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ROYAL GOVERNMENT OF BHUTAN
THIMPHU DZONGKHAG ADMINISTRATION

"Reaching the unreached"

Ref.No.TDA/HRD-07/2019-20/ 1356.

August 8, 2019

Date : 08/8/2019
Venue : DT Hall
Time : 2.30 PM

Declaration of conflict of interest:

39th DHRC MEETING (FY 2019-20)

Sl. No.	Agenda point	Civil Service Rules/BCSR provision/Discussion	Decision	Follow-up action
1	Adoption of Agenda Four months medical leave to Mr. Karma Jigme, EID No. 200701491, Teacher, Wangbama Central School from 23/2/2019 to 23/6/2019.	As per BCSR 2018 & the views of the HR Office Chapter 10, Clause 10.9.1 of BCSR 2018, A civil servant who has been certified as incapable of performing duties due to illness or injury shall be granted Medical leave on production of a medical certificate issued by a medical authority in Bhutan. a) Up to one month b) A Medical Doctor and	Approved	HRO
2	8 months, 9 days medical leave to Mrs Karma Dechen, EID No. 9601009, Adm Asst. HR Section from 9/11/2018 to 18/7/2019.		Approved	HRO



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		c) Beyond one month or the person is availing the Medical Leave upto one month for the second time and more - Medical Board of Doctors appointed by the Ministry of Health.	Approved	HRO
3	15 days medical leave to Mrs. Tshering Chozom, HA, EID No. 20130802627, Hongtsho BHU		Approved	HRO
4	10 days medical leave to Mr. Tshering, EID No. 2101197, Lingzhi Primary School with effect from 29/7/2019 to 10/8/2019	The aforementioned employees have submitted all the required documents as specified by Chapter 10, Clause 10.9.1 of BCSR 2018, the HR Office recommend their leave as mentioned in the medical certificate.	Approved	HRO
5	Two weeks medical leave to Mrs. Thinley Chozom, EID No. Engineering\ Section with effect from 1/7/2019 to 14/7/2019		Approved	HRO
6	One-month Miscarriage leave to Mrs. Yuden, CID No. 11504000662, Sweeper, TDA with effect from 28/7/2019 to 28/8/2019.	As Per BCSR 2018 & views of HR Office Chapter 10, Leave, clause No. 10.7.2 : Maternity leave shall be admissible during miscarriage for a maximum period of one month on the production of a medical certificate. As she has submitted the certificate as required by Clause 10.7.2, Chapter 10 of the BCSR 2018, the HR Office recommends her leave for one month.	Approved	HRO
7	Six months maternity leave to Mrs. Thinley Chozom, EID No. 200501015.	As per BCSR 2018	Approved	HRO



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	Sr. Technician, Engineering Section with effect from 15/7/2019 to 10/1/2020.	Chapter 10: Leave, clause No. 10.7.1. Maternity of six months shall be admissible to civil servant and be uniform for all births including twins, caesarean and premature births.	Approved	HRO
8	Six months maternity leave to Mrs. Ugyen Dema, EID No. 201008003, Technician, Engineering Section with effect from 31/7/2019 to 26/1/2020	The employee concerned has submitted all the required documents as required by chapter 10, therefore the HR Office recommends the leave for 6 months maternity leave.		
9	Received Nomination letter from NEC vide No. NEC/HR/S-Training/15/2018-2019/1521 dated 25 July 2019 nominating Mr. Sonam Gyelpo, EID No. 201104039, Environment Officer, TDA for Five days ex-country training (Thimphu Thromde Asia Pacific Climate Week) to be held from 2-6 September 2019 in Bangkok.	As per BCSR 2018 and view of HR Office As required by Chapter 9: In-service Human Resource Development of 2018, clause No. 9.6.2.2, the course is relevant. He has no LTT/STT obligation	Approved	HRO
10	Resignation tendered by Mrs. Sonam Zangmo, EID No. 200805026, GAO with effect from 1/8/2019. She was sanctioned EOI for 24 months from 1/8/2017 to 31/7/2019 vide Office Order No. TDA/HRD-14/2016-	As per BCSR 2018 and view of HR Office Chapter 20: Separation, the HRC of the Agency has authority to accept resignation of Civil Servants	Approved	HRO



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	2017/6130 dated 16/6/2017 to accompany her husband to Australia.	of PMC, SSC and OC.	Approved	HRO
11	Contract Extension of Mrs. Tshewang Lhamo. CID No. 10710002326, Caretaker, ESP, Wangbama CS with effect from 1/9/2019 to 30/8/2021.	<p>As per BCSR 2018 and view of HR Office</p> <p><i>Chapter 6: General and Elementary Service, Rule No. 6.7.9.1. Extension of service for GSP/ESP shall be granted by the recruiting Agency</i></p> <p>The School Authority has submitted the documents as per requirement by Chapter 6: General Elementary Service.</p> <ol style="list-style-type: none">1. Willingness Letter2. Recommendation Letter of the Supervisor3. Valid Audit & Security Clearance4. Duly rated Performance Appraisal Form for the Operational Category for the last two years <p>Since the employee concerned has full filled all the criteria set in Chapter 6 of the BCSR 2018, the HR Office recommends her contract extension.</p>		



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12	Transfer request letter put up on dated 5/7/2019 by Mr. Nima Wangdi, EID No. 200701265, YC Manager, Kabesa Youth Centre to Sisina Primary School on domestic ground & recommended by Education Office	<p>As per BCSR 2018 & views of HR Office</p> <p>Sr. HRO presented that Mr. Nima Wangdi was selected as Youth Centre Manager through open competition interview held on 4th September 2018 for two years from 15/9/2018 to 14/9/2020. As of 8th August, 2019, he has served 11 months as YC Manager which was informed during selection interview. And a financial expenditure has also been incurred while carrying out the recruitment and selection process.</p> <p><i>As per Chapter 13: Sub Clause 13.728: A candidate appointed through open competition shall be required to serve minimum of two years in that position in the agency.</i></p>	
		<p>Chair informed the floor that Mr. Nima Wangdi though selected through open competition was though not selected with promotion but still it has to be noted that he was selected through open competition. Dy Chief DEO informed the floor that there is</p>	

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		School and requested that Education Office be given an opportunity to present the TRE and re-look into the transfer of Mr. Nima Wangdi.		
		The committee members asked Dy.Chief DEO to present the TRE in next DHRC.		
13	To officiating when Sector Head is out of station	HR Officer pointed out that most of the Sector Heads do not assign their Officiating when they are out of office. It is mandatory to assign officiating when any official is out of office for smooth discharging of duties. The HR audit in February 2019 pointed out that they should appoint officiating otherwise one cannot sign in the minutes of meeting without official letter of officiating.	The Committee members decided that henceforth all the Sector Heads/officials must assign their officiating when they are out of station/office. Henceforth, If anybody goes out without assigning officiating, their agenda will be dropped.	HRO



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Member present during Dzongkhag HRC Meeting

SL.NO	Name	Designation	Sector	Signature
1	Lham Tshering	Dy. Chief DEO	Education	
2	Tshering Deki	Dy. Chief Accounts Officer	Accounts Section	
3	Passang Dorji	Offg. DHO	Health	
4	C.L. Das	Chief Dzongkhag Engineer	Engineering Sector	

Minute taken by:

(Singye Dorji)
Member Secretary

(Dorji Tshering)
Chairperson