



# དཔལ་ལྷན་འབྲུག་གཞུང་། ཐིམ་ཕུ་རྫོང་ཁག

## ROYAL GOVERNMENT OF BHUTAN Dzongkhag Administration: Thimphu

TDA/C-19TF/01/2020/ 196

6<sup>th</sup> August, 2020

To,  
The Concerned Sector Heads,  
Thimphu Dzongkhag Administration,  
Thimphu.

Subject: COVID19 Lockdown Preparedness Delegation and responsibilities.

Sirs, -

Kindly furnish the following data and information as tabled below against the responsibility assigned to you for COVID19 Lock Down Preparedness Plan.

SL	Name of Sector Head	Responsibility Assigned	Information and Data Required	Plan to be Developed
1	Sonam Zangpo, DAO	Coordinator for Food and Farm Produce supplies.	1. List of supply centers for essential commodities. 2. List of essential commodities available in FCB/supply centers. 3. Total quantity of each essential commodity available in the centers. 4. Total farm produce available (expected quantity). 5. Distribution of essential commodities and collection points for surplus farm produce in gewogs.	1. Working plan/modality during lock down for food and farm produce supplies including collection/distribution points with contact details of relevant people. (Who will do what when supplying during lock down)
2	Kencho, Dy. Chief DHO	Coordinator for Essential and Emergency medical Services	1. List of people in each gewog with underlying health conditions. 2. List of pregnant women. 3. List of children who must receive vaccinations. 4. List of people above 60 years of age. 5. List of people above 60 having premedical conditions.	Working plan and modality for delivering essential medical services – at the gewog and dzongkhag level including link up with JDWNRH.
3	C.L Das, Chief DE	Coordinator for Water, Electricity, TV, Telecom, maintenance and other utilities	1. List of technicians with contact details for both water supply and electricity. 2. List of focal people for BT, Tashi Cell, LPG gas supply, cable TV and other utilities. 3. List of projects with details of construction sites, their locations, number of labourers. 4. List of water sources and water caretakers in each gewog/chewog/village	1. Working modality/plan for how you will ensure the continuity of these services during lock down with contact details of people involved. (Who will do what during lock down with regards to utilities)
4	Kul Bhadur	Coordinator Livestock produce supplies	1. Total livestock produce available (expected quantity). 2. Distribution and collection	1. Working plan/modality during lock down for collection/distribution



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			points in gewogs. 3. Drop points for Thromde.	points with contact details of relevant people. (Who will do what when supplying during lock down)
5	Tandin Wangchuk, DT Secretary	Security and Dessup services.	1. List of Dessups who will be deployed during lockdown with contact details and focal person's number. 2. SoP and plans for security services during lock down of both RBP and Dessups. 3. Protocol for rescue and relief during disaster. RBP and Dessups reach the check points. 4. List of local people to guard the checkpoints in all gewogs as an interim measure till	1. Develop security protocol for Dessups and RBP. 2. Develop protocol for disaster rescue and relief during lock down.
6	Land Record Officer and ICT Officer	Zoning of gewogs with entry/exit points (including informal routes)	1. Detailed zoning with maps of gewogs that show entry and exit points including informal routes. 2. PPT power point presentation on the zoning of gewogs with the following details: a. Total Population. b. Number of household. c. exit and entry points including informal routes. d. Health Centers and schools. e. collect information on social media groups in village, chewogs and gewogs.	1. Develop maps with zones/gewogs. 2. Develop power point presentation for Honourable Dasha Dzongda.
7	Planning Officer	Task force member	1. List of frontline workers - trained/untrained. 2. Number of mines and industries with list of workers, managers and focal/contact numbers.	
8	Sr. HRO	Coordinator for Transportation Services	1. List of public and private vehicles. 2. list of drivers. 3. List of private drivers who volunteered with their vehicles gewog wise. 4. Travel routes for different dzongkhags. 5. Waste management and disposal routine and service delivery points.	1. Plan for deploying, delegating and assigning drivers and vehicles, both public and private. 2. Contact details of drivers as per stations/gewogs. 3. Communication modality – how will information be shared and who will do what.
9	Chief DEO	Coordinator for logistics for Dessups and RBP who are	1. List of schools where RBP/Dessups are stationed. 2. List of RBP and Dessups in	1. Deployment plan for cooks.





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		stationed at checkpoints.	the stations. 3.List of cooks to be deployed to these stations during lock down.	
10	Kidu Officer	Coordinator for Kidu relief services.	1.List of vulnerable population in the gewogs.	1.Preapre kidu service delivery modality/plan during lock down.
11	Cultural Officer		1.List of religious institutions. 2.List of food suppliers to these religious institutions. 3.Food stock available in each religious institution.	1.Develop working modality for the religious instituins with contact details.
12	Finance Officer	COVID19 Finance		1.Plan to mobilize COVID19 fund

You are hereby requested to submit information and plans related to your responsibility on 10<sup>th</sup> August, 2020, to the undersigned in both hard and soft copies.

Your support and proactiveness in this matter are crucial. I strongly urge you to ensure full compliance.

Sincerely,

(Dorji Tshering)  
Dzongdag

Copy:

1. Dasho Dzongra bGom, TDA, for information and follow up.
2. Office File for COVID19 Preparedness.