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ཐིམ་ཕུ་རྫོང་ཁག་བདག་སྐྱོང་།

ROYAL GOVERNMENT OF BHUTAN  
THIMPHU DZONGKHAG ADMINISTRATION

"Reaching the unreached"

TDA/HRD-07/2019-2020/133

18<sup>th</sup> July 2019

**AGENDA FOR MEETING ON 19/07/2019 (Friday)**

Venue: DT Hall  
Time: 10.30 a.m.

**AGENDA FOR 37<sup>th</sup> DHRC Meeting (FY-2019-2020)**  
**AGENDA FOR 102 DEC Meeting.**

1. Placement of Sonam Zangmo, EID# 9807090, Sr. Health Asst.II at Hejo Satellite Clinic.

**a. Requirement as per BCSR 2018 & the views of the HR Office**

*Mrs. Sonam was transferred from Trashigang Dzongkhag vide letter no. DAT/HRS-3/2018-19/8038 dated 25<sup>th</sup> June, 2019 to this Dzongkhag Administration & she has put up joining letter to the Health Sector of this Dzongkhag on dated 8<sup>th</sup> July, 2019. The Health Sector has recommended her to be placed in Hejo Satellite Clinic since the work load as compared to other Satellite Clinic is much higher i.e the number of pregnant woman check up is 260, the infant immunization is 206, family planning users is 227 & the number of OPD cases is 15254. The Comparison graph among Changjiji, Hejo & Mothithang Satellite Clinic submitted by Health Sectors shows that Hejo has the highest number of work load (Graph enclosed). The existing staff in Hejo is two female HAs (one on LTT) & one male HA. As per the Approved Staff Strength issued by RCSC, the entitlement to each BHUs & Satellite Clinic is one Male & female HA. The reason for her transfer to this Dzongkhag is her spouse Mr. Kencho Wangdi, EID No. 9707031, Sr. DHO, P3 A is recently transferred to this Dzongkhag as DHO.*

2. Extension of one year EOL in respect of Sonam Choden, EID # 200401444, Teacher-I of Hongtsho Primary School. Her second EOL application is with effect from 11/4/2019 to 10/4/2020.

**a. Requirement as per BCSR 2018 & the views of the HR Office**

*Mrs. Sonam Choden was sanctioned 1<sup>st</sup> EOL with effect from 11/04/2019 to 10/04/2020 vide letter no. TDA/HRD-14/2018/19/1534 dated 1<sup>st</sup> April, 2019. However, she has put up second EOL application through mail from Australia with effect from 11/04/2020 to 10/04/2021 that is twelve months. The reason for her EOL is to pursue study. The application was submitted by her spouse. Since she is already on EOL, the need for financial clearance & clearance from her supervisor is not required as no salary is paid during the EOL & her status in Civil Service remains inactive till she resume the regular duty. So her application for EOL is recommended.*

ok  
[Handwritten signature]



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3. Resignation of Mrs. Kelzang Dema, CID No. 11515001656, Sweeper of Genekha LSS.

**a. Requirement as per BCSR 2018 & the views of the HR Office**

*Mrs. Kelzang Dema was recruited as Sweeper vide letter no. TDA/HRD-09/2018-19/686 dated 13/08/2018 with effect from 15<sup>th</sup> August, 2018 & has not completed two years on the date of her resignation letter tendered. Having not completed two years as per the Contract Agreement signed between the Recruiting Agency & the employee concerned, she has breached the Contract Term & is not entitled to Separation Benefits as prescribed in Chapter 6: General & Elementary Service of BCSR 2018. As required by BCSR 2018 with one month notice required to be served, she is relieved with effect from 10<sup>th</sup> August, 2019.*

4. Contract Extension of following non teaching staff of Genekha LSS.

1. Mrs. Sonam Choden, EID No. 20171110762, (S5A), IT Lab. Asstt.
2. Mrs. Tshering Lham, CID No. 10802000623, (GSP-II), Cook.
3. Dorji Tempa, CID No. 11510000152, (GSP-II), Cook
4. Pelden Lhamo, CID No. 10705002776, (ESP), Caretaker.
5. Mrs. Sam Zangmo, CID No. 10903001610, (GSP-II), Washer Woman

**a. Requirement as per BCSR 2018 & the views of the HR Office**

*As per Chapter 5: Contract Appointment & Chapter 6: General & Elementary Service, the aforementioned employees & Supervisor need to seek & recommend extension of their contract prior to three months before expiry of contract term from the working agency. For Mrs. Sonam Choden in serial no. 1, her Contract Extension documents need to be discussed in DHRC & forwarded to RCSC for final approval. And for GSPs & ESPs, Chapter: 6: General & Elementary Service, Clause 6.7.9: Extension & Sub Clause 6.7.9.1 states that extension of GSP & ESP shall be granted by the recruiting agency.*

*However, as per BCSR 2018, the following documents are mandatory while granting extension of Contract.*

1. Recommendation Letter of the Supervisor
2. Willingness Letter of the employee
3. Valid Security Clearance Certificate
4. Valid Audit Clearance Certificate
- Duly filled up Performance Rating form for the last two years
5. Subject to approved post vacant

6. The following staff has submitted application for sanction of personal pay since they have reached to maximum ceiling of the pay scale.

1. Ms. Choki, EID No. 9901226, Receptionist. She was sanctioned personal pay for three times vide office order No. TDA/HRD-03/2016-2017/9341 dated 27/6/2016, TDA/HRD-2/2017-18/0017 dated 11/7/2017 and TDA/HRD-3/2018-2019/472 dated 9/7/2018.

