



དབལ་ལྗོངས་འབྲུག་གཞུང་།
 དབལ་ལྗོངས་ལྷན་ཁག་། དམངས་ཚེས་ལས་ཁུངས་།
ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
DEPARTMENT OF PUBLIC ACCOUNTS
e-PEMS USER ACCESS FORM

FORM I

NEW USER	<input type="checkbox"/>	Tick for creation of new user	
EXISTING USER	Suspended User <input type="checkbox"/>	Tick the relevant and provide justification below:	
	Transferred User <input type="checkbox"/>	_____	
	In-active User <input type="checkbox"/>	_____	
PERSONAL DETAILS			
First Name			
Middle Name			
Family Name			
Designation			
Email ID			
Phone No. (Office)		Mobile No.	
Citizenship ID (CID)		Employee ID (EID)	
ORGANIZATION DETAILS			
Administrative Unit (AU) Name			
Administrative Unit (AU) Code			
USER ROLE (Tick)		SIGNATORY RIGHTS (Tick)	
Agency Admin <input type="checkbox"/>		Voucher Verification <input type="checkbox"/>	
Agency User <input type="checkbox"/>		Voucher Approval <input type="checkbox"/>	
		Payment Instruction <input type="checkbox"/>	
		Release Request Approval <input type="checkbox"/>	
APPROVED BY HEAD OF FINANCE		APPROVED BY PEMS SDS (DPA)	
Name: _____		Name: _____	
Designation: _____		Designation: _____	
Seal/Signature/Date: _____		Signature & Date: _____	
For DPA	USER NAME	@epems.bt	
Use Only	DATE CREATED		
	DATE OF USER UNSUSPENDED/FIXED		