



དབལ་ཕྱན་འབྲུག་གཞུང་།  
 དབལ་ཕྱི་ཕྱོད་ལག་ཁྲིམ་པ་ཕྱི་ཕྱོད་ལྷན་ཁང་།  
 ROYAL GOVERNMENT OF BHUTAN  
 MINISTRY OF FINANCE  
 DEPARTMENT OF PUBLIC ACCOUNTS

**e-PEMS USER ACCESS FORM**

**FORM I**

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