

Minutes of the Meeting
Staff Coordination Meeting
Thimphu Dzongkhag Administration

Date: 11th August 2022

Venue: Dzongkhag Tshogdu Hall, Thimphu Dzongkhag Administration

1. Welcome note by HRO

The staff coordination meeting kick started with the welcome note by *Dzongkhag* HRO. He welcomed and thanked all the participants, both attending in person and virtually for their presence and highlighted on the importance of having such coordination meeting amongst the staff of Thimphu *Dzongkhag* for better coordination and outcome.

2. Opening remarks by DASHO DZONGRAB

Dasho Dzongrab, the meeting chair in his opening remarks joined HRO in thanking all the staffs under Thimphu *Dzongkhag* Administration for giving due importance and turning up for the meeting. *Dasho* highlighted that the coordination meeting has become necessary amongst the Thimphu *Dzongkhag* Administration (TDA) family with various reforms initiated. *Dasho* advised the staffs to learn to accept, adapt and adjust with such reformative changes, despite the fact that all changes are not bed of roses.

Dasho also reminded the staffs to be thorough with various Rules and Regulations, Guidelines and Acts which are necessary while performing one's duty. *Dasho* requested each and every staff under the TDA umbrella for all necessary support and corporation towards strengthening the *Dzongkhag* Administration.

3. Civil Service Code of Conduct

HRO presented on the following Civil Service Code of Conduct;

- i. Promote a neutral, apolitical
 - ✓ A civil servant should be apolitical and promote to be neutral pertaining to all political parties. Passing remark of support or dis-satisfaction towards any political party should be avoided.
- ii. Maintain respect and trust for Civil Service
 - ✓ Should avoid criticizing the civil service rules and thus maintain respect and trust in the civil service as long as you are under civil service.
- iii. Driglam Namzha
 - ✓ Being a civil servant, everyone should be the ambassador for the country's etiquette and maintain proper decorum at all times.
- iv. Private Trade
 - ✓ Being a civil servant, no individual shall hold any private business of any sort in order to enable oneself for additional income.

4. Leave Entitlements and Process

While availing leave, there seem to be inconsistency where few seem to put leave application directly to the Head of Agency and few go on leave after apprising their supervisors. In this regard, to maintain uniformity, everyone should abide by the Bhutan Civil Service Rules 2018 (BCSR 2018). For availing leave, a civil servant should first apprise his/her supervisor, then the HRO and finally the Head of Agency. This shall be strictly followed in order to keep the respective supervisor, HRD and the Head of Agency in the loop and to ensure proper information on an individual's absence from office.

All Sector heads must appoint officiating in their absence and must share copy to all.

Here after, leave shall be availed as per the format provided as per the Form 10/IG:\My Drive\Thimphu\New Leave Form.doc provided as Annexure I.

Candidate on Long Term Training and Short Term Training should be relieved by HRD after approval from RCSC for necessary incorporation in the ZEST system.

5. Regulation on the probation period

Person under probation period should be monitored and verified by the immediate supervisor every six month and shall be terminated if the person fails to fulfill his/her duty as deemed necessary as per the job requirement. The person so terminated shall not have the right to appeal and shall also be liable to refund two times his/her course fee, provided he/she has attended any Post Graduate or relevant courses funded or supported by the Government.

6. Social Media

Defaming the country and any Govt. Institutions in social media, liking, sharing or commenting on any such derogatory posts are not permitted as a civil servant. For such instance, a committee shall review the content and then find out a resolution/decision based on the findings.

Being a civil servant, one should be vigilant and mindful of all social media activities.

7. RADA (Rules of Administrative Disciplinary Action)

HRO made a detailed presentation on the administrative actions and sanctions recently shared by the RCSC in the form of Rules of Administrative Disciplinary Action (RADA) derived from the BCSR. HRO ensured that all points reflected in RADA were presented and further explained to the Thimphu *Dzongkhag* Administration family for necessary information and compliance.

Discussing on the RADA, Planning Officer flagged issues related to spot quotations and submitted for a consultative approach from the Tender Committee before executing a spot quotations in order to avoid possible collusion/ corruption and also to have proper documentation and evidence for auditing purpose.

To this, Offtg. Procurement Officer submitted the need for two separate committees, one for procurement and the other for ensuring quality during procurement. Offtg. Procurement

Officer also highlighted on the issues and inconveniences regarding the last-minute procurement, especially during the June closing.

To this, the Finance Officer apprised that the current steering committee comprising of Planning Officer, *Dzongkhag* Engineer, Procurement Officer, Finance Officer, and *Dasho Dzongdag* functions as the procurement committee while needed and also informed all that procurement of goods should be done as planned and should not be left at towards June Closing. *Dasho Dzongrab* reiterated on reinstituting a dedicated Procurement Committee at the earliest and to function strictly in compliance to the financial norms and PRR 2016.

8. Final Performance Evaluation Score

Level 4: 3-4	Level 3: 2-2.99	Level 2: 1-1.99	Level 1: <=0.99
Achieved exceptionally high level of performance	Performed at the higher level than required	Employee fulfilled requirement of the job	Results/ Behaviour far below performance requirement

Discussed on level of IWP rating which HRO explained that those mandated activities on self-assessment rating by employees must have to be rated in 2 & below as per the guideline of RCSC. In case of extra responsibilities shouldered by employees, the concerned supervisors responsibilities are entrusted.

9. ZEST System

Sensitized ZEST system by HRO and asked all civil servants to login and keep up to date of employee's information in the Dashboard in order to ensure accurate and reliable data in the system.

10. Attendance

Attendance should be signed with due diligence. If employees are on tour without TADA, mark as (T) for tour. With real time and honest employees have to sign in attendances

11. E-Mail and *Dzongkhag* Group Chat

With various discussion regarding the group chat, it was brought to common consensus that Telegram group shall be used for *Dzongkhag* Officials. This was done to avoid confusion on information sharing and to avoid multiple Group Chat in different platform.

HRO also highlighted on *Dzongkhag* Officials not responding or acknowledging to official mail and important information shared through *Dzongkhag* Group Chat and requested everyone to acknowledge the receipt of such information shared through mail and group chat.

12. Facebook

DT Secretary and ICT focal will hereby manage the *Dzongkhag* Facebook page with all relevant information related to inauguration and celebration. Individual sectors to feed in necessary report with pictures to the focal officials for necessary update in the Facebook and Web page.

Dasho Dzongrab also instructed the Offtg, ICT Officer to update staff information along with other relevant information in the *Dzongkhag* Web page.

13. Grievance redressal and Asset Declaration

Grievance redressal mechanism box to be installed in a convenient location for the staff. Also, HRO informed about the asset declaration.

14. Telephone Lines

It was brought to notice that the current PBAX line is diverting the calls thus creating confusion between the caller and the sectors. It was also shared that the PBAX line doesn't serve a purpose as suggested by most of the sector heads.

To this, *Dasho Dzongrab* said that the *Dzongkhag* will relook on the issue and fix out the issue with Bhutan Telecom

15. Mass Cleaning

HRO highlighted in the importance of conducting mass cleaning campaign within the *Dzongkhag* premises on a monthly basis. He also highlighted in reviving the flower gardens and staffs taking the ownership of the *Dzongkhag* Area.

Dasho Dzongrab instructed HRO to initiate the mass cleaning campaign in *Dzongkhag* compound at the earliest upholding the civic responsibilities.

16. Chorten

It was brought to everyone's notice that the chorten within the *Dzongkhag* compound is in need of maintenance and also shared the concern of not having a caretaker for the chorten. To this, *Dasho Dzongrab* instructed the Culture Officer to look for thram and ownership of the Chorten in order to carryout maintenance and repainting of the chorten.

Dasho Dzongrab also mentioned that after recruiting the *Dzongkhag* Care taker, the chorten shall also be taken care by the caretaker.

17. Budget Appropriation Bill

Finance officer presented on the Budget Appropriation Bill for the financial year 2022-2023 with further explanation on the sections. He requested all the employees to comply by the Budget Appropriation Bill for the financial year 2022-2023.

The Finance Officer requested all individuals to check their pay scale and do a comparative study with friends in order to prevent in further lapses and early detection.

He also requested all individuals to be extra vigilant while submitting or verifying the bills before passing it to the accounts section to avoid lapses and disciplinary action. This is regarding excess and double payment of the bills, where all stakeholders shall be equally responsible and accountable.

The sectors raised about coordination issues regarding the submission of BRF, where after a comprehensive discussion amongst Sector Heads, Engineers and Accounts it was finally decided that every 23rd of the Month shall be declared as BRF day to bring everyone on board to discuss and make necessary submission.

Dasho Dzongrab highlighted on the following areas;

- I. Lack of coordination between sectors and instructed to work in close coordination and be vigilant while performing one's duty. Also highlighted on instances where payments were made after an employee resigned.

- II. All bills to be routed and verified by Chief DE and the concerned Sector Heads before passing the bills.
- III. Timely disbursement of bills to ensure proper turnaround time. Accounts and Engineers to write the date when they receive the bills to avoid unnecessary complaints on delayed payment.

18. Travel Allowances and Daily Subsistence Allowance (TA/DSA)

With few sectors putting up the query regarding the DSA claims while performing official travel in Chang, Darkarla, Kawang, Maedwang and Ge-nyen *Gewog*, *Dasho Dzongrab* clarified that the officials shall be eligible to claim for DSA along with TA only upon proper justification on the requirement for halt in the mentioned *Gewogs*. The claims shall be made eligible only upon prior approval, whereby a comprehensive report should also be submitted upon completion of tour.

However, for a tour performed in a single day, officials shall be eligible for Travel Allowance.

19. Altitude and difficulty allowance

Eligibility of Altitude and Difficulty Allowance pertaining to the civil servants under Lingzhi *Dungkhag* Administration was discussed by HRO as a follow-up activity from the Audit Observation.

Here, as per the HRC resolution, the HRO requested *Dasho Dungpa* to collect the staff attendance from the three *Gewog* Administrations and further submit to the Account Section on or before the 24th of every month upon which accounts shall pay or deduct the allowances based on individual's presence at their work station. However, this would not account for those officials out of their stations on an official tour.

To this, *Dasho Dungpa* asked for an Official Order from the Human Resource Committee.

20. Office for Drivers and ESP/GSP

HRO flagged the discussion on the need for office space for drivers and ESP/GSP staff. This, as mentioned by HRO was to give them a place to rest when they do not have work and also to make it convenient for the Sectors to locate them when in need.

To this, *Dasho Dzongrab* thanked HRO for such a thoughtful idea and asked *Dasho Dungpa* whether they could empty their store space for the office space. *Dasho Dungpa* apprised *Dasho Dzongrab* that having a store for *Dzong* Restoration Project is a must and *Dungkhag* store in *Dzongkhag* is part of resource sharing.

21. Lingzhi *Dungkhag*

I. Transportation Budget

Dasho Dungpa raised over the allocated transportation budget to the *Dungkhag* stating that the transportation budget remained the same despite in the increase in the Porter and Pony Charges. To this, *Dasho* apprised the meeting for due consideration.

II. Jomolhari Festival



Dasho Dungpa raised concern over the cancellation of the Jomolhari Festival budget from the capital budget and stated that it is an annual festival. It aims to boost and revitalize to flow of tourism after disruption due to pandemic.

- ✓ It was decided that the appraisal regarding the budget for Transportation and Jomolhari Festival shall be discussed in the next *Dzongkhag* Finance Committee meeting.

- III. With so many important works to carry out to expedite the Lingzhi *Dzong* Reconstruction, *Dasho Dungpa* put forward the need for a minimum of two cross-sectorial committee members for the *Dzong* Re-construction tender committee for. This, *Dasho* said was mainly for the purpose of tendering the *Dzong's Debri*, where the *Dungkhag* currently is in need for Tender Committee members for quality assurance and also since the *Dungkhag* does not have adequate members.


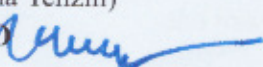
To this *Dasho Dzongrab* approved and directed the Chief District Engineer and *Dzongkhag* Culture Officer to be included as the member of Lingzhi *Dzong* Re-construction Tender Committee. *Dasho Dzongrab*, Trashichhoe*Dzong* Maintenance Division (TMD) also consented to have representation from his team in the Tender Committee to assist the Tender Committee with regard to quality of the *Debri*.

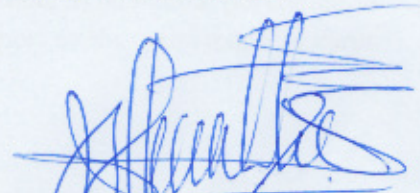
22. Staff Welfare Scheme

The Secretary for the Staff Welfare Scheme presented on the expenditure made till date from the Staff Welfare Scheme. The Secretary also presented on the benefits a member is vested during misfortune amongst the members and the direct dependents of the members.

The general staff meeting of the Thimphu *Dzongkhag* Administration finally concluded with a gratitude note from the HRO to all the staff for making the meeting a successful one.

Minuted by:


(Pema Tenzin)
DPO 


(Sangay Phuntsho)
DzERO


(Tashi Gyeltshen)
Sr. **DZONGRAB**