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ཐིམ་ཕུ་རྫོང་ཁག་བདག་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
THIMPHU DZONGKHAG ADMINISTRATION
"Reaching the unreached"

Ref.No.TDA/HRD-07/2018-19/5389

November 15, 2018

MINUTES OF 11th DHRC MEETING (FY 2018-2019)

Date : 15/11/2018
Venue : DT Hall
Time : 2.00 PM

Declaration of conflict of interest: *No one has conflict of interest*

Sl. No.	Agenda point	Civil Service Rules/BCSR provision/Discussion	Decision	Follow-up action
	Adoption of Agenda:			
1	January 2019 Decentralized Promotion for sixty six staff 66 under this Dzongkhag	As per Chapter 13: Promotion, Rule No. 13.4.1, the promotion of 66 employees has been tabled to DHRC. The member Secretary presented the staff with long term obligation and requested the Committee to re-calculate the term.	The Committee went through the documents and found all the required documents are attached. The Committee also re-calculated the long-term studies and EOL of employees and found that the calculation done by HR Section is correct.	HRO
2	Promotion of Mr. Yeshe, EID No. 200610005, ERO to be forwarded to Election Commission,	Election Commission staff being out of Civil Service Commission, the promotion documents needs to be forwarded to ECB.	Decided to forward the promotion documents to ECB.	HRO
3	Contract extension and promotion of Mr. Sangay Lhendup, 200807045, S5 A, Sports Instructor, Kuzhugchen MSS from 1/1/2018 to 31/12/2020	She has submitted all the documents required by Chapter 5: Contract Appointment, Rule No. 5.9 BCSR 2018	Forward to RCSC	HRO



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4	Contract extension of Ms. Damchoe Dem, 20171010243, Teacher III, P5 C, Lingzhi Primary School with effect from 1/1/2018 to 31/12/2020.	She has submitted all the documents required by Chapter 5: Contract Appointment, Rule No. 5.9 BCSR 2018	Forward to Ministry of Education	
5	Contract extension of Mr. Dorji Norbu, 20161209985, Child Giver, Lingzhi Primary School with effect from 1/12/2018 to 30/11/2020	As per Chapter 5: Contract appointment, Rule No. 5.9.3, the contract term of operation category shall be approved by the Agency's HRC subject to a month's notice before the expiry of the contract term.	He has submitted all the documents required by Chapter 5: Contract Appointment, Rule No. 5.9 BCSR 2018	HRO/DEO
6	Four months Medical Leave with effect from 26/5/2018 to 1/10/2018 to Ms. Tashi Chozom, EID No. 2008027, Sr. Admin. Asst. V, Khasadrapchu MSS	Chapter 10: Leave, Rule No. 10.9.1 (a) Up to one month - A Medical Doctor She has submitted medical certificate from Doctor.	Approved	HRO/DEO
7	Medical leave with effect from 20/10/2018 to 27/10/2018 to Mita Biswa, EID No. 200401275, teacher, Khasadrapchu MSS	Chapter 10: Leave, Rule No. 10.9.1 (a) Up to one month - A Medical Doctor She has submitted medical certificate from Doctor.	Approved	HRO/DEO
8	2 months, 18 days Leave with effect from 18/8/2018 to 4/11/2018 to Phub Dem, EID No. 9702006, Adm. Asst. Census	Chapter 10: Leave, she has submitted required documents.	Approved	HRO/DEO
9	Maternity Leave with effect from 25/10/2018 to 22/4/2019 for six months to Mrs. Tenzin Zangmo, EID No 20150105259., Teacher, Wangbama CS	Chapter 10: Leave, she has submitted required documents	Approved	HRO/DEO



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10	Maternity Leave with effect from 26/10/2018 for six months to Mrs. Leki Dema, CID No. 12001000479Sweeper Bjemina PS for six-month effect from 1510/2018 to 2/4/2018.	Chapter 10: Leave, she has submitted required documents	Approved	HRO/DEO
11	Voluntarily Resignation by Tashi Dorji, CID No. 11406000047, Care Taker, ESP, Lingzhi BHU from October, 2018	Tashi Dorji tendered voluntary resignation letter dated 13 th September. The committee decided to relieve him from 31/10/2018	Approved	HRO/DHO
12	Voluntarily Resignation by Mrs. Kinley, CID.11913002121, NFE Instructor of Institute of Well-being (YDF) Centre Chimethangkha with effect from 1 st November, 2018	Resignation was tendered under domestic ground with one month notice as required by BCSR 2018.	Approved as recommended by Education Section.	HRO
13	Endorsement of result for Substitute English Teacher at WCS. The interview of recruitment of substitute English Teacher was held on 26/10/2018. Mr. Lalit Kumar Gurung, CID No. 11802001265 stood first scoring 71.33%	Committee decided to select Mr. Lalit Kumar Gurung, CID No. 11802001265.	Endorsed as proposed by recruitment & Selection Committee.	HRO/DEO
14	Nomination of Mr. Wangdila, EID No. 8805117, ADAO for EU Trade Project study visit	The Agriculture sector proposed Mr. Wangdila, ADAO, since he being the senior most staff has not availed any single ex-country STT.	Approved as proposed by the Agriculture Sector	HRO/DAO
15	Approval of 24 months EOL from 1 st Dec 2018 to 31/12/2020 to Ugyen Pem, EID No. 200805047, GAO, Naro	Chapter 10: Leave, she is eligible for EOL. She was appointed in 2008. However, she must submit clearance from Financial	She will be relieved from the Services on EOL after submission of undertaking form duly signed and Clearance from Financial Institute.	HRO



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		Institution and must sign undertaking form No.		
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Member resent during Dzongkhag HRC Meeting: -

SL.NO	Name	Designation	Sector	Signature
1	Lham Tshering	Dy. Chief DEO	Education Sector	
2	Tshering Deki	Dy Chief Accounts Officer	Accounts Section	
3	Chhimi Namgyel	Planning Officer	Planning Unit	
4	Gyembo Dorji	Dy. Chief DHO	Health	

Minute taken by:

(Singye Dorji)
Member Secretary

(Chewang Jurni)
Chairman