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Thimphu Thromde

ཁྲོམ་སྡེ་ཚོགས་སྡེ་ ༣ པ།

Third Thromde Council



ཁྲོམ་སྡེ་ཚོགས་སྡེ་ ཚོགས་ཐེངས་ ༤ པ།

Fourth Thromde Tshogde

ས་གནས་རྒྱལ་འཛིན་མཐོ་རིམ་སློབ་གྲུབ་ཞལ་འཛོམས་ཁང་།

Venue: Royal Thimphu College Conference Hall

དབྱིན་ཚེས་ ༠༨/༠༤/༢༠༢༢

Date: 8 April 2022

Members Present

1	Ugyen Dorji	Thrompon	Chair
2	Karma Namgyel	Executive Secretary	Member Secretary
3	Ugyen	Taba-Dechencholing Thuemi	Dy. Chair
4	Ugyen Penjor	Jungshina-Pamtsho Thuemi	Member
5	Rinzin Dorji	Changangkha Thuemi	Member
6	Phub Tshering	Norzin Thuemi	Member
7	Sonam Tshering	Changbangdu-Olakha Thuemi	Member
8	Dorji Gyeltshen	Babesa Thuemi	Member

Invitees

1	Yeshe Wangdi	Chief Engineer
2	Sonam Dorjee	Chief Administrative Officer
3	Tashi Phuntsho	Chief DRD
4	Thinley Norbu	Chief Urban Planner
5	Sonam Desel	Chief Environment Officer
6	Kinzang Dendup	Chief Thromde Education Officer
7	Ugyen Dorji Tshechup	Offtg. Dy Chief Legal Officer
8	Sangay Dorji	Offtg. Director, City Bus Services
9	Udesh Chhetri	Dy. Chief Finance Officer
10	Jigme Wangmo	LRSO
11	Dorji Dem	Census and Civil Registration Services
12	Nidup Zangmo	Census and Civil Registration Services
13	Sonam Namgay	Dy Executive Engineer
14	Jigme Wangdi	Engineer
15	Amir Mongar	Asset Manager
16	Cheki Yangzom	Human Resources Officer
17	Zulkee Choden Rinzin	Media Relations Officer



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Opening Remarks

The Chair welcomed all the members of the council and Thromde Officials to the 4th Thromde Tshogde. The Chair thanked everyone for working so efficiently and being able to cater to the public successfully during the two lockdowns. The Chair thanked the council and the management for working well as a team for the past year despite the difficulties and challenges posed by the pandemic. The Chair also thanked and acknowledged all the effort put in by City Bus Services to ensure services ran smoothly during the lockdown without needing much help from Thimphu Thromde. The Chair also welcomed the new Chief Thromde Education Officer.

Agenda 4.2- 3rd Tshogde Minutes Follow-up

The CAO presented the action taken report of the 3rd Tshogde meeting. There were no issues being raised and observed in the implementation of the 3rd Thromde Tshogde Minutes. Most of the decisions are either under process or have been carried out. Some of the decisions are yet to be implemented and Tshogde directed all concerned Divisions/Sections and individuals Officials and members to kindly execute the decisions of the 3rd Thromde Tshogde.

Agenda 4.3 - Capital Budget Endorsement for the FY 2022-2023

The Chief Administrative Officer presented the Capital Budget for the FY 2022-2023. The total budget proposed is Nu 1560.83 million with Nu 129.794 spilling over from FY 2021-2022. The Chair submitted that the Education Division would also be prioritised in the upcoming FY as they are facing a lot of challenges and pressure. This proposal was endorsed by Thromde Tshogde.

Agenda 4.4 - Service Charges for Solid Waste Collection and Levying of Urban Tax/Fees

Service Charges for Solid Waste Collection

The Chair submitted that Thromde has to provide a lot of services but the service charges collected are very minimal. Thus, there is room for discussion on increasing the service charges for waste collection as waste is a national and global issue but the Thromde budget is very limited. However, the Chair shared that if we are to increase the charges, we must also be able to provide better services. Currently, Thromde spends around Nu 30 million per year to provide waste collection services but the revenue generated is only Nu 4 million per year. Although there is a Waste Flagship Programme in the plans, the outcomes can't be predicted and it might be too late to wait for the contracts for the 3 waste service providers have come to an end. The current service charges are Nu 4, Nu 6, Nu 8 and Nu 10 for residential and Nu 36 for commercial.

Discussion

The Taba Thuemi agreed that the service charges should be revised and there should be a clear difference between residential and commercial as the latter produces large amounts of waste. Jungshina Thuemi also agreed with the proposal and shared that the number of buildings have increased significantly over the years as well as the fuel price. However, he suggested that Thromde should provide the public with clarity on how



and why the service charges are being increased. He also suggested if the service providers could arrange their own vehicles as they do not take care of the Thromde vehicles.

The Chair clarified that Thromde would not be handing over all the new vehicles to the service providers. The Environment Division is working on developing a proper SOP for handing over the vehicles to the service providers.

The Chief Engineer clarified that the service charges came into effect from 2016 when the fuel price was only Nu 50 per litre. But it was made clear in the contract that price escalation of fuel would not be considered/adjusted as it could not be predicted.

The Executive Secretary shared that there are only 3 contractors who are willing to provide waste services currently. Their contracts have ended and the Management has decided to extend their term by 1.5 years before the next mode of waste collection service has been adopted. The service providers have appealed to Thromde to increase their monthly payment as they are unable to meet daily operational costs at the earlier rate. The executive secretary submitted that there is a need to do a proper rate analysis which takes into account the yearly inflation rate - usually calculated at 5% every year and the recent drastic fuel price hike, i.e. from Nu 50 (in 2016) to Nu 100 (in 2022).

He also shared that although we are supposed to increase the service charges every year based on inflation of 5% but since we haven't done it since 2016, we now have to calculate the inflation at 30% (from 2016-2022). The fuel price has also increased by 50-100%. These need to be considered while calculating the costs especially for the extended period of 1.5 years after which we will have a proper understanding of the type of contracts or agreements we need to make with future waste service providers. The increase in the service charges can be used to provide financial support to the waste collection service providers to meet the current daily operational cost. The Chair also reported that the existing charge is solely for the collection of waste and it does not include the cleaning of streets, drains and works at the landfill for which the cost is all borne by Thromde alone.

Decision

The Tshogde decided to increase the charges as follows:

Residential = Nu 25

Commercial = Nu 50

Based on the above increase in waste collection service charge, the Tshogde also directed the Environment Division to work out the percentage of additional financial support to the existing waste contractors for the period extended of 1.5 years and put it to Tshogde for approval. The Tshogde also directed IT and Revenue to update the new charges in the system to start collection.

Action - Environment Division, IT Services and Revenue Section

Levying of Urban Tax

The Chair submitted that Thromde has to provide a lot of services but we do not generate nearly enough revenue to supplement the cost of the services provided. Currently, most of the Thromde services are focused



on maintenance or minor construction work and Thromde has been unable to contribute to making drastic changes in the development of Thimphu City. Such changes would include the development of the South Bus Terminal, the redevelopment of Norzin Lam, the development of the diplomatic enclave and especially constructing a dedicated office for Thimphu Thromde. A proper working space would encourage and improve the working environment for the employees and Thromde would be able to provide better services to the public. For now, constructing an office for Thromde would be the most convenient one as all other developments have multiple stakeholders involved. Unfortunately, he explained that there is no budget from the government for this construction. Although Thromde planned to have a community hall in each demkhong, now it appears that a proper and secure office for ourselves takes priority over the community halls.

The Chair stated that generating Thromde revenue is also equally important and would help in pursuing the construction of Thromde office. He explained that there haven't been any revisions to urban tax since 1992 and initially, only the core areas and UV1 were levied urban tax of Nu 0.50 per sq ft. Although UV2 was classified as residential and only levied urban tax of Nu 0.25 per sq ft until now, the majority of buildings in UV2 are now being used for commercial purposes so they should be classified as commercial and be levied urban tax of Nu 0.50. He added that E4 was also considered agricultural and levied Nu 0.12 but now multiple-storey buildings are allowed to be constructed in E4 so it should be classified as residential and should be levied urban tax of Nu 0.25. He clarified that Thromde was not increasing the urban tax but rather levying the tax based on permissibility.

The Chair also reported that RRCO has plans to revise the urban tax but it is not certain when that revision will come into effect. The Taba Thuemi agreed that it was necessary to levy the urban tax from other precincts but questioned if that would contradict the revision done by the government. He also suggested that Thromde should have a proper consultation with the Ministry of Finance.

Legal Officer stated that initially, the urban tax was only levied in the core which was from Changzamtog to Chubachu and didn't take into consideration the extended areas but these extended areas also now fall under urban area and should be taxed as such.

Decision

The Tshogde directed:

1. The Legal Officer will write to the Ministry of Finance stating that Thromde would like to reclassify the structures in UV2 (as commercial) and E4 (as residential) and levy the respective urban taxes: Nu 0.50 per sq ft for UV2 and Nu 0.25 for E4. This was found to be necessary as Thromde provides a lot of services but the service charges collected are far too little.

Action: Legal Division

Agenda 4.5 - Threshold Values to Determine Abnormally Low Bid

The Executive Secretary (ES) reported that when Thromde tenders contract work, the process is becoming too cumbersome as there are almost 30-50 bids for some of the work. Due to the stiff competition, some contractors quote more than 40% below the departmental estimate to ensure they receive the award. He explained that it was necessary to determine a threshold below and above which a bid shall not be accepted



as abnormally low bids can impact the outcome of the work. He said that there are currently no rules as per the PRR 2019 which can eliminate an abnormally low bid and even though the Tender Committee is sceptical of low bids, there is no proper reason with which they can eliminate them. He also explained there is a similar situation for quotes that are more than the departmental estimate where contractors quote high because they are aware there is no competition. In such cases, it becomes difficult for the Tender Committee to decide whether work should be awarded or not.

Discussion

The Dy. EE reported that the Legal Officer at GPPMD has recommended not to determine a threshold value as it is impossible to do so, they had instead recommended that future unbalanced bids can be determined by making market rate analysis (for all items that will be used) submission mandatory for all contractors during bid submission. However, ES explained that submitting a market rate analysis will be difficult for smaller contractors and it is also not feasible when there are urgent works to be tendered.

The Legal Officer reported that the PRR 2019 doesn't permit Tshogde to determine a threshold value that is different to the one stated in the PRR 2019. He explained that it is clear that the Tshogde cannot make decisions that are contradictory to the Law or Public Policy (in this case the PRR 2019) and he recommended having a bi-lateral discussion with the Ministry of Finance before making any decision.

The Chair explained that there are contract works in Thimphu Thromde are very different compared to other places: the sheer number of residents in Thimphu make it difficult for any work to be done quickly and most of the work in Thimphu Thromde are urgent and need to be done immediately which is why Thromde should determine a threshold value so Thromde can provide quick and efficient service to the public.

The Dy. EE reported that the BSR has determined a threshold value of 5%, 1% and 10% which equals to 16%. This value includes the cost of labour, materials, water charges, hand tools and contractor profit. He reported that if the quote crosses 16%, the BSR identifies it as going into loss and recommended Thromde to use it as a reference.

The ES clarified that Thromde is not discouraging contractors from bidding but rather the threshold value is going to be useful for the Tender Committee to identify which contractors can be immediately eliminated. He explained that this would make the process for awarding contracts smoother and quicker for the Tender Committee.

Decision

The Tshogde decided the following threshold values:

1. Small = 20%
2. Medium and Large = 16%
3. ID to also provide detailed reasoning for determining threshold value

Action: Infrastructure Division and Procurement Officer



Agenda 4.6 - Occupancy and Rental Charges for Community Service Centres

Dy. Executive Engineer (EE) reported that Thromde has constructed two community service centres: one in Jungshina and one in Babesa. The construction will be completed by 20 April and it will be operational from 1 May. Thromde will be handing over these two community service centres to the Royal Bhutan Police (RBP) and the centres were constructed based on the RBP's architectural drawing. However, Thromde needs to decide on the rental charges for these two centres especially as RBP have already moved into the Babesa community centre.

The Jungshina community centre is 4,213.72 sq ft and the Babesa community centre is 3,587.05 sq ft. The Dy. EE reported that the NHDCL rental charge for an office space is Nu 22 per sq ft whereas the DNP rental charges (which is what Thromde is charging BNCA) is Nu 7.70 per sq ft. The NHDCL rate only includes usable floor area and does not include the wall areas. As per the NHDCL rate, the Jungshina community centre would cost Nu 92,701.92 and as per the DNP rate, it would cost Nu 32,445.67 per month respectively. For the Babesa community centre, it would cost Nu 78,915.14 as per the NHDCL rate and Nu 27,620.30 as per the DNP rate. The expenditure for each of the community centres was Nu 13 million including boundary fencing and parking. As per the NHDCL rate, it would take 140 months to recover the cost of expenditure for the Jungshina community centre and 165 months for the Babesa community centre. The Dy. EE shared that Thromde would also be responsible for future maintenance costs which could be considered in the rental charges.

Discussion

The Chair suggested that the DNP rate might be too low but the NHDCL rate might be too high as RBP is providing a service to the community to keep it safe, secure and clean. The chair shared that NHDCL rates are applicable to commercial and private entities but since RBP's work is a service to the community, the rate might not be applicable.

CAO explained that the NPPF rates were based on a market rate analysis done years ago and they have now added 10% to it. The Taba Thuemi explained that Thromde has to take into consideration revenue generation and so we shouldn't make the rates too low as we might not be able to increase it in the future. The Jungshina-Kawajangsa Thuemi suggested taking into consideration the cost and size of the land but the Chair clarified that since the LUC is under Thromde, we wouldn't be able to charge based on the cost and size of the land.

Decision

The Tshode decided:

1. The rental fee to be set at Nu 18 per sq ft so the monthly rental charges for Jungshina community centre would be Nu 75,000 (rounded) and Nu 65,000 (rounded) for the Babesa community centre.
2. Dy. EE should hand over the centres to the Asset Manager after completion.
3. The AFD section and Legal Division will form the agreement between RBP and Thromde and it should be included in the agreement that the rental charge will increase after every two years as per the Tenancy Act. The agreement must be ready by 1 May.

Action - Dy. EE, ADM Section, Asset Manager, Legal Division and FD



Agenda 4.7 - Charges for Monopoles

The Chief Urban Planner (CUP) presented that Thromde has been receiving a lot of requests from Bhutan Telecom and TashiCell for monopole approvals. As of now, Thromde has approved 65 monopoles. The monopoles are 12 metres tall and each monopole requires around 10 sqm of area for installation. He reported that Thromde has been receiving complaints from the public regarding the placement, safety and health hazards of these monopoles but as per BICMA, the radiation levels for these monopoles fall below the WHO standards. He explained that the two tele-companies also didn't seem to have a proper master plan for installing these monopoles and installing them on stateland is becoming increasingly inconvenient. He also explained that Thromde has not charged the two companies for erecting these monopoles on stateland so Thromde is not generating any revenue.

He reported that monopoles are an old technology for most countries and the two tele-companies should look for an alternative innovative, safe and aesthetically pleasing solution. He suggested that Thromde should also be collecting revenue from each pole as these monopoles are all on state land. He reported that during the Management Meeting, it was discussed that Thromde would collect Nu 20,000 per monopole which would generate a revenue of Nu 1.3 million per year. Further, the Management agreed that Thromde would no longer allow the erection of monopoles within Thimphu city to encourage the tele-companies to look for alternative options and to create a proper master plan as the current monopoles have been set up without any plans. He also reported that BICMA has agreed to conduct awareness and advocacy about instituting monopoles to the public.

He stated that the blanket fee of Nu 20,000 would cover the application fee of Nu 500 and the environmental clearance of Nu 2000. This fee also considers the aesthetical impacts, property devaluation, future shifting and disaster costs.

Discussion

The Chair added that it was necessary to charge the two tele-companies as they are business entities and also with the hope that they will explore better technology. He explained that the fee would also be helpful if we ever have to remove or shift these monopoles. He said that Thromde also needs to consider the amount of state land the monopoles are occupying collectively that could have been used for other meaningful purposes. Most residents also don't prefer to live or install these monopoles near their homes.

The Jungshina-Kawajangsa Thuemi agreed that these monopoles should be charged and suggested the tele-companies could consider the possibility of painting the existing monopoles to make it look more natural. The Taba Thuemi requested the respective divisions to report to the Thuemis as and when these monopoles are installed in their Demkhongs.

Decision

The Tshogde directed:

1. To levy a blanket fee of Nu 20,000 per monopole which includes application fee and environmental clearance fee.
2. Request the tele-companies to explore the possibility of painting the existing monopoles to make it look more natural or aesthetic rather than leaving it with the existing metal colour.



3. Thromde will restrict the approval of monopolies henceforth and Thuemis should be consulted if such approvals are accorded by Thromde in case of emergency.

Action - Urban Planning Division

Agenda 4.8 - Issues With No Thram/House Number in Thim-Throm

The Norzin Thuemi presented that there are people in Thimphu Thromde who have a census in Thromde but do not have house numbers. These groups of people are excluded from social status and security and do not have a sense of belonging in the society. Moreover, they are prone to experience poverty. They are experiencing the brunt of urban capitalism in a GNH country, thus, losing their faith and pride as a human being.

On 26th December, 2021, one such resident led a meeting at the Thuemi's office where such issues were raised. The meeting decided that the challenges faced by such residents should be addressed by the government by various means such as providing affordable housing to them. The Norzin Thuemi proposed if this group of people could also be included in the National housing policies so that they get also get an opportunity to live in a decent affordable house in Thimphu. The detailed proposal as submitted by the Norzin Thuemi has been attached as an annexure.

Discussion

The other Themes were also in support of the proposal presented by the Norzin Thuemi. They also submitted that such issues are not only in Norzin demkhong but are also there in other demkhongs. The Chair also in support of the request stated that Thromde will render full support within the powers vested with the council and write to relevant agencies for guidance and support. This was also supported by the member secretary.

Decision

The Tshogde directed:

1. The Thuemis to compile the details of such issues for all demkhongs.
2. Write to DHS and MoWHS about the aforementioned concerns.

Action: Thuemis in consultation with relevant Divisions/Sections

Agenda 4.9 - Officiating Allowance for Motithang Thuemi

The Changangkha Thuemi apprised the Committee that as per the 2019 pay revision, the officiating allowance is only entitled for officiating as a Gup. He has been officiating as the Thuemi of Motithang demkhong for the last 9 months and the responsibility of a thromde thuemi is no less than a gup.

Discussion

The Thuemi presented that a thuemi should be entitled for the officiating allowance given the responsibility a Thuemi has to bear. Although the ECB has called for candidates, one cannot assure if there would be any



interested candidates from Motithang demkhong. If there are no eligible and interested candidates, he will have to continue the role again.

Owing to the additional responsibilities Thuemi has carried out so far, it was decided that he will be paid the officiating allowance for three months. It was also decided that the same concern will be informed to the Department of Local Government. The Chair inquired if the Thuemi is willing to continue officiating as the Motithang Thuemi as a way forward because the people of Motithang need to be informed about the changes. The Changangkha Thuemi mentioned that he will only cater to those people who have a census in Thromde and not for every resident of Motithang.

Decision

The Tshogde decided:

1. To pay the officiating allowance for three months as per the pay revision 2019
2. Inform the DLG about the need to pay the officiating allowance for Thromde Thuemis

Action: Finance Division and Policy and Planning Section

Agenda 4.10 - Motithang Labour Camp

The Changangkha Thuemi submitted that the Mothithang labour camp below the Veterinary Hospital was built a long time ago and it has now become overcrowded, unsafe and unpleasant. He suggested that if there are no future plans for that area, Thromde should consider constructing proper low-income housing.

Discussion

The Taba Thuemi supplemented that there's not enough space in Thimphu to construct low-income housing. He explained that the existing spaces in the North have been used to construct single-storied low-income housing that can't fit enough people. He suggested that Thromde should consider constructing multi-storied low-income housing to make full use of the space.

The Chair explained that because of the precincts, some areas, like below the Veterinary Hospital, are not eligible for multi-storied structures as they fall in the green zone. He explained that the low-income housing in the North is only single-storied but they are comparatively better than the previous labour camps. The Chair explained that constructing new low-income housing in the existing camps in Mothithang and Changidaphu would require Thromde to initially remove them but there is currently nowhere for them to go. The Chair suggested that the Labour/ADM Officer should prepare a detailed report of all the labour camps currently under Thromde and it should identify how many and which labourers reside in each of the camps since some camps have labourers from different agencies and even drivers etc residing there. If there are drivers residing in these camps, they should be asked to vacate immediately. He stated that a proper discussion could be held after compiling this report.

CAO reported that a similar report has already been compiled and even after identifying labourers living in the camps not under Thromde, Thromde couldn't make them leave. He stated that in Changidaphu, almost half of the labourers are not Thromde workforce. He also sought clarity on who would be responsible for removing these labourers after the report was compiled.



Decision

The Tshogde directed:

1. A new report should be compiled for the Mothithang and Changidaphu labour camps so Tshogde can make a decision on the way forward.

Action - Labour Officer/ADM Officer

Agenda 4.11 - Waste Management and Other Related Issues on the Vacant Lands

The Changbangdu-Olakha Thuemi submitted that there are a lot of vacant plots within Thromde, mostly belonging to the Zhung Dratshang, and the public resort to dumping waste in these vacant plots. He stated that this was becoming very unhygienic and a health hazard for the people residing around these plots as well as being unpleasant to look at. He recommended creating awareness and writing to the plot owners or to the Zhung Dratshang to request them to ensure these plots are being maintained and taken care of.

Discussion

The Chair agreed that when the vacant plots are left unattended without fencing, it becomes a waste dumping ground for the nearby residents.

Decision

The Tshogde decided:

1. Thromde will make an announcement to the general public to alert the plot owners to look after their plots as most of them are covered in waste. The public should also be reminded of the negative impacts on the health and environment of dumping waste in open ground.
2. The Thuemis should identify vacant plots and their owners within each Demkhong to alert them to look after their plots. Thromde can help them clear their plots of waste initially but they would have to fence it immediately after or maintain it through other means.

Action - Thuemis and MRO

Agenda 4.12 - City Bus Services (CBS) Need Space to Install ITS System

The Off. Director for CBS submitted that the TTI campus is overcrowded with the CBS office as well as the TTI trainees. Now that they have 65 buses, most of them equipped with GPS and smart card systems, he explained that CBS is in need of space to install servers. He reported that, currently, the servers are installed in their office but the IT experts have warned them against it as any disruption to the server could be disastrous for their system. He stated that the server rooms also need to be AC fitted.

He explained that the current space is being rented from DNP and TTI was supposed to move to Serbithang but as their campus is still under construction, there are plans for them to remain at the current campus for another 5 years. He requested Tshogde to write a letter to TTI requesting them to move out quickly as it might have more impact. Alternatively, he suggested that Thromde could temporarily provide them with the

cottage where Thromde is currently keeping their materials and equipment. He added that this would be temporary and the server room would be shifted once TTI moves out.

Discussion

The Chair stated that Tshogde could write a letter to MoLHR requesting them to quicken TTI's shift to their new campus stating inconveniences in providing efficient services to the public especially now that there are 65 buses. It might still take 1-2 years but it could increase the pressure on the contractors to complete the construction quickly. He also mentioned that CBS might remain under Thromde in the future and he requested Thromde to include CBS's office in the Thromde office design in place of a conference hall.

CAO submitted that Thromde has already provided CBS with an office space on the TTI campus and there is another room nearby that office which could be handed over to CBS as it currently stores flags and other materials which could be moved. However, he stated that if CBS requires the entire cottage, then that might not be possible as it stores a lot of electrical equipment, water pipes and machineries.

The CBS Official explained that the O&MD Head mentioned that the items in the storage were not essential and asked if there was a possibility to sell it for scrap. CAO agreed that there might not essential items/materials in the cottage and agreed to do a thorough examination along with O&MD.

Decision

The Tshogde directed:

1. Thromde will write to MoLHR requesting them to shift TTI as it is hammering CBS's service delivery.
2. The items from the small room can be moved out and the room can be assigned to CBS.
3. ADM section and O&MD will do a thorough check of the equipments and materials in the cottage and the important items can be moved to another place but if all the items are necessary then Thromde can construct a small store in Mothithang or Depsi.

Action: ADM Section, O&MD Division and City Bus Services

Agenda 4.13 - Finalisation of Penalty for State Land Encroachment and Illegal Construction

The Chair submitted that the notification for penalisation of state land encroachment has already been announced, however, there are cases such as the ones in CFM where they have constructed extended slabs from the building towards the roads, over the state land, and using the space below. Such encroachments into state land are quite difficult to remove/dismantle, as the members are connected to the primary structure and owing to the necessity of the parking above. Although Tshogde has decided on a penalty for general state land encroachment, these cases are different and Thromde is yet to penalise them. The Chair suggested that Thromde will impose a deviation penalty of Nu 20,000 and an additional fine for the area of state land encroached (sq.ft). This will be calculated based on the use of the structure; Nu 20 x area occupied (sq.ft) for commercial and Nu.5 x area occupied (sq.ft) for residential. The fine will be imposed yearly if they fail to demolish the structure. This will be same for unauthorised conversion of the stilt/basement parking floor by the building owners who are compromising the car parking spaces for other usage to have financial benefits.



Discussion

The members raised concern of the misunderstanding people will have upon paying the yearly penalty amount. To this Jungshina Thuemi opined that the fine is for the offence of occupying the state land and not to regularise the structure built citing the example of individuals who have completely encroached on state land near Jungshina bridge. The individuals continue to stay unheard despite multiple notices and informing verbally to remove/leave the structures in the state land.

Thromde has also extended the deadline for vacating the state land due to the recent lockdown. The Land division and DRD has already compiled a report for state land encroachment within the Thromde and they need to only work out on the penalty amount to be imposed on these defaulters. The penalty is decided to be imposed until they remove the structures. Members also intimated the floor that notifications and follow up actions must be carried out or the individuals will become complacent. It was deliberated that these structures are not only illegal but they're also a financial burden to Thromde as services charges are not collected from these households for waste, water etc.

The Chair stated that there were also cases of unauthorised conversion of stilt/basement parking space into residential and commercial floors. The stilt parking floor is approved purely for parking purposes only and no property taxes are collected from this floor. He instructed that an annual fine/penalty similar to that of state land encroachment shall be charged to the building owners based on the area converted and uses other than parking. An additional amount of Nu. 20000 shall be charged for converting the floor illegally.

The Chair also reported that there is a notification from NLCS which states that if there is encroachment on state land, their transactions won't be processed but the notification doesn't differentiate between partial or complete and temporary or permanent encroachment. He stated that encroachment of toilet, store, residential/commercial structures have to be penalised and demolished but partial encroachment of fencing, wall or pavement by few metres shouldn't be penalised nor should their ownership transfer cases be withheld as this encroachment is only to deter animals, waste or used as parking, which would have been used in any case. Generally, there are many similar cases being withheld but only those who apply for a transaction shouldn't be disadvantaged. Further, he stated that providing such services is our motto as the Local Government so long as there aren't any social issues during the time of dismantling whenever Thromde initiates to develop the area. Therefore, such minor encroachment shouldn't stop Thromde from providing effective services and generating revenue that helps to improve the organisation and the city at large.

Decision

The Tshogde directed:

1. Special cases of encroachment like in CFM will be penalised with a deviation penalty of Nu 20,000 and an additional fine based on the area encroached (rate per sq. ft) and use of the structure. A fine of Nu.20 and Nu.5 per sq.ft will be imposed for use of the structure as commercial and residential respectively in the state land. The same amount will be imposed to all building owners for unauthorised conversion of stilt parking/basement rather than the formula used for the regularisation in DCR 2016. However, the floor will not be regularised for the uses converted. The amount will be levied annually until the structures are removed from state land or the stilt/basement floor is converted back for parking space. Building owners have to maintain a minimum number of car parking spaces for building tenants at all times.



2. Partial or temporary encroachment of a few metres by fencing, wall or pavement etc. being used as garden or parking will not be penalised and their transactions will not be withheld until any developmental plans are decided in the area.
3. State land encroachment by the primary structures or stores and toilets, will be penalised and their transactions for any purposes will be withheld until the structures are removed/demolished.

Action - LRSD and DRD

Agenda 4.14 - Way Forward on Operation of Single Storied House at Olakha

The CAO submitted that the single storied house at Olakha could be used by the Olakha Park caretaker or it could be used by Thromde workforce.

Discussion

The Changbangdu-Olakha Thuemi also submitted that it would be more beneficial to rent it to the caretaker of the park as he is currently residing in a private residence. He stated that there were also numerous labourers struggling to find houses.

Decision

The Tshogde directed:

1. The house could be rented either to the park caretaker or to a few Thromde workforce members.

Action - ADM Section

Agenda 4.15 - Wage Increase for STP Wet Sweepers

The Chair submitted that there are 9 wet sweepers at the treatment plants who have to work with waste. Thromde had previously increased the wage for the manhole workers to Nu 15,000 a month from Nu 9,000 and Thromde didn't include the wet sweepers even though the nature of work is the same. He stated that it was discussed in the Management meeting that due to the nature of work, their wages should also be increased. There is also 1 handy boy whose wage has to be increased from Nu 215 per day to Nu 324 per month as he was previously missed. The Management is seeking endorsement from the Tshogde as their wages are paid through the revenue.

Discussion

The Taba Thuemi reported that the manhole workers have been charging household owners for cleaning the chamber from the last private chamber to the manhole which is the responsibility of Thromde.

Decision

The Tshogde:

1. Endorsed the increase of wage for all 9 wet sweepers from Nu 324 per day to Nu 500 per day and the wage of 1 handy boy from Nu 215 per day to Nu 324 per day with effect from July 2022.



2. Directed Head of Sewer Section to remind the manhole workers to not charge household owners for cleaning the chamber that connects the private chambers to the manhole as it is the responsibility of Thromde.

Action: FD, ADM Section and O&MD

Agenda 4.16 - Mr. Nado's Request to Continue Working as a Driver

CAO presented that Mr Nado (EID 9311018) who was working as a driver under the Environment Division had superannuated on 1 March 2022. However, he has requested Thromde to continue working as a driver under the workforce. CAO supplemented that a new driver would have to be hired and trained in place of Mr Nado so instead, the HRC recommends retaining Mr Nado as he has been a diligent worker and is aware of the requirements of the job.

Decision

The council has agreed to retain Mr Nado as a driver under the workforce with the payment of Nu 324 per day.

Action - FD and ADM Section

Agenda 4.17 - Presentation on Census Revised Guidelines & Procedures

The Census and Civil Registration Service Section presented the Tshogde with the revised procedures for birth and death registration services which was an initiative of the Public Service Delivery under the stewardship of the Office of the Prime Minister & Cabinet. The objectives of the review were to reduce administrative burden and to enhance Birth Registration, Death Registration, Move-In & Move-Out, Processing of New CID/SR card services. The presentation is attached in Annexe 2.

The Census Section also submitted that their workload has significantly increased as they now have to provide services to people of all 20 Dzongkhags and they are in need of an Assistant and a Head to be able to perform their duties efficiently.

Discussion

The Chair reported that Thromde is unable to recruit anyone on a contract basis and human resources need to be provided by MoHCA. ES has stated that Thromde was never consulted regarding having to provide services to people of all 20 Dzongkhags and even though Thromde has requested MoHCA on numerous occasions to appoint a new Head for the Section, they have not responded.

The Jungshina Thuemi stated that the Census and Civil Registration Services started in Thromde because of the growing population of Thimphu Thromde. The Thromde Tshogde also refused to provide services when the MoHCA allocated Thromde with 6 additional Dzongkhags due to lack of human resources and space. He stated that Thromde Census Services are already overwhelmed with catering to those with a census in Thimphu Thromde and would not be able to cater to residents of all 20 Dzongkhags.



Decision

The Tshogde decided that:

1. A letter will be sent to MoHCA explaining that Census Services for Thromde was separated because there were too many residents to cater to in Thimphu City. The population is continuing to grow and Thromde will not be able to provide services to people of all 20 Dzongkhags as there aren't enough human resources or space in the office. The letter should also state that Thromde does not have the revenue to hire additional staff and MoHCA needs to assign an Assistant and a Head to the Census and Civil Registration Services immediately.
2. The Census Services Section will also refuse to provide services to people who do not have a census in Thimphu Thromde.

Action: ADM Section and Census and Civil Registration Services

Agenda 4.18 - BPC Electric Cable Issues

The Norzin Thuemi submitted that the BPC electric cables are in Thromde ducts and these cables are not only unsafe for Thromde workers but they are also inconvenient as they can get easily disrupted and cut off while digging.

Discussion

The Chair explained that Thromde and BPC have not been able to agree on where these cables should be placed and BPC is not agreeable on the ROW provided by Thromde. He explained that since their cables have to be placed in Thromde ducts which require routine maintenance, Thromde should not be responsible for what happens to the cables.

Decision

The Tshogde directed:

1. Thromde will write a letter to BPC that if any cables are disrupted while Thromde is working, then Thromde will not be responsible as their cables were placed in Thromde's ducts.
2. If BPC requests for an alternative ROW for their cables then Thromde should provide it to them.

Action - Urban Planning Division

Agenda 4.19 - Handing-taking Work from Contractors

Jungshina Thuemi submitted that when Thromde hands over and takes over work from contractors, the land needs to be measured as the contractors seem to be making adjustments for other residents such as providing them space for parking, allowing their drains to be constructed on stateland etc. This is overlooked by Thromde engineers when they take over work from the contractors.

There is also an empty plot of land near MoAF which could be turned into a parking lot and Thromde could generate some revenue from it.



Discussion

The Chair clarified that once the work on Four-lane is completed, all the heavy vehicles will be handed over to O&MD who will then work on this empty plot of land.

The Chair also stated that it was previously decided that Thuemi's would be made aware when contact works in their Demkhongs were awarded. He also added that Thuemi's should be included whilst identifying sites. The Chair agreed that contractors and engineers tend to make rash decisions and so routine site visits were necessary. He also reported that the workers on Four-lane appear to be slacking off a lot and so these routine site visits would help to monitor progress.

Decision

The Tshogde directed:

1. Engineers need to include Thuemi's of the respective Demkhong while identifying sites.
2. The Chief Engineer needs to form a team including the Thuemi of the respective Demkhong to conduct mandatory site visits before the construction begins and after the construction ends. The team will also make routine visits to the site to ensure work is not being compromised.

Action - Chief Engineer

Agenda 4.20 - Property Valuation Breakdown

For buildings and flat transactions, Thromde currently imposes a 3% ownership transfer fee on the overall valuation of the property. The valuation of the building is prepared for a fully completed structure irrespective of the percentage completed in case of buildings under construction which is very unfair. The chief, DRD shared that the valuation should be calculated based on the physical status of the building during the time of valuation (e.g. percentage completed for those under construction). Hence a presentation was made to the floor on the financial breakdown based on the completion of different building components for preparing the valuation. The presentation of the breakdown is attached in Annexe 3.

Decision

The Tshogde agreed on the proposal, and directed DRD to prepare the valuation as presented from heron.

Action - DRD.

Agenda 4.21 - Diplomatic Enclave

The Legal Officer informed the Tshogde that the case between Thimphu Thromde and landowners regarding the diplomatic enclave has ended and the judgement was in favour of Thimphu Thromde. He informed that the Thromde will be receiving Nu 45,000 as litigation cost from the landowners and seeked clarity on where this amount should be deposited.



Decision

The Tshogde directed:

1. The Legal Officer to deposit the Nu 45,000 to Thromde CD account.

Action: Legal Officer and Finance Division

Rapporteur – Zulkee Choden Rinzin, Media Relations Officer and Cheki Yangzom, HR Officer

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Annexe 2: Presentation on Census Revised Guidelines & Procedures 2021

Revised Guidelines of Birth Registration, Death Registration, Move-In & Move-Out and Processing of New CID/SR card

Thromde Civil Registration and Census
Thimphu Thromde

Background

- Integrated Citizen Services (ICS) committee proposed the detailed To-be business process on birth and death registration services leveraging the ICT platform, by integrating the civil registration system with relevant service delivery agencies.
- During Ministry of Home and Cultural Affairs Mid-term review report (2020-2021) on 19 April, 2021, the Hon'ble Prime Minister directed the department to explore an alternative measure to reduce the administrative burden of the service users until the recommendation of the ICS committee is implemented.
- Therefore, the Public Service Delivery (PSD) initiative under the stewardship of the Office of the Prime Minister & Cabinet, had revised the existing procedures for birth and death registration services.

The objectives of the review are:

- To reduce administrative burden
- To enhance Birth Registration, Death Registration, Move-In & Move-Out, Processing of New CID/SR card services

Service Points

- Community Service Centre (CSC)
- Drungkhag Civil Registration & Census Office (DrCRCO)
- Thromde Civil Registration and Census Office (TCRCO)
- Dzongkhag Civil Registration and Census Office (DzCRCO)



Timeline for Registration of Birth:

- Within one year from the date of delivery of child
- In the event of failure to register the child within one year, the child will be treated as 'Drop-out' from census. In such case, the parent(s)/family member(s) will have to report in person to the concerned Dzongkhag/Thromde to complete other formalities for registration

Procedure (A): Registration of Birth from the current place of residence

Documents required:-

- Duly completed application form: BCRS-BR-01;
- Notification of Birth/Birth Document;
- Parents' Court Marriage Certificate; and
- Statement of Guarantor (BCRS-BR-GS-01).

The parents/family member shall fulfill the following conditions:

- Produce 'Notification of Birth/Birth Document' if the birth has occurred inside health facility;
- Produce 'Statement of Guarantor' if the parents have Court Marriage Certificate;
- HoH signature is mandatory if the newborn is to be registered in a household other than his/her parents;
- Newborn is less than or equal to one year at the time of registration; and

Contd.

- The guarantor along with a witness must be present in person with the parents/family member for document verification.
The guarantor must be a Bhutanese citizen aged 18 to 65 years:-
 - someone who has known the parents of the newborn for not less than 1 year;
 - someone from the different household; and
 - someone other than the employee of civil registration and census.

The witness must be a Bhutanese citizen aged 18 years and above:-

 - someone from the different household

Note:-
The parents/family members can register their newborn from any registration points including Community Service Centres, if the above requirements are fulfilled.

Procedure (B): Registration of birth from permanent address as per civil registration and census record

Documents required:-

- Duly completed application form: BCRS-BR-01;
- Notification of Birth/Birth Document;
- Parents' Court Marriage Certificate; OR
- Statement of Tshogpa.

The parents/family member shall fulfill the following conditions:

- Produce 'Notification of Birth/Birth Document' if the birth has occurred inside health facility;
- Produce 'Statement from Tshogpa' endorsed by the Gup for the Gewog/Statement of Thromde Tshogpa/Thromde Representative for the Thromdes if the parents have no Court Marriage Certificate;
- HoH signature is mandatory if the newborn is to be registered in a household other than his/her parents; and
- The newborn is less than or equal to one year at the time of registration.

The image shows a 'Birth Registration Form' from the Ministry of Health and Civil Affairs. It contains various fields for personal and identification details, including name, date of birth, and parent information. A red circle highlights a specific section of the form.

The image shows a 'Statement of Guarantor' form. It includes a title 'Statement of Guarantor' in a circular graphic on the left. The form itself has fields for the guarantor's name, address, and signature, along with a section for a statement of truth.

- Pros**
- a) Reduce administrative burden of traveling to his/her native village
 - b) Parents need not have to submit their CID/SR card copies
 - c) Signature of HoH is not required if newborn is to be registered with the parents
 - d) Facilitate timely registration of birth
 - e) Reduce census dropout cases
 - f) Minimize the risk for Local Government officials
 - g) Encourage to obtain Court Marriage Certificate
 - h) Generate accurate and timely vital data
 - i) Improve CRVS system of the country
 - j) Enhance public service delivery
 - k) Facilitate the government in carrying out evidence-based planning

- Cons**
- a) Deceptive cases may arise if guarantor and witness collude with parents
 - b) Increase in the workload for Civil Registration and Census officials in Dzongkhags/Thromdes with Referral Hospitals
 - c) Likely resistance from the Head of Household, for newborn to be registered with either of the parents

DEATH REGISTRATION

The slide features the title 'DEATH REGISTRATION' in large, bold letters. To the right of the title is a graphic of a heart rate monitor (ECG) with a green line on a black background.

- Timeline for Registration of Death:**
- No timeline
 - The information is updated during the Annual Census that is being carried out in the respective Dzongkhag/Thromde. However, in certain cases, people report such incidents for registration before the Annual Census to claim Rural Life Insurance (RLI)

- Procedure (A):**
Registration of Death from the current place of residence
- Documents required:-
- a) Duly completed application form: BCRS-DR-01;
 - b) Original CID/SR card of the deceased;
 - c) Notification of Death; OR
 - d) Statement of Death (BCRS-DR-SD-01).

- Contd.**
- The requestor/family member shall fulfill the following conditions:-
1. Produce 'Notification of Death' if death has occurred inside the health facility.
 2. Produce 'Statement of Death (BCRS-DR-SD-01)' of guarantor if the death has occurred outside the health facility.
 3. Guarantor along with a witness is present in person with the requestor for document verification.
 - The guarantor must be a Bhutanese citizen aged 18 to 65 years who has sound knowledge about the deceased/family of the deceased.
 - The witness must be a Bhutanese citizen aged 18 years and above.
- Note:-
The requestor/family member can register the death from any registration points including Community Service Centres, if the above requirements are fulfilled.

**Procedure (B):
Registration of death from the permanent address as per civil registration and census record**

Documents required:-

- Duly completed application form: BCRS-DR-01;
- Original CID/SR card of the deceased;
- Notification of Death; OR
- Statement of Death (BCRS-DR-SD-01).

The requestor/family member shall fulfill the following conditions:-

- Produce 'Notification of Death' if the death has occurred inside the health facility.
- Produce 'Statement of Death (BCRS-DR-SD-01)' of Tshogpa endorsed by the Gup for Gewog and Thromde Representative/Thromde Tshogpa for Thromde if the death has occurred outside the health facility.

Death Registration Form

Statement of Death

- Pros**
- Reduce administrative burden for the family members
 - Facilitate timely registration of death
 - Facilitate family members to process legal documents
 - Helps in the application for insurance benefits
 - Minimize the risk for LG officials
 - Generate accurate and timely vital data
 - Improve CRVS system of the country
 - Enhance public service delivery
 - Facilitate the government in carrying out evidence-based planning
 - The requestor need not have to submit his/her CID/SR card copy

- Cons**
- Increase in the workload for CRC officials in urban areas

Move-In & Move-Out

- Verification Process**
- Endorsement of Receiving/Relieving TCRCO with the following conditions
 - Thromde Representative/Thromde Tshogpa shall endorse the Move-In and Move-Out application
 - it is signed by both receiving and relieving Head of Households;
 - all persons aged 18 years and above must sign and consent of one of parents for minors;
 - A Letter of Consent in case a person is not physically present to provide his/her signature in the Move-In and Move-Out application form.
 - TCRCO shall send the Move-In and Move-Out Form (Inter-Dzongkhag only) through email to the relieving DCRCO/TCRCO to verify and obtain endorsement of relieving Dzongdag/Executive Secretary.

- Verification Process**
- A person moving into new household shall be required to submit the additional documents:
- The copy of Land Ownership Certificate (Lagthram).
 - An authorization letter of the Lagthram owner if the applicant is other than the rightful owner.
 - Thromde Representative/Thromde Tshogpa shall submit the verification report No. BCRS-VR-Move-In & Move-Out-01 along with a copy of Lagthram for those moving into a new household.
 - For Thim Throm, it requires latest occupancy certificate for allotment of house number.

Verification Process

- ✓ He/she is not an incumbent elected member of the Local Government and Parliament at the time of application; and
- ✓ He/she is not amongst those who had once registered his/her name during the resettlement program after receiving the Kidu Land.

Application Form- Inter-Dzongkhag

MINISTRY OF HOME AND CULTURAL AFFAIRS
DEPARTMENT OF CIVIL REGISTRATION AND CENSUS

Form No. BCRS-Move-In & Move-Out-01

Page 1 of 1

Name of applicant: _____

Address: _____

Parent's Name: _____

Parent's Address: _____

Parent's Signature: _____

Parent's Seal: _____

Application Form- Within Dzongkhag/Thromde/Gewog

MINISTRY OF HOME AND CULTURAL AFFAIRS
DEPARTMENT OF CIVIL REGISTRATION AND CENSUS

Form No. BCRS-Move-In & Move-Out-02

Page 1 of 1

Name of applicant: _____

Address: _____

Parent's Name: _____

Parent's Address: _____

Parent's Signature: _____

Parent's Seal: _____

Verification Report Form (moving to new household)

MINISTRY OF HOME AND CULTURAL AFFAIRS
DEPARTMENT OF CIVIL REGISTRATION AND CENSUS

Form No. BCRS-VR-Move-In & Move-Out-01

Page 1 of 1

Name of applicant: _____

Address: _____

Parent's Name: _____

Parent's Address: _____

Parent's Signature: _____

Parent's Seal: _____

Verification of application of resettlers

Move-In and Move-Out of Resettlers

- The prevailing principles and norms shall be adhered to while processing Move-In and Move-Out application for a person who had once moved his/her name in the Civil Registration Record upon receipt of the Kidu Land.
- However, the Move-In and Move-Out application within Dzongkhag and Gewog shall be processed provided the applicant has landed properties in his/her name as evidenced by the Land Ownership Certificate or moving into an existing household.

Guidelines

New CID/SR Card



Verification Process

Verification and endorsement by DCRCO/TCRCO/DCRC HQ

Irrespective of where a person's census is registered, the DCRCO/TCRCO/DCRC HQ shall:

- Verify the application form No. BCRS-CID/SRC-01 for new CID/SR card has been duly filled in all respects and signed by applicant and Head of Household or either of the parents who shall be accountable to the declaration made therein;
- Verify the applicant is aged between aged 15-17 years (age in completed years) at the time of application;
- Verify the application form has a legal stamp and a recently taken passport size photograph affixed and stamp with official seal of Gewog/Thromde Representative/Thromde Tshogpa office;

Verification Process Contd.....

- ✓ Verify the information in health card or citizenship kasho (For Naturalized citizen) produced by applicant matches with the BCRS for identification; and
- ✓ Ensure no application is processed for correction of Date of Birth if the credentials in original health card/MCH book and BCRS are identical. The concerned organization and institution must update such details in their record as per the new CID card and Civil Registration and records.

Verification Process Contd.....

- ✦ However, a person aged 18 years and above shall be required to obtain signatures of the respective Gup/Thromde Representative/Thromde Tshogpa, DCRCO/TCRCO and Dzongdag/Executive Secretary as per the CID/SRC application Form No. BCRS-CID/SRC-02.
- ✦ In addition, for a person aged 25 years and above shall be required to furnish a verification report of Gup/Thromde Representative/Thromde Tshogpa stating reasons for late reporting to process the card.

Application Form- New CID/SR Card

User Credentials to use BCRS

- ✓ Created for Thromde Thuemis by DCRC, HQ
- ✓ Must maintain confidential
- ✓ It facilitates only view option
- ✓ It will help for the verification
- ✓ Not allowed to share the census details in any form

Challenges

1. Work load has been increased with the additional services provided for 20 dzongkhags public with the revised census procedures 2021
2. Birth and Death registration services are not provided by HQ
3. As a result, priority to the Thromde public being impacted
4. Bio-metric collection for National Digital Identity was started in 2021 and may have to start for the schools and public soon
5. Thromde Census official may have to coordinate with Dessup for bio-metric collection
6. In the absence of a Census head, a normal services being already hindered
7. All the above services requires a sufficient human resources and are not possible with current two officials

Recommendation

1. An immediate requirement of Census head
2. More than two census officials may require to provide the above aforementioned additional services
3. Dessups assistant may require to control the public crowd if 20 dzongkhags services are to be continued, or
4. An online token system may have to introduce with the help of Thromde ICT
5. HR & Administration may follow up for the census head, and Dessups
6. It may attract public complains and therefore, request the Thromde Tshogde to prioritize the services and take the necessary action and pass its decision.

བཤེན་ཆེ

Thank You La

Annexe 3: Property Valuation Breakdown

REASON FOR ADOPTING BREAKDOWN OF FULLY COMPLETED BUILDING INTO DIFFERENT PERCENTAGE WISE FOR VALUATION PURPOSES OF INCOMPLETE ONE

- For transfer of any building/house property imposes three percent on the overall cost of the building as property transaction fee
- For immediate transfer of property, adopt using BSR Prevailing of the quick cost methodology
- Usual Practice, DRD adopts imposing 100 percent transaction fee irrespective of complete or ongoing construction work of the building
- It is not justifiable to impose three percent for incomplete building works
- Detail estimating and costing of incomplete building using the latest BSR consumes lot of energy and time, and even difficult to use and apply it by all Building Inspectors
- To deliver public services on timely manner with immediate effect, the DRD proposes breakdown of completed building into different percentage wise for valuation

FINANCIAL COST BREAKDOWN OF THE BUILDING MAIN COMPONENTS FOR VALUATION

SL/No	Scope of the work Items	Percentage
1	EARTH WORK , RCC FRAME STRUCTURE AND ROOFING	50%
2	ERECTION OF WALLS, PLASTERING & FIXING OF DOOR & WINDOW	28%
3	FLOORING, PLUMBING, ELECTRICAL, SEWER AND PAINTING WRKS	22%

SUB-DIVISION OF FINANCIAL COST BREAKDOWN OF THE MAIN BUILDING COMPONENTS FOR VALUATION

SL/No	Scope of the work Items	Percentage
1	EARTH WORK , RCC FRAME STRUCTURE AND ROOFING	50%
1-a	Excavation/Trenching of Earth work, laying out footing, erection of Columns, beams, Slab flooring (RCC/Steel/Wooden). (Example -If the work is reached on first floor level of the (G+4) building, then it should be applied its percentage as 45/5 No. of storey. Pictorial photo should be attached for reference and evidence by concerned BI after site verification.	45%
1-b	Erection of roof truss and fixing of CGI Sheet complete	5%

SUB-DIVISION OF FINANCIAL COST BREAKDOWN OF THE MAIN BUILDING COMPONENTS FOR VALUATION

SL/No	Scope of the work Items	Percentage
2	ERECTION OF WALLS, PLASTERING & FIXING OF DOOR & WINDOW	28%
2-a	Erection of Main brick/ACC block/RRW/Ekra/rammed earth wall excluding fixing of door and windows. (Pictorial photo should be attached for reference and evidence by concerned BI after site verification)	7.5%
2-b	Erection of Partition brick/ACC block/RRW/Ekra/rammed earth wall excluding fixing of door and windows. (Pictorial photo should be attached for reference and evidence by concerned BI after site verification)	7.5%
3-c	Plastering of Main wall (both sides) of the brick/ ACC block/RRW/rammed earth wall on-going or completed	5%

SUB-DIVISION OF FINANCIAL COST BREAKDOWN OF THE MAIN BUILDING COMPONENTS FOR VALUATION

SL/No	Scope of the work Items	Percentage
2-d	Plastering of Partition wall (both sides) of the brick/ ACC block/RRW/rammed earth wall on-going or completed	5%
2-e	Fixing of door and windows (Pictorial photo should be attached for reference and evidence by concerned BI after site verification)	3%
3	FLOORING, PLUMBING, ELECTRICAL, SEWER AND PAINTING WRKS	22%
3-a	Painting of Bhulanese Paint on cornice/window/door/ets (Pictorial photo should be attached for reference and evidence by concerned BI after site verification)	3%

SUB-DIVISION OF FINANCIAL COST BREAKDOWN OF THE MAIN BUILDING COMPONENTS FOR VALUATION

SL/No	Scope of the work Items	Percentage
3-b	White wash/distemper any synthetic pain on external and internal wall of the building. (Pictorial photo should be attached for reference and evidence by concerned BI after site verification)	2%
3-c	Providing and fixing internal and external plumbing works including fixing tiles, wash basin, kitchen sink, ets with plinth protection and drainage system (verify by the Concerned BI)	3%
3-d	Construction of sewerage facilities, such as Septic tank, soap pit, manhole cover, sewerage lines, ets are completed or on-going. (verify by the Concerned BI)	2%

SUB-DIVISION OF FINANCIAL COST BREAKDOWN OF THE MAIN BUILDING COMPONENTS FOR VALUATION

SL/No	Scope of the work Items	Percentage
3-e	Providing and fixing internal and external electrical work. (verify by the Concerned BI)	5%
3-f	Providing and fixing tile/marble/wooden/ets flooring on top the RCC slab	7%
	Total	100%

Note: 1. If Private Sewerage line is connected directly to Municipality's line without constructing sewerage facilities such as septic tank, soap pit, manhole cover, ets and it's value 2% should be considered as ZERO %. At the same time do add its value to SL/No. 3-c, which it becomes as 5%.
2. Enclosed :- Site Photo of incomplete works in respect of all described above

TASHI DELEK