



# Management Meeting Minutes

3<sup>rd</sup> Thromde Council

# **3<sup>rd</sup> Management meeting**

## 3<sup>rd</sup> Management meeting

**Venue:** Thromde Conference Hall

**Date:** 30<sup>th</sup>/07/2021

**Time:** 11:30AM

### Members Present

1. Dasho Thrompon
2. Chief ADM Officer
3. Project Manager –ADB
4. Chief Engineer
5. Chief DRD,
6. Chief Environment Officer
7. Chief of SLMD
8. Labour Officer
9. Udesb Sir
10. Sr. FO
11. Madam Shera
12. Ms Nidup Zangmo
13. Tshewang

### Opening Remark

The Chair welcomed all the members of the Management to the 3rd Management Meeting of the 3rd Thromde Council. He also extended heartfelt Tashi Delek to new Chief of Development Regulatory Division and wished him all the luck and successes ahead assured full Management support in carrying all tasks. The Chair also highlighted some of the advices of His Majesty the King in delivering the public services with full integrity and efficiency. He also highlighted on the risk of corruption while delivering the public services and directed the Management to pass on the message onto the subordinates to serve with Tha Damtshi and Layjudray. The Chair also requested all to explore options while delivering services so that the public service delivery is not hampered or hindered. Of course there will be so much hindrances while having to deliver services based on different rules and regulations, however, various other options will have to be explored and delivered diligently.

After having adopted the agenda, the 3rd Management Meeting began with the first agenda as follows:



SL. No	Agendas	Discussion and Decisions
3.0	Follow up on 2nd Management meeting	<p>Agenda 2.1 - Water supply demand assessment and long term master plan to be developed and make a presentation on the current water supply situation and issues related to water treatment plants, community water and other data related to water supply system of Thimphu Thromde.</p> <p><b>Directives</b> – The Management directed the Infrastructure Division to make a presentation at the earliest.</p> <p>There were no issues with the implementation of other decisions taken during the 2nd Management Meeting.</p>
3.1	Publication on Thimphu Thromde	<p>Separate presentation will be made and did not discuss in the Management</p>
3.2	Approval for availing Antivirus having validity of 3 years subscription	<p>The Sr. ICT Officer presented to the Management the need for renewal of antivirus (seprite) subscription as it has expired. He has presented to the Management that it is very important for all to have valid and secured anti-virus installed in all computers as it will protect from data loss. According to him, it is also beneficial for Thromde (user) to go for 3 years subscription rather than doing it annually. If 3 year subscription is done, there is a financial benefits of Nu 276,750.00 than annual subscription as per user charge defers.</p> <p><b>Decision</b> The Management approved the subscription for 3 years as it is financially beneficial for the Thromde. A total of Nu 427,500.00 has been approved for the 3 years subscription as proposed. Action – ICT Services</p>
3.3	Presentation of Guidelines for Parks Management: Community, Individuals, Firms and Thromde Management	<p>Mrs. Shera Dolkar from Environment Division presented to the Management on the Management plan for 10 existing parks within Thromde. The 10 existing parks include Ozone Park, Coronation Park, Thai Pavilion, Ecological Park, Taba Community Park, Babena Park, Dangrin Park, Olakha Park, Haydrong Avenue and Samtenling Park. The some of the main objectives of the Park Management Plan are to better and sustainably manage the parks for Thromde and also develop the sense of ownership and responsibility for the community or the individual. The plan also proposed the levying of certain fees for those people who intends to use the parks for specific purposes. The details can be viewed in the slides attached as an annexure below.</p> <p><b>Decision</b> The Management without much deliberation approved the proposed rates and directed the Environment Division not to have designation specified for the people involved in park management and it can be kept as general. The guideline in general has been approved by the Management. Action – Environment Division</p>

SL. No	Agendas	Discussion and Decisions
3.4	Outsourcing of Dangrina Park Management	<p>The Environment Division presented to the Management the proposal received from private individual to manage the Dangrina Park in Dechendholing. The idea is to construct a fast food café in the Park and aims mainly at providing quality food (snacks) items and creating good atmosphere through proper management of park through recruitment of 2 gardeners.</p> <p>According to the Environment Division, the proposal lacks plans on revenue share for Thromde, waste management plan, 3 gardeners will not be enough for maintain the park area and overall park management plan.</p> <p><b>Discussion</b> The members discussed that the proposal can be evaluated and align with the Park Management guidelines and it can be given to them for management. While some of the members on the ground of fairness put forth to go for EoI and tendering out EoI and it is high time the Environment Division to make it systematic without having to put to the Management every time Thromde receives proposal. The Head of Land Record and Survey Division also cautioned that it would be better for Thromde to outsource and not leasing of the park as the land cannot be leased out to individuals.</p> <p><b>Decision</b> The Management decided to go with calling for EoI and make it systematic. In the meantime, the park management can be carried out as usual.</p> <p><b>Action</b> – Environment Division</p>
3.5	Revamping of the fun station area at Coronation Park.	<p>The Environment Division presented to the Management the need to revamp the fun station at the coronation park following public outcry through various social media. The main idea of the proposal is to leveling of the playground, definite design of the fun station and sand fill area an appropriate edging and surfacing materials. The surfacing materials proposed are sand and small gravels due to availability and easy to use.</p> <p><b>Decision</b> The Management approved the proposal to revamp the fun station as proposed and directed the Environment Division to budget it accordingly in the coming FY. The Management also directed the Division to use well sieved sand as surface materials rather than gravels.</p> <p><b>Action</b> – Environment Division</p>

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3.6	Converting driver Bal Bdr from muster roll to contract	Directed to HRC
3.8	Nomination of focal person for National Logistics Preparedness Inception workshop organized by DDM	<p>The Chief ADM Officer to present to the Management the need for DDM focal for Thimphu Thromde. He proposed to appoint ADM Officer as DDM Focal and Audit focal point to be nominated from Finance Division once the new Finance Division has been approved. He also proposed to recruit one assistant for DDM focal person and he proposed Mr Ugyen Penjore who is serving as Thromde inspector now to be recruited as assistant to DDM focal as he has undergone all disaster related trainings earlier.</p> <p><b>Decision</b> The Management directed the Finance Section to function as Division henceforth since it has been approved by the RCSC. The Management also decided to appoint ADM Officer as the DDM focal and the recruitment of DDM focal assistance has not been approved for now. The Management also directed the Finance Division to appoint one Audit focal from within its Division.</p> <p><b>Action</b> – Chief ADM Officer / Finance Division</p>
3.9	Outsourcing the Truck Parking at Babesa and Changlimithang Parking	<p>The Chief ADM Officer proposed to outsource the Thromde truck parking area in Babesa since it is difficult for Thromde to maintain the area. All drains in and around the area are blocked and proper maintenance is required. Therefore, the proposal is to outsource its management.</p> <p><b>Discussion</b> The members discussed that it would be better for Thromde to think of developing modality to maintain all off street parking like truck parking, Changlimethang Parking area, parking behind RRCCO and others. It would be better to talk with the agencies that use the parking space the most like RRCCO which uses the parking spaces behind its Office and BOC which uses the parking spaces in Changlimethang area if they are willing.</p> <p><b>Decision</b> The Management decided to write to the agencies that uses the parking the most and discuss on the modalities to manage the parking spaces. If they are willing to manage, proper MoU will have to be developed and signed. The Management also directed the AFD to study what things are required to be done in the Babesa truck parking area.</p> <p><b>Action</b> – Chief ADM Officer / Environment Division</p>

SL. No	Agendas	Discussion and Decisions
3.10	Implementation of Thromde Workforce Service Rule	<p>The Labour Officer presented to the Management on the implementation of Thromde Workforce Rule which was launched in November 2020 by the 2nd Thromde Council. There are total of 361 work force under Thimphu Thromde under various Divisions and Sections.</p> <p><b>Decision</b> Since there is confusion on the level categorization of some of work force members, the Management directed the Labour Officer to re-work in detail sitting with all Divisions and sort out all the discrepancies with regard to level categories and present it to Next Management.</p> <p><b>Action</b> – Labour Officer</p>
3.11	Presentation on Budget & Expenditure for the FY 2020-2021 and Endorsement of budget for the FY 2021-2022.	<p>The Sr. Finance Officer presented to the Management the recurrent budget for the Fiscal Year 2021-2022. The total proposed budget for the FY 2021-2022 is Nu 234.756M. Major chunk of current budget is for pay and allowances, O&amp;M of water and sewer treatment plants, outsourcing of waste, personal emoluments, retirement benefits and provident fund contribution.</p> <p>The Management endorsed the proposed recurrent budget for FY 2021-2022.</p> <p><b>Decision</b> The Management endorsed the proposed current budget for the FY 2021-2022 and directed the Finance section to present it to the upcoming Tshogde for endorsement.</p> <p>The Finance Section also presented to the Management the capital budget for the FY 2021-2022. Total approved is Nu 690.M. Major activities are SDPs, redevelopment of Norzin Lam. Around Nu 234 M has been apportioned and the remaining budget to be apportioned is Nu 455.61M.</p> <p><b>Decision</b> The Management directed the Finance Section to work in detail the expenditure of the ongoing 4-lane project and submit to the Chair at the earliest possible.</p> <p>The Finance Section also presented the current budget status of FY 2020-2021. Total budget was Nu 234.526 and spent Nu 197.543M. The capital budget for FY 20/21 approved was Nu 647.995M and spent Nu 460.299M. Around 75M has been spent as advances which are not considered as expenditure. Some of the time bound projects are kept as spill over activities.</p>

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3.12	Development of Thromde Financial Strategy	<p>The Finance Section as an information to the Management presented to the Management the concept of the financial strategy developed for Thimphu Thromde. The concept has been developed based on the past audit observations. The development of Financial Strategy has been tendered out.</p> <p>Based on this concept, the consultant will develop the financial strategy for Thimphu Thromde.</p>
3.13	Land identification for construction of labour camp	<p>The Head of Land Record and Survey Division (LSRD) presented to the Management the sites identified for the construction of labor camps. Since the labor camps near DechenZam had to be relocated immediately, the new sites have been identified by the LSRD and UPD jointly. The sites identified are in Lower Langjuphakha and the other one is in Pamtsho. In Lanjuphakha it is identified at the lower Lanjuphakha opposite to crematorium. There is a space of about 10 decimal and about 4-5 units labor camp can be constructed. In Pamtsho, the site identified is in the E4 area which is around 30 decimal. The site can accommodate more than 10 unit labor camp.</p> <p><b>Discussion</b> The Management applauded the Division for immediate action taken in identifying the land for labor camp construction since there is an urgent need. Since the drawing and design for the labor camps are ready, the one constructed in Motithang can be replicated put forth the Chief ADM Officer. While some of the members stated that when Thromde could find vacant land for such purposes, it can be used judiciously and construct 2-3 storied structures which can accommodate more people than going for 1 storied structure.</p> <p><b>Decision</b> The Management directed the UPD/LSRD to go ahead with processing for LUC for the land at Pamtsho site and directed the ID to go ahead with the drawing and design of the labor camp immediately.</p> <p><b>Action</b> – LSRD/ID</p>
3.14	Appraisal on Building Layout fees	<p>This is shared as information to the Management. The building layout fees have been approved by the previous council and are already in use.</p> <p><b>Decision</b> The Management directed that different fees for both layout and demarcation will have to be mentioned separately.</p> <p><b>Action</b> - LSRD</p>

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3.15	Renting modalities on LPG-Gas outlets	<p>The Head of LSRD also presented to the Management the modality for operation of LPG outlets in 4 mega zones within Thromde, one each in Taba in North Mega zone, below Jamyang resort for Core 1 Mega zone, Near Changjiiji bridge for Core 2 mega zone and near Barp Lakhang for South Mega zone. The LUC has been processed for North, South and Core1 Mega zones. For Core2, the talks are going on with Dratshang since the land belongs to Dratshang.</p> <p>Since the land with LUC cannot be leased out, it is put to the Management to discuss on the operation modality of these outlets.</p> <p><b>Decision</b> Since there is no other way but to lease the land for LPG outlets, the Management directed the LSRD to propose as a special case since the project is very urgent.</p> <p><b>Action - LSRD</b></p>
3.16	Vegetable shed project at Babesa funded by GOI as SDP 2(cancellation / down grade)	<p>The construction of integrated vegetable shed in Babesa has been approved under the SDP II in October 2019 has to be completed by October 2021 since the time period for SDP approved projects is 2 years. The project was awarded on 8th August 2020 and supposed to be completed on 8th November 2021 as per the work order. However, the project engineer has submitted the revised completion date and April 2022 due to past lockdowns and current situation of the pandemic in the border areas. According to Project Engineer, at the initial phase it was difficult for Thromde to get laborers but now the progress is coming up well.</p> <p><b>Discussion</b> Most of the members stated now that the community vegetable sheds have come; the vegetable shed in the current area will face issue with occupancy. Since the project in this area came up before the idea of constructing the community vegetable sheds, it could be dissolved and used the land for some other purposes. But some of the members stated that the location is very ideal for the construction of the vegetable shed and it will benefit large community there. The project of construction the vegetable shed is also known to the public and the community there is already excited about the vegetable shed coming up in their community.</p> <p><b>Decision</b> The Management decided to continue the construction of vegetable shed at Babesa since the work has been initiated and expenditures made. Therefore, the time extension will have to be proposed to the GNHC with proper justifications. The Management also directed the project team to expedite the work and complete within stipulated time.</p> <p><b>Action – The Project Engineer</b></p>



SL. No	Agendas	Discussion and Decisions
3.17	Outsourcing of Pot holes and road resurfacing / drainage / footpaths / sewer house connection /	<p>The Infrastructure Division proposed the Management for outsourcing of the pothole maintenance, road resurfacing, drainage, and footpath and sewer household connection. This is mainly to deliver public services on time and also to cover the whole of Thromde area. It is becoming challenge for Thimphu Thromde to cater to all due to limited man power and other resources.</p> <p><b>Decision</b> The Management has approved for outsourcing as proposed with proper terms and conditions developed.</p> <p><b>Action - ID</b></p>
3.18	Arbitration resolution between Thimphu Thromde and Gawi Nima Construction	<p><b>Discussion</b> The Management directed the concerned Official legally review the case with Legal Officer and get back to next sitting of the Management.</p>
3.19	Taktshang Case	<p>The Head of LSRD presented to the Management the case of state land near Hotel Taktang in the core area. There is around 600 sqft state land which the owner of the Hotel Taktshang is requesting on lease for them to use as parking area. The owner also requested that if Thromde has any other plan, he is ever ready to remove the structure if built any. But according to the LSRD head, land lease is not allowed to individuals.</p> <p><b>Discussion</b> Since there are many such cases within Thromde, many such proposals will be received and it will be difficult for Thromde to maintain. Some of the members proposed that it could be developed into parking space and let the Hotel pay to Thromde annually at the existing rates while some members proposed for construction of steps for the pedestrians since there is a small stair way already nearby.</p> <p><b>Decision</b> The Management decided that till Thromde initiate the development of the area, the construction of stair case (steps), the area can be left as it is and no further development shall be allowed in the area.</p> <p><b>Action - LSRD</b></p>

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