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

Ref.No.TDA/HRD-07/2018-19/ 192

January 17, 2019

MINUTES OF 17th DHRC MEETING (FY 2018-2019)

Date : 17.01.2019
 Venue : DT Hall
 Time : 10.00 AM

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. Paternity Leave application put up by Mr. Nyedup Gyeltshen, EID No.. LRA of Land Record Sector with effect from 7 th January-18 th January, 2019 2. Transfer request letter put vide letter dated 29 th November, 2018 by Mrs. Yeshi Choden, EID No.. Sr. HA of Genekha BHU in one of the Satellite Clinic or BHU 3. Notification on Annual Asset Declaration.	HRO proposed the agenda since the agenda was received in the morning.	Agreed to incorporate by the Committee.	

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1	<p>As per Letter No. TDA/Health/Appointment & Transfer-01/2018-19/219 dated 10th January, 2019 of the DHO, the following health staff currently working in Dechhencholing BHU I has been recommended got regularization of their service after having successfully completed their probation period.</p> <p>The letter vide dated 14th January, 2019 was put up to Chief DE by Mr. Jigme Lhendup, EID No. 20180111284, Architect for regularization of his service after having successfully completed his probation period. The Chief DE has forwarded the letter with a remark of satisfaction.</p> <p>The detail are as follows:-</p>	<p>HRO apprised the Committee that as per Chapter 4: Recruitment, Selection & Appointment-Regular Civil Service Clause 4.12: Probation, the Human Resource Committee (HRC) of the agency shall review the performance of the candidate & if satisfied, issue the office order regularizing the service. In this case, the Sector Head concerned has shown their satisfaction & has recommended for regularization.</p>	<p>As proposed & recommended by the concerned Sector Head, the Committee endorse their service regularization with effect from 01.01.2019.</p> <p>HRO to issue office order.</p>	<p>HRO/DHO/DE</p>																				
<table border="1"> <thead> <tr> <th>Slo. No</th> <th>Name & EID No.</th> <th>PT/PL</th> <th>Appt. date</th> <th>Sector</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Geeta Maya Bhandar, 20180111381</td> <td>Laboratory Technician, S3 A</td> <td>01.01.2018</td> <td>Health Sector</td> </tr> <tr> <td>2.</td> <td>Gyan Bdr Ghalley, 20180110732</td> <td>Staff Nurse III, S1 A</td> <td>01.01.2018</td> <td>Health Sector</td> </tr> <tr> <td>3.</td> <td>Tashi Dorji, 20180110798</td> <td>Pharmacy Technician</td> <td>01.01.2018</td> <td>Health Sector</td> </tr> </tbody> </table>		Slo. No	Name & EID No.	PT/PL	Appt. date	Sector	1.	Geeta Maya Bhandar, 20180111381	Laboratory Technician, S3 A	01.01.2018	Health Sector	2.	Gyan Bdr Ghalley, 20180110732	Staff Nurse III, S1 A	01.01.2018	Health Sector	3.	Tashi Dorji, 20180110798	Pharmacy Technician	01.01.2018	Health Sector			
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	<p>4. Dil Maya Monger, 2018011 0778</p>	<p>Staff Nurse III, S1 A</p>	<p>01.01 .2018</p>	<p>Health Sector</p>			
	<p>5. Jigme Lhendu, 2018011 1284</p>	<p>Architect, P4 A</p>	<p>01.01 .2018</p>	<p>Human Settlement</p>			
<p>2.</p>	<p>Voluntary resignation tendered by Mr. Jigme, CID No. 11502008283 Caretaker of DVH, Jazam vide letter dated 13th January, 2019 & forwarded by In charge, DVH, Jazam..</p>				<p>Mr. Jigme has tendered voluntary resignation on domestic ground. The resignation letter forwarded by In charge, DVH, Jazam has been forwarded by the Dzongkhag Livestock Office to be tabled in this DHRC for final acceptance.</p>	<p>As proposed & recommended by the Dzongkhag Livestock Officer, the Committee approve his resignation with effect from 13th February 2019 keeping in line with the BCSR 2018. The Livestock Office should ensure that he has no other obligation to the RGoB & proper handing/taking note should be taken.</p> <p>The HR Section to advertise the vacancy created with his resignation.</p>	<p>HRO/DLO</p>
<p>3.</p>	<p>Voluntary resignation tendered by Mr. Sonam Dhendup, EID No. 200701557 201101704, Teacher (English), Bjeminia PS on dated 25th December 2018 & forwarded by Principal to Chief vide letter no. Ref(03)/DEO/BJPS/2018/227 dated 25th December.</p>				<p>Mr. Sonam Dhendup has tendered voluntary resignation on domestic ground. The resignation letter forwarded by the Principal, Bjeminia PS has been forwarded by the Dzongkhag Education Office to be tabled in this DHRC</p>	<p>As proposed & recommended by the DY. Chief Education Officer, the Committee approve his resignation with effect from 1st February 2019 keeping in line with the BCSR 2018.</p> <p>However before issuing final relieving order, HR & Finance</p>	<p>HRO/DEO/AO</p>

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		<p>for final acceptance. He was teaching English.</p>	<p>Section to ensure he has no service/financial obligation to RGoB.</p>	
<p>4.</p>	<p>Nominations of staff to attend training on Executive Writing & documentation in Manila, Philippines meant for Dzongkhag Tshogdu Secretary vide letter no. JA/DLG/CCD/04/2019/3529 dated 11th January 2019 of the Department of Local Governance, MoHCA.</p>	<p>Mr. Tandin, EID No. 200508169T DT Secretary has been on medical leave with effect from 19th October 2017. During his absence Mr. Tshewan, EID No. 201101079, Legal Officer & Mr. Gyeltshen, EID No. 9406014, Senior Store Keeper jointly carried out his responsibility & Mr. Tshewang has been transferred out of Dzongkhag on dated 14th November 2018. Ms. Pema Choden, new Legal Officer took over on dated 3rd September 2018. However, Ms. Pema Choden being on Contract, the Dzongkhag Administration has not being able to nominate as per Chapter 9: In-service Training, Clause 9.4.3: Eligibility & Sub-clause: 9.4.3.4 of</p>	<p>Mr. Gyeltshen has been discharging the work of Disaster & he is also carrying out the work of Kidu as officiating Dzongkhag Kidu Officer. Taking note of his willingness to take over additional responsibility beside his own work responsibility.</p> <p>Committee unanimously agreed to nominate Mr. Gyeltshen for the ex-county training.</p>	<p>HRO</p>



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		<p>is not only discharging the work of DT Secretary but also the work of Kidu & disaster to be nominated in place of Mr. Tandin who is on medical leave.</p> <p>The Committee taking note of the recommendation made by the Administration & his willingness to take up additional responsibility despite being overloaded with his own work, the committee is of the opinion that Mr. Gyeltsehn deserves to be nominated for the training.</p>		
5.	<p>Training offer by ITEC, Gol on Progress to Proficiency-Basic in English & Foreign Language University, Hyderabad, India to Ms. Deki Wangmo, EID. No. 201101704 , Teacher of Kuzhugchen MSS with effect from 08.01.2019 to 29.03.2019</p>	<p>The training offered by ITEC is commencing during the Academic session, however the Principal vide letter no. KMSS/TDA-07/2019/791 dated 10th January 2019 addressed to Chief DEO has recommended & has mentioned that her class will be adjusted by the school.</p> <p>Further, the Chairperson asked the Committee members to encourage their Sector Staff to explore such open training offer to develop/enhance their professional capacity. Such open Scholarship will not only develop their</p>	Approved as proposed,	HRO/DEO

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		professional knowledge but also will have no financial implication to the RGoB.		
6.	EOL put vide letter dated 10.01.2019 by Mrs. Ganga Devi Chhetri, EID No. 201001724, AE IV (Civil), S1 A & Thinley Bidha, EID No. 200501014, Sr. Technician II (Electrical), S1 A of Engineering Sector has applied Extra Ordinary Leave (EOL) with effect from 20.01.2019 to 19.01.2021. The letter has been forwarded to HRC for approval by the Chief DE	Both the employees have no record of having availed any EOL in the past. Both have completed five years of active service as required by BCSR 2018 & have no other service obligation to the RGoB. Further, Chief DE also apprised the Committee that the Engineering Sector will be receiving two additional Engineers & their absence will not hamper in carrying out their assignment.	Approved as proposed.	HRO/DE
7.	Letter Issued by RCSC vide letter no. RCSC/MAX/01/2019/2984 dated 10.01.2019 regarding Workplace Coaching in Civil Service.	The HRO informed the Committee that he has received a letter from the RCSC stating that the Coaching Skills for Sector Heads has been imparted by the RCSC & has the capabilities & skills to provide effecting coaching to their subordinates to drive the culture of continuous performance discussion. Further, he also informed the Committee that the Head of Agency is to institute regular coaching session as per the reporting levels approved in the	Sectors Heads to institute such practice with immediate effect.	All Sector Heads

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		agency & recommends to discuss Coaching as an HRC agenda to foster coaching at work place. Therefore, the HRO requested all the Sector Heads to institute coaching practice in their respective sectors.		
8.	Paternity Leave application put up by Mr. Nyedup Gyeltshen, EID No. 20081008 LRA of Land Record Sector with effect from 7 th January-18 th January, 2019	He has submitted the documents as required by BCSR 2018 like Birth Certificate of his daughter.	Since the documents are complete as required by BCSR 2018, his paternity leave is approved.	
9.	Transfer request letter put vide letter dated 29 th November, 2018 by Mrs. Yeshi Choden, EID No. 9807091, Sr. HA of Genekha BHU in one of the Satellite Clinic or BHU	Mrs. Yeshi Choden has submitted a medical certificate letter no. JDWNRH/ADM/2018-19/3773 dated 06.10.2018 of the Cardiologist stating that she is suffering from SVT & needs frequent review at JDWNRH & has been advised to be nearby hospital. The Committee found her problem to be genuine which was supplemented by the Dy. Chief DHO. Chairperson instructed HRO & DHO to workout & adjust in the nearby Satellite/BHU since the case is found to be genuine.	The adjustment made or follow-up action on it to be tabled in the upcoming DHRC.	
10	Notification issued by Anti Corruption Commission on Annual Asset Declaration vide letter No. ACC/DoPE-PD/02/058	HRO apprised the Committee that the Annual Asset Declarations for the year 2018 is with effect from	The members agreed to remind their staff regarding the Asset declaration & ensure every individual declare	HRO/Sector Heads

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		<p>1st Feburary-31st March 2019. In addition, in case of late declaration the date line is 1st May-31st May 2019. For late declaration, the fine is one day's national minimum wage for every day until such failure subsists. In addition, Non Declaration is 1st June 2019 & thereafter & the fine is one day's national minimum wage. The Occupational group like Engineering, Accounts, Store In charge, Human Resource irrespective of their grade needs to declare & for other Occupational group; the declaration must be done by employee who is P5 & above. HRO requested the Committee members to disseminate the information to their staff. The Chairperson also reminded the Members that as per Anti Corruption Act..its mandatory for a Civil Servants to declare his/her asset & it would be much appreciated if the Sector Heads could inform the their staff & declare at the earliest to avoid penalty.</p>	without fail.	
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Member resent during Dzongkhag HRC Meeting: -

SL.NO	Name	Designation	Sector	Signature
1	CL Das	Chief DE	Engineering	
2	Gyembo Dorji	Dy. Chief DHO	Health	
3	Lham Tshering	Dy.Chief DEO	Education	
4	Tshering Deki	Dy. Chief AO	Accounts	
5	Kul Bdr Gurung	Dy. Chief DLO	Livestock	
6	Chimmi Namgyel	Sr. DPO	Planning	
7	Pema Choden	Legal Officer	Legal Unit	

Minute taken by

(Singye Dorji T)
Member Secretary

(Dorji Tshering)
Chairman