



# Management Meeting Minutes

3<sup>rd</sup> Thromde Council

# 6<sup>th</sup> Management Meeting

## 6<sup>th</sup> Management Meeting

**Date – 03/12/2021**

**Venue – Thromde Conference Hall**

**Time – 9:30AM – 5:30PM**

### Members Present

Sl. No	Name	Designation/Division/Section
1	Dasho Ugyen Dorji	Thrompon
2	Mr. Karma Namgyel	Executive Secretary
3	Mr. Kinley Penjore	Project Manager, ADB-PIU
4	Mr. Sonam Dorjee	Chief ADM Officer
5	Mr. Sangay Drukpa	Chief TEO
6	Mr. Yeshi Wangdi	Chief Engineer
7	Mr. Tashi Phuntsho	Chief, DRD
8	Mr. Sonam Tobgay	Dy. Chief, LSRD
9	Mrs. Sonam Desel	Chief, Environment Division
10	Mr. Sonam Dorjee	Chief ADM Officer
11	Mr. Ugyen	Electrical Section
12	Mr. Dorji Phurba	ADM Officer
13	Mr. Sonam Tshewang	Labour Officer
14	Mr. Pema Thekchok	Engineer
15	Mr. Robin Rimal	DRD
16	Mr. Omapati Luitel	Sr. ICT Officer
17	Mrs. Zulkee Choden Rinzin	MRO
18	Mr. Sonam Tshewang	Environment Division
19	Mr. Karma Dorji	Planning Officer

### Opening Remarks

The Chair welcomed all the members to the 6th Management Meeting. He updated on some of the achievements made and also other important information since last sitting. The Chair shared with the members the appreciations received from the Royal Family of Bhutan during the Royal audience with Her Majesty the Gyaltseen. He



reiterated on the importance of living up to the expectations of our beloved Majesties. Therefore, he requested all to continue with the same spirit and dedication. The Chair also highlighted on the importance of delivering the Thromde services with equity and equality. There shall not be any form of corruption being perceived in Thromde while delivering services.

#### **Agenda 6.1 – Follow on the decisions of the 5th Management Meeting**

The Planning Officer presented the follow up actions on the decisions taken during the 5th management meeting. There were no issues observed in implementing the decisions however there were few decisions which could not be taken up. The Management directed the concerned Official to expedite and carry out the task as per the decisions. The management also directed if there are issues, all concerned Divisions and Sections must visit the site together and solve the issues on-site rather than waiting for one Division or Section to submit the report.

#### **Agenda 6.2 - Overall Parking Management**

The Chair informed that there are two parking fee collectors, M/s Lhaki and M/s KCR. Currently the ADM Officer is looking after the M/s Lhaki part and Mrs. Ugyen Lhamo has been looking after the KCR parking management. Therefore, the Chair proposed if both the parking could be managed by Mrs. Ugyen Lhamo.

#### **Discussion**

The Executive Secretary also shared that whole parking management could be under one unit management. It will be easier and effective to manage. He also submitted that the open parking spaces will have to be monitored as well on ground. The Chief ADM Officer clarified that it was taken over by AFD since it is just the Management and no constructions required but the KCR could not be taken up since there were some issues being raised/observed and the agreement was to handing over to AFD once all the issues have been resolved. He also shared that there is a clear ToR in the parking contract and if they function as per the ToR, there will not be any issue. The Chair reported that while we say parking management, there is a need to monitor on grounds and study whether there is a requirement to construct new or remove some and not just the financial matters. The Executive Secretary submitted that the ground issues will have to be resolved by Thromde since parking is Thromde's asset. He called for new and separate parking management unit under Thromde since it is high time the parking have to be managed well. The Chief Engineer also supported what Executive Secretary submitted but he also shared that parking management unit could be put under different management since there is not much of an infrastructure work required. The Chair proposed if it can be carried out as multi-tasking because it will not be sustainable if we keep on recruiting additional man power whenever there is a need.



## **Decision**

The Management decided for time being, the parking management unit to be put under AFD and if it cannot be managed, the recruitment of one parking manager assistance could be put to next sitting. Meanwhile the Management directed to convene CMC immediately to make it very clear on the Management and way forward especially with regard to KCR parking.

**Action** – AFD/KCR parking Manager

## **Agenda 6.3 - Parking fee Collection and Exemption-M/s Lhaki Enterprise**

The ADM Officer reported the overall view of parking slots under M/s Lhaki Enterprise. M/s Lhaki has been awarded the contract since he was the highest bidder for 3 years. He also presented some of the issues submitted by M/s Lhaki enterprise because of which the contractor is not able to pay Thromde what he is required to. The M/s Lhaki has been awarded the parking spaces at CFM area, Olakha areas, Hospital and memorial Chorten areas and Motithang areas. From all these areas, he is required to pay Nu 12,000,173.4 in 4 quarters. M/s Lhaki has claimed a total compensation of about Nu 8,539,569.72 citing various reasons such as pandemic, lockdowns etc. Therefore, the total amount payable after deducting his compensation is Nu 3, 460,603.68.

After thorough deliberations, the Management decided the following:

1. **In CFM area-** The M/s Lhaki has claimed of 66% reduction from total payable because the government has decided for 1/3rd capacity reduction in the CFM – The Management however approved for 35% reduction only. Rest of the claims in the same area has been approved.
2. **Memorial Chorten and Hospital area** – The M/s Lhaki has claimed reduction for Chorten area and hospital. The Management has considered for Memorial Chorten area since it was totally closed but did not approve for the hospital area since it wasn't left totally closed.
3. **Motithang area** – The Management has considered as claimed for the Motithang Khang residence area.
4. **Olakha area** –The M/s Lhaki has claimed for 50% reduction in Olakha area citing that the hotels there were affected by the pandemic and there were no visitors. The Management however has approved for 25% reduction there.
5. The Management also decided that henceforth there should not be any consideration and if he is not willing and able to comply, the contract can surrendered and shall contracted out to a new contractor.

**Action** –ADM Officer



## **Agenda 6.4 - Presentation on Thromde Workforce Rules and Regulations**

The Labor Officer presented the status of the Thromde Workforce categories included in the Thromde Workforce rules and regulations. The 5th Management has directed the Labor Officer to rework on the categorization of the workforces based on the rules and regulations. He reported that there are 11 of them who are supposed to be in lower grades but are currently at higher grades with higher pay. They are recruited between 1988 and 2014. He also presented that there are also certain groups of workforces who are recruited at lower grade but as per rules and regulations, they are supposed to be at higher grades. He also presented on the allowance proposal for those working at the crematorium since their working conditions are not so pleasing and not anybody would like to work in that kind environment. There are also workforce groups which are not categorized under any group. He also presented the annual increment proposal for the Thromde Workforces.

### **Discussion**

The Chief ADM Officer reported that the rules and regulations must be applied for those recruited after 2017 and those recruited before 2017 must be accepted as it is because there was no system in place before. Since it was deliberated at length in the previous Management Meeting, the members based on the rules and regulations decided the following:

### **Decisions**

The Management decided:

1. To retain 11 of them who are supposed to be at lower grades at the current grades only.
2. The Management also approved for upgrading the category levels of those workforces recruited before 2017 as per the provisions of the current Workforce rules and regulations. The rest who are recruited after 2017 shall be put to HRC for further discussion on the way forward.
3. For caretakers, the Management has approved as proposed.
4. For crematorium, the Management has approved as category I for all and forwarded the incentives proposal to the Tshogde.
5. For the workforces without category – The Management decided to put them under category I except for the security guard since they are all skilled man power. Henceforth, the management decided to have no such categories and must be as per rules and regulations.
6. The Management also decided to recruit one additional security guard with clear ToR and they shall also carry out hawker's duty. Both of them shall be at category III. They are eligible for over time if they work beyond the required hours.
7. Annual Increment proposal – The Management approved Nu 100 annual increment for Level III and IV and Nu 150 annually for Level I, II and No



- category group or special category including the crematorium group.
8. Those who are about to superannuate – it must be according to PF rules under Workforce rules and regulations from the date the Workforce rules and regulations comes into effect.
  9. The Management also approved the PF scheme for those workforces who are paid Nu 500 per day except for Indian Workforces.
  10. The Thromde Workforce Rules and Regulations shall come into effect from January 2021.
  11. The Management directed the Labor Officer to present it to Thromde Tshogde for enforcement order and for endorsement of increments and incentives proposal.
  12. With the approval of this Workforce Rules and Regulations, the Management expects the Thromde Workforce to even work harder and put in more effort in building Thimphu Thromde. Every Chief must take responsibility to inform all their Workforces.

The Labor Officer also submitted that during the 5th Management Meeting, it was decided that only the Thromde Workforces are allowed to live in the Thromde Low income housing. However there are other groups of Thromde staff who are not under workforce but resides in the low income housing. The Chair informed that they have been allowed to stay in Thromde low income housing based on certain grievances by earlier management and therefore, the current management must adhere to it.

### **Decision**

1. The Management decided to allow those who are already residing in the Thromde low income housing to continue living there till they work under Thromde since they have also incurred certain expenditures. However, no additional people other than Thromde Workforces shall be allowed to live in Thromde low income housing henceforth.
2. The Management also decided to collect rent from those staff who are paid rental allowances as well. Also the collection of nominal rent from workforces living in semi-permanent/permanent quarters should also be explored to supplement the maintenance costs.
3. The Management also directed the Asset Manager to present in detail the number of low income housing and labour camps and present to next sitting.

**Action** – Labor Officer / Asset Manager

### **Agenda 6.5 - Attending to Call Center 1009 during Off-hours and Weekends**

The Chief ADM Officer submitted that there are not much of calls received during the off-hours and therefore, the two individuals attending to it could be given some other



responsibilities. There are also complaint apps coming up and much of the complaints can be received from the mobile applications.

### **Decision**

The Management decided to do away with off-hour call center operation and those 2 individuals can be redeployed wherever required by the HRC.

**Action** – HRO/Chief ADM Officer

### **Agenda 6.6 - Compensation for Aum Karma D Nidup in Taba**

The UPD Planner Mr. Kezang Dorji presented to the management the compensation to be paid to Aum Karma D Nidup for various structures such as barbed wire fencing, caretaker house and fruit trees. The total amount worked out is Nu 1,186,950. The total land pooling was around 3.09 acres but total pooled area is 2.87 acres and rest for 0.2165 acres, she has paid Nu 4,082,525 as CPLC.

### **Decision**

The Management without further deliberation approved the total compensation payment of Nu 1,186,950 for Aum Karma D Nidup.

### **Action** – UPD

Mr. Kezang Dorji also presented the case of Mr. Dorji Wangdi. He reported that earlier Mr. Dorji Wangdi had 2 plots with 11 decimals chuzhing and 6.5 decimals kamzhing. Later for planning purposes, Thromde has merged the 2 plots and made as one with 15.1 decimals after 13.5% land polling. But there was a huge boulder on his land and as per the DGM and MoWHS findings, the boulder cannot be removed nor destroyed and therefore his plot has been relocated. His plot was again shifted since the plot fell within the school compound. It was shifted near the road later but it was found out that it fell near VVIP road and had to be relocated again. His plot has been relocated for the 5th time and again during the last relocation; his plot was bifurcated into two. He submitted that he has prepared drawing twice paying a huge sum and at one time he even submitted the scrutiny fees to Thromde amounting to Nu 22,694. Therefore, his submission is the drawings for his new plots must be prepared by Thromde.

### **Decision**

The Management decided to pay 0.1M as fee to him to redesign as per the new plot and that the scrutiny and service and amenities charges can be waived off since he has already paid earlier. This is because Thromde can't prepare design and again scrutinize the same.

### **Action** – UPD





## **Agenda 6.7 - Payment to BPC for LT line shifting**

The Electrical Section presented to the Management that a private individual has proposed the cost of BPC LT line shifting from his/her plot must be paid by Thomde to the BPC since their plot has been relocated to the current location by Thomde.

### **Discussion**

The Chair informed that these things should not be approved since it is between the private individuals and BPC. The members discussed that if the issues of line or pole shifting are as a result of Thomde, there must be proper approval from Thomde and only then the cost must be borne by Thomde.

### **Decision**

The Management decided to pay Nu 52,754 for line shifting but henceforth Thomde is not going to pay for such cases unless there is a legal approval from Thomde.

**Action** – Electrical Section, O&MD

## **Agenda 6.8 -287 street light poles need immediate replacement**

The Operation and Maintenance Division also proposed for the replacement of old street light poles before any mishap. The Division has submitted the street light poles in the following locations will have to be replaced:

1. BoD junction till Chubachu – 56 Nos
2. BoD Junction till memorial Chorten – 17 Nos
3. Main Traffic Memorial Chorten – 18 Nos
4. Changlingmethang area – 25 Nos
5. RICB junction to Chanbangdu -78 Nos
6. Parking above Memorial Chorten and around – 21 Nos
7. Phenddey Lam and Thai Pavilion-Hongkong market areas – 72 Nos

A total of 287 poles are proposed for replacement.

### **Decision**

The Management directed the Electrical Section to carry out the inspection and replace those poles which need immediate attention right now and seek the way forward. The Management also directed the Section to look for ways to minimize costs.

**Action** – Electrical Section, O&MD



## **Agenda 6.9 – Forms for Application for Access Road and Monopoles**

The Chief of Environment Division presented to the Management the different forms required to be submitted by the applicants henceforth for construction of access roads and for erection of monopoles. This is mainly done to streamline the current process and also to harmonize between various Divisions and Sections while according the approval.

### **Decision**

The Management endorsed the forms but it must be left open so that it can be reviewed later based on the feedback. In addition, the Management directed the Electrical Section to write to the MoIC on the need to explore different technology other than installation of monopoles for high speed internet connection within the country.

**Action** – Environment Division for circulation of forms and Electrical Section of O & M Division to write to MoIC

## **Agenda 6.10 - Lease rent for MRF in Olakha: Greener Way**

The Chief of Environment Division presented that M/s Greener Way has not paid the land lease for the MRF in Ngabiphu. The Dy. Chief of LSRD informed that the lease has been approved till 2023. He informed that they have been issued with notification for the payment of land lease. The Chief of Environment Division reported that the Greener Way has not paid since 2018 and a total of around Nu 0.5M will have to be paid including the 24% penalty.

### **Decision**

1. The Management decided to send a final reminder and if it is not paid by the end of December 2021, it will be deducted from their monthly payment.
2. The Management also directed the AFD to update the status of loan repayment by Greener Way.

**Action** – Environment Division/LSRD / AFD

## **Agenda 6.11 – Status of Fire Hydrants and Reservoirs within Thromde**

The Environment Division presented to the Management on the project completion of the revival/maintenance works of fire hydrants within Thromde. It was informed that due to the budget limit for FY 2020-2021, the Division had focused on doing the maintenance works for Taba and Lanjophakha. A total of 17 fire hydrants have been tested and made functional. In addition, since water supply to fire hydrants were sourced from drinking water supply which is not sustainable therefore, to cater to several locations, in the case of water shortages, in consultation with UPD and ID,



reservoir tanks with a capacity of 30 m3 have been constructed at Taba, Motithang (on the way to Sangaygang) and Semtokha (next to the old bridge).

The Division has also purchased and distributed the 21 nos. fire extinguishers to parks, Memelakha landfill and crematorium. In this regard, the Division informed that the disaster related works had been carried out initially since the Disaster Management was under the Environment Division. As per the Management Decisions, the Disaster Management had been taken over by the AFD. Therefore, the Division proposed to transfer the maintenance budget of Nu. 1.00M allocated for fire hydrants revival works kept under Environment Division to either AFD or Operation and Maintenance Division since the work is more of maintenance and infra related works.

### **Decision**

The Management directed the Environment Division to handover those completed / revived fire hydrants to RBP Fire department with clear survey coordinates and thereafter, they will have to monitor and maintain it.

The Management also directed the Environment Division to continue the maintenance works since Environment Division had initiated the works and has the work experience. Following, completed works related to fire hydrants should be handover to RBP as there is no clear disaster unit identified for now under Thimphu Thromde.

**Action** – Environment Division

### **Agenda 6.12 - Approval for Banner Display within Thromde**

The Environment Division proposed that there must proper system for approval for banners within Thromde. There are no standards for approval and the applications are received and forwarded to Environment Division.

### **Decision**

The Management directed the Environment Division to approve based on locations but at the same time, guidelines for approval will have to be developed.

**Action** – Environment Division

### **Agenda 6.13 - Seeking Way Forward for the Empty Vegetable Stalls**

The Asset Manager reported that there are around 20 stalls which are empty especially in Babesa truck parking and upper Changzamtog vegetable sheds. Although the signboards have been installed and various measures on creating awareness through various social media platforms have been carried out, the stalls could not be occupied.



**Decision**

The Management decided to announce through Thromde facebook and other social media pages that the interested individuals / groups can now apply for the establishment of vegetable and meat stalls, hair cutting salon, tailoring and pharmacy shops in the Babesa and Upper Changzamtog vegetable shops.

**Action** – Asset Manager / MRO

**Agenda 6.14 - Development of Stores (Motithang and Changangkha) and Construction of Store Keeper Quarter**

There is a need to proper store in Changangkha and Motithang areas with proper safety measures in place. There is also a need to have a caretaker recruited for each store with caretaker quarter. The area needs further site development.

**Decision**

The Management decided that for now it can function as it is and in the meantime, the LRSD has been directed to look for specific land which can be used for storage purposes.

**Action** – LRSD

**Agenda 6.15 - Approval for the Property Owners' Data Sharing with ACC's ADS System**

The ICT Section presented to the Management that the Anti-Corruption Commission has sent a letter requesting for building / property related data. It is intended to be used in Asset declaration system. He informed other agencies like NLCS, RSTA are ready to share data related to land, transports.

**Decision**

Since Thimphu Thromde is in the process of collecting and cleaning the data, the Management decided not to share now but the same can be shared later when the data collected is well cleaned.

**Action** – ICT Section

**Agenda 6.16 - Categorization of Penalty levied on State Land Encroachment**

The Head of Land Record and Survey Division (LRSD) reported to the Management that based on the special Tshogde session, the encroachment into government land will be penalized at PAVA rate till the encroached structures have been removed. But in the core area, he has reported that based on PAVA rate, the penalty comes to around



Nu 2.9M which is way too high and at lease rate, it comes to around Nu 21,360 which is too small and people will opt for paying it rather than removing the encroached structures.

### **Discussion**

Some of the members stated it is illegal and must be removed and therefore only the high degree penalty is the way to it. When Thromde levy penalty, there has to be a basis and PAVA rate could be the basis for it. Whereas some of the members said if the rate is too high like the one presented, the purpose of levying penalty may not be served because people won't be able to pay and at the same time they will not remove the structures. Same will be the case if the penalty levied is too small. Therefore, it will be better to go in between which is payable by the people and at the same time, that would pinch the defaulters.

### **Decision**

Since the Management could not decide on the rate of penalty, it directed the LRSD to work on monthly commercial rate for CFM area and present it to the coming Tshogde.

### **Action – LRSD**

### **Agenda 6.17 - Lease rent of STCBL and its Relocation Proposal.**

A 36 decimal land has been leased out to STCBL for construction of fuel outlet along Taba-Lanjuphakha highway. Lease Thram was issued on October 2020 and they have paid Nu 313,640 for one year. Recently the Royal Commission for Urban Planning and Development has conveyed directives for no construction till further notice from the Commission. The STCBL has submitted to defer the lease payment till the construction of fuel depot and also relocate if the current location isn't so convenient.

### **Decision**

The Management approved for deferment of lease payment till the construction begins and since the review of TSP is ongoing, even the relocation won't be possible for now.

### **Action – LRSD**

### **Agenda 6.18 - Parking Development proposal in Olakha Workshop area**

A proposal has been received from one of the private individuals in Olakha workshop that the open space near her workshop can be developed and maintained clean. Currently people have dumped wastes in the area and nobody cleans it up. She has also submitted that she will not claim the area later but it will be maintained clean and even the "lu" present in the area will be preserved.



## **Discussion**

Most of the members did not support the idea of giving away to one individual as there can be future consequences attached to it. The Chair informed that Thromde can give Thromde's plan and the area can be developed as per Thromde's plan but with clear terms and conditions. The Chair also said that if such initiatives don't come forward, the area will be left unattended and Thromde's intervention would take long to develop the area. Many members agreed that if Thromde's plan for the area can be given to them and if they can develop as per the plan, it is not a problem.

## **Decision**

The Management decided to provide the individual with the Thromde's plans for the area and let them develop as per the plan.

## **Action – LRSD**

### **Agenda 6.19 - Invoices for BT Infrastructure Damages**

The LRSD presented to the Management invoice shared by the Bhutan Telecom (BT). The BT has claimed that their infrastructures have been damaged due to Thromde plans and programs and therefore, they are asking for compensation for the damaged properties. The total compensation amounts Nu 6,021,581.14. According to LRSD, they have verified that there is no proper lease/registration allotted for establishing of such utilities in the first place.

## **Decision**

The Management did not approve the payment of the compensation since they have been informed during the execution of the project and also Thromde has not been informed during installation of their properties.

## **Action – LRSD**

### **Agenda 6.20 - Land exchange Mr. Tshechu and Mrs. Khandu Pem in Babesa LAP**

The LRSD presented to the Management a case between Mrs. Khandu Pem and Mr. Tshechu. There are 2 plots owned by Mrs. Khandu Pem in Babesa. The plot BA1-828 falls under UV2-MD and other plot BA1-834 falls under the UV-I precinct. The plot BA1-834 (UV-I) of Mrs. Khandu Pem shares boundaries with the registered plot of Mr. Tshechu BA1-883 which is also in UV-I precinct. Due to the issues in plot configuration, the case has been pending since the implementation of Babesa LAP. However, recently it is mutually agreed that Mr. Tshechu's UV-1 plot will be exchanged with Mrs. Khandu Pem's UV-2 plot. While this is an internal arrangement between the parties, the plot exchange if facilitated as per the current esakor proceedings will be subjected to payment of property transfer tax. On the other hand, unlike any normal land transaction, this



exchange could have been facilitated during the LAP process without the transfer tax being applicable. Today, despite Thromde's numerous attempts to resolve the issue, it is acknowledged that the agreement has been reached on land exchange after so many years of issues between the two.

### **Decision**

Since the boundary endorsement of the two owners is still pending, the Management decided to consider the case as a part of the LAP pending issues and forward to NLCS recommending for land exchange (property tax not applicable) and resolve the issue once and for all.

### **Action – LSRD**

### **Agenda 6.21 - Waiving off land Lease for Craft Market - APIC**

The APIC, an Agency for Promotion of Indigenous Crafts under the Ministry of Economic Affairs (MoEA) has requested Thromde to waive-off the land lease for the craft market at Chubachu since the shops remained closed for most of the time due to pandemic. The total land lease is Nu 609,520.00.

### **Decision**

The Management could not waive-off the land lease as Thromde is revenue based and the internal revenue for Thromde has been hampered a lot due to pandemic. Therefore, the Management directed the revenue section to write back to APIC to write either to MoEA or MoF to pay the required lease to Thromde.

### **Action – Revenue Section**

### **Agenda 6.22 – Identification of Car Wash Precinct**

The Development Regulatory Division (DRD) presented to the management that there is no clarity in where the carwash facilities are allowed in the DCR. Currently commercial spaces, hotels, vehicle showrooms are allowed in UV-1 precinct and automobile service centers, carwash, commercial spaces and offices are allowed in Urban Hub precinct. There are numerous carwash accorded approval in UV-1 precincts currently and there many more car wash proposal in UV-1 area awaiting approval. Since it is not clearly mentioned in the DCR, it is put to Management to decide which precincts shall have the car wash facilities.

### **Decision**

The Management decided to allow the car wash proposals in UV-1 and urban hub. The proposal in UV2 can also be approved in case the plot sizes are adequate to setup car wash services with proper facilities where there are no such services. However,





the area proposed should be assessed in detail to considering planning, social and environment aspect.

The management also clarified on the workshop area. Urban Hubs will be permitted for automobile workshops. However, the urban hub below Babesa expressway will not be allowed for the workshop. Further, Management directed the Environment Division, DRD and UPD to come up with guideline for car wash establishment.

**Action** – DRD/UPD/Environment Division

#### **Agenda 6.23 - Steel Staircase at Yarkay Central - Norzin Lam**

The DRD presented to the Management a case of the staircase construction at the Yarkay Central along the Norzin Lam at the main traffic area. The staircase looks aesthetically unpleasant on the busiest street, it disrupts the existing building line, such will set precedence for other buildings along Norzin Lam and it also disturbs pedestrian since it ends/ starts from the footpath which is the busiest footpath along the street.

#### **Decision**

The Management did not endorse the staircase construction to be continued and directed the DRD to send notification to remove it immediately and proposed with better alternatives.

**Action** – DRD

#### **Agenda 6.24 – Proposal for Annual Futsal and Basement fees**

Till now no fees have been collected for all the futsal grounds within Thromde. Since it cannot be considered as building, the fees could not be levied. However, once the land has been developed as futsal, it is a property and must be levied fees. The DRD had proposed to calculate the fees based on the exact built-up carpet area for the futsal/ football ground and then divide the built-up area by 771 sqft to get the total unit area and then multiple by Nu 500. The 771 sqft has been considered based on the dwelling unit in Taxation Policy 1992 and Nu 500 has been considered based on the urban house taxation system.

For Basement conversion, DRD raised the issue of unauthorized conversion of stilt floors into residential/commercial and other activities which has been approved as parking slot. The floor opined that the parking floor should not be converted to other uses and it cannot be regularized by imposing tax. However, an annual charge must be imposed for such conversions until reverting it back to parking. An amount has been proposed as per formula in the DCR 2016, Amount= [{Area (sqm) xNu.46.41} +10000] which is calculated as per the area converted. In addition, a lump sum fee of Nu 20,000





is proposed to be levied annually for unauthorized conversion as decided by earlier Tshogde.

### **Decision**

For Futsal/Football ground – The total carpet area (play field) have to be divided by 771 to convert into units and a fee Nu. 500 will be imposed per unit. For National level ground, no fees shall be levied.

The Management decided to levy basement conversion charges using the DCR 2016 formula plus Nu 20,000 penalty for unauthorized conversion as proposed considering the emerging issues and shall be increased by 10% annually until rectified as approved.

### **Action – DRD**

### **Agenda 6.25 – Proposal for additional HR Recruitment**

The Environment Division and the Operation and Maintenance Division have proposed for additional human resource recruitment as follows:

1. Two gardeners for Dangirna park
2. 1 Chemical engineer
3. 1 carpenter and 2 masons

### **Decision**

The management decided as follows:

1. 2 Gardeners for Dangirna park under Environment Division has been approved
2. With regard to recruitment of Chemical Engineer, the Management directed the O&MD to explore the capacity building for the existing HR under the Division in the same field
3. 1 Carpenter and 2 masons approved for O&MD

### **Action – O&MD/Environment Division/HRS**

### **Agenda 6.26 - Update on 114th National Day Preparation**

The Chief ADM Officer informed the management the core responsibilities of Thromde for the upcoming 114th National Day. Thromde is mandated to do the cleaning of Thromde area, hoisting of National flags and Kings Portraits on or before 10th December and pothole patching wherever required. The Management directed all to carry out the duties well before the important occasion.



**Conclusion**

The Chair thanked all the members for their presence and the fruitful deliberations during the 6th Management Meeting and looking forward to having the same kind of discussions in the coming meetings as well. The 6th Management Meeting adjourned at 5:00PM.

**Rapporteur** – Karma Dorji, Planning Officer

A handwritten signature in blue ink, appearing to be 'K. Dorji', is located at the bottom left of the page.



TOTAL NUMBERS OF WORK FORCE UNDER DIFFERENT DIVISION	
ENVIRONMENT DIVISION	
Sanitary Inspector-5	
Inspector for Hawker-2	
Labor-154	
Total-161	
1.City Beautification	
Total-24	
2.Land fill	
Total-3	
3.Crematorium	
Total-7	

INFRA DIVISION	
1.Pave Lane	
Total-14	
Maintenance (Chain and fast patch)	
Total-9	
Maintenance(Potholes)	
Total-10	
2.Trailer Supply	
Total-52	
3.Sewerage	
Total-10	
4.Land and Survey	
Total-10	
5.Electric	
Total-7	
6.Billing meter reader	
Total-14	

AFD	
Messenger-1	
Dispatch-2	
Sweeper-2	
Total-5	
MTD	
Driver-4	
Handyboy-7	
Caretaker-1	
Total-12	
DRD	
Dispatch-2	
CSD	
Off hour duty(customer care)-2	
Total No of Work force=361	

A handwritten signature in blue ink.

## CATEGORIES

### Level I

Meter reader, Plumber, Lajels, Electrician, Office Asst, Carpenter, Vot Developer, Sanitary Inspector, Surveyor

### Level II

Crèche Facilitator, Blacksmiths

### Level III

Plant Operator, Machine Operator

### Level IV

Handy Day, Road Sweeper, Office Sweeper, Gate Keeper, Centre Assistant, Garbagemen, Survey Theft  
~~Not Include~~

Wage	Total
500	15
215	171

EMPLOYER CONTRIBUTION FOR PF-5%  
 PF CONTRIBUTION FROM EMPLOYEE-5%  
 GIS-150  
 STAFF WELFARE SCHEME-150

Wage	Total
500	15
324	97
286	15
264	7
234	56
215	171

Level	Wage	Total
Level I	324	97
Level II	286	15
Level III	264	7
Level IV	234	56

### SEEKING DIRECTIVE FROM MANAGEMENT

- ◆ Those who are about to be superannuated?
- ◆ Those who are paid Lump sum of Wage of 500 falls under which Level?
- ◆ Indian WF PF?
- ◆ Implementation TT Workforce Service Rules and Regulation?

**THANK YOU**

**KARDINCHELA**

Seeking directives from Management  
with regards to **empty stalls.**

### Empty stalls as of 30/11/2021

1. Babesa Truck Parking (9 vegetable stalls are empty out of 16)
  2. Upper Changamtoog (11 vegetable stalls are empty out of 15)
- Quick note:**
2. Total vegetable stalls:142
  3. Total meat shops:27 + 1 BLDC sales outlet
  4. Total stalls:170
  5. Mini zones:8
  6. Medium zones:8
  7. Total zones:16
- Note:** 20 vegetable stalls are empty





Handwritten signature/initials.

## Measures taken so far:

1. Signboards were placed in all mini and medium zones.
2. Establishment of new vegetable markets were uploaded in social media.
3. Rents were reduced.

## 6th Management Meeting

Thromphu Thromde 3rd December, 2022

### Agenda

Issue	Background	Proposed Action
<b>Categorization of Penalty levied on State Land Encroachment</b>	It was discussed during the 5th management meeting that Encroachment on State Land shall be levied with Penalty as PAVA rate. However, it is deemed that the penalty should be categorized based on the degree of severity.	Penalty is proposed on 3 category of encroachment: 1. Encroachment by Primary Structure approved both fully or partially on State Land. 2. Encroachment by ancillary structures viz. wall, garage, parking, parapet, drain, lawn, etc.
<b>Lease renewal of STCBL and relocation</b>	STCBL was issued to STCBL on 10th October 2022 for long-term lease along the Throm Highway. However, compensation is not permitted. STCBL has paid the same rent for the 1st year and is requesting for relocation.	Directives of the Royal Commission for Urban Planning. For further discussion.
<b>Parking Development proposal in Chukha workshop area</b>	A business center within the Chukha workshop area has proposed for development of parking on the right side of the road and near the agricultural plot. There are also private facilities and need proper care.	While the proposal may benefit the area, we will not be permitted to take forward. It is required to submit a proposal and need to be submitted before any plans for the area by Thromphu.
<b>Invitations for STL infra Damages/alteration</b>	STL has proposed the replacement of road damages according to No. 8 (2015) 14, incurred due to critical Thromphu developmental works.	USDO has various matters as a proper lease requirement for establishing such facilities in the area.
<b>Land Exchange of Tasechu and Khanda Penn, Boleke</b>	This is a long pending case of Boleke and Khanda Penn involving land value. Boleke LAF Requester has the land interest have agreed to exchange their plots. However, the proposal and the area of the plots for exchange are different.	This is for encroachment of the commercial building the land exchange as a part of the LAF and not as a normal land transaction case. Also to approve that the transaction will not be linked with the property transfer fee.

### 1. Categorization of Penalty levied on State Land Encroachment

#### Category 1

Encroachment by Primary Structure (approved) both fully or partially on State land.

- Option for Realignment/Correction
- Penalty at prevailing PAVA rate
- Yearly penalty until the encroachment is resolved

#### Category 2

Encroachment by ancillary structures viz. wall, garage, parking, store, parapet, drain, lawn, etc.

Penalty at Commercial Lease Rate (Nu. 20 @ sq ft)



7



3. Parking Development proposal in Olakha workshop area



3. Parking Development proposal in Olakha workshop area

**3. Parking Development proposal in Olakha workshop area**

**Background**  
 Tshering Deld owns the adjacent plot 381's 9.40  
 Proposal submitted to Thromde;

- Developing the vacant space for parking space
- Preserve the "Lur" sanctity by broadening and greening
- Construct a public toilet
- Rent out the space for 10 years

**Submission:**  
 - The proponent wishes to develop the area without making any claims in future

- If the development will contradict with Thromdes plan for the area.

**4. Invoices for BTL Infra Damages/Relocation**

SL/No.	Letter Addresed	Letter Number	Amount
1	Dasho Thrompon	1. Relocation of Telephone service disconnection for at RMA (Lungchenchu place) (T-Kumpon (Cable company)	126,275.00
2	Dasho Thrompon	2. Relocation of Cabinet box, Near Thromde Office	71,072.00
3	Executive Secretary	3. Damage of Telephone Cables near India house due to 4 lane project	623,187.00
4	Thromde Chief Engineer	4. Damage of Telephone UG cable, Chugo lam (BABA)	46,060.00
5	Thromde Chief Engineer	5. Damage of Telephone UG cable, Chugo lam (BABA)	45,060.00
6	Dasho Thrompon	6. Telephone pole relocation and Cable Network at Simrolha & Chubogang top	38,903.50
7	Dasho Thrompon	7. Damage of BT infra along Chhophel lam - 4 lane	5,071,023.64
		<b>Total Amount</b>	<b>6,021,581.14</b>



#### 4. Invoices for BTL Infra Damages/Relocation

##### Observations:

1. The damages are due to Thromdes developmental work
2. Understanding between TT and EPC is the past
3. Comprehensive GIS data (IT to collect or EPC to submit)
4. Infra Planning and Design Section to realize such overhead charges in the Project cost estimation.

#### 5. Land Exchange of Tshethu and Khandu Pem, Babesa



### Change of Building or Premises Use

As Per DCR 2004

The fine shall be 20% of the cost of construction of **Misused Floor area and Regularized it:**

Provided if the building use conforms to precinct use schedule structural safety of the building and other relevant clauses of these regulations.

### PROPOSAL FOR BASEMENT/STILT FINE FOR CONVERSION

Conversion for Usage other than Parking Purpose

## Change of Building or Premises Use

### As Per DCR 2016

Basement Conversion is allowed if it fulfills the following conditions:

1. If the building is approved prior to 2014.
2. If there are adequate parking plots as per the parking requirements of the DCR.
3. If parking is not feasible due to the site conditions.
4. Basement can be converted into habitable space only if there are adequate natural lighting and ventilation as per BBR 2004.
5. Basement can be converted into habitable space only if there are provisions for fire exit as stipulated in the DCR 2016 and BBR 2004.
6. If there are proper provisions for drainage and sewerage.
7. An undertaking letter as prescribed by the implementing authority is to be signed before the final approval is given.

$$\text{Amount (A)} = \{(\text{Area}(\text{Sq. m}) \times \text{Nu. } 46.41/-) + \text{Nu. } 10,000/-\}$$

### Option 2:

A lumpsum sq. m Rate as deemed appropriate to be decided by Tshogde?

Provided Adequate Parking Requirement is Fulfilled

## Proposed Tariff for Unauthorized Basement Conversion/Usage

### Using Formula in DCR 2016

- For Standard Plot Size of 371.6 Sq. m & 40% Coverage
- $= 371.6 \times 40\% = 148.64 \text{ Sq. m.}$

$$\text{Amount} = (\text{Area}(\text{Sq. m}) \times \text{Nu. } 46.41/-) + \text{Nu. } 10,000/-$$

### Basement Conversion Fine

- $= (148.64 \times 46.41) + 10,000/-$
- $= \text{Nu. } 16,898/-$
- Plus Nu. 20,000/- Penalty for Unauthorized Conversion
- $= \text{Nu. } 16,898/- + \text{Nu. } 20,000/-$
- Total Payable  $= \text{Nu. } 36,898/-$

Option 1: This Amount is to be imposed As Fine to be Paid annually

Thank You

# PERMISSIBILITY OF CAR WASH IN UV-1 & URBAN HUB PRECINCT



## PERMISSIBLE USES IN UV-1 AS PER DCE

Sit. no	Designated urban precinct	Uses permissible	Special conditions and restrictions
1	UV-1 Urban village core	High Density, Mixed use precinct apartments and group housing are permitted. Residential, local level retail shops and services, household economic activity and cottage industries not involving use of, or installation of, total machinery driven by more than 10 KW power and which do not create noise, vibrations, fumes, dust, etc., only in independent dwellings or units (not in tenement dwellings or flats). All types of residential dwell- ings including apartments and group housing, professional services, commercial, institutions, etc. at Household economic activity, light house workshops, and cottage industries not involving use of, or installation of, any machinery driven by more than 10KW power and which do not create noise, vi- brations, fumes, dust, etc., only in independent dwellings or flats).	Min. Plot size - 1,000sqm or as per designated precinct  Lift is mandatory for buildings with G+4 storey and above.  Entry porch may be allowed but it should not compromise the ade- quacy of parking and it will not be included in the coverage.  Parking slab may be allowed subject to site condition and site visit. No structures shall be erected on park- ing slab. Parking slab may extend from the building to the plot bound- ary to facilitate parking only.  Spaces beneath the parking slab may be used for storage, commercial and habitable space provided it fulfills the BEE requirements.  Side and rear setback spaces, below natural ground level or abut-

Urban Hub Precinct in Jungahna LAP





- c) 1292 cylinder delivery center for the domestic consumption of only 1,000 tons with no other use (see the provision)
- d) All uses permitted in neighborhood under provision that are permitted, recreational uses like bars, discotheques, pool rooms and any other night time recreational centers shall not be permitted in buildings accommodating any residential uses.

[illegible]

## ISSUES:

- Aesthetically unpleasant on the busiest street
- Disruption of existing building line
- Precedence for other buildings along Norzin LAM
- Disturbance to the pedestrians



Owner's proposal for rectification

## PROPOSAL FOR LEVYING PROPERTY TAX

(Football, Futsal & Car Wash Services)

## LG ACT 2009

64 Thromde Tshogde may levy the following in a manner, and at such rates as may be approved by it as per laws in force:

- (a) Land tax;
- (b) **Property tax;**
- (c) Property transfer tax;
- (d) Betterment charges; and
- (e) Vacant land and underdevelopment tax.

## LG ACT 2009 CONTINUE..

65 Thromde Tshogde shall, in exercise of its power under section 64 of this Act, ensure that the fees and charges are:

- (a) **Not excessive, oppressive, or confiscatory;**
- (b) **Not contrary to law, public policy, national economic policy, or in restraint of trade;** and
- (c) Set at a level no higher than the cost of the most efficient method of providing the service.

## LG ACT 2009

### Sources of Funds

- 216. Local Governments shall be entitled to **levy, collect and appropriate taxes, fees, tolls, duties and fines.**
- 217. Payment of taxes by Local Governments on their revenue and income shall be in accordance with the **taxation laws.**



## Tax policy 1992

V. MUNICIPAL TAXES, 'FEES AND CHARGES  
Depending on the level of infrastructure and  
quality of services provided, towns have been  
reclassified as follows:-

Group 'A' Towns

1. Thimphu
2. Phumtsholing
3. Samdrup Jongkhar

## Classification of Urban Structures for Taxation in Group A Towns

Urban Building			Urban House		
Class	Size (sq.m)	Rate /unit p.a	Class	Size (sq.m)	Rate /unit p.a
1 <sup>st</sup> Class	>1260	Nu. 100/-	1 <sup>st</sup> Class	>1500	Nu. 500/-
2 <sup>nd</sup> Class	875-1259	Nu. 75/-	2 <sup>nd</sup> Class	1200-1499	Nu. 300/-
3 <sup>rd</sup> Class	508-874	Nu. 30/-	3 <sup>rd</sup> Class	874-1199	Nu. 200/-
4 <sup>th</sup> Class	363-507	Nu. 20/-	4 <sup>th</sup> Class	500-873	Nu. 100/-

A Unit is defined as either a shop and office or dwelling unit. Where the shop or office or warehouse occupies large spaces, unit would be calculated on a carpet area of 771 sq. ft. per unit.

## Proposed Plinth Area Calculation for Futsal Ground

### Sample calculation:

Min Plot Size Required = 1000 sq.m  
= 31.62m x 31.62m

Total Coverage  
= 28.62m x 28.62m  
= 819.10 m<sup>2</sup> = 81.90%

Therefore, a proposal to consider a uniform Plot Coverage as  
80% of the Total Plot Area used for Futsal Ground

However, if 80% Plot Coverage is used for Football Ground,  
the units will be very high.

(Considering 1.5m setback on all 4 sides)

## Decision

### For Football Ground

- Measure Exact Built-Up Carpet Area of Football Ground
- Then Divide Built-Up by 771 sq ft to get total unit area.
- Multiply the above no. of units by Nu. 500/- per unit per annum

### For Futsal of Any Size

- Multiply Plot Size x 80% Coverage
- Then Divide this Area by 771 sq ft to get total Unit Area
- Multiply the above no. of units by Nu. 500/- per unit per annum

### For Car wash

- Number of Car Wash Dock Space \* Nu.10,000/- per year

# Presentation on Fire hydrants and Water Reservoirs Management Meeting December 3, 2021 By: Sonam Tshewang

## Fire Hydrants

- Inventory with requirements for maintenance and repair works needed to be done.
- Preliminary survey done.
- The first phase of the revival of the fire hydrants was focused in **Taba and Langjophakha due to the available budget and final survey done. (GIS)**
- Quotation rates for hydrant parts were referred from RBP since the time frame for rectification works was limited.
- FH Rectified
- Total nos.: 20
- Total budget: Nu. 178,204.58
- Maintenance period: May 05, 21 - June 10, 21
- Contractor: Thinley Fire and Rescue Enterprise

## Fire Hydrant within Thimphu Thromde

- Thimphu Thromde in consultation with the Royal Bhutan Fire Department have realized the lack of basic infrastructural in place during the time of disasters, especially fires.
- Environment, Urban Planning Division and Land Section identified strategic areas for the requirement and construction of reservoir tanks.

## Assessment on FH in Thimphu Thromde

- Reports on Fire Hydrant assessment survey carried out on February 11<sup>th</sup> 2021.

SL	STATUS, Conditions	QUANTITY
1	Functional	16
2	Damage	8
3	Missing (lated vs ground reality	33
4	Tank with no water	2
5	Could not visit (due to restriction )	11
6	Direct access point	4



SL	LOCATION	FUNCTIONAL	DAMAGED	MISSING	TOTAL NOS
1	Serbithang		1		1
2	Babesa	2 (stream)		3	3
3	Sintokha	1 (stream)		1	1
4	Olakha	1 (stream)	3	1	6
5	Changzamtog	3			4
6	Lungtengphu	1	1	1	3
7	Changangbha	1		1	3
8	Morichang			1	1
9	Core	5 (stream)		3	10
10	Zhubha	1		1	2
11	Jungbhasa	1			1
12	Langjopbakhda	10		8	18
13	Kawajiangsa	1	1		3
14	Pametho	1 (stream)			1
15	Taba	Upper 1 (stream) (Lower - 11)			12

## The Fire Hydrant parts that we changed

- Female Coupling
- Spring Nut
- Spindle
- Gaskets and Packing
- Landing valves
- Hydrants valve Hand Wheel

## Reservoir Tanks

- In consultation with UFD - identified areas for construction of reservoir tank to cater to several locations in case of water shortages during the fire disaster.
- The following areas were identified for the construction of 3 reservoir tanks
- 1. Taba
- II. Morichang (on the way to Sangay Gang)
- III. Sintokha (next to the old bridge)
- Budget: Nu. 200,000 per tank (Nu. 600,000.00)
- Capacity: 30,000 litres
- Existing Reservoir - Norzin lam (next to RICEB office) has been non-operational since. The existing pump located next to Bazam in CFM area was non-functional
- Installed a 2 1/2 Horse P ipe (HP) pump which discharges 25 m<sup>3</sup> per hour by Thromde pump by expert Soem Tobgay.
- Team from Thromde, pump expert and RUP verified the pipeline route and ensured that no leakages, illegal tapping or cracks on the main pipeline.

## Fire Extinguishers

- Environment Division purchased Fire Extinguishers: 20 nos.
- Budget: 58,000.00 (Nu. 2,800.00 each)
- Landfill - 7 nos
- Crematorium - 7 nos
- Coronation Parks - 3 nos
- Ozone Parks - 1 no
- Thai Temple - 1 no
- Dangrina Park - 1 no
- Bebena Park - 1 no



# Discussions and Decisions

1. Capital Budget of Nu. 1 million from FY 2021-2022 for Fire hydrant which needs to be handed Over to Administration Division or Maintenance Division
2. Maintenance of FH in other areas (only Taba and Langiophakha completed)
3. Report prepared which shall be handed over.
4. Survey Coordinates for the completed works handed over to GIS
5. Hand over to RB, Fire Dept. the information and sites to assist in case of fire incidences

## Compensation for Datho Karma D Nidup



## Compensation for Datho Karma D Nidup

Amount for Cancellation House: Nu. 812,693.00/-  
 Amount for Barbed wire Fences (526 M): Nu. 110,273/-  
 Amount for fruit trees (46 Apple Trees): Nu. 261,984/-  
 Total amount: Nu. 1,184,950/-

Total Registered Area: 10.86 acres.  
 Land pooling area: 5.09 acres  
 Actual pooled area: 2.87 acres  
 CPLC: Nu.40,82,525/- (for an area of 0.2285 acres)



## Mr. Dorji Wangdi's Grievances

Mr. Dorji Wangdi's Plot Prior to TIP (Before Land Pooling)

Mr. Dorji Wangdi's Plot After Land Pooling (Area Under Throumdei)

Huge into a single plot, area 15.1 hectares before landpooling of 11.5%

Building Damage submitted to Throumdei office for loss pooling

Damage to break the foundation caused by 75,000mm, report from DSM and Mayhem related Page road and loss

After observing, till to this year road, the plot was then divided into 2 plots, 7 decimals and 23.5 decimals.

Approved for CHC awarded.

The plotter towards the school compound.

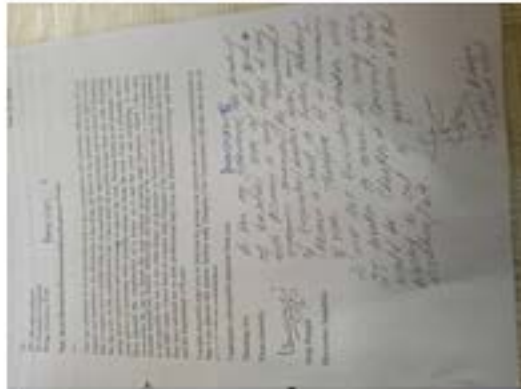
Drainage Submitted and approved. Had assigned the all Pu.22184/-

However, 75 decimals, the plot before the VPR had since the previous area 10% under School Compound.

## Building Drawings for Mr. Dorji Wangdi in Jungshina



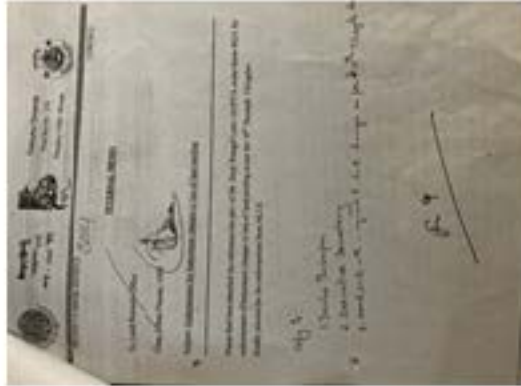
Recommended the use of Silent Explosive by TT



Recommended the use of Excavator and rejection of use of Explosives



Report prepared by DGM stating huge financial expenses to the break the rock



Approval of CPLC

**Thimphu Thromde**

P.O Box No: 215

Gongdzin Lam, Thimphu Bhutan

+975 02 336310 (PABX), Toll Free Number: 1009

Email: [customercare@thimphucity.gov.bt](mailto:customercare@thimphucity.gov.bt)