

Roles and responsibilities of HR Staff

Sl.#	Name & Position Title	Responsibilities	Contact No.	
1	Singye Dorji T, Human Resource Officer	1.HRD Head (2) Overall responsibilities of HRD	17129783/17660599	
2	Gembo, Admin. Asst	1) Issue tour order of all sectors (2) Issue Appointment and Transfer Orders & (3) Dzongkha correspondences	17114213	
3	Pemba Tshering, Admin. Asst	1) Education Sector (2) Wangbama Central School (Campus I and II) 3) ECCD & NFE (4) Yangchen Gatshel MSS (5) Bjemina PS & General correspondences of respective sector (6) Dzongkhag Coordination Meetings	17653312	
4	Dorji Wangmo, Admin. Asst.	1) Khadadrapchu Youth Centre (2) Hongtsho PS (3) Tshaluna PS (4) Khasadrapchu MSS (5)Lingzhi PS (6) Soe ECR (7)Barshong ECR (8) Kuzhugchen MSS(9) Sisina PS & (10) General Correspondences (11)Compilation and preparation of Agenda for DHRC/Dzongkhag Coordination Meetings	17129784/17666371	
5	Ugyen Zangmo, Admin Asst.	1) Civil Sector (Accounts, Census, IT, Planning & Stats., Internal Audit, Environment, Kidu, Cultural, DT Secretary, Legal & Land Record) (2) Lingzhi Drungkhag (3) Health Sector & (4) GAOs (5) General correspondences of respective sector (6) Dzongkhag Coordination Meeting	17619032	
6	Karma Dechen	1) Livestock Sector (2) Agriculture Sector (3) Engineering Sector (4) TMD & (5) Dzongkhag Election (6) Dzongkhag Coordination Meeting (7) General orrespondences of respective sectors	17465902	