**Finance Division**

| **Topics** | **Information** |
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| 1. About us |  |
| * History and background | The Finance Division used to be a department under the Office of the Secretary (e.g., accounting department, finance department, supplies department) in compliance with the Royal Decree on Organising the Department of Interior under the Ministry of Interior B.E. 2485 (1942). It was then upgraded to become the Finance Division in 1951 with Mr. Panjit Anakevanich acting as the first Director General of the Finance Division. The accounting department, finance department, and supplies department have also been separated from the Office of the Secretary. |
| * Vision and Mission | **Vision**  A core agency in charge of finances, accounting and supplies with good management based on accuracy, speediness, efficiency, transparency and auditability disciplines.  **Mission**   1. GFMIS is used for managing finance, accounting and supplies to support the tasks of the Department of Provincial Administration 2. Increase the knowledge and capability of personnel in the area of finance 3. Play a consulting role in the area of finance and supply regulations |
| * Internal agencies | The Finance Division has divided its structure into 3 major groups as follows:   1. Group of Finance 2. Group of Accounting 3. Group of Supplies 4. Subdivision of General Administration |
| 1. Organisation Structure |  |
| * Organisation Structure | The Finance Division has an internal structure as follows:   1. Group of Finance  * Subdivision of Finance * Subdivision of Payroll and Pension * Subdivision of Document and Petition Examination  1. Group of Accounting  * Subdivision of Accounting 1 * Subdivision of Accounting 2 * Subdivision of Financial Regulation  1. Group of Supplies  * Subdivision of Supplies * Subdivision of Premises and Vehicles * Subdivision of Stationery  1. Subdivision of General Administration |
| * Authority and Function | In charge of finance, accounting, budget management, supplies, premises and vehicles of the department and working with or providing support to other related or assigned agencies |
| 1. Our Services and Portfolio |  |
| * Achievement Highlights | - Worked with the Division of Personnel to push the Department of Provincial Administration toward a direct payroll disbursement system by August 2014. The Finance Division has been the center for management of direct payroll disbursement of the Department of Provincial Administration since August 2014.  - Overall financial statements of the Department of Provincial Administration (see enclosed document)  - Statement of Financial Position  - Revenue and Expenditure Budget |
| * Our Services | - Disbursement of payroll and other types of government payment, government officers remuneration/fixed wages, subsidies and compensation, position allowances  - Welfare disbursement for medical treatments, education assistance for children of central government officers, government advances, house rentals for central and regional officers whose payroll is payable from central authority  - Issue withholding tax certificates  - Disburse all types of pension funds  - Receive and make payments on all types of budgetary and off-budgetary funds by cash and cheque  - Process disbursement and government advance requisition for business trips both domestic and overseas, training/seminars, relocation assistance  - Disburse compensation for members of the Volunteers Defense Corps (VDC)  - Prepare personnel database of central government officers for the benefit of directly reimbursing medical treatment  - In charge of accounting for 90 disbursement units  - Process the budget disbursement requested by a preparer other than budget owner/user himself  - Reserve funds for the overlapping year of disbursement and extended periods of disbursement  - Examine and make adjustments to inaccurate GFMIS entries  - Prepare the registration of central government officers who receive pensions and retirement benefits funds  - Process a disbursement requisition of central government officers for pensions and funds from the Civil Servant´s Pension and Retirement Benefit Fund  - Circulate laws, regulations, cabinet resolutions, letters of order and GFMIS related matters  - Provide consultancy on accounting and financial regulations to agencies under its jurisdiction in central and regional areas  - Process procurement in compliance with the Regulations of the Office of the Prime Minister on Procurement B.E.2535 (1992) and others with additional amendments and Regulations of the Office of the Prime Minister on Electronic Procurement B.E.2549 (2006)  - Keep official premises clean and maintained  - Prepare registration of vehicles and transport equipment  - Process registration of vehicles and transport equipment  - Control the printing disbursement of the department |
| 1. Contact Us |  |
| * Location/ Contact/ Telephone/ Google Map | **Location**  Finance Division, Department of Provincial Administration, Wat Ratchabopit Sub-district, Phra Nakhon District, Bangkok 10200  **Contact Details/Telephone**  0-2225-4885/ 50722 |