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

Ref.No.TDA/HRD-17/2018-19/4092

October 29, 2018

MINUTES OF 3rd DZONGKHAG COORDINATION MEETING

Date : 29.10.2018
Venue : DT Hall
Time : 9.30 AM
Members attended : All the staff of Dzongkhag Hq covered by Staff Welfare Scheme

Sl. No.	Agenda point	Discussion	Decision	Follow-up action
	Adoption of Agenda:			
1	Revisit Thimphu Dzongkhag Staff Welfare Scheme (TDSWS) Guidelines 2015	<p>The HR Officer, who is also the Member Secretary of the Dzongkhag Staff Welfare Committee, informed the floor since the formation of the Scheme & its guidelines in 2015, it has not been revisited till date. Therefore, many Members suggested for the need to discuss some of the issues pertaining to the Dzongkhag Staff Welfare Scheme. The Member Secretary presented the Guidelines 2015 to the floor & following were the changes made:-</p> <p>1. In Section 1: Introduction Sub-section 1.3, the word</p>	<p>Every entitlement & processes will be based on the revised Guidelines 2018.</p> <p>HRO to write letter to Dungkhag & Geog Staff if interested to be the Member of the TDSWS</p> <p>Member Secretary to be the Co-signatory for the operation of the bank account hereafter from the Revised TDSWS Guidelines 2018</p>	<p>Member Secretary/Treasurer/Members</p>

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		<p>“By-laws” has been suggested by the floor to be edited as “Guidelines”. Therefore, word “By-laws” in any section will be edited as guidelines.</p> <p>2. In Section 2: Objective Sub-section 2.1. The members suggested that it should be mentioned in the guidelines, as “Every contributor to the Dzongkhag Staff Welfare Scheme is eligible for “Semso” instead of “member”</p> <p>3. As per Sub- section2.2 a member on attaining superannuation, retirement, transfer or termination were hosted only tea party. Irrespective of the duration served, the members felt that the existing system is not enough to provide an honorable exit to the staffs and therefore suggested a tea party along with Nu. 5000/- in cash or kind as</p>	<p>The entire proposal discussed & proposed by the Members of the TDSWS are unanimously agreed & endorsed.</p> <p>The Revised Guidelines will come into effect from 1st November 2018 as Revised Thimphu Dzongkhag Staff Welfare Scheme 2018.</p>	
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		<p>desired by the departing member on transfer, voluntary resignation or termination of the service. For members who attain superannuation, a farewell dinner excluding drinks is to be provided in the Dzongkhag Tshogdu Hall along with Nu. 5000/- in cash or kind as desired by the departing member.</p> <p>4. The Member Secretary informed the floor that till date the letter of appreciation with frame awarded to the member attaining superannuation was booked from wherever the budget was available. The floor suggested that as and when the Members attain superannuation, the expenditure incurred for awarding certificate can be met from Staff Welfare</p>	<p>All points as discussed & proposed is unanimously agreed & endorsed.</p>	
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		<p>Scheme.</p> <p>5. As per Guideline 2015, the eligibility for Dzongkhag Staff Welfare Scheme was only for the staff of Dzongkhag HQ & Tashichhodzong Maintenance Division (TMD). The floor suggested that the Staff stationed in Dungkhag/ Geogs if interested can also join as members. To this, HRO will write a letter to all the field staff informing them whether they want to join the scheme.</p> <p>6. The deduction of the contribution from the new member's salary to the scheme shall be effective one month after joining the scheme & the contribution fee while joining as member will be one day DSA as per the respective entitlement that will be non-refundable.</p> <p>7. The Member Secretary</p>		
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		<p>informed the floor that since there is no requirement to sign in the cheque or any other documents, many Members after getting reliving order leave without waiting for the formal tea party. The floor suggested that hereafter, the cheque pertaining to DSWS will be jointly signed by is the Chairman, Member Secretary & the Treasurer.</p> <p>8. Member Secretary's signatures to be included in form II.</p> <p>9. Initial fee as reflected in Section 4: Capital Section 4.1 will be edited & read as Registration fee</p> <p>10. The floor unanimously agreed to increase the monthly contribution from the exiting contribution as mentioned in Section 4: Capital of Guidelines 2015 as</p>		
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		<p>follows :</p> <ul style="list-style-type: none">i) EX level : 300/-ii) P/SS4 Level : 200/-iii) S Level : 150/-iv) O Level : 100/-v) GSP/ESP: 50/- <p>11. Membership will be ceased on transfer/Voluntary resignation/termination/ Superannuation or any mode of separation.</p> <p>12. Floor recommended for deletion of Sub-section. 6.2 from Section 6: Fund management Committee (FMC) of the Guidelines 2015</p> <p>13. All the registered members will be consulted for any review of the guideline.</p> <p>14. As discussed and agreed by floor sentence as mentioned in Section 7: Role of Management Committee in Sub-section 7.1 will be read as "Review the benefits , contribution, etc. from time</p>		
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		<p>to time & decision to be taken by the registered members”.</p> <p>15. Additional roles of Member Secretary will be to coordinate the farewell tea party/dinner& as Co-signatory for the operation of the Bank account.</p> <p>16. The floor suggested that in times of demise of a member, dependent or when the Member is referred to ex-country treatment by the JDWNRH, financial support is found to be most beneficial and therefore need to revise the existing entitlement as reflected in Section 11: Benefits of TDSWS Guidelines 2015 to the following amount as mentioned below:-</p> <p>i) Nu. 20,000/- on demise of the member, parents, spouse or child as</p>		
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		registered with TDSWS ii) Medical grant to support for medical treatment (member only) if referred to ex-country by JDWNRH to be revised from Nu. 5,000/- to Nu. 10,000/-(one time only). 17. The floor recommended for deletion of Sl. No. 11.5 and 11.7 from Section 11: Benefits. 18. As agreed by the floor, the sentence in Section 13: Procedures Sub-section 13.2 of TDSWS Guidelines 2015 will be read hereafter as " The deduction of the contribution to the scheme shall be effective from one month after joining as registered member of the TDSWS		
2	Office Canteen rent to be included in TDSWS	The floor also unanimously suggested that the monthly rent collected from Dzongkhag Canteen would be	Unanimously agreed	 Treasurer/Member Secretary

[Handwritten signatures and initials in blue ink, including a large signature on the left and several smaller ones on the right.]



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		included in the Dzongkhag SWS.		
3	Sector Heads before proceeding to tour and after performance of tour must report to Dasho Dzongrab Gom/ Dasho Dzongdag	It was noticed that most of the Sector heads while going on tour are not informing before proceeding on tour & after performing the tour irrespective of the duration.	All the sector heads must report to Dasho Dzongrab Gom before proceeding on tour & update Dasho after performing the tour.	HRO
4	Attendance	It has been frequently noticed that most of the staff do not sign & update the attendance register. All the staff must sign & update the attendance daily (morning and evening). If anyone fails to update the attendance register, the staff will be reprimanded & non-compliance to the reprimand will be tabled in the DHRC.	All the staff must sign & update the attendance daily (morning and evening) without fail	All staff whose names are registered in the Attendance Register/Sector heads/HRO

Sectors Heads present during the deliberation of 3rd Coordination Meeting

SL.NO	Name	Designation	Sector	Signature
1	Chewang Jurmi	Dzongrab Gom	AFD	
2	Tashi Namgyal	Chief DEO	Education	
3	C.L. Das	Chief DE	Engineering	



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4	TsheringDeki	Dy Chief AO	Accounts Section	
5	ChhimiNamgyel	DPO	Planning Unit	
6	KenchoWangdi	Sr. DHO	Health	
7	Tshewang	Legal Officer	Legal Unit	
8	Dhodo	Dy. Chief DAO	Agriculture	
9	Rinzin	DCRCO	DCRCO	
10	Kul Bdr. Gurung	Dy. Chief DLO	Livestock	

Minute taken by:

(Singye Dorji T)
Member Secretary

(Dorji Tshering)
Chairman