



ཀྲིལ་ཡོངས་འཆར་དངུལ་ལས་ཁུངས། དངུལ་རྩིས་ལྷན་ཁག།

Department of National Budget: Ministry of Finance

Steps for carrying out budget re-appropriations from the approved Annual Grants for Gewogs.

I. Pre-conditions

1. Before execution of budget re-appropriations for the Gewog, the Account Personal must ensure to get the first trench release from DPA as per the Guidelines for Gewog Annual Grants.
2. The accountant or finance personal must have the approved list of activities by the GT along with estimated cost of budget;
3. The approved list of activities must be mapped with the relevant sectors of the Gewog;
4. The designated account personal must have user login credentials provided by DNB.

II. Creation of New Activities in the MYRB (Revision Phase)

1. **Login** to MYRB using the given user **login credentials**;
2. Go to **Transaction <Revision<Activity & Sub-Activity Addition**;
3. **Select Category**: Administrative Unit;
4. **Select** relevant Sector for which the activities is being mapped;
5. **Field Office**: NA;
6. **Program** details will be displayed;
7. **Select Sub-program**: Sub-program details will be displayed;
8. **Go** to Activity Management and **create activity name or Edit**;
9. Next **Update**.
10. **Create** Sub activities or **Edit** Sub activities (Choose the options for spill over, Work charge or Tagging) and;
11. Next **Update**.



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III. To carry out the Re-appropriation:

1. Re-appropriation from:

- 1.1. **Go to transaction <Revision<Block Grant<R-appropriation**
(Re-appropriation for block grant will be displayed);
- 1.2. In the Re-appropriation From Details: **Select** Administrative Unit;
- 1.3. **Choose** Reference Number: **New**
- 1.4. Fill up the **purpose** for proposing new activity;
- 1.5. Fill up the Re-appropriation details;
- 1.6. **Select** Sector: 20. Grant;
- 1.7. Select Field Office: NA, **Select** Program, Sub program, Activity & Sub Activity as **AGG**;
- 1.8. **Select** Funding Agency: **RGoB, FIC : 0027**
- 1.9. **Cost Object** under **21.01 Current Grants** and **61.01 Capital Grants** will be displayed along with approved budget appropriation;
- 1.10. For activities under the **Current Grant**, apportion the amount from 21.01 and **Select** Cost Object and
- 1.11. **Add.**
- 1.12. For activities under **Capital Grant**, apportion the amount under **61.01** and **Select** Cost Object; and
- 1.13. **Add.**
- 1.14. Re-appropriation **From Details Entry** will be displayed;
(Crosscheck the details of budget line and amount).



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2. Re-appropriation to:

- 2.1. **Administrative Unit** will be displayed (Default)
- 2.2. **Select** appropriate **Sector** for which the activity has been created;
- 2.3. **Select Program<Sub-program<Activity<Sub-activity & Funding Source;**
- 2.4. **Select relevant Cost Objects** and put the amount in the amount column;
- 2.5. Next **Add.**
- 2.6. Re-appropriation From and To details will be displayed;
- 2.7. Cross check the amount.
- 2.8. **Approve.**
- 2.9. **View details, Print** hard copy and get it signed.
- 2.10. File the reports for future references.
- 2.11. View the Report, Budget Form No. III to confirm the details.



Annexure 1

Creating New Activity in the MYRB

The screenshot shows the MYRB web application interface. The browser address bar displays `https://myrb.myrbpems.bt/MainEntry.aspx`. The navigation menu includes: HOME, FISCAL YEAR, TRANSACTION, PROCESS, REPORTS, PROJECT, ADMIN, MASTER, SYSTEM ADMIN, LOG OUT. The breadcrumb trail is: Home > Transaction > Revision > Activity & Sub Activity Addition. The page title is "selection transaction and select the fields indicated on the left hand side".

Sub Activity History Details:

- Category: GEWOG
- Administrative Unit: 407.02 CHHUBU GEWOG, PUNAKHA
- Department: 20 GRANT
- Field Office:
- Program: 099 ANNUAL GRANTS FOR GEWOGS
- Sub Program: 142 ANNUAL GRANTS FOR GEWOGS
- Activity: 001 ANNUAL GRANTS FOR GEWOG

Sub Activity Details:

Sub Activity Code	Sub Activity Name	Edit	Delete	Estimated Amount	WorkCharge
001.02	ANNUAL GRANTS FOR THE GEWOG			9.291	Yes

Sub Activity Management:

Code: 001.03

Name: Create new activity

Is the sub activity over?

Is the sub activity work charged? Select Yes or NO

Buttons: Save, Cancel, <<Back

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Best viewed at 1024 x 768 resolution



Re-appropriation FROM

Home | Transaction | Process Reports | Project Admin | Master System Admin | Log Out

Home > Transaction > Revision > Block Grant > Reappropriation Grant

Reappropriation for Block Grant:

Reference No: New Existing Order Date: 25/07/2019

Purpose:

Category: GEWOG

Reappropriation From Details:

Administrative Unit: 407.02 CHHUBU GEWOG, PUNAKHA

Sector: 20 GRANT

Field Office: 00 NA

Program: 099 ANNUAL GRANTS FOR GEWOGS

SubProgram: 142 ANNUAL GRANTS FOR GEWOGS

Activity: 001 ANNUAL GRANTS FOR GEWOG

SubActivity: 001.02 ANNUAL GRANTS FOR THE GEWOG

Funding Agency: RGOB - Royal Government of Bhutan

FIG: 0027 - Annual Grant for Gewog

Selection of relevant fields

Amount to be re-appropriated FROM

Tick this box

Set Cost Object:

Cost Object	Budget	Expenditure	Balance	Amount	
<input type="checkbox"/> 21.01 - Current Grants - Individuals/Non-profit Orgs.	0.605	0.000	0.605	0.000	Cash
<input type="checkbox"/> 61.01 - Capital Grants - Individuals/Non-Profit Orgs.	8.686	0.000	8.686	0.000	Cash
	9.291	0	9.291		



Re-appropriation TO

Home | Facebook | Edit Pa | Inbox | Teacher | SIY Tea | Inbox | Webm | tawkt | Netflix | Welc

https://myrb.myrbpems.bt/MainEntry.aspx

Re-appropriation TO [Add]

Reappropriation To Details:

Administrative Unit: 407.02 CHHUBU GEWOG, PUNAKHA
Sector: 01 CIVIL
Field Office: 00 N/A
Program: 028 MANAGEMENT & DIRECTION SERVICES
SubProgram: 001 GENERAL ADMINISTRATION & DIRECTION SERVICES
Activity: 001 OPERATION AND MANAGEMENT SERVICES
SubActivity: 001.01 DIRECTION SERVICES
Funding Agency: RGOB - Royal Government of Bhutan
FIC: 0027 - Annual Grant for Gewog

Select relevant fields

check the box

apportion the amount

Select Cost Object:

Cost Object	Budget	Expenditure	Balance	Amount	
<input type="checkbox"/> 1.01 - Pay and Allowances	0.000	0.000	0.000	0.000	Cash
<input type="checkbox"/> 2.01 - Other Personnel Emoluments	1.626	0.000	1.626	0.000	Cash
<input type="checkbox"/> 3.01 - Medical Benefits - Incountry	0.000	0.000	0.000	0.000	Cash
<input type="checkbox"/> 3.02 - Medical Benefits - Outside Bhutan	0.000	0.000	0.000	0.000	Cash
<input type="checkbox"/> 3.01 - Special Allowance	0.000	0.000	0.000	0.000	Cash
<input type="checkbox"/> 04.02 - Special Allowance - Kidu/Pensioners	0.000	0.000	0.000	0.000	Cash
<input type="checkbox"/> 05.01 - Stipends	0.000	0.000	0.000	0.000	Cash
<input type="checkbox"/> 11.01 - Travel - Incountry	0.000	0.000	0.000	0.000	Cash

[Add]

4:23 PM 7/25/2019