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དར་དཀར་ནང་ཆེང་ཁག་བདག་སྐྱོང་།  
**Royal Government of Bhutan**  
**DAGANA DZONGKHAG ADMINISTRATION**



DDA/ACC-02/ADA/2021/0270

January 22, 2021

**NOTIFICATION**  
(Annual Asset Declaration)

As per the letter ACC/DoPE-ADMD/21/312 dated 20<sup>th</sup> January 2021 of the Honorable Chairperson of the ACC, the Dzongkhag Administration, Dagana would like to notify all the civil servants that the **Annual Asset Declaration (AD) for the reporting year 2020 will commence from 1<sup>st</sup> February to 31<sup>st</sup> March 2020**. Therefore, all covered persons prescribed under *Annexure I and II the Asset Declaration (AD) Rules 2017* are advised to file their declarations to the Dzongkhag within the stipulated time period.

It was observed that many, due to sheer lack of diligence had provided inconsistent and incorrect information in their declarations in previous years. To avoid similar issues and unnecessary administrative burden, the Agency would like to remind covered persons to carefully read and follow the instructions while filing AD including the following requirement of the ADR 2017:

1. Select the correct reason for declaration;
2. Not to declare old properties which have been already declared in the previous years;
3. Declare correctly:
  - a. All sources of income including from sale of properties, commercial activities, working abroad, etc., if any.
  - b. All liabilities (loans) paid during the 2020 income year.
  - c. The reporting year's savings.
4. Preview his/her declaration before submitting to avoid numerical/typographical errors and incomplete information; and
5. On submission, he/she must check and ensure that his/her declaration has been "verified and accepted" before the deadline.

Please note that failure to file declaration within the declaration period, he/she shall be levied penalty as per Section 38 (4) and (5) of ACAB 2011 and Sections 53 and 54 of the ADR 2017 as follows:

1. **Late declaration (1<sup>st</sup> May – 31<sup>st</sup> May 2019)** – fine of one day's national minimum wage for every day until such failure subsists.
2. **Non declaration (1<sup>st</sup> June 2019 and thereafter)** – fine of one year's national minimum wage.

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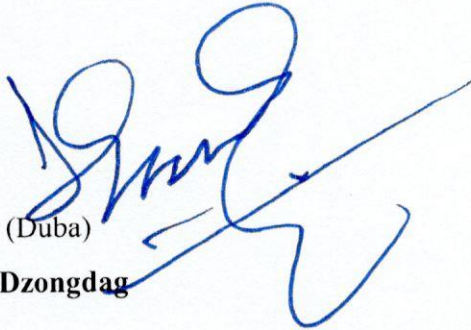
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Further, individuals are asked to refer to AD Rules 2017 and User Manual for Online system available at [www.acc.org.bt](http://www.acc.org.bt), while filing AD through the AD system.

*Should there be any clarification/information required, please contact Mr. Jamyang Norbu, Asset Declaration Administrator at 06-481008/77300561 or at [jnorbu@dagana.gov.bt](mailto:jnorbu@dagana.gov.bt).*

Issued on January 22, 2021 for strict compliance.

  
(Duba)  
Dzongdag

**Copy to:**

1. Dzongrab, Dzongkhag Administration, Dagana for kind information.
2. Drungpa, Lhamoyzingkha Dungkhag for kind information.
3. Sector Heads, Dzongkhag Administration, Dagana for information and dissemination.
4. All Gups/GAOs for information and dissemination.
5. All School Principals for information and dissemination.
6. Office Copy.