKHANG (LAYA)	RODOPHU (LAYA)	Yes	0	View
9	MONGAR (MONGAR DZONGKHAG)	GONGDU (GUNGDUE)	Yes	0	View
10	TSHEBJI (HAA DZONGKHAG)	SOMBAYKHA DUNGKHAG (SOMBAYKHA DUNGKHAG)	No	20	View

Showing 1 to 10 of 82 entries

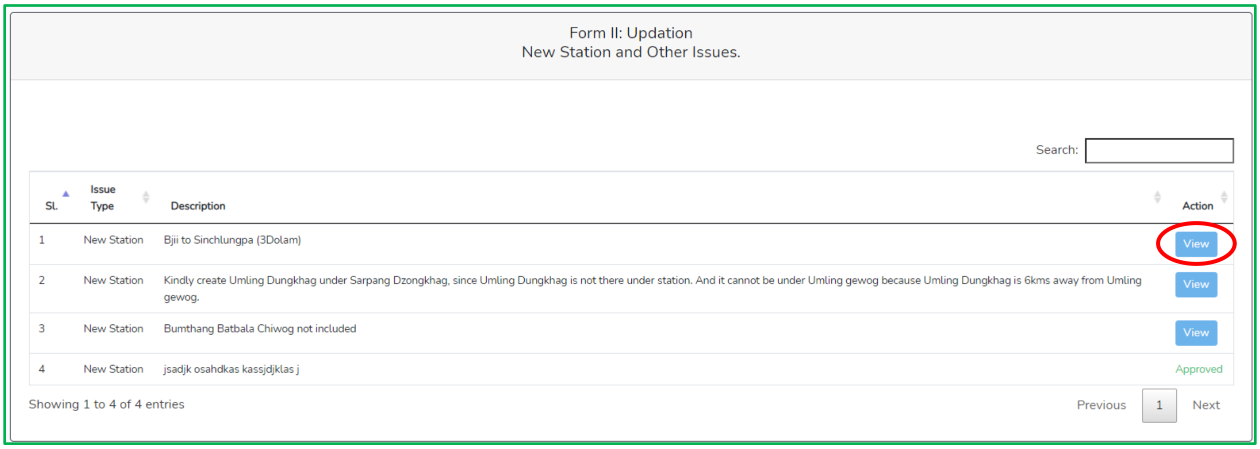
iii. Click **Done** button when the action is resolved.

The issue submitted will disappear as soon as you click the **Done** button.

3.1.11 Form III: New Station & Others

i. Select **Form III: New Station & Other.**

ii. Click on **View** button to update the new station and others submitted by the user.



Form II: Updation
New Station and Other Issues.

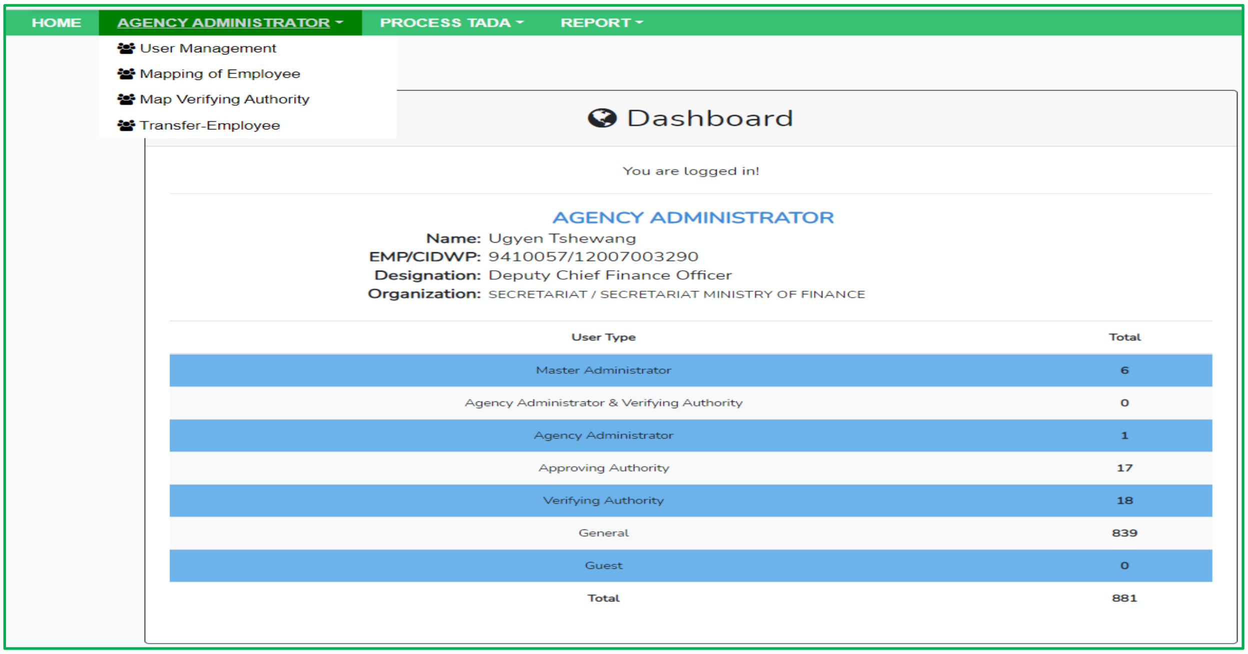
SL.	Issue Type	Description	Action
1	New Station	Bjii to Sinchlungpa (3Dolam)	View
2	New Station	Kindly create Umling Dungkhag under Sarpang Dzongkhag, since Umling Dungkhag is not there under station. And it cannot be under Umling gewog because Umling Dungkhag is 6kms away from Umling gewog.	View
3	New Station	Bumthang Batbala Chiwog not included	View
4	New Station	jsadjk osahdkas kassjdjklas j	Approved

Showing 1 to 4 of 4 entries

iii. Click **Done** button when the action is resolved.

3.2 Agency Administrator

The Agency Administrator shall activate/deactivate the registered employees, assign Approving Authority and Verifying Authority, mapping of employees and transfer employees.



Dashboard

You are logged in!

AGENCY ADMINISTRATOR

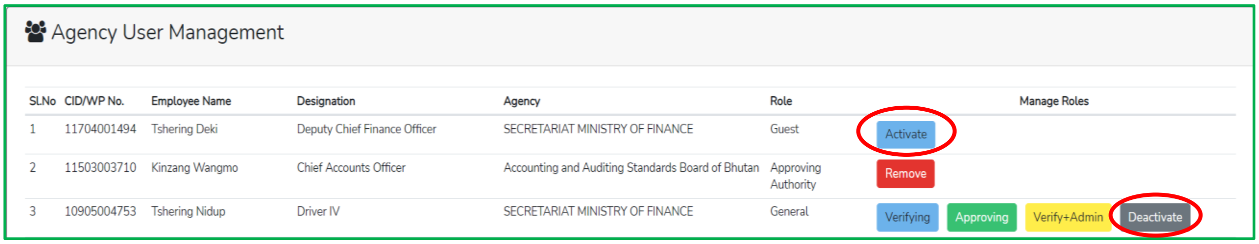
Name: Ugyen Tshewang
EMP/CIDWP: 9410057/12007003290
Designation: Deputy Chief Finance Officer
Organization: SECRETARIAT / SECRETARIAT MINISTRY OF FINANCE

User Type	Total
Master Administrator	6
Agency Administrator & Verifying Authority	0
Agency Administrator	1
Approving Authority	17
Verifying Authority	18
General	839
Guest	0
Total	**881**

3.2.1 User Management

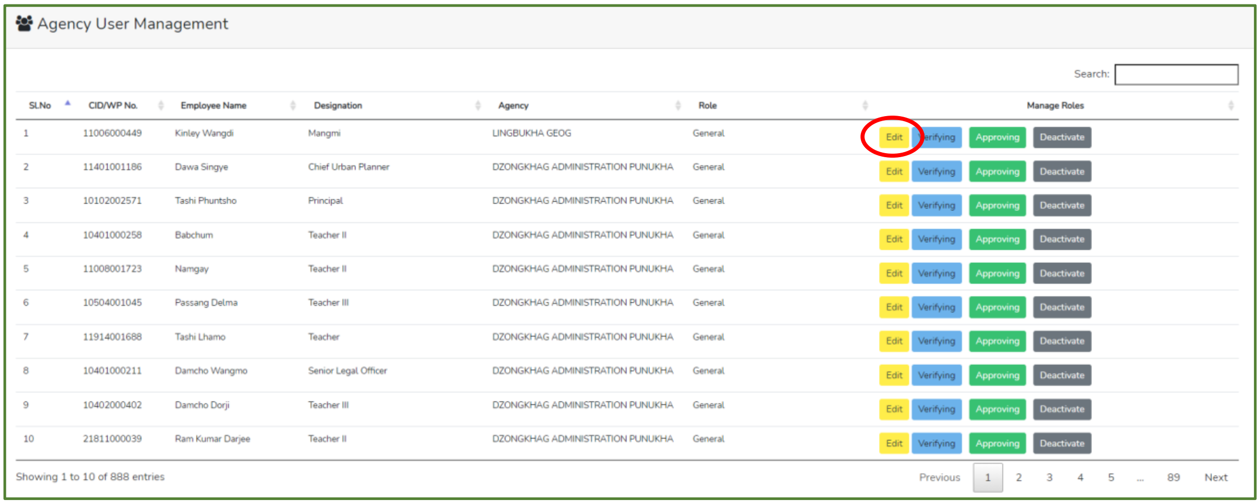
How to activate/deactivate users?

i. Click on **User Management** from the drop down menu.
ii. Click **Activate** button to activate new users. As soon as the user is activated his/her status will change to **GENERAL** in the user's screen.
iii. The active user can be deactivated by clicking on the **Deactivate** button.



Agency User Management

SLNo	CID/WP No.	Employee Name	Designation	Agency	Role	Manage Roles
1	11704001494	Tshering Deki	Deputy Chief Finance Officer	SECRETARIAT MINISTRY OF FINANCE	Guest	Activate
2	11503003710	Kinzang Wangmo	Chief Accounts Officer	Accounting and Auditing Standards Board of Bhutan	Approving Authority	Remove
3	10905004753	Tshering Nidup	Driver IV	SECRETARIAT MINISTRY OF FINANCE	General	Verifying Approving Verify+Admin Deactivate



Agency User Management

Search:

SLNo	CID/WP No.	Employee Name	Designation	Agency	Role	Manage Roles
1	11006000449	Kinley Wangdi	Mangmi	LINGBUKHA GEOG	General	Edit Verifying Approving Deactivate
2	11401001186	Dawa Singye	Chief Urban Planner	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
3	10102002571	Tashi Phuntsho	Principal	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
4	10401000258	Babchum	Teacher II	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
5	11008001723	Namgay	Teacher II	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
6	10504001045	Passang Delma	Teacher III	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
7	11914001688	Tashi Lhamo	Teacher	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
8	10401000211	Damcho Wangmo	Senior Legal Officer	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
9	10402000402	Damcho Dorji	Teacher III	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate
10	21811000039	Ram Kumar Darjee	Teacher II	DZONGKHAG ADMINISTRATION PUNUKHA	General	Edit Verifying Approving Deactivate

Showing 1 to 10 of 888 entries

Previous 1 2 3 4 5 ... 89 Next

How to assign/ remove the Approving Authority and Verifying Authority in the Agency?

i. Click on the Roles under **Manage Roles** to assign the roles of Approving Authority and Verifying Authority.
ii. Click on the **Remove** button to un-assign the roles.

How to change email address of the employee, in case of loss or change of addresses?

i. Click on the Edit button against employee name to change the email address.
ii. Insert new email address and update.

How to map the employees to their respective approving authority?

i. Click on **Mapping of Employee** in the drop down menu.
ii. Select Approving Authority from the list and click on **Add/Remove Employee** button.

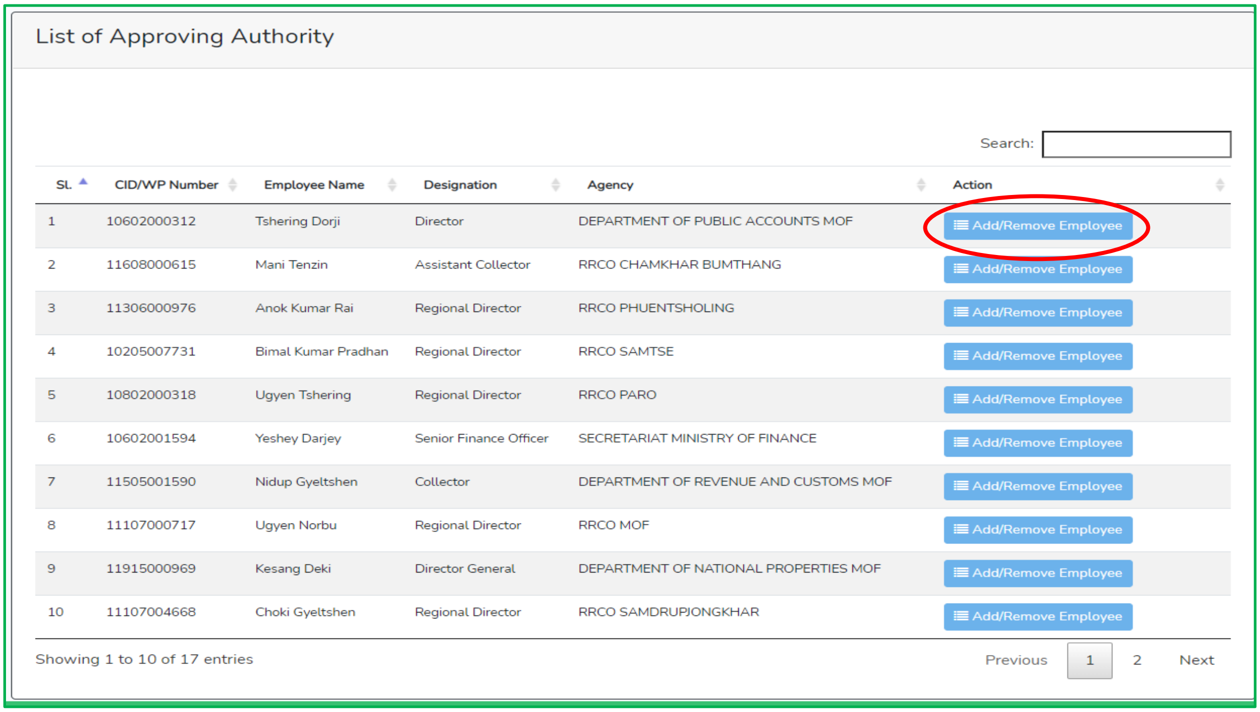
iii. Select employees from the unmapped employees list and click on **Map** and **Done** to map under the respective Approving Authority.

iv. Select employees from the mapped employees list and click on **Unmap** and **Done** to un-map from the Approving Authority.

CAUTION!

Removing the roles already assigned to particular user may lead to restriction of processing the incomplete transaction. Therefore, make sure to check if all the transactions are completed before changing the roles.

To un-assign Approving Authority roles, first release all the employees already mapped with that particular Approving Authority.

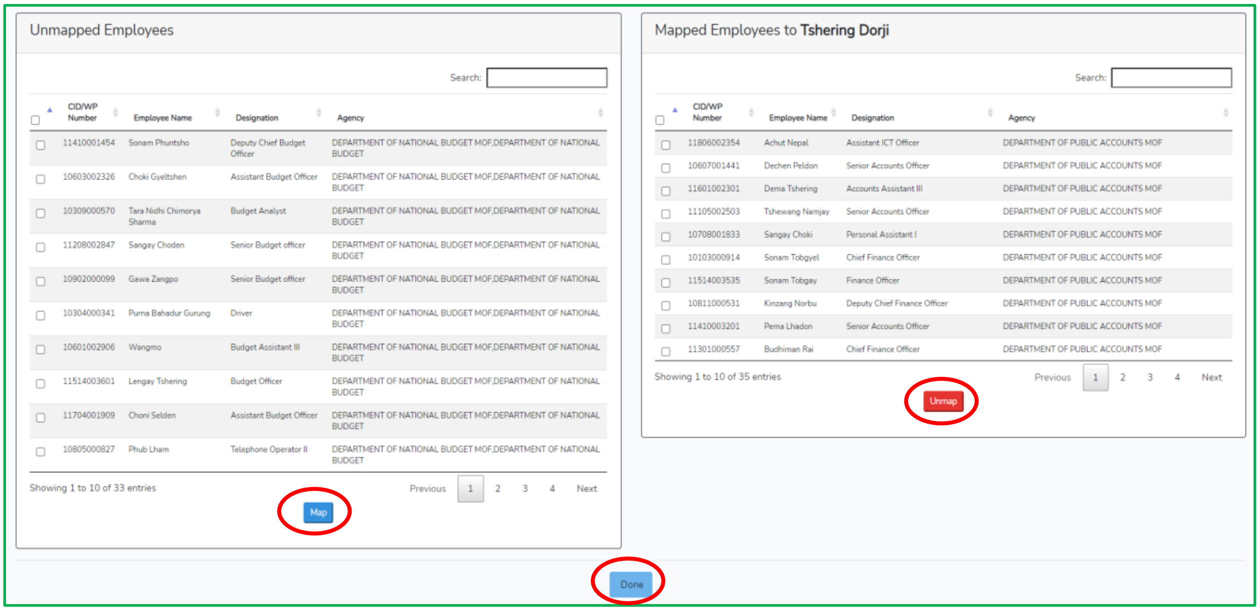


List of Approving Authority

Search:

SL.	CID/WP Number	Employee Name	Designation	Agency	Action
1	10602000312	Tshering Dorji	Director	DEPARTMENT OF PUBLIC ACCOUNTS MOF	Add/Remove Employee
2	11608000615	Mani Tenzin	Assistant Collector	RRCO CHAMKHAR BUMTHANG	Add/Remove Employee
3	11306000976	Anok Kumar Rai	Regional Director	RRCO PHUENTSHOLING	Add/Remove Employee
4	10205007731	Bimal Kumar Pradhan	Regional Director	RRCO SAMTSE	Add/Remove Employee
5	10802000318	Ugyen Tshering	Regional Director	RRCO PARO	Add/Remove Employee
6	10602001594	Yeshey Darjey	Senior Finance Officer	SECRETARIAT MINISTRY OF FINANCE	Add/Remove Employee
7	11505001590	Nidup Gyeltshen	Collector	DEPARTMENT OF REVENUE AND CUSTOMS MOF	Add/Remove Employee
8	11107000717	Ugyen Norbu	Regional Director	RRCO MOF	Add/Remove Employee
9	11915000969	Kesang Deki	Director General	DEPARTMENT OF NATIONAL PROPERTIES MOF	Add/Remove Employee
10	11107004668	Choki Gyeltshen	Regional Director	RRCO SAMDRUPJONGKHAR	Add/Remove Employee

Showing 1 to 10 of 17 entries



Unmapped Employees

Search:

☐	CID/WP Number	Employee Name	Designation	Agency
☐	11410001454	Sonam Phuntsho	Deputy Chief Budget Officer	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	10603002326	Choki Gyeltshen	Assistant Budget Officer	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	10309000570	Tara Nidhi Chimorya Sharma	Budget Analyst	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	11208002847	Sangay Choden	Senior Budget officer	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	10902000099	Gawa Zangpo	Senior Budget officer	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	10304000341	Purna Bahadur Gurung	Driver	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	10601002906	Wangmo	Budget Assistant III	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	11514003601	Lengay Tshering	Budget Officer	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	11704001909	Choni Selden	Assistant Budget Officer	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET
☐	10805000827	Phub Lham	Telephone Operator II	DEPARTMENT OF NATIONAL BUDGET MOF,DEPARTMENT OF NATIONAL BUDGET

Showing 1 to 10 of 33 entries

Mapped Employees to **Tshering Dorji**

Search:

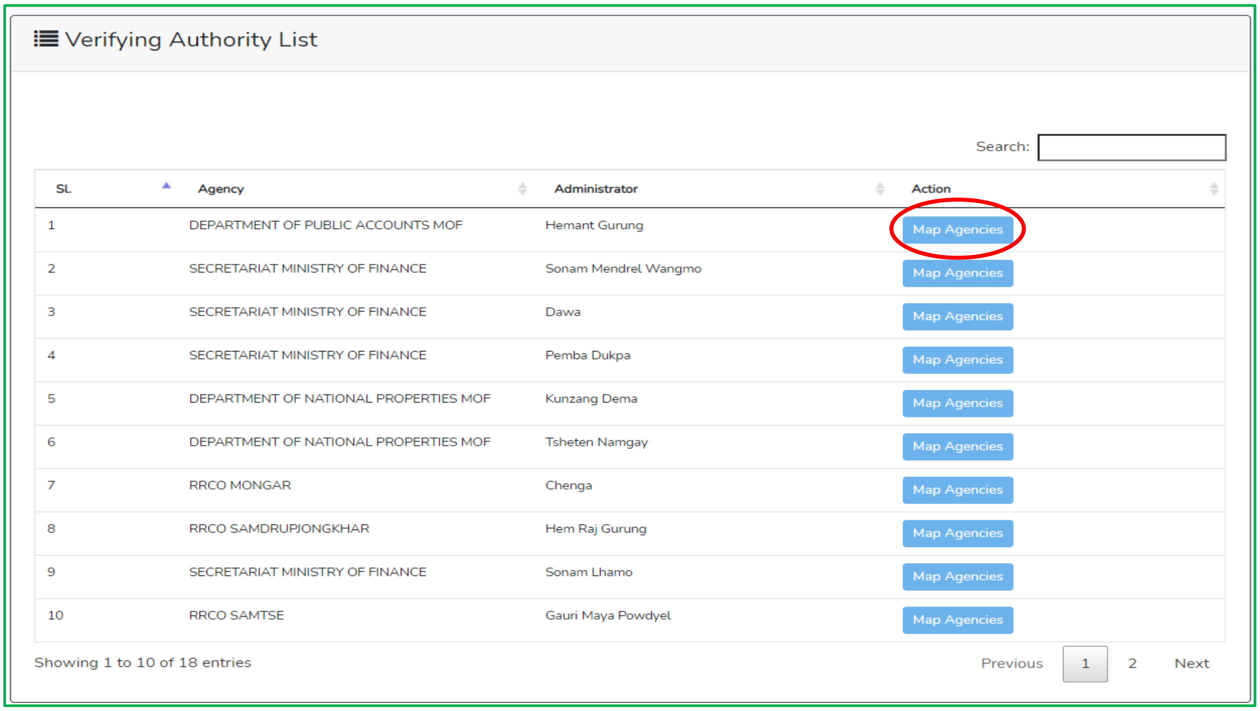
☐	CID/WP Number	Employee Name	Designation	Agency
☐	11806002354	Achut Nepal	Assistant ICT Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	10607001441	Dechen Peldon	Senior Accounts Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	11601002301	Dema Tshering	Accounts Assistant III	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	11105002503	Tshewang Namjay	Senior Accounts Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	10708001833	Sangay Choki	Personal Assistant I	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	10103000914	Sonam Tobgyel	Chief Finance Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	11514003535	Sonam Tobgay	Finance Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	10811000531	Kinzang Norbu	Deputy Chief Finance Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	11410003201	Pema Lhadon	Senior Accounts Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF
☐	11301000557	Budhiman Rai	Chief Finance Officer	DEPARTMENT OF PUBLIC ACCOUNTS MOF

Showing 1 to 10 of 35 entries

3.2.2 Map Verifying Authority

i. Click on **Map Verifying Authority** in the drop down menu.

ii. Select Verifying Authority from the list and click on **Map Agencies** button.



Verifying Authority List

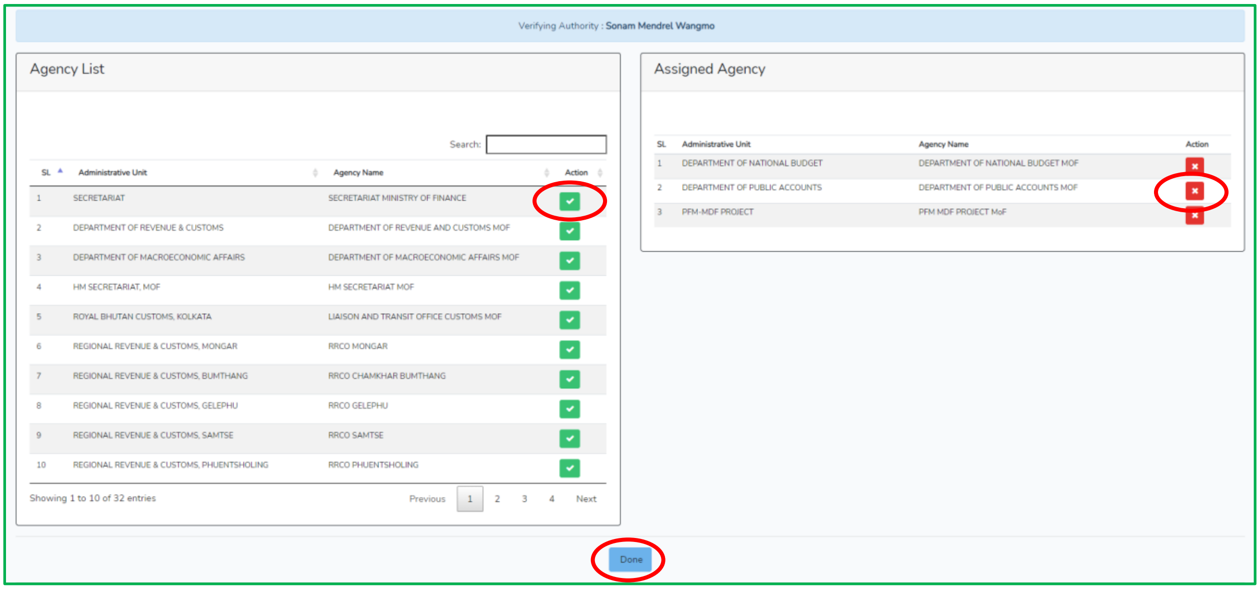
Search:

SL	Agency	Administrator	Action
1	DEPARTMENT OF PUBLIC ACCOUNTS MOF	Hemant Gurung	Map Agencies
2	SECRETARIAT MINISTRY OF FINANCE	Sonam Mendrel Wangmo	Map Agencies
3	SECRETARIAT MINISTRY OF FINANCE	Dawa	Map Agencies
4	SECRETARIAT MINISTRY OF FINANCE	Pemba Dukpa	Map Agencies
5	DEPARTMENT OF NATIONAL PROPERTIES MOF	Kunzang Dema	Map Agencies
6	DEPARTMENT OF NATIONAL PROPERTIES MOF	Tsheten Namgay	Map Agencies
7	RRCO MONGAR	Chenga	Map Agencies
8	RRCO SAMDRUPJONGKHAR	Hem Raj Gurung	Map Agencies
9	SECRETARIAT MINISTRY OF FINANCE	Sonam Lhamo	Map Agencies
10	RRCO SAMTSE	Gauri Maya Powdyel	Map Agencies

Showing 1 to 10 of 18 entries

iii. Click on ✓ and **Done** to add the department/division/sector from the Agency list to map to the Verifying Authority. The selected department/division/sector will appear under Assigned Agency.

iv. Click on **X** and **Done** to remove the department/division/sector from the Assigned Agency list to un-map from the Verifying Authority. The selected department/division/sector will appear back under Agency List.



Verifying Authority : **Sonam Mendrel Wangmo**

Agency List

Search:

SL	Administrative Unit	Agency Name	Action
1	SECRETARIAT	SECRETARIAT MINISTRY OF FINANCE	✓
2	DEPARTMENT OF REVENUE & CUSTOMS	DEPARTMENT OF REVENUE AND CUSTOMS MOF	✓
3	DEPARTMENT OF MACROECONOMIC AFFAIRS	DEPARTMENT OF MACROECONOMIC AFFAIRS MOF	✓
4	HM SECRETARIAT, MOF	HM SECRETARIAT MOF	✓
5	ROYAL BHUTAN CUSTOMS, KOLKATA	LIAISON AND TRANSIT OFFICE CUSTOMS MOF	✓
6	REGIONAL REVENUE & CUSTOMS, MONGAR	RRCO MONGAR	✓
7	REGIONAL REVENUE & CUSTOMS, BUMTHANG	RRCO CHAMKHAR BUMTHANG	✓
8	REGIONAL REVENUE & CUSTOMS, GELEPHU	RRCO GELEPHU	✓
9	REGIONAL REVENUE & CUSTOMS, SAMTSE	RRCO SAMTSE	✓
10	REGIONAL REVENUE & CUSTOMS, PHUENTSHOLING	RRCO PHUENTSHOLING	✓

Showing 1 to 10 of 32 entries

Assigned Agency

SL	Administrative Unit	Agency Name	Action
1	DEPARTMENT OF NATIONAL BUDGET	DEPARTMENT OF NATIONAL BUDGET MOF	✕
2	DEPARTMENT OF PUBLIC ACCOUNTS	DEPARTMENT OF PUBLIC ACCOUNTS MOF	✕
3	PFM-MDF PROJECT	PFM MDF PROJECT MoF	✕

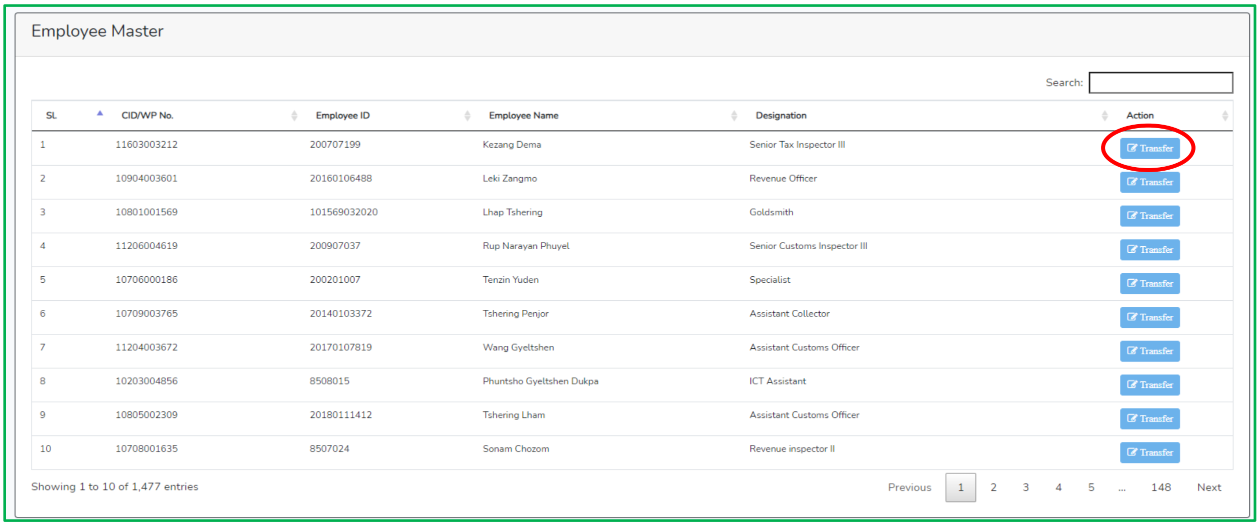
3.2.3 Transfer of Employee

How to transfer employee from one agency to other agency?

i. Un-map the transferred employee from approving authority.

ii. Click on **Transfer-Employee** in the drop down.

iii. Click on the **Transfer** button to generate details of the destination agency.



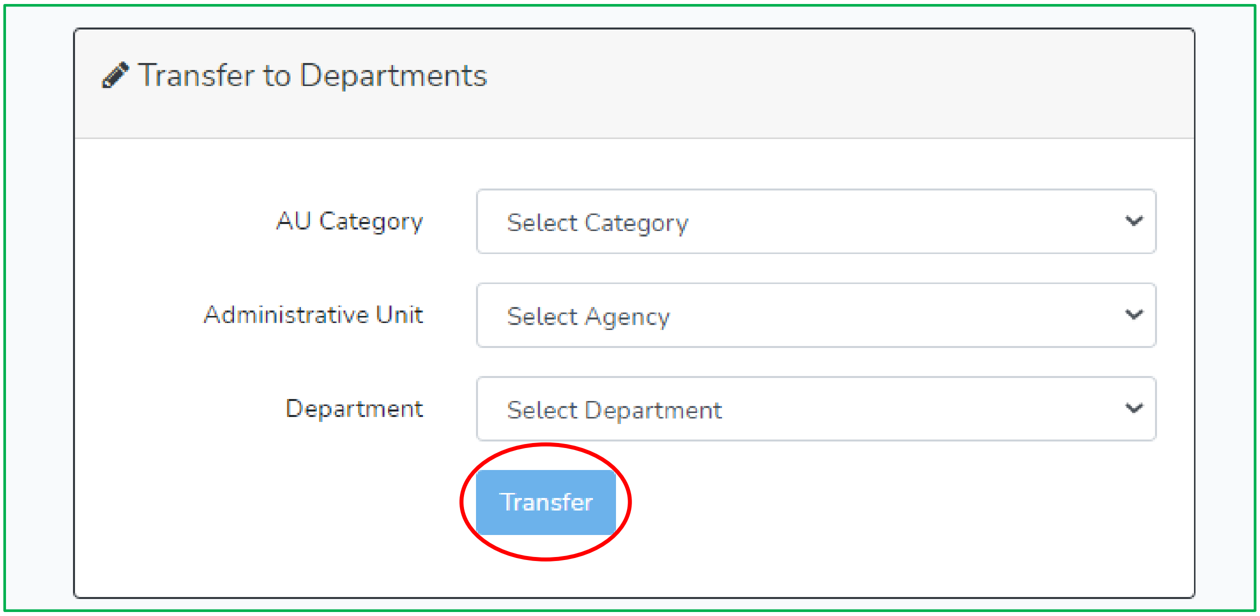
Employee Master

Search:

SL	CID/WP No.	Employee ID	Employee Name	Designation	Action
1	11603003212	200707199	Kezang Dema	Senior Tax Inspector III	Transfer
2	10904003601	20160106488	Leki Zangmo	Revenue Officer	Transfer
3	10801001569	101569032020	Lhap Tshering	Goldsmith	Transfer
4	11206004619	200907037	Rup Narayan Phuyel	Senior Customs Inspector III	Transfer
5	10706000186	200201007	Tenzin Yuden	Specialist	Transfer
6	10709003765	20140103372	Tshering Penjor	Assistant Collector	Transfer
7	11204003672	20170107819	Wang Gyeltshen	Assistant Customs Officer	Transfer
8	10203004856	8508015	Phuntsho Gyeltshen Dukpa	ICT Assistant	Transfer
9	10805002309	20180111412	Tshering Lham	Assistant Customs Officer	Transfer
10	10708001635	8507024	Sonam Chozom	Revenue inspector II	Transfer

Showing 1 to 10 of 1,477 entries

iv. Select the details of the agency the employee is transferred to and click **Transfer** button.



Transfer to Departments

AU Category: Select Category

Administrative Unit: Select Agency

Department: Select Department

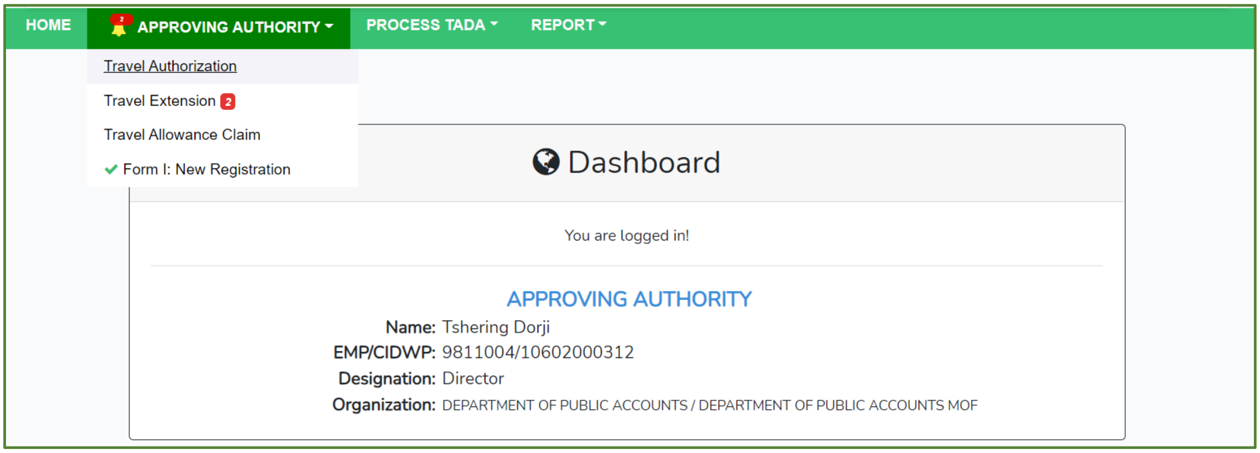
Part IV: Guidelines for Approving & Verifying Authorities

4.1 Approving Authority

The role of the Approving Authority is to approve/reject the Travel Authorization and the Travel Extension, and approve travel claims according to the approved Travel Authorization.

4.1.1 Travel Authorization (Approval)

How to approve the travel authorization submitted by the employee?


HOME
APPROVING AUTHORITY
PROCESS TADA
REPORT
Travel Authorization
Travel Extension 2
Travel Allowance Claim
✓ Form I: New Registration

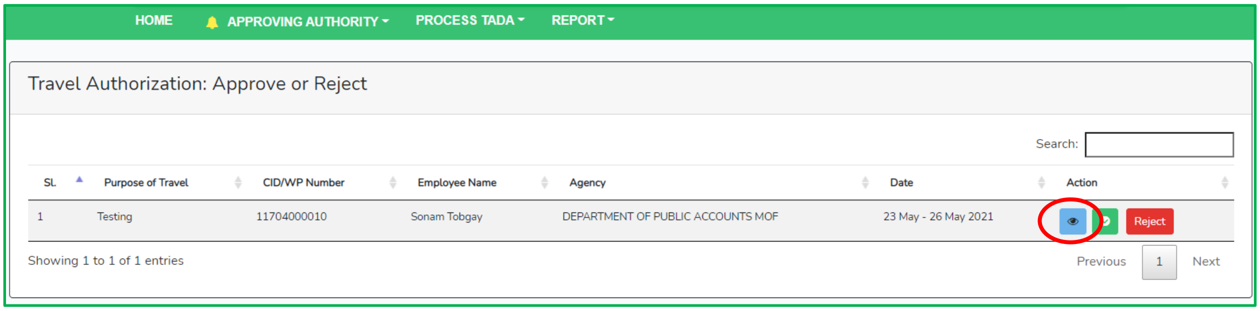
Dashboard

You are logged in!

APPROVING AUTHORITY

Name: Tshering Dorji
EMP/CIDWP: 9811004/10602000312
Designation: Director
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

i. Select **Travel Authorization** from the drop down list to view the pending Travel Authorization submitted for approval.

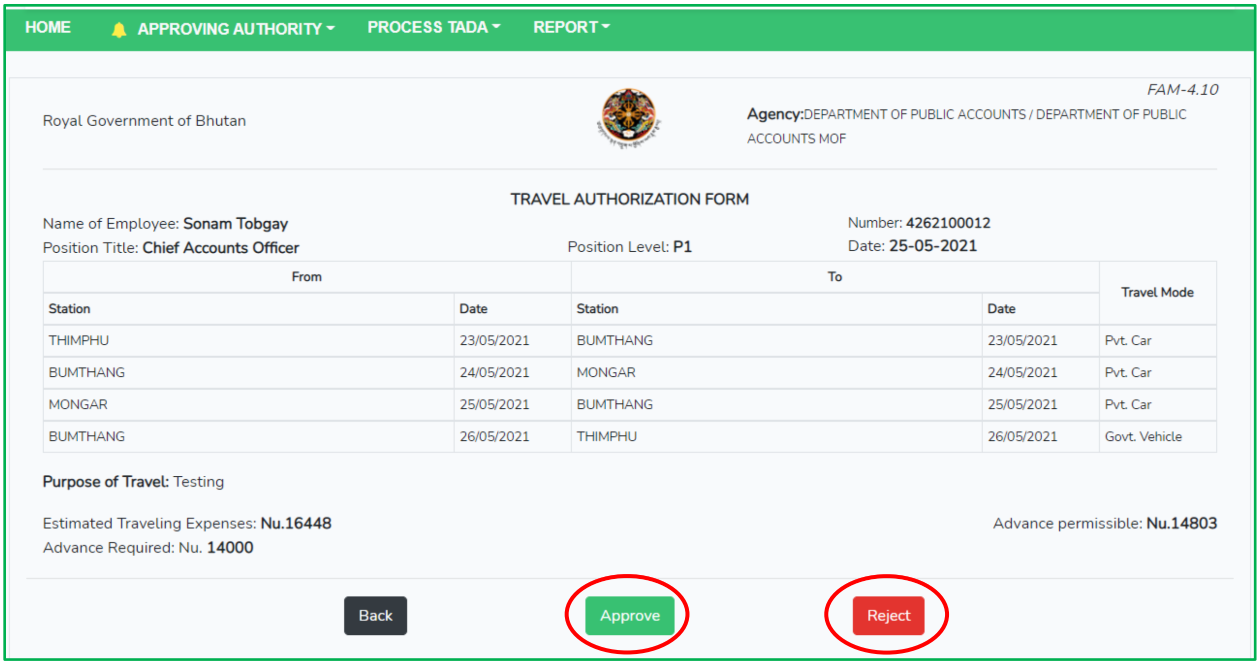

HOME
APPROVING AUTHORITY
PROCESS TADA
REPORT
Search:
Previous
1
Next

Travel Authorization: Approve or Reject

SL	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Action
1	Testing	11704000010	Sonam Tobgay	DEPARTMENT OF PUBLIC ACCOUNTS MOF	23 May - 26 May 2021	✓ Reject

Showing 1 to 1 of 1 entries

ii. To view the Travel Authorization Form, click on the **view icon**. You can directly approve by clicking the ✓ or reject by clicking the **Reject** button.



FAM-4.10

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**

Number: **4262100012**

Position Title: **Chief Accounts Officer**

Position Level: **P1**

Date: **25-05-2021**

From		To		Travel Mode
Station	**Date**	**Station**	**Date**	
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Pvt. Car
BUMTHANG	24/05/2021	MONGAR	24/05/2021	Pvt. Car
MONGAR	25/05/2021	BUMTHANG	25/05/2021	Pvt. Car
BUMTHANG	26/05/2021	THIMPHU	26/05/2021	Govt. Vehicle

Purpose of Travel: Testing

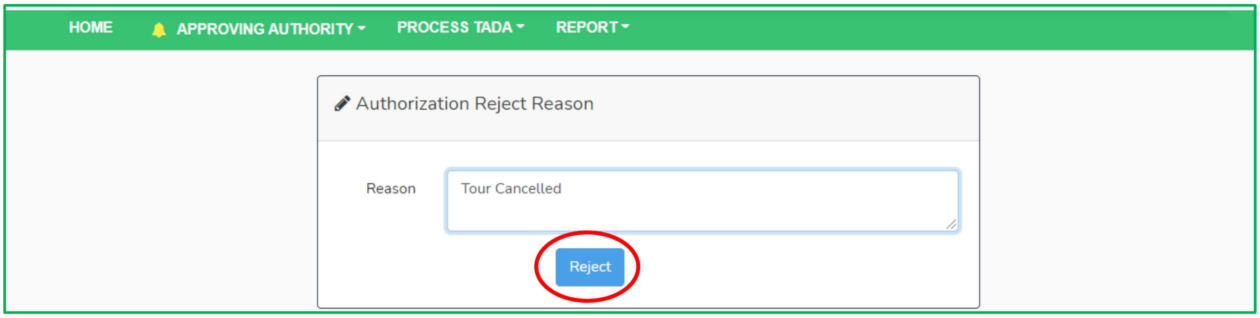
Estimated Traveling Expenses: **Nu.16448**

Advance permissible: **Nu.14803**

Advance Required: Nu. **14000**

iii. Click on the buttons displayed at the bottom of the page to approve or reject the authorization.

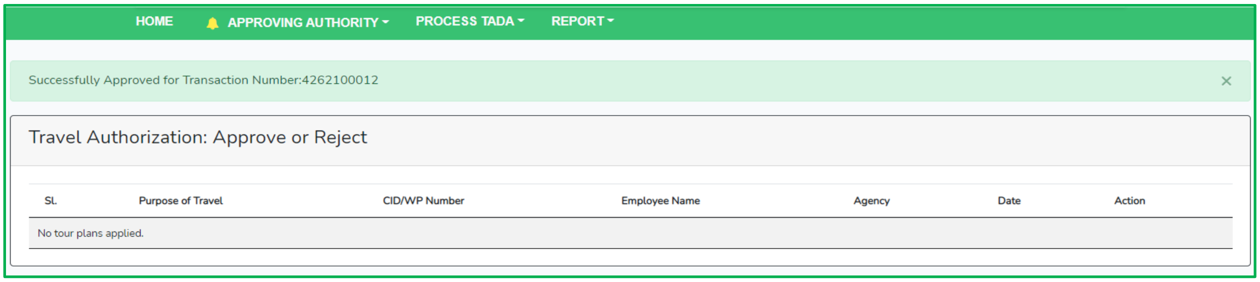
iv. If you click **Reject** button, the system will prompt you to fill up the reasons for rejection.



Authorization Reject Reason

Reason: Tour Cancelled

v. If you click the approve button, the message *Successfully Approved* along with transaction number will pop up and the transaction will disappear from the screen, indicating that there is no pending travel authorization for approval.


HOME
APPROVING AUTHORITY
PROCESS TADA
REPORT
×

Successfully Approved for Transaction Number:4262100012

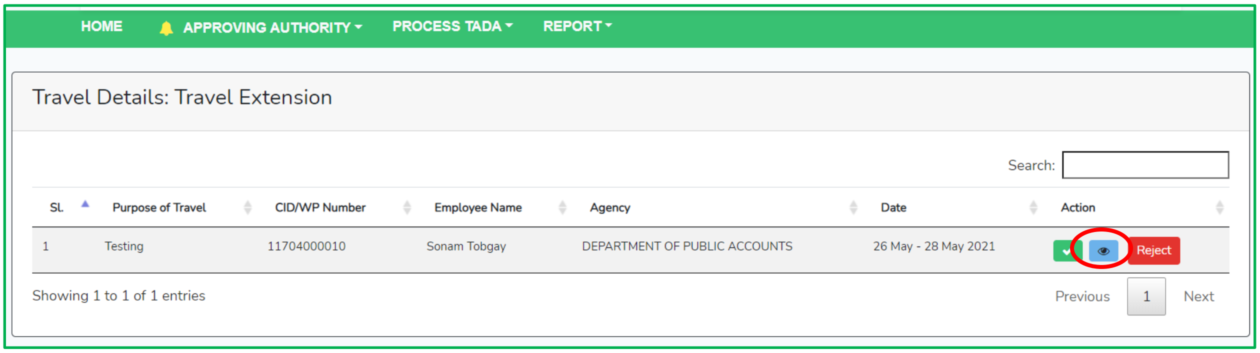
Travel Authorization: Approve or Reject

SL	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Action
No tour plans applied.						

4.1.2 Travel Extension (Approval)

How to sanction the time extension on the existing travel authorization?

i. Select **Travel Extension** to view the pending travel extension request.


HOME
APPROVING AUTHORITY
PROCESS TADA
REPORT
Previous
1
Next

Travel Details: Travel Extension

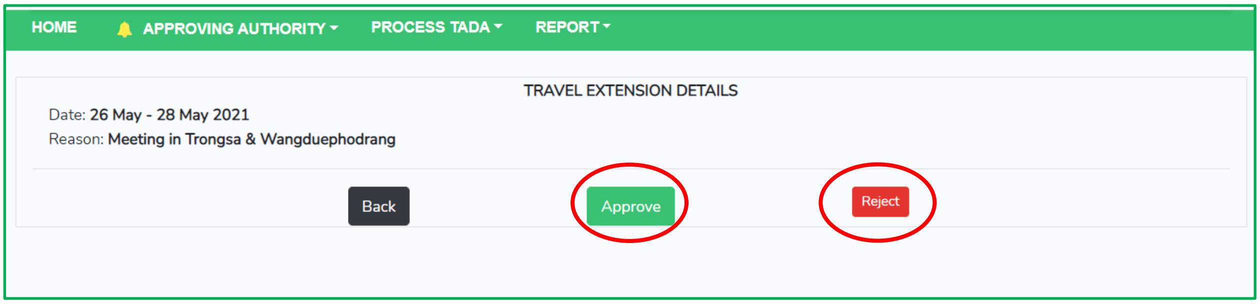
Search:

SL	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Action
1	Testing	11704000010	Sonam Tobgay	DEPARTMENT OF PUBLIC ACCOUNTS	26 May - 28 May 2021	✓ 👁 Reject

Showing 1 to 1 of 1 entries

ii. To view the travel extension details, click on the **view icon** and approve/reject request.

iii. If you click **Reject** button, the system will prompt you to fill up the reasons for rejection.


HOME
APPROVING AUTHORITY
PROCESS TADA
REPORT
Back
Approve
Reject

TRAVEL EXTENSION DETAILS

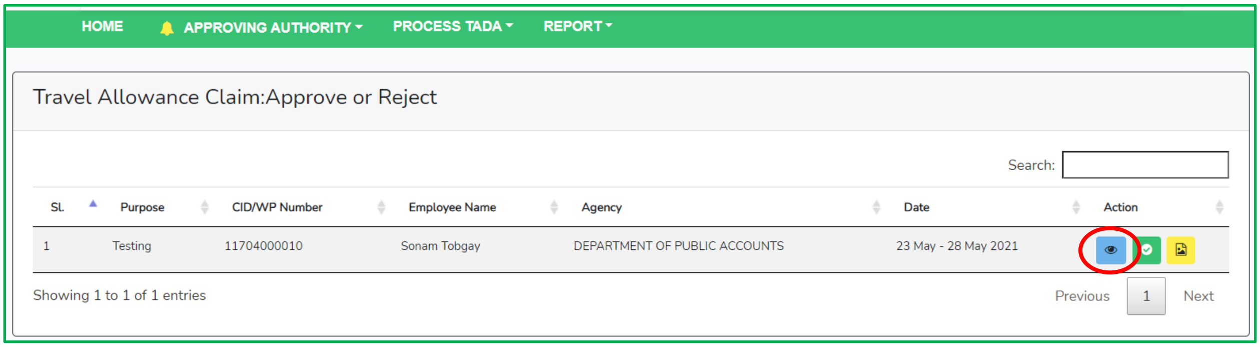
Date: 26 May - 28 May 2021
Reason: Meeting in Trongsa & Wangduephodrang

iv. If approved, the message *Successfully Approved* along with transaction number will pop up and transaction will disappear from the screen, indicating there is no pending travel extension request for approval.

4.1.3 Travel Allowance Claim (Approval)

How to approve the travel allowance claim submitted by my employee?

i. Select **Travel Allowance Claim** from the drop down list to view pending Travel Allowance Claims.

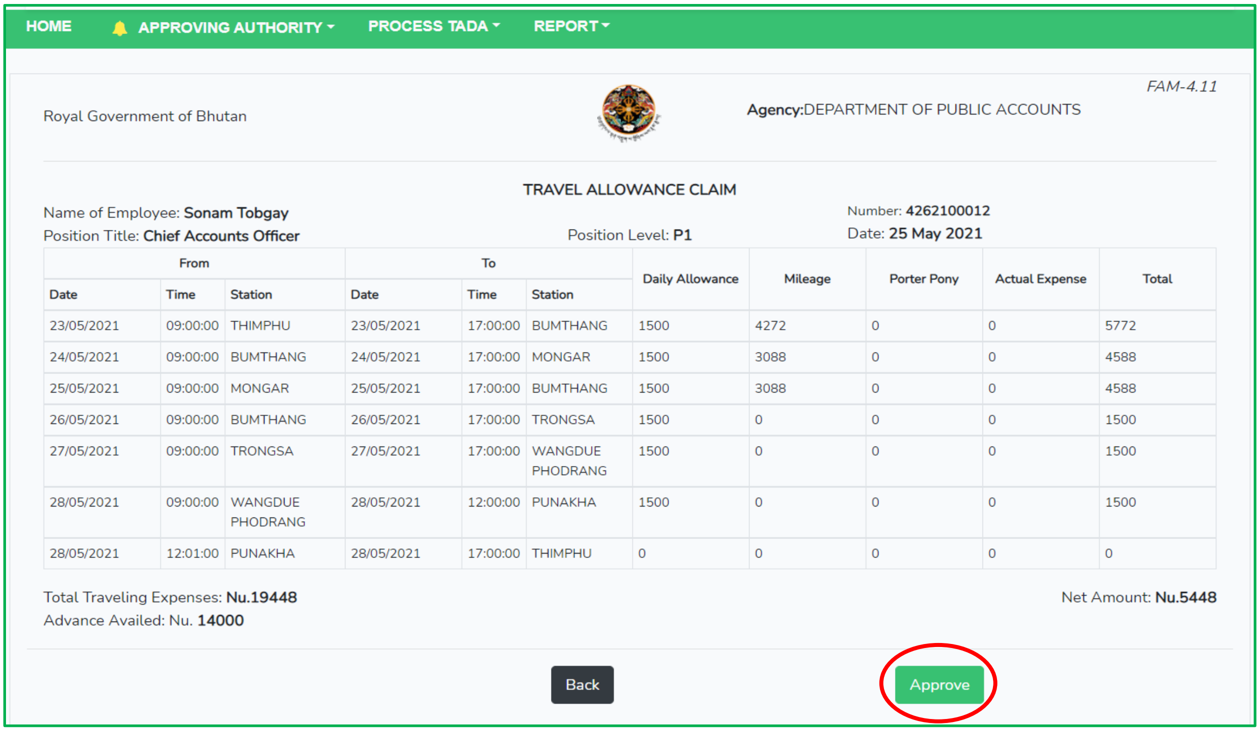


Travel Allowance Claim:Approve or Reject

SL	Purpose	CID/WP Number	Employee Name	Agency	Date	Action
1	Testing	11704000010	Sonam Tobgay	DEPARTMENT OF PUBLIC ACCOUNTS	23 May - 28 May 2021	

Showing 1 to 1 of 1 entries

ii. To view the Travel Allowance Claim Form, click on the **view icon**.



FAM-4.11

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS

TRAVEL ALLOWANCE CLAIM

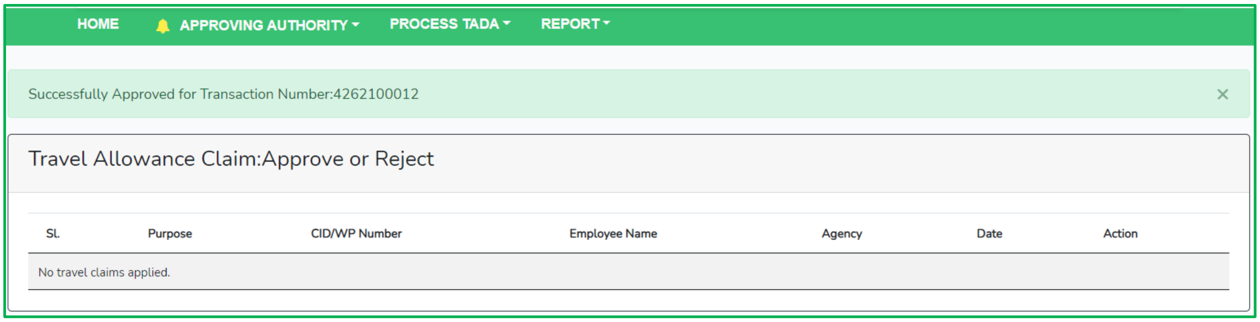
Name of Employee: **Sonam Tobgay**
Number: **4262100012**
Position Title: **Chief Accounts Officer**
Position Level: **P1**
Date: **25 May 2021**

From			To			Daily Allowance	Mileage	Porter Pony	Actual Expense	Total
Date	Time	Station	Date	Time	Station					
23/05/2021	09:00:00	THIMPHU	23/05/2021	17:00:00	BUMTHANG	1500	4272	0	0	5772
24/05/2021	09:00:00	BUMTHANG	24/05/2021	17:00:00	MONGAR	1500	3088	0	0	4588
25/05/2021	09:00:00	MONGAR	25/05/2021	17:00:00	BUMTHANG	1500	3088	0	0	4588
26/05/2021	09:00:00	BUMTHANG	26/05/2021	17:00:00	TRONGSA	1500	0	0	0	1500
27/05/2021	09:00:00	TRONGSA	27/05/2021	17:00:00	WANGDUE PHODRANG	1500	0	0	0	1500
28/05/2021	09:00:00	WANGDUE PHODRANG	28/05/2021	12:00:00	PUNAKHA	1500	0	0	0	1500
28/05/2021	12:01:00	PUNAKHA	28/05/2021	17:00:00	THIMPHU	0	0	0	0	0

Total Traveling Expenses: **Nu.19448**
Advance Availed: Nu. **14000**
Net Amount: **Nu.5448**

iii. Click on **Approve** button on the bottom of the page.

iv. The message *Successfully Approved* along with transaction number will appear and transaction will disappear from the screen, indicating there is no pending Travel Allowance Claim for approval.



Successfully Approved for Transaction Number:4262100012

Travel Allowance Claim:Approve or Reject

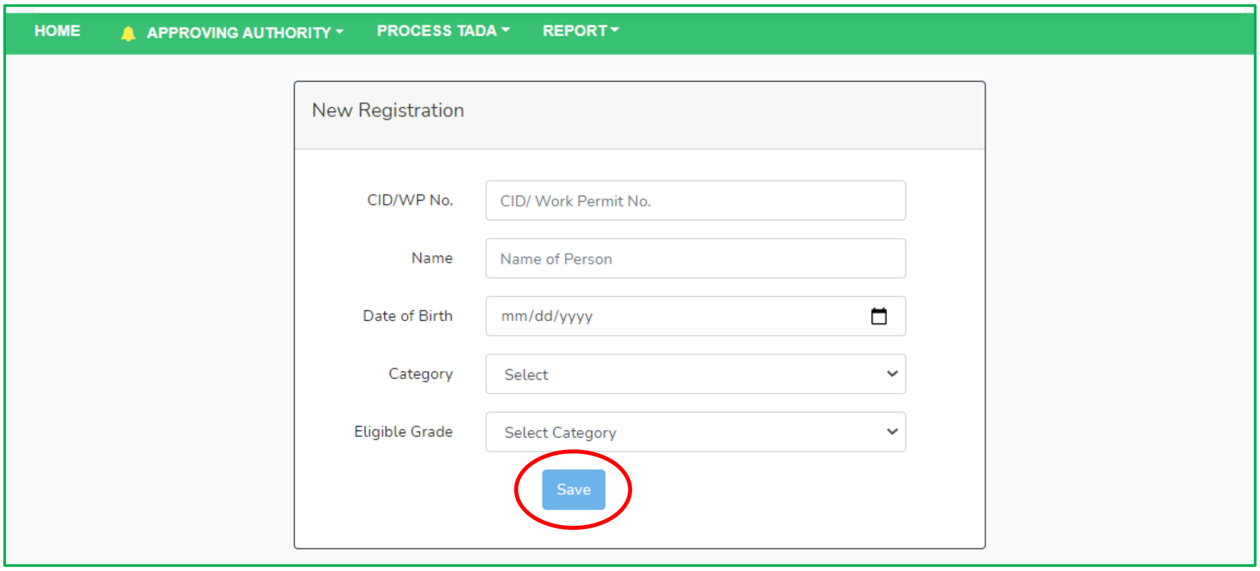
SL	Purpose	CID/WP Number	Employee Name	Agency	Date	Action
No travel claims applied.						

4.1.4 Form I: New Registration

This Vendor Form is for the non-public servants to be incorporated into the system. Since the data base contains only the public servants whose payroll is with the Royal Government of Bhutan, the users outside the public service needs to be updated into the system.

How to update the non-public servant details into eDATS?

i. Click **Form I: New Registration** from the drop down list.
ii. Fill up the following parameters.



New Registration

CID/WP No. CID/ Work Permit No.
Name Name of Person
Date of Birth mm/dd/yyyy
Category Select
Eligible Grade Select Category

iii. Click **Save** button to update in the system.

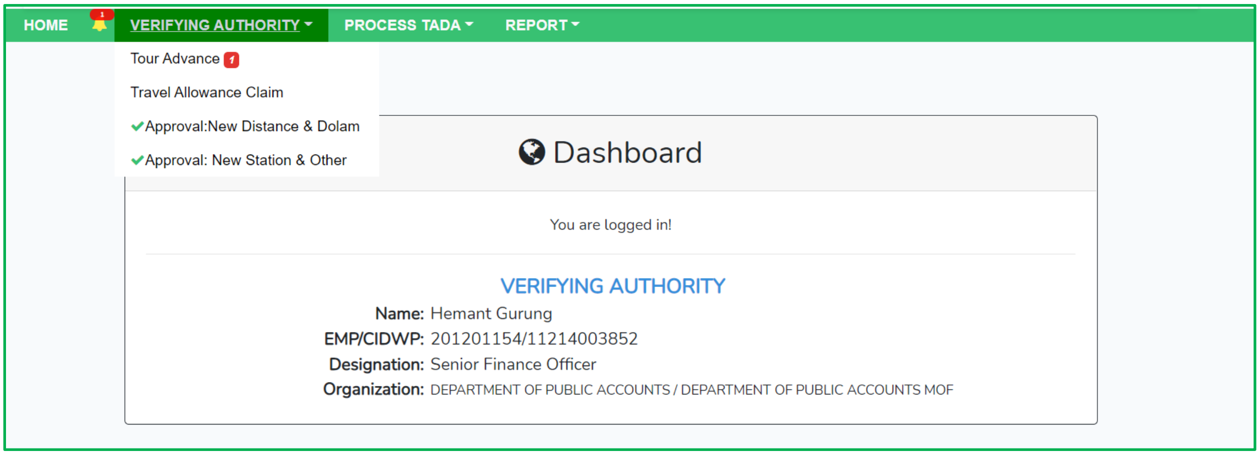
Then the user should register online using the registration procedures as specified under Section 3 of this manual.

4.2 Verifying Authority

The role of Verifying Authority is to verify and process the Tour Advance and the Travel Allowance Claims of the employees under their respective agency. The Verifying Authority has to print the approved report from the system to process in e-PEMS.

4.2.1 Tour Advance

How to approve/process the tour advance of the employee?

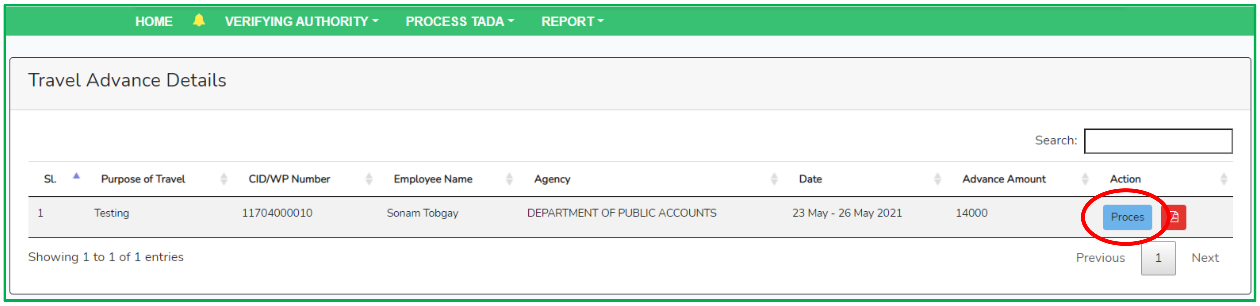

HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Tour Advance 1
Travel Allowance Claim
✓Approval:New Distance & Dolam
✓Approval: New Station & Other
Dashboard

You are logged in!

VERIFYING AUTHORITY

Name: Hemant Gurung
EMP/CIDWP: 201201154/11214003852
Designation: Senior Finance Officer
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

i. Click on **Tour Advance** to view any pending request for advance to be processed.


HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Search:
Previous
1
Next

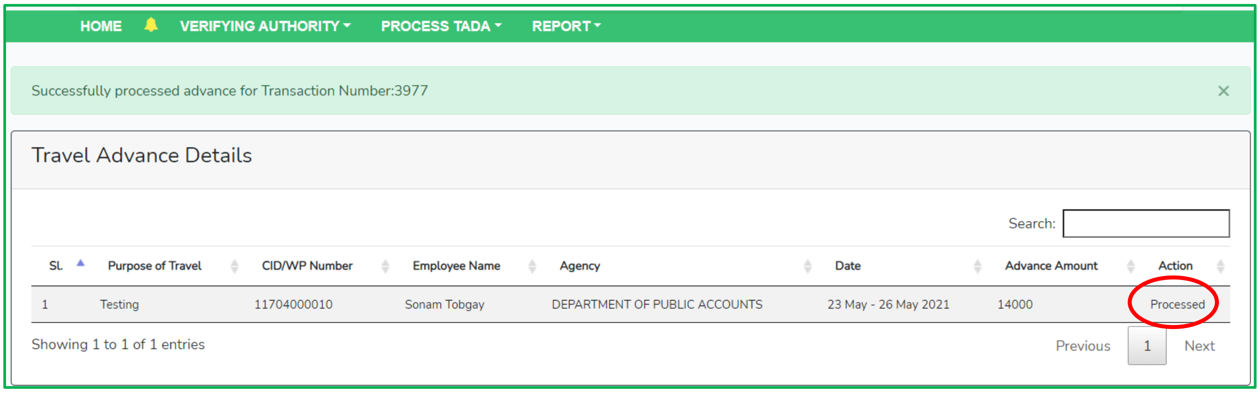
Travel Advance Details

SL.	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Advance Amount	Action
1	Testing	11704000010	Sonam Tobgay	DEPARTMENT OF PUBLIC ACCOUNTS	23 May - 26 May 2021	14000	Proces

Showing 1 to 1 of 1 entries

ii. Click on **Process** button to process advance.

iii. The status under action column will change to **Processed** and a message will appear on the top left corner of the page as *successfully processed* along with transaction number.


HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT
×
Search:
Previous
1
Next

Successfully processed advance for Transaction Number:3977

Travel Advance Details

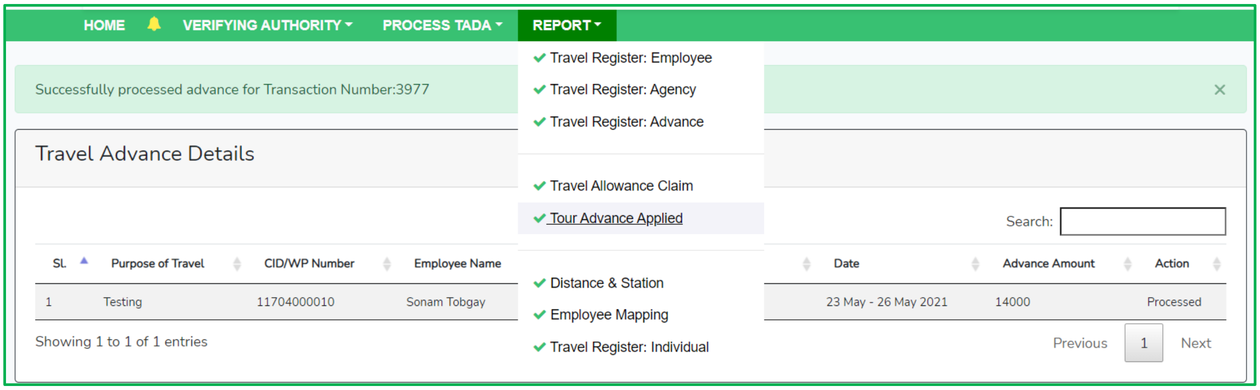
SL	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Advance Amount	Action
1	Testing	11704000010	Sonam Tobgay	DEPARTMENT OF PUBLIC ACCOUNTS	23 May - 26 May 2021	14000	Processed

Showing 1 to 1 of 1 entries

How to initiate tour advance payment in the e-PEMS?

To process payment in e-PEMS,

i. Go to Report module and select **Tour Advance Applied.**


HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT
✓ Travel Register: Employee
✓ Travel Register: Agency
✓ Travel Register: Advance
✓ Travel Allowance Claim
✓ Tour Advance Applied
✓ Distance & Station
✓ Employee Mapping
✓ Travel Register: Individual
×
Search:
Previous
1
Next

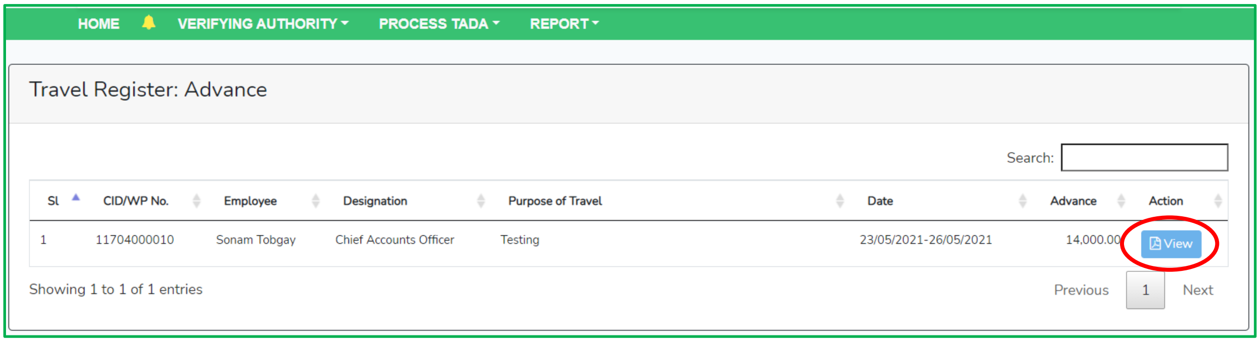
Successfully processed advance for Transaction Number:3977

Travel Advance Details

SL	Purpose of Travel	CID/WP Number	Employee Name	Date	Advance Amount	Action
1	Testing	11704000010	Sonam Tobgay	23 May - 26 May 2021	14000	Processed

Showing 1 to 1 of 1 entries

ii. To print the tour advance report, Click on **View** to generate individual report.

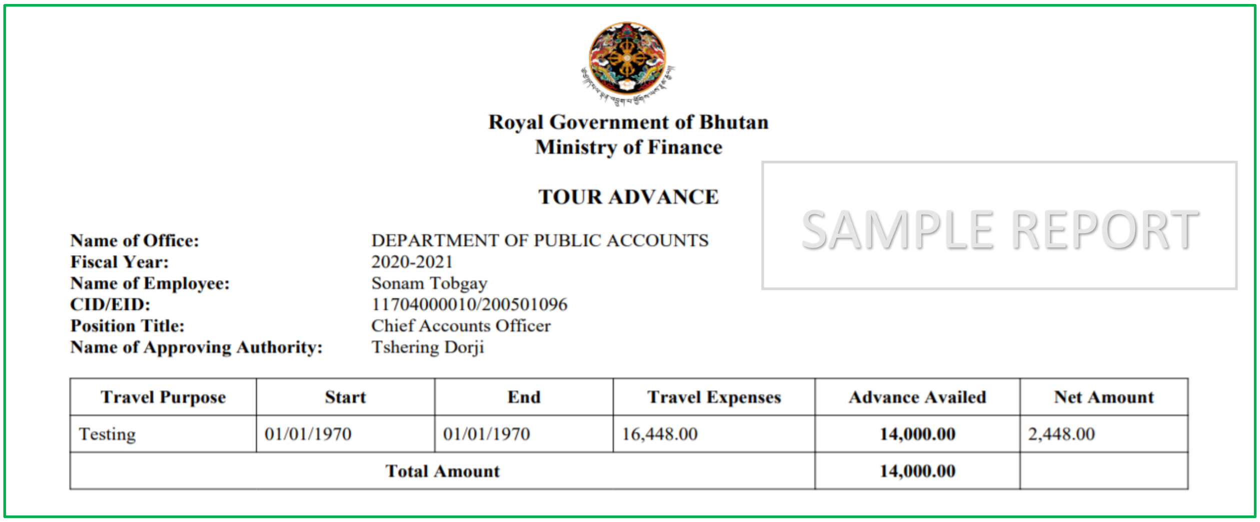

HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Search:
View
Previous
1
Next

Travel Register: Advance

Sl	CID/WP No.	Employee	Designation	Purpose of Travel	Date	Advance	Action
1	11704000010	Sonam Tobgay	Chief Accounts Officer	Testing	23/05/2021-26/05/2021	14,000.00	View

Showing 1 to 1 of 1 entries

The sample report shown below is the printable report that you will use as supporting document for processing the payment in the e-PEMS.



Royal Government of Bhutan
Ministry of Finance

TOUR ADVANCE

SAMPLE REPORT

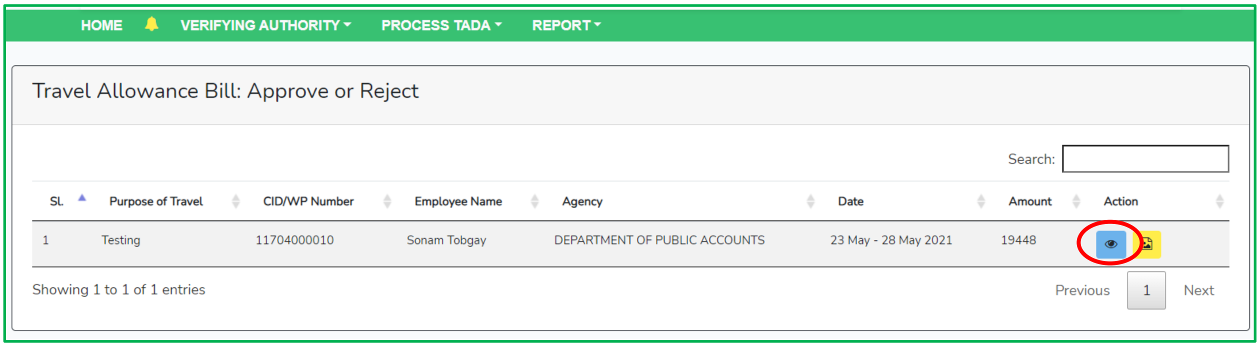
Name of Office:	DEPARTMENT OF PUBLIC ACCOUNTS
Fiscal Year:	2020-2021
Name of Employee:	Sonam Tobgay
CID/EID:	11704000010/200501096
Position Title:	Chief Accounts Officer
Name of Approving Authority:	Tshering Dorji

Travel Purpose	Start	End	Travel Expenses	Advance Availed	Net Amount
Testing	01/01/1970	01/01/1970	16,448.00	**14,000.00**	2,448.00
Total Amount				**14,000.00**	

4.2.2 Travel Allowance Claim

How to approve/process the travel allowance claim of the employee?

i. Click on **Travel Allowance Claim** to view the pending travel allowance claims approved by the Approving Authority.



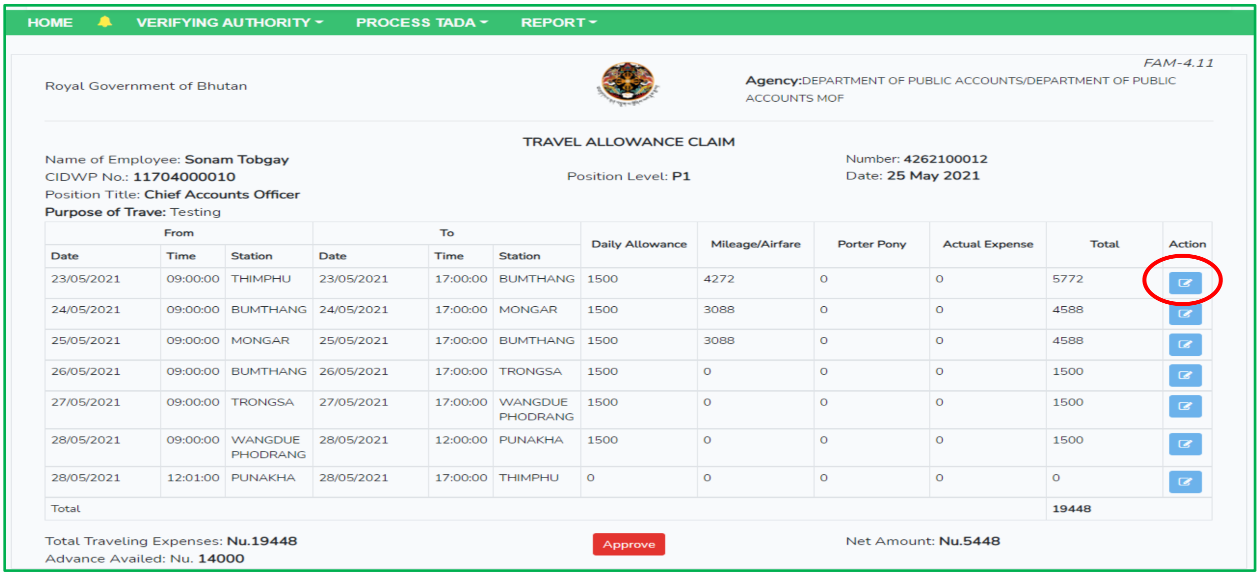
Travel Allowance Bill: Approve or Reject

SL	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Amount	Action
1	Testing	11704000010	Sonam Tobgay	DEPARTMENT OF PUBLIC ACCOUNTS	23 May - 28 May 2021	19448	

Showing 1 to 1 of 1 entries

ii. To view the details, click on the **view icon**.

iii. To make changes in the form, click on **edit icon** button along each line of entry as shown below.



FAM-4.11

Royal Government of Bhutan

Agency:DEPARTMENT OF PUBLIC ACCOUNTS/DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL ALLOWANCE CLAIM

Name of Employee: **Sonam Tobgay**
CIDWP No.: **11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Trave: Testing

Position Level: **P1**

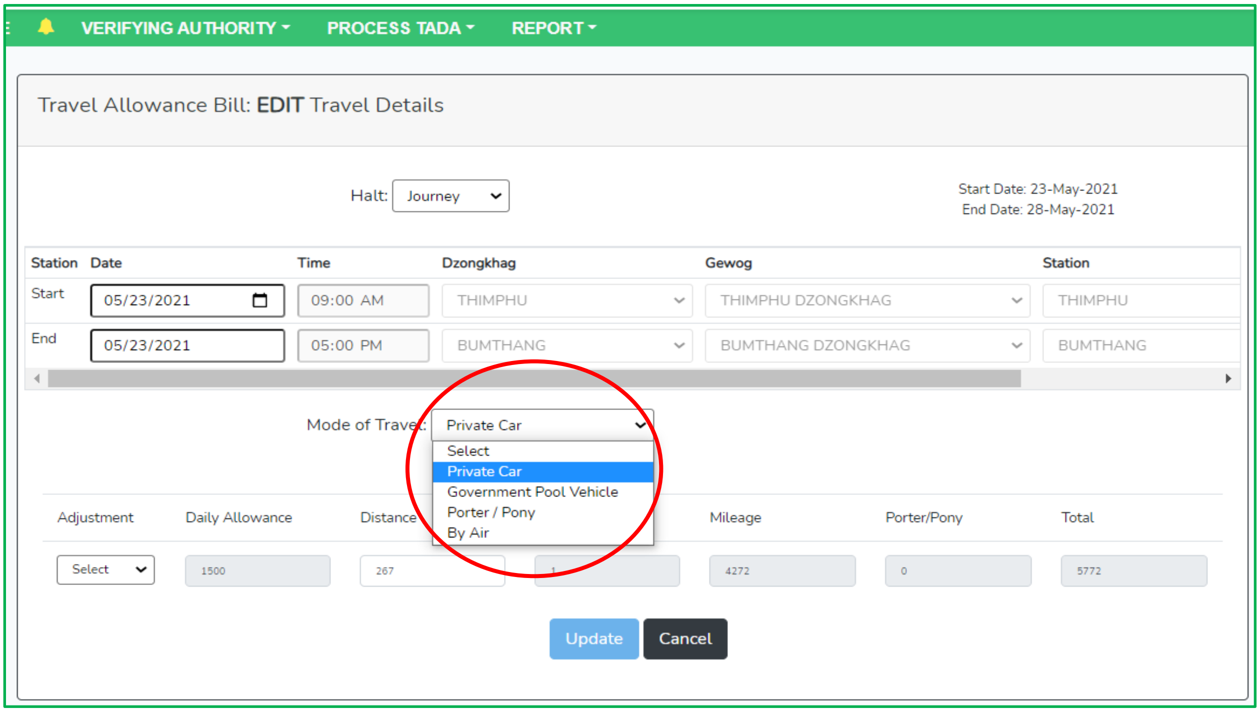
Number: **4262100012**
Date: **25 May 2021**

From			To			Daily Allowance	Mileage/Airfare	Porter Pony	Actual Expense	Total	Action
Date	Time	Station	Date	Time	Station						
23/05/2021	09:00:00	THIMPHU	23/05/2021	17:00:00	BUMTHANG	1500	4272	0	0	5772	
24/05/2021	09:00:00	BUMTHANG	24/05/2021	17:00:00	MONGAR	1500	3088	0	0	4588	
25/05/2021	09:00:00	MONGAR	25/05/2021	17:00:00	BUMTHANG	1500	3088	0	0	4588	
26/05/2021	09:00:00	BUMTHANG	26/05/2021	17:00:00	TRONGSA	1500	0	0	0	1500	
27/05/2021	09:00:00	TRONGSA	27/05/2021	17:00:00	WANGDUE PHODRANG	1500	0	0	0	1500	
28/05/2021	09:00:00	WANGDUE PHODRANG	28/05/2021	12:00:00	PUNAKHA	1500	0	0	0	1500	
28/05/2021	12:01:00	PUNAKHA	28/05/2021	17:00:00	THIMPHU	0	0	0	0	0	
Total										**19448**	

Total Traveling Expenses: **Nu.19448**
Advance Availed: Nu. **14000**

Net Amount: **Nu.5448**

iv. Select the appropriate mode of travel if there is any rectifications to be made.



Travel Allowance Bill: **EDIT** Travel Details

Halt: Journey

Start Date: 23-May-2021
End Date: 28-May-2021

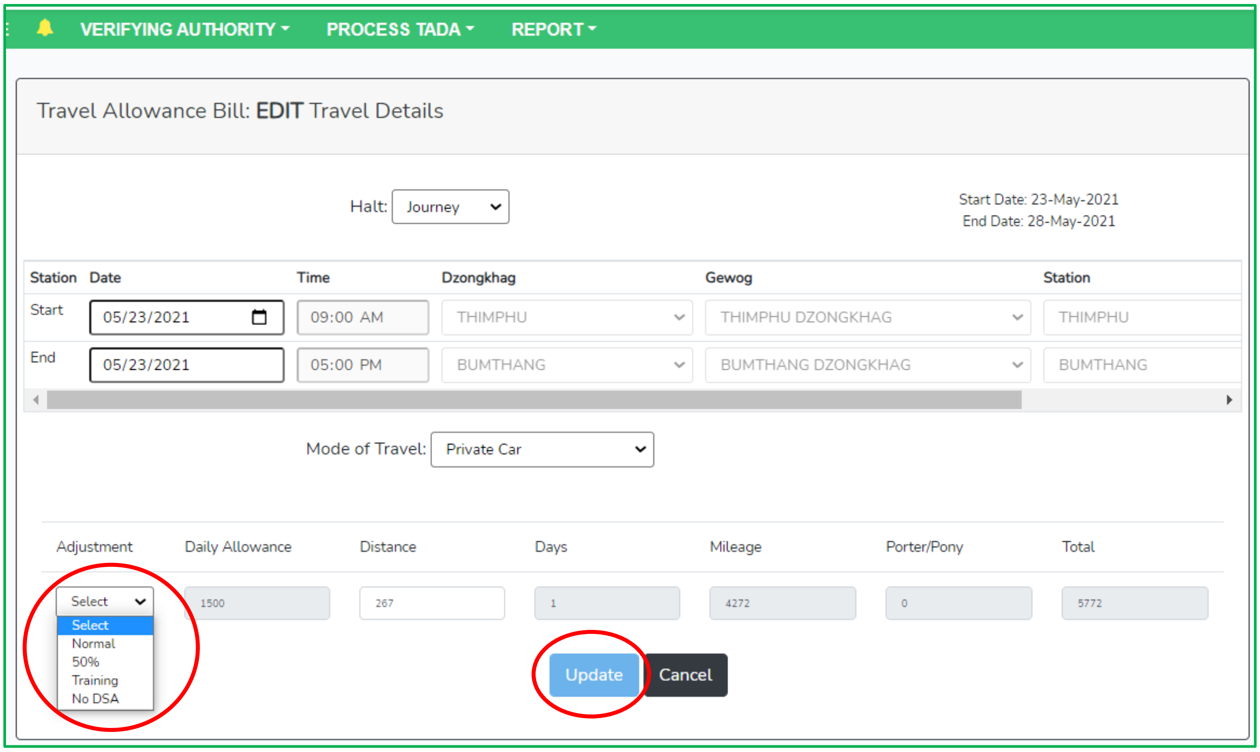
Station	Date	Time	Dzongkhag	Gewog	Station
Start	05/23/2021	09:00 AM	THIMPHU	THIMPHU DZONGKHAG	THIMPHU
End	05/23/2021	05:00 PM	BUMTHANG	BUMTHANG DZONGKHAG	BUMTHANG

Mode of Travel: Private Car

Adjustment	Daily Allowance	Distance		Mileage	Porter/Pony	Total
Select	1500	267	1	4272	0	5772

v. Select the appropriate entitlements if there is any rectifications to be made.

vi. Click on **Update** button.


VERIFYING AUTHORITY ▾
PROCESS TADA ▾
REPORT ▾
Update
Cancel

Travel Allowance Bill: **EDIT** Travel Details

Halt: Journey

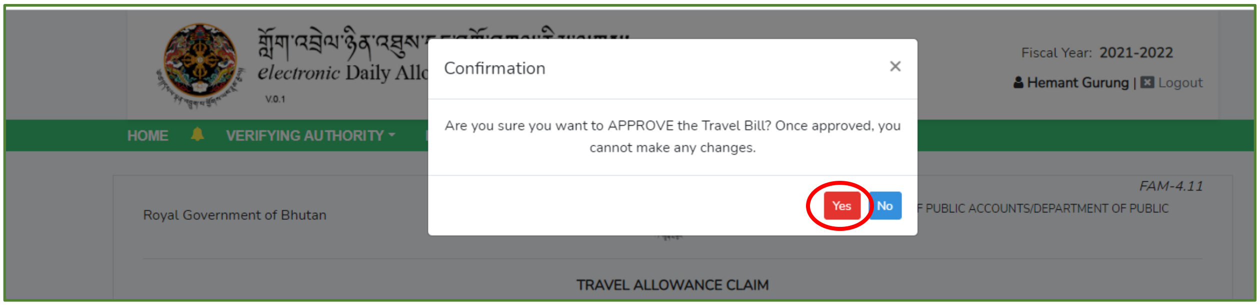
Start Date: 23-May-2021
End Date: 28-May-2021

Station	Date	Time	Dzongkhag	Gewog	Station
Start	05/23/2021	09:00 AM	THIMPHU	THIMPHU DZONGKHAG	THIMPHU
End	05/23/2021	05:00 PM	BUMTHANG	BUMTHANG DZONGKHAG	BUMTHANG

Mode of Travel: Private Car

Adjustment	Daily Allowance	Distance	Days	Mileage	Porter/Pony	Total
Select Select Normal 50% Training No DSA	1500	267	1	4272	0	5772

vii. Click on **Approve** button to approve the travel allowance claim for payment.


V.0.1
Fiscal Year: 2021-2022
Hemant Gurung | Logout
HOME
VERIFYING AUTHORITY ▾
Yes
No

Confirmation

Are you sure you want to APPROVE the Travel Bill? Once approved, you cannot make any changes.

FAM-4.11

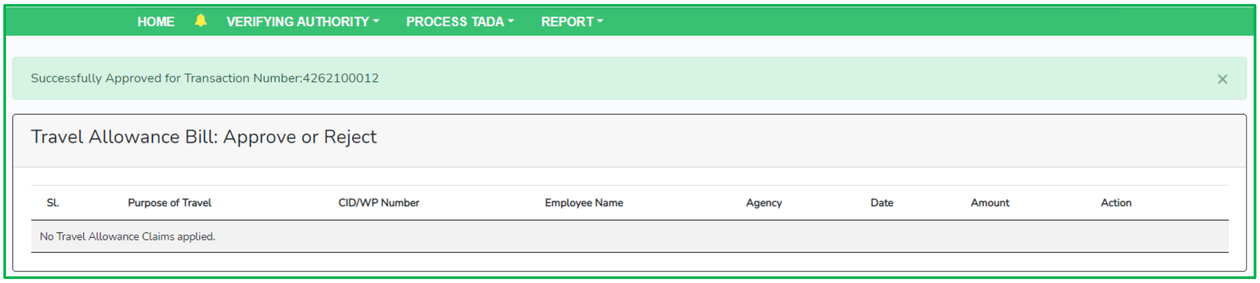
Royal Government of Bhutan

F PUBLIC ACCOUNTS/DEPARTMENT OF PUBLIC

TRAVEL ALLOWANCE CLAIM

viii. Click on **Approve** button in the following pop up message.

ix. The message *Successfully Approved* along with transaction number will appear to confirm the success of the transaction.


HOME
VERIFYING AUTHORITY ▾
PROCESS TADA ▾
REPORT ▾

Successfully Approved for Transaction Number:4262100012

Travel Allowance Bill: Approve or Reject

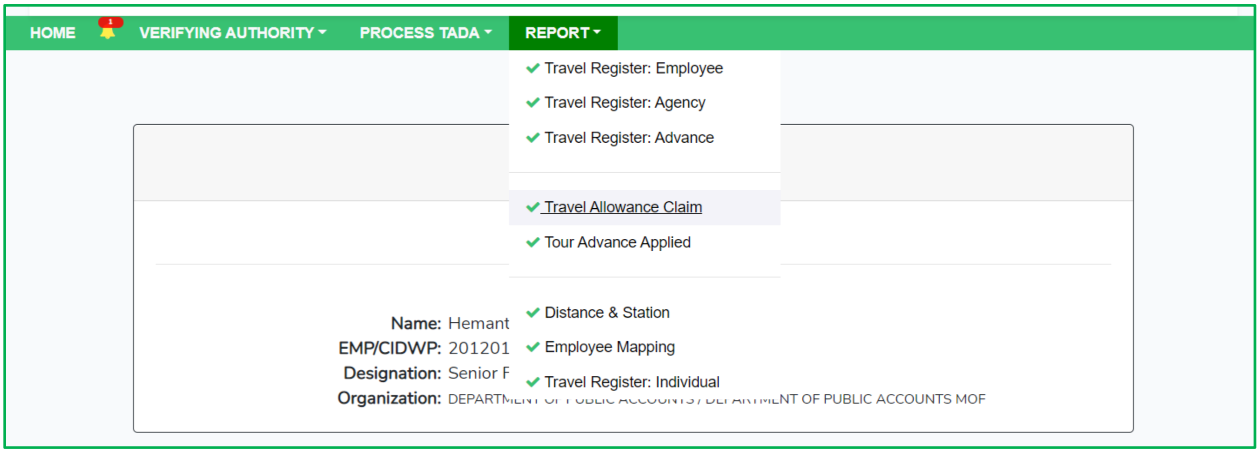
SL	Purpose of Travel	CID/WP Number	Employee Name	Agency	Date	Amount	Action
No Travel Allowance Claims applied.							

The transaction will disappear from the Verifying Authority's screen, indicating there is no pending travel allowance claim for payment.

How to initiate the travel allowance claim payment in the e-PEMS?

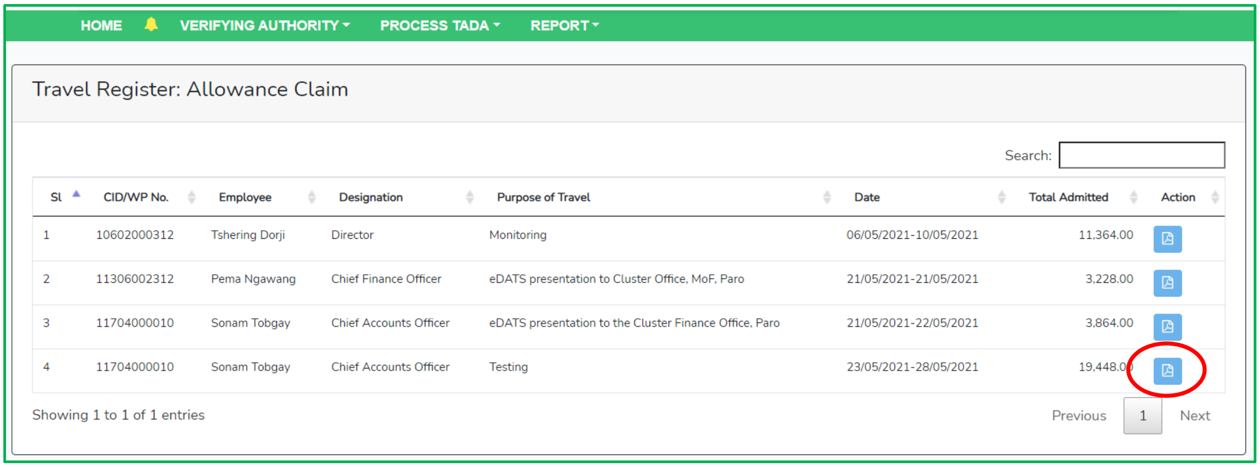
To process payment in e-PEMS,

i. Go to Report module and select **Travel Allowance Claim** to print the report.


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Travel Register: Employee
Travel Register: Agency
Travel Register: Advance
Travel Allowance Claim
Tour Advance Applied
Distance & Station
Employee Mapping
Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

ii. Click on **pdf icon** to generate individual report


HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT

Travel Register: Allowance Claim

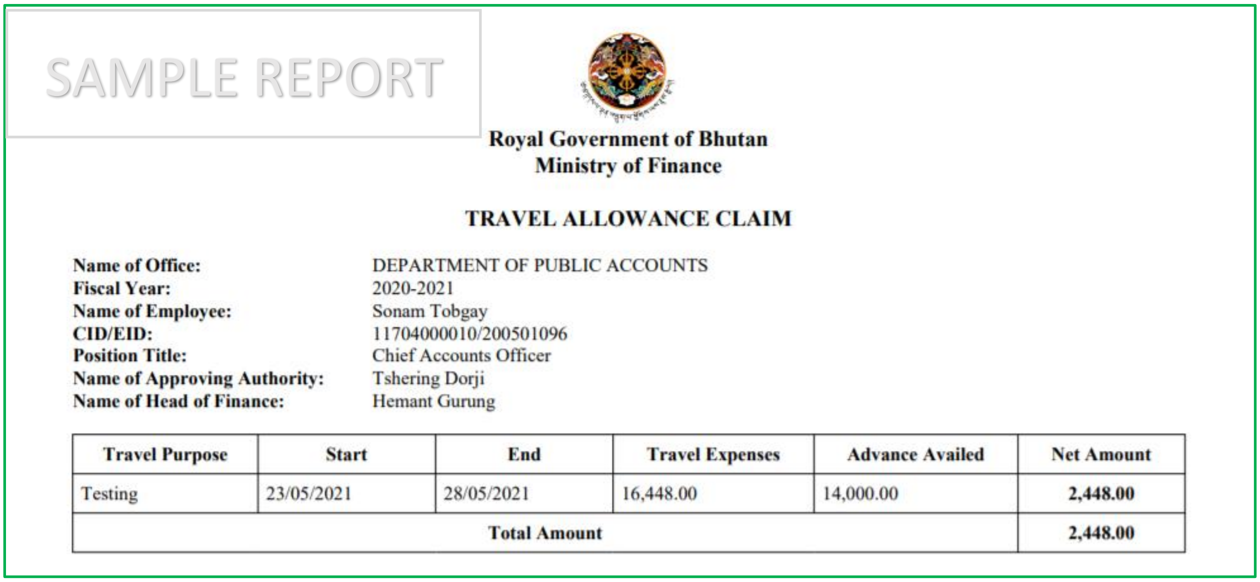
Search:

Sl	CID/WP No.	Employee	Designation	Purpose of Travel	Date	Total Admitted	Action
1	10602000312	Tshering Dorji	Director	Monitoring	06/05/2021-10/05/2021	11,364.00	
2	11306002312	Pema Ngawang	Chief Finance Officer	eDATS presentation to Cluster Office, MoF, Paro	21/05/2021-21/05/2021	3,228.00	
3	11704000010	Sonam Tobgay	Chief Accounts Officer	eDATS presentation to the Cluster Finance Office, Paro	21/05/2021-22/05/2021	3,864.00	
4	11704000010	Sonam Tobgay	Chief Accounts Officer	Testing	23/05/2021-28/05/2021	19,448.00	

Showing 1 to 1 of 1 entries

Previous 1 Next

The sample report shown below is the printable report that you will use as a supporting document for processing the payment in the e-PEMS.



SAMPLE REPORT

Royal Government of Bhutan
Ministry of Finance

TRAVEL ALLOWANCE CLAIM

Name of Office: DEPARTMENT OF PUBLIC ACCOUNTS
Fiscal Year: 2020-2021
Name of Employee: Sonam Tobgay
CID/EID: 11704000010/200501096
Position Title: Chief Accounts Officer
Name of Approving Authority: Tshering Dorji
Name of Head of Finance: Hemant Gurung

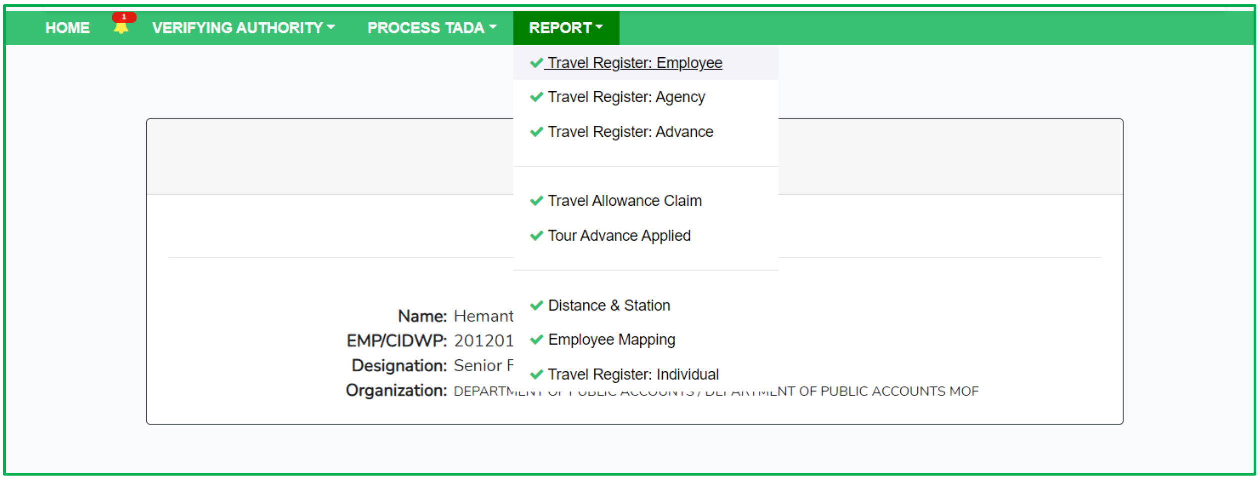
Travel Purpose	Start	End	Travel Expenses	Advance Availed	Net Amount
Testing	23/05/2021	28/05/2021	16,448.00	14,000.00	**2,448.00**
Total Amount					**2,448.00**

Part V: Reports

5.1 Reports

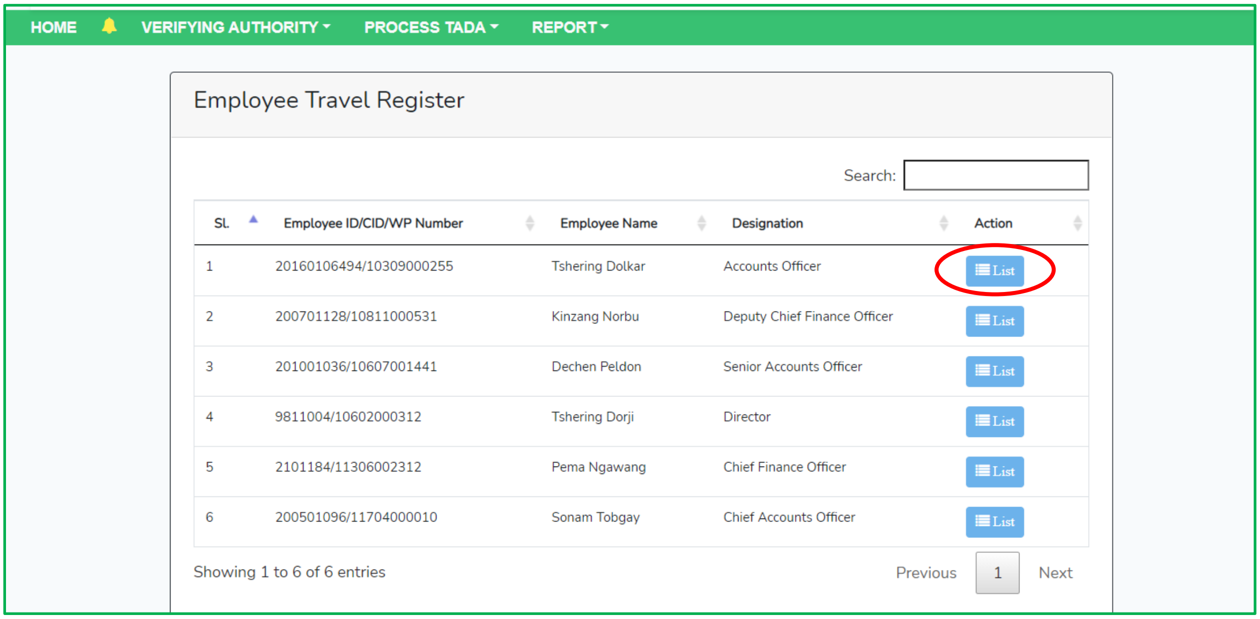
There are eight types of reports in this system. All the reports are accessible by the Approving Authority and the Verifying Authority. The Travel Register: Individual report is the only report accessible by the general individuals for their own consumption.

5.1.1 Travel Register: Employee


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
✓ Travel Register: Employee
✓ Travel Register: Agency
✓ Travel Register: Advance
✓ Travel Allowance Claim
✓ Tour Advance Applied
✓ Distance & Station
✓ Employee Mapping
✓ Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTM NT OF PUBLIC ACCOUNTS MOF

This report contains the list of employee under respective approving authority in the agency. Click on the **List** to view the details of each employee.


HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Search:

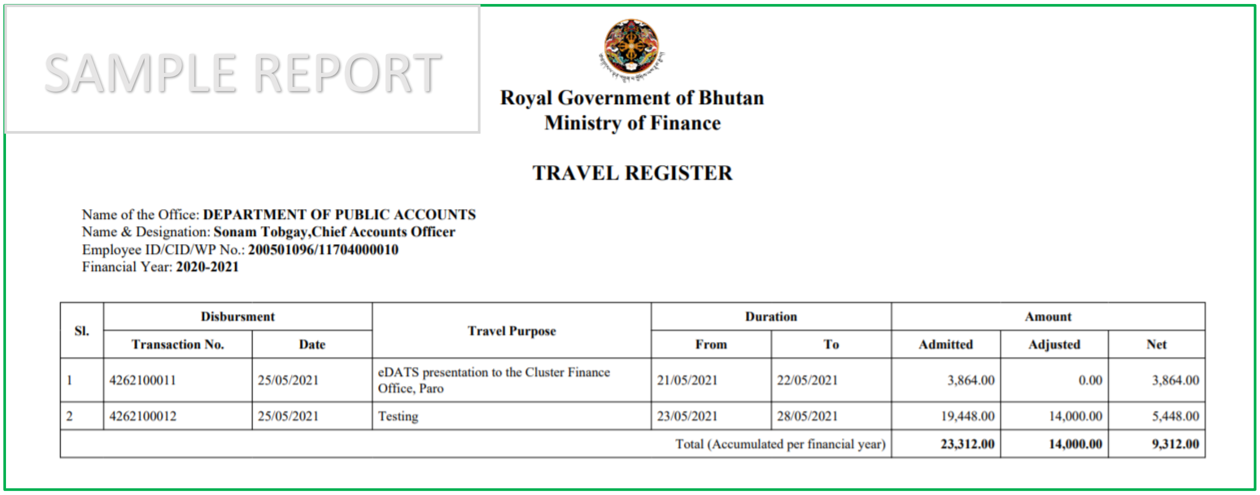
Employee Travel Register

SL	Employee ID/CID/WP Number	Employee Name	Designation	Action
1	20160106494/10309000255	Tshering Dolkar	Accounts Officer	List
2	200701128/10811000531	Kinzang Norbu	Deputy Chief Finance Officer	List
3	201001036/10607001441	Dechen Peldon	Senior Accounts Officer	List
4	9811004/10602000312	Tshering Dorji	Director	List
5	2101184/11306002312	Pema Ngawang	Chief Finance Officer	List
6	200501096/11704000010	Sonam Tobgay	Chief Accounts Officer	List

Showing 1 to 6 of 6 entries

Previous 1 Next

You will be able to access the Travel Register of each employee as shown below;


SAMPLE REPORT

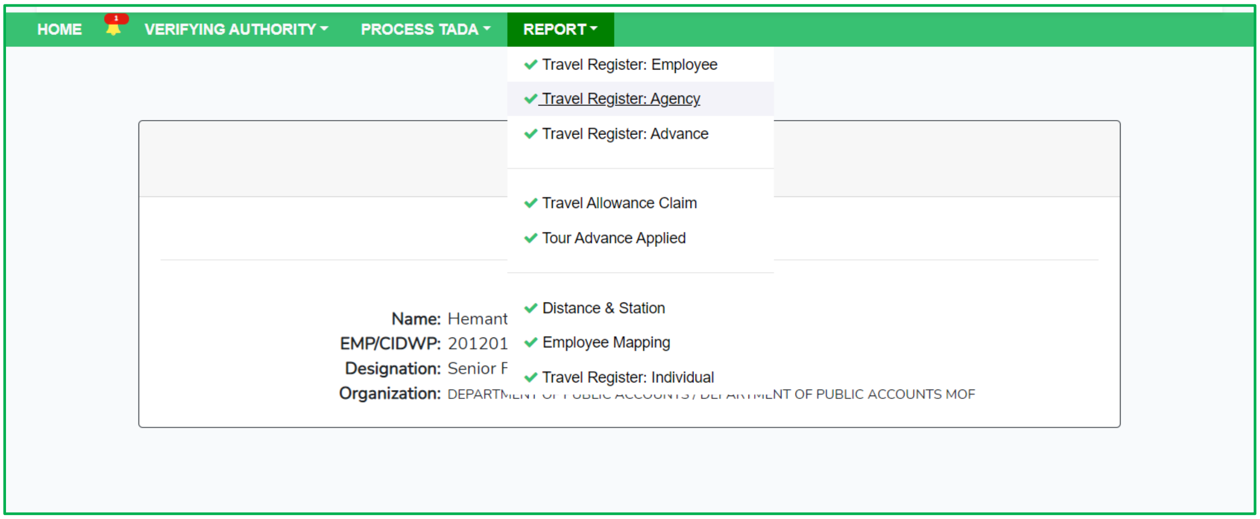
Royal Government of Bhutan
Ministry of Finance

TRAVEL REGISTER

Name of the Office: **DEPARTMENT OF PUBLIC ACCOUNTS**
Name & Designation: **Sonam Tobgay,Chief Accounts Officer**
Employee ID/CID/WP No.: **200501096/11704000010**
Financial Year: **2020-2021**

Sl.	Disbursment		Travel Purpose	Duration		Amount		
	Transaction No.	Date		From	To	Admitted	Adjusted	Net
1	4262100011	25/05/2021	eDATS presentation to the Cluster Finance Office, Paro	21/05/2021	22/05/2021	3,864.00	0.00	3,864.00
2	4262100012	25/05/2021	Testing	23/05/2021	28/05/2021	19,448.00	14,000.00	5,448.00
Total (Accumulated per financial year)						**23,312.00**	**14,000.00**	**9,312.00**

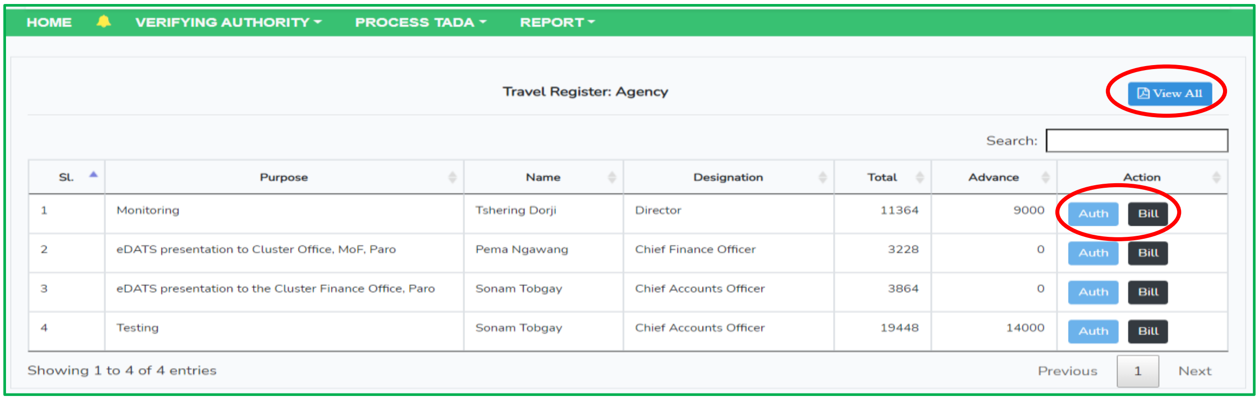
5.1.2 Travel Register: Agency


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
✓ Travel Register: Employee
✓ Travel Register: Agency
✓ Travel Register: Advance
✓ Travel Allowance Claim
✓ Tour Advance Applied
✓ Distance & Station
✓ Employee Mapping
✓ Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTM NT OF PUBLIC ACCOUNTS MOF

This report contains the list of all the claimants irrespective of their working agency.

Click on **View All** to generate the travel register of the entire agency including the invitee from other agency.

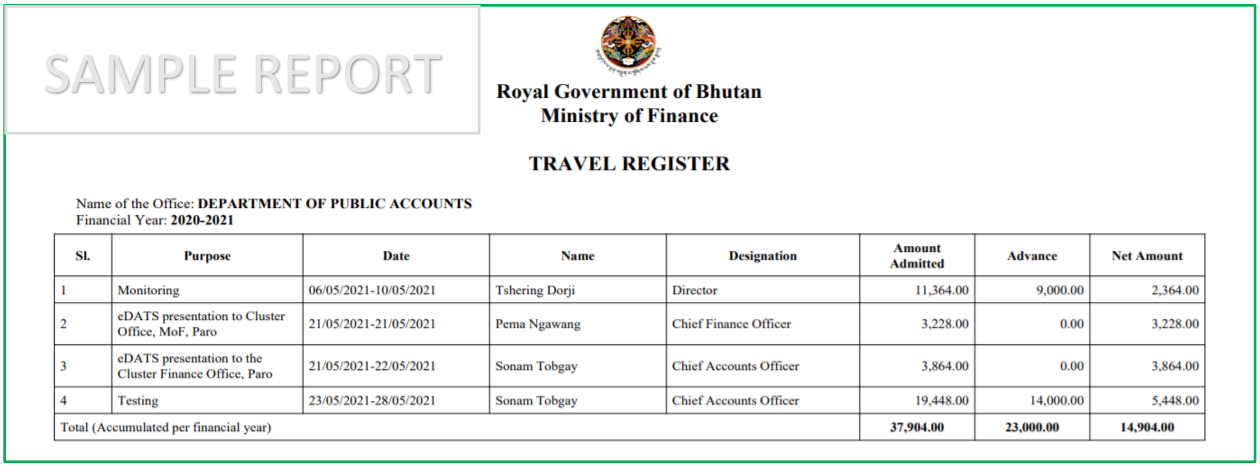

HOME
VERIFYING AUTHORITY
PROCESS TADA
REPORT
View All
Search:

Travel Register: Agency

SL.	Purpose	Name	Designation	Total	Advance	Action
1	Monitoring	Tshering Dorji	Director	11364	9000	Auth Bill
2	eDATS presentation to Cluster Office, MoF, Paro	Pema Ngawang	Chief Finance Officer	3228	0	Auth Bill
3	eDATS presentation to the Cluster Finance Office, Paro	Sonam Tobgay	Chief Accounts Officer	3864	0	Auth Bill
4	Testing	Sonam Tobgay	Chief Accounts Officer	19448	14000	Auth Bill

Showing 1 to 4 of 4 entries

Previous
1
Next


SAMPLE REPORT

Royal Government of Bhutan
Ministry of Finance

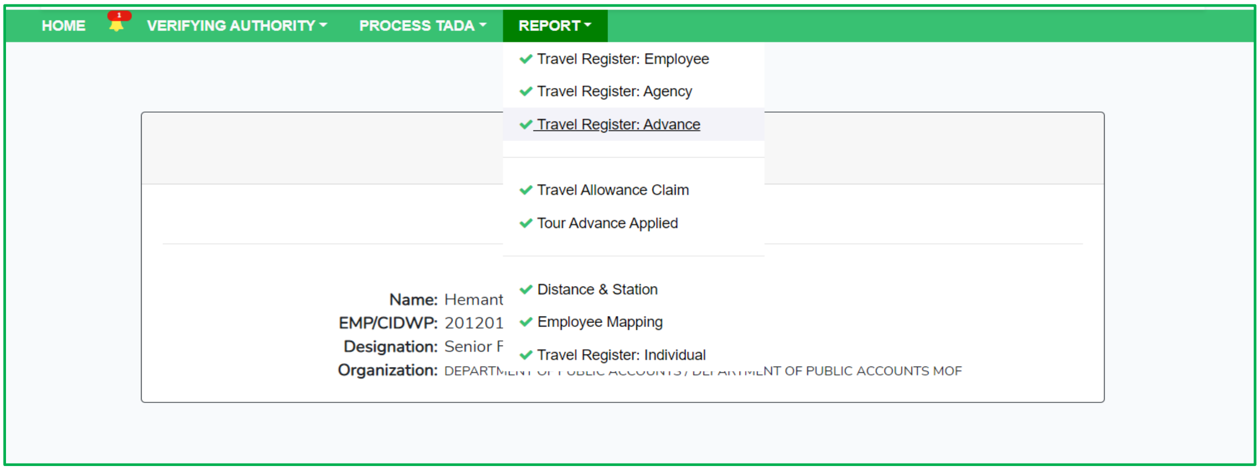
TRAVEL REGISTER

Name of the Office: **DEPARTMENT OF PUBLIC ACCOUNTS**
Financial Year: **2020-2021**

Sl.	Purpose	Date	Name	Designation	Amount Admitted	Advance	Net Amount
1	Monitoring	06/05/2021-10/05/2021	Tshering Dorji	Director	11,364.00	9,000.00	2,364.00
2	eDATS presentation to Cluster Office, MoF, Paro	21/05/2021-21/05/2021	Pema Ngawang	Chief Finance Officer	3,228.00	0.00	3,228.00
3	eDATS presentation to the Cluster Finance Office, Paro	21/05/2021-22/05/2021	Sonam Tobgay	Chief Accounts Officer	3,864.00	0.00	3,864.00
4	Testing	23/05/2021-28/05/2021	Sonam Tobgay	Chief Accounts Officer	19,448.00	14,000.00	5,448.00
Total (Accumulated per financial year)					**37,904.00**	**23,000.00**	**14,904.00**

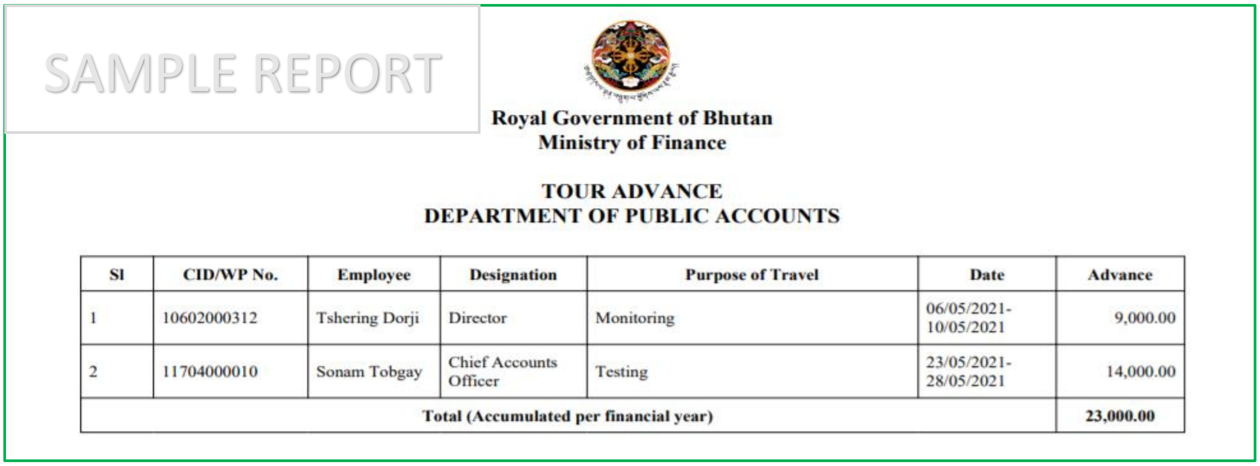
You can also access the traditional form of both travel authorization and travel allowance claim form against each record. The samples are shown at the end of this Section.

5.1.3 Travel Register: Advance


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
✓ Travel Register: Employee
✓ Travel Register: Agency
✓ Travel Register: Advance
✓ Travel Allowance Claim
✓ Tour Advance Applied
✓ Distance & Station
✓ Employee Mapping
✓ Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

This report contains the detailed record of advance payments within the financial year.



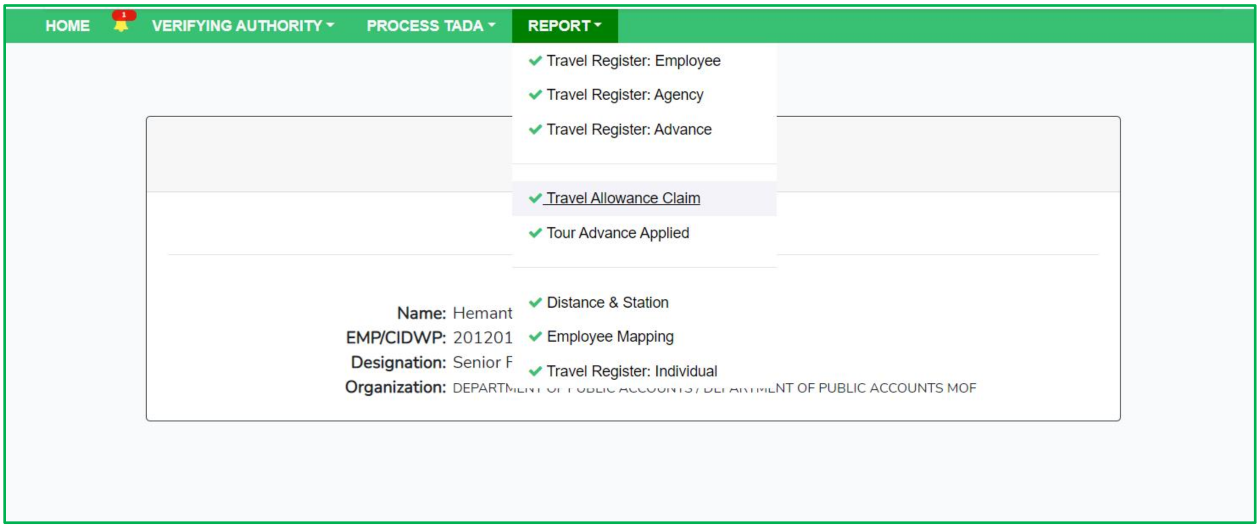
SAMPLE REPORT

Royal Government of Bhutan
Ministry of Finance

TOUR ADVANCE
DEPARTMENT OF PUBLIC ACCOUNTS

Sl	CID/WP No.	Employee	Designation	Purpose of Travel	Date	Advance
1	10602000312	Tshering Dorji	Director	Monitoring	06/05/2021-10/05/2021	9,000.00
2	11704000010	Sonam Tobgay	Chief Accounts Officer	Testing	23/05/2021-28/05/2021	14,000.00
Total (Accumulated per financial year)						**23,000.00**

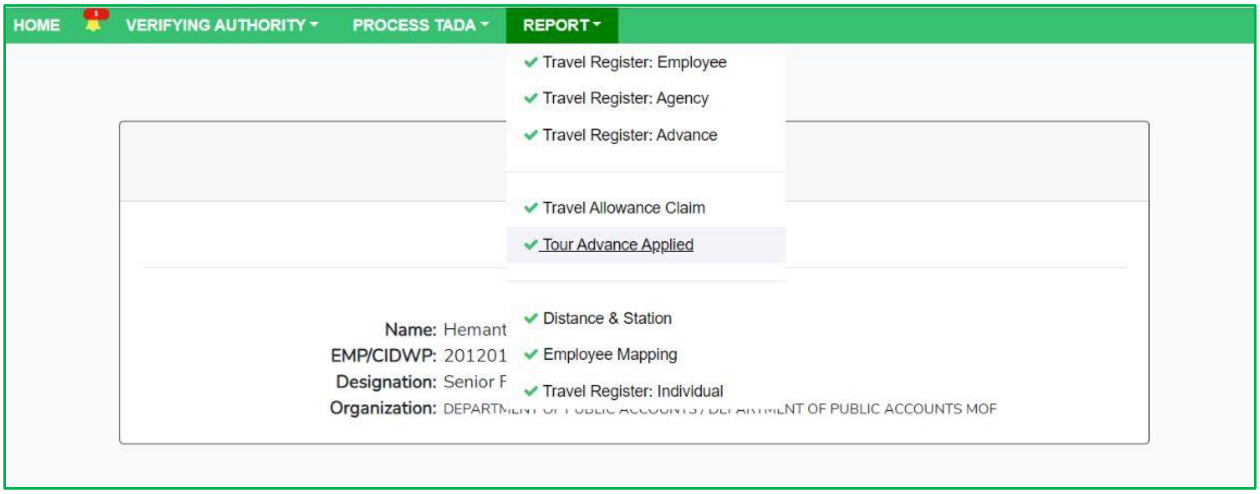
5.1.4 Travel Allowance Claim


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Travel Register: Employee
Travel Register: Agency
Travel Register: Advance
Travel Allowance Claim
Tour Advance Applied
Distance & Station
Employee Mapping
Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

This report will be used for processing travel allowance claim in the e-PEMS and it is a legal document to consider the legitimacy of the payment. The Sample Report is depicted in the Section 4.2.2 of this manual.

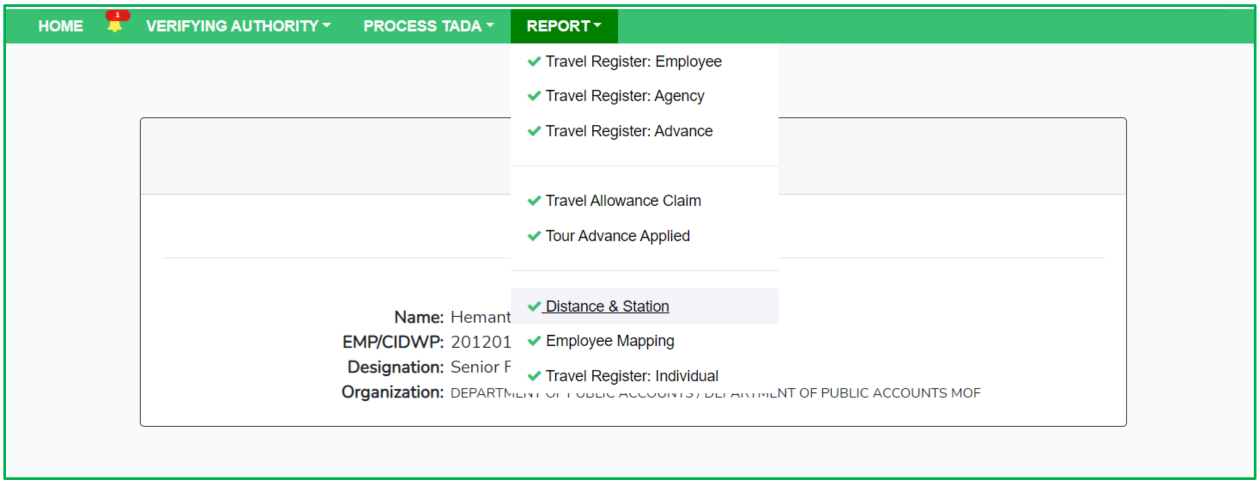
5.1.5 Tour Advance Applied


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Travel Register: Employee
Travel Register: Agency
Travel Register: Advance
Travel Allowance Claim
Tour Advance Applied
Distance & Station
Employee Mapping
Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

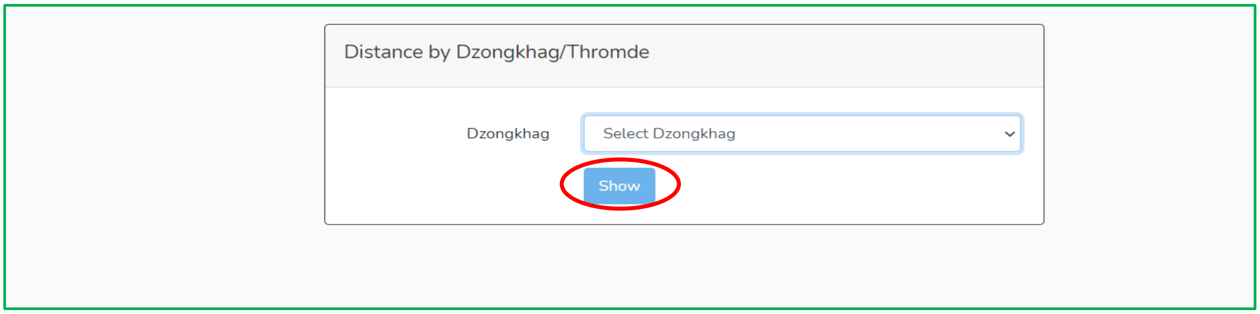
The Tour Advance Applied report will be also used for processing travel advance requisition of the employee in the e-PEMS and it is also a legal document to consider the legitimacy of the payment. The steps to view and the sample of the report is shown under the Section 4.2.1 of this manual.

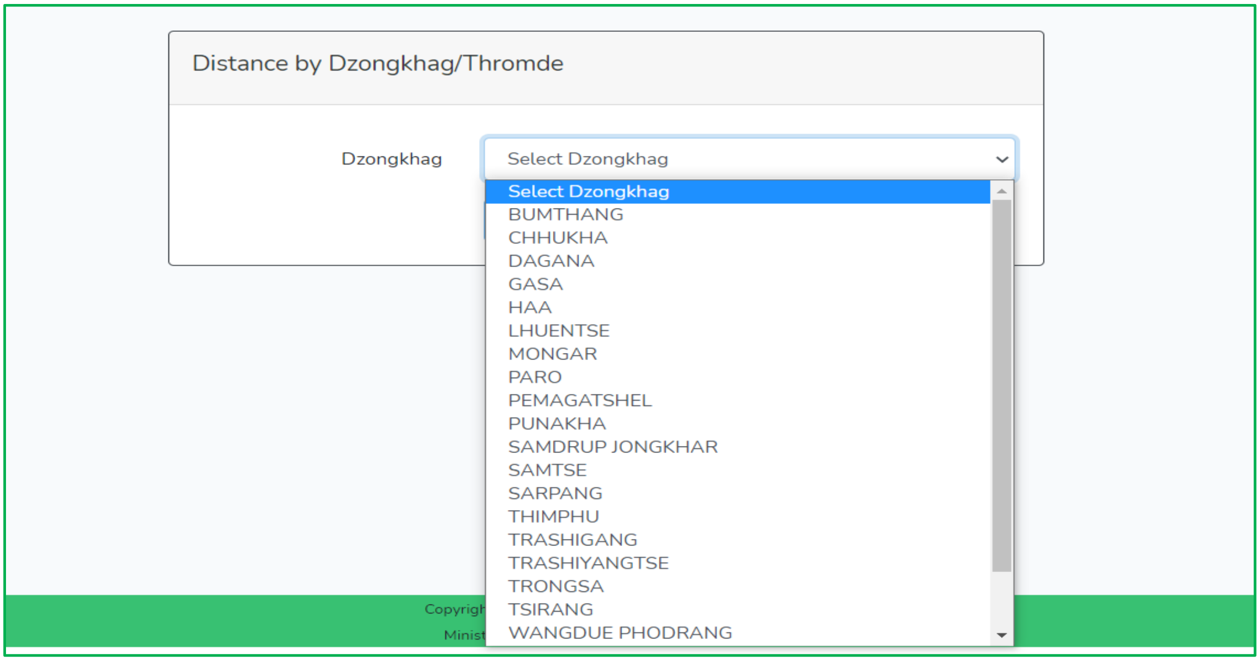
5.1.6 Distance & Station


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
Travel Register: Employee
Travel Register: Agency
Travel Register: Advance
Travel Allowance Claim
Tour Advance Applied
Distance & Station
Employee Mapping
Travel Register: Individual

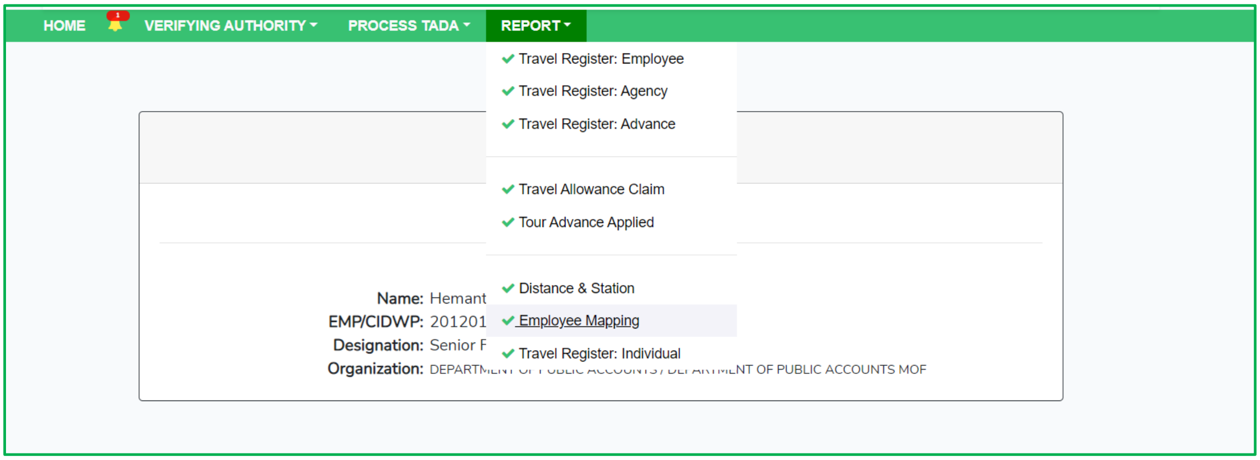
Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

This report contains the distance and station recorded in the system till date. The report can be generated dzongkhag wise and can be used for cross checking the missing information.


Distance by Dzongkhag/Thromde
Dzongkhag
Select Dzongkhag
Show


Distance by Dzongkhag/Thromde
Dzongkhag
Select Dzongkhag
Select Dzongkhag
BUMTHANG
CHHUKHA
DAGANA
GASA
HAA
LHUENTSE
MONGAR
PARO
PEMAGATSHEL
PUNAKHA
SAMDRUP JONGKHAR
SAMTSE
SARPANG
THIMPHU
TRASHIGANG
TRASHIYANGTSE
TRONGSA
TSIRANG
WANGDUE PHODRANG
Copyrigh
Minist

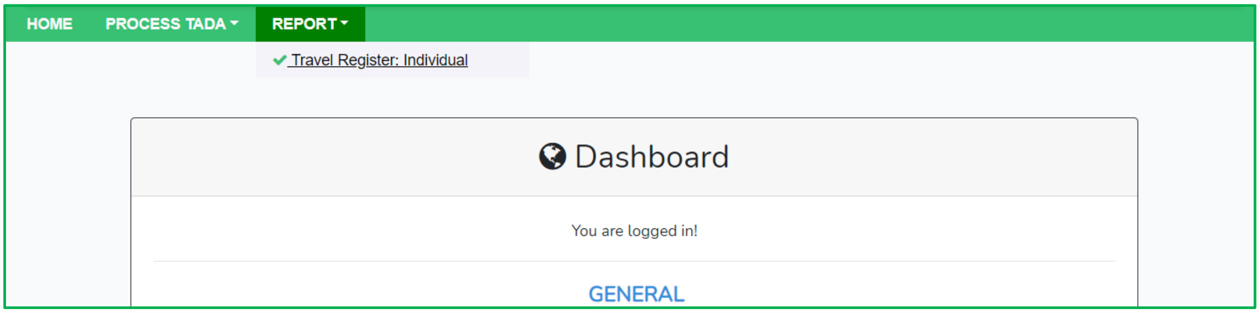
5.1.7 Employee Mapping


HOME
1
VERIFYING AUTHORITY
PROCESS TADA
REPORT
✓ Travel Register: Employee
✓ Travel Register: Agency
✓ Travel Register: Advance
✓ Travel Allowance Claim
✓ Tour Advance Applied
✓ Distance & Station
✓ Employee Mapping
✓ Travel Register: Individual

Name: Hemant
EMP/CIDWP: 201201
Designation: Senior F
Organization: DEPARTM NT OF PUBLIC ACCOUNTS MOF

This report contains the details of employees mapped under each approving authority. This report will be useful for the administrators to cross check the correctness of the mapping in each agency/department/division/section/sector/unit.

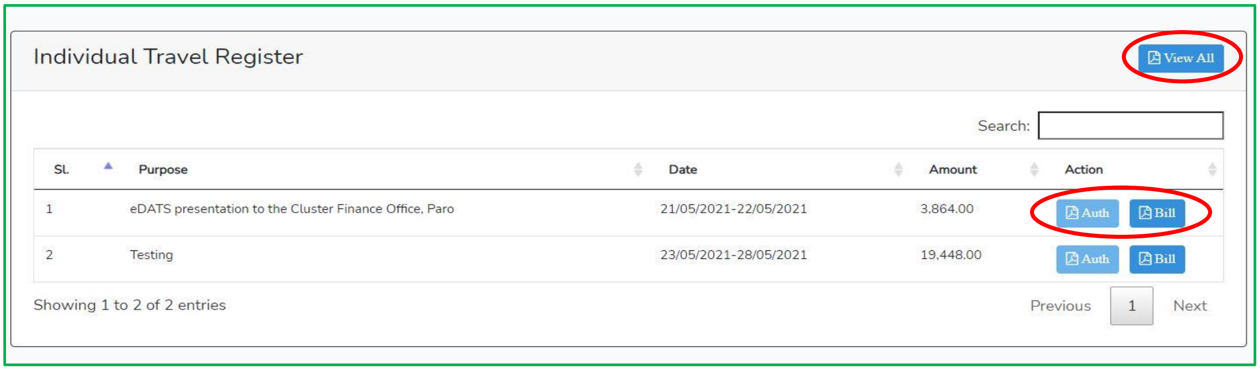
5.1.8 Travel Register: Individual



You are logged in!

This report is a detailed individual report for personal consumption and it is accessible only to individual concern.

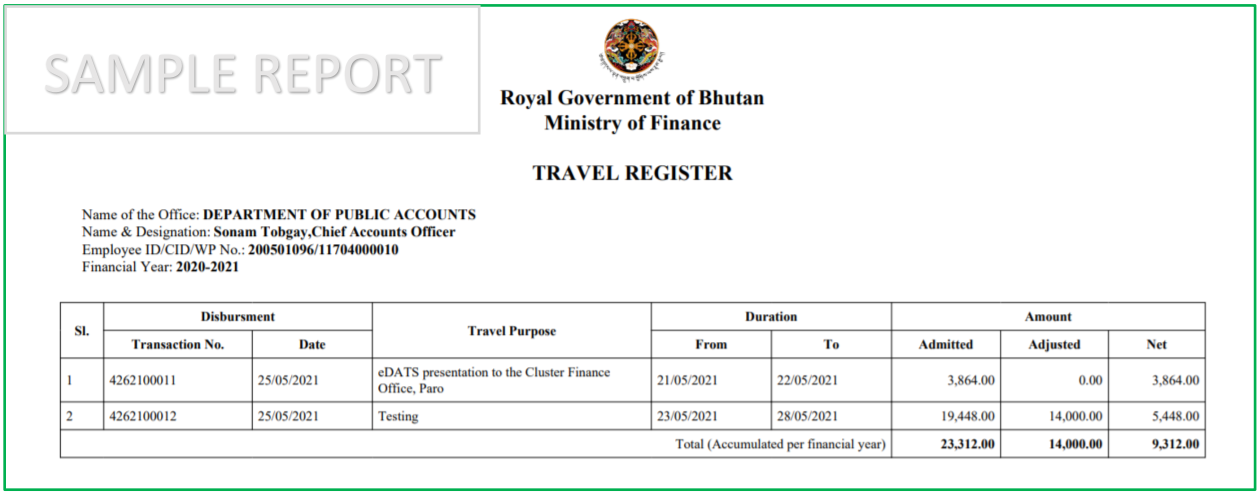
Click **View All** to view the individual travel register for one financial year. The following report will be generate for individual use.



Individual Travel Register

SL	Purpose	Date	Amount	Action
1	eDATS presentation to the Cluster Finance Office, Paro	21/05/2021-22/05/2021	3,864.00	Auth Bill
2	Testing	23/05/2021-28/05/2021	19,448.00	Auth Bill

Showing 1 to 2 of 2 entries



Royal Government of Bhutan
Ministry of Finance

TRAVEL REGISTER

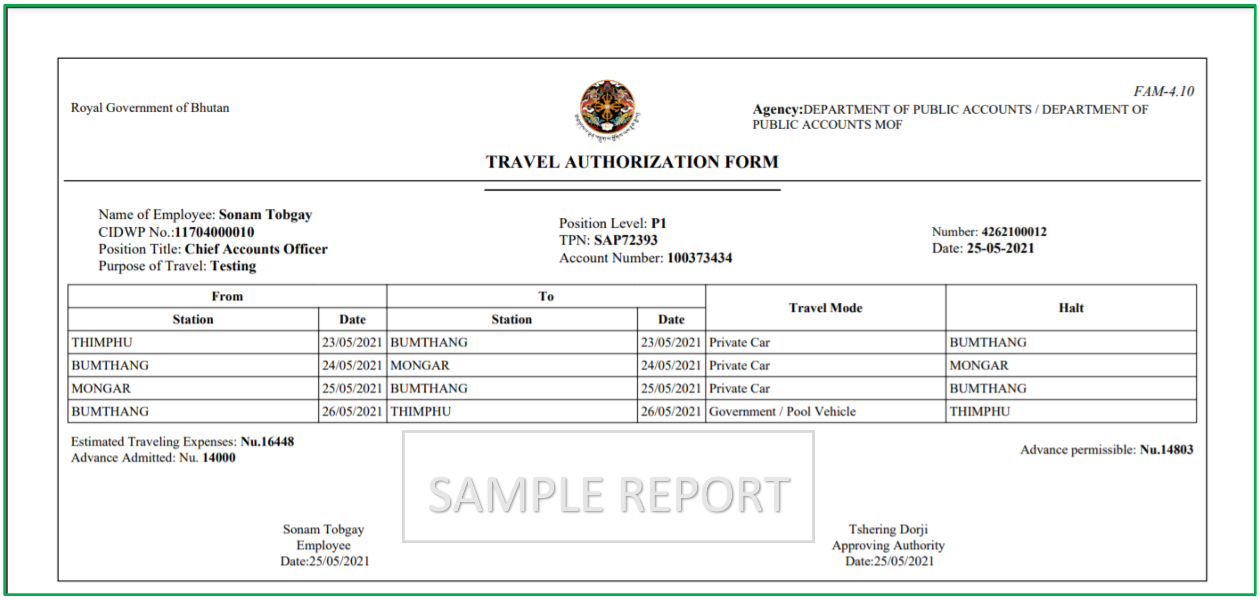
Name of the Office: **DEPARTMENT OF PUBLIC ACCOUNTS**
Name & Designation: **Sonam Tobgay,Chief Accounts Officer**
Employee ID/CID/WP No.: **200501096/11704000010**
Financial Year: **2020-2021**

Sl.	Disbursment		Travel Purpose	Duration		Amount		
	Transaction No.	Date		From	To	Admitted	Adjusted	Net
1	4262100011	25/05/2021	eDATS presentation to the Cluster Finance Office, Paro	21/05/2021	22/05/2021	3,864.00	0.00	3,864.00
2	4262100012	25/05/2021	Testing	23/05/2021	28/05/2021	19,448.00	14,000.00	5,448.00
Total (Accumulated per financial year)						**23,312.00**	**14,000.00**	**9,312.00**

You can also generate the travel authorization form and travel allowance claim forms in traditional format.

Sample Report in traditional format are as follows;

a) Travel Authorization Form



Royal Government of Bhutan

FAM-4.10

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL AUTHORIZATION FORM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

Position Level: **P1**
TPN: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25-05-2021**

From		To		Travel Mode	Halt
Station	Date	Station	Date		
THIMPHU	23/05/2021	BUMTHANG	23/05/2021	Private Car	BUMTHANG
BUMTHANG	24/05/2021	MONGAR	24/05/2021	Private Car	MONGAR
MONGAR	25/05/2021	BUMTHANG	25/05/2021	Private Car	BUMTHANG
BUMTHANG	26/05/2021	THIMPHU	26/05/2021	Government / Pool Vehicle	THIMPHU

Estimated Traveling Expenses: **Nu.16448**
Advance Admitted: Nu. **14000**

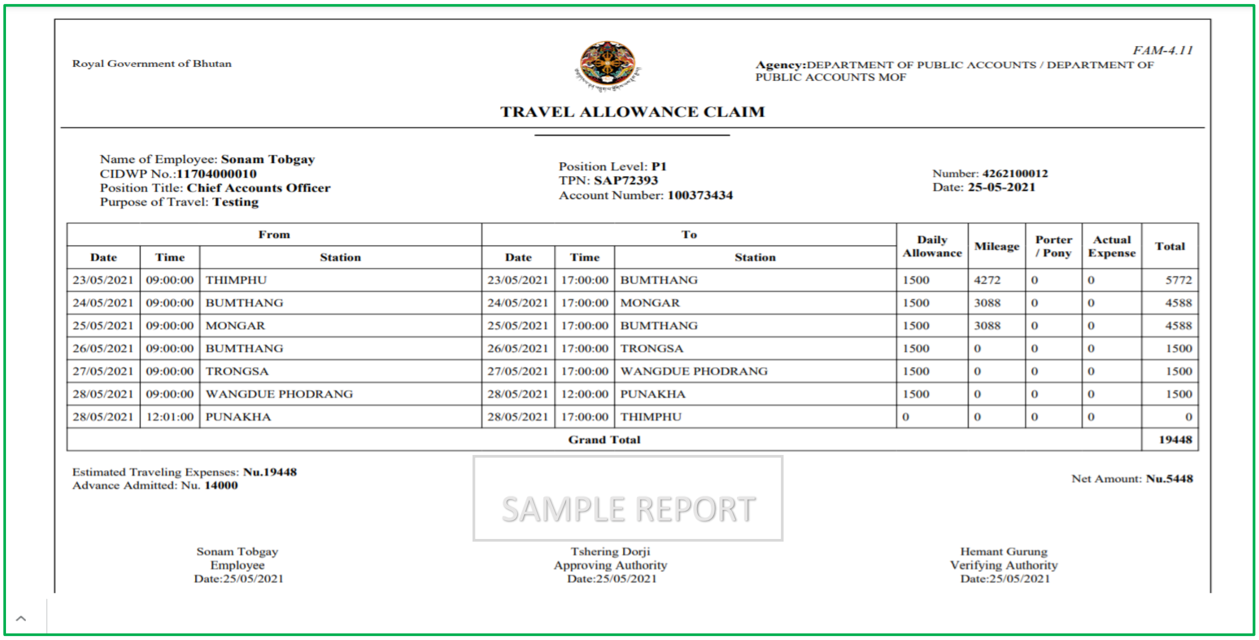
Advance permissible: **Nu.14803**

SAMPLE REPORT

Sonam Tobgay
Employee
Date:25/05/2021

Tshering Dorji
Approving Authority
Date:25/05/2021

b) Travel Allowance Claim



Royal Government of Bhutan

FAM-4.11

Agency:DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF

TRAVEL ALLOWANCE CLAIM

Name of Employee: **Sonam Tobgay**
CIDWP No.:**11704000010**
Position Title: **Chief Accounts Officer**
Purpose of Travel: **Testing**

Position Level: **P1**
TPN: **SAP72393**
Account Number: **100373434**

Number: **4262100012**
Date: **25-05-2021**

From			To			Daily Allowance	Mileage	Porter / Pony	Actual Expense	Total
Date	Time	Station	Date	Time	Station					
23/05/2021	09:00:00	THIMPHU	23/05/2021	17:00:00	BUMTHANG	1500	4272	0	0	5772
24/05/2021	09:00:00	BUMTHANG	24/05/2021	17:00:00	MONGAR	1500	3088	0	0	4588
25/05/2021	09:00:00	MONGAR	25/05/2021	17:00:00	BUMTHANG	1500	3088	0	0	4588
26/05/2021	09:00:00	BUMTHANG	26/05/2021	17:00:00	TRONGSA	1500	0	0	0	1500
27/05/2021	09:00:00	TRONGSA	27/05/2021	17:00:00	WANGDUE PHODRANG	1500	0	0	0	1500
28/05/2021	09:00:00	WANGDUE PHODRANG	28/05/2021	12:00:00	PUNAKHA	1500	0	0	0	1500
28/05/2021	12:01:00	PUNAKHA	28/05/2021	17:00:00	THIMPHU	0	0	0	0	0
Grand Total										**19448**

Estimated Traveling Expenses: **Nu.19448**
Advance Admitted: Nu. **14000**

Net Amount: **Nu.5448**

SAMPLE REPORT

Sonam Tobgay
Employee
Date:25/05/2021

Tshering Dorji
Approving Authority
Date:25/05/2021

Hemant Gurung
Verifying Authority
Date:25/05/2021