



Management Meeting Minutes

3rd Thromde Council

16th Management Meeting

16th Management Meeting

Date – 12th September 2023

Venue – Thromde Conference Hall

Time: 9:30 AM

Members Present

Sl/No	Name	Designation
1	Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Thinley Norbu	Chief UPD
4	Tashi Phuntsho	Chief, CoED
5	Yeshe Wangdi	Chief Engineer
6	Sonam Tobgay	Chief, LRSD
7	Kinzang Dendup	Chief TEO
8	Kezang L Dorji	Chief, CIED
9	Pekar Rabgay	Principal Engineer
10	Thukten Tshering	Principal Engineer
11	Norbu Dendup	Chief Finance Officer
12	Kinga Gyeltshen	Dy. Chief Thromde Health Officer
13	Shera Dolkar	Dy, Chief Forestry Officer
14	Ugyen	Engineer, O&MD
15	Omapati Luitel	Dy. Chief ICT Officer
13	Sonam Namgay	Executive Engineer
14	Chimi Wangmo	Executive Engineer
15	Dendup Lhamo	Executive Engineer
16	Tshering Dorji	Engineer, Infra Division
17	Tshering Dorji	Engineer, O&M Division
18	Tashi Dorji	Architect, UPD
19	Pema Thekchok	Engineer, Infra Division
20	Ugyen Lhamo	Engineer, Infra Division
21	Teknath Kararia	Executive Engineer, CoED
22	Tandin	Building Inspector, CoED
23	Karma Dorji	Sr. Planning Officer



Opening Remarks

The Chair welcomed all the members of the Management to the 16th Management Meeting. He highlighted the importance of delivering services in the most coordinated way. This is mainly to avoid causing unnecessary troubles for the public availing services. No major issues have been observed so far, and he added the same must be continued so that the public services are not hampered at any cost.

Agenda 16.01 - Budget for the 8th Royal Flower Exhibition and the National Day

The Dy. Chief Forestry Officer who is also the Beautification Officer and a focal official from Thromde for the National Flower Exhibition submitted that there is a total budget of only Nu 8.5M at the National Level for the flower exhibition. The budget is just for procuring and raring of flower saplings and there is no separate budget for other purposes like bedding, plantations and post management and care services. She also submitted that during one of the discussions, it was highlighted that Thromde could also contribute a certain amount of budget for the flower exhibition.

Discussion

The member Secretary submitted that there has to be clear roles and responsibilities spelled out for each agency involved in such National events. Thromde did not receive any directives from any organization and even the budget of Nu 8.5 M was with the central agency, the Ministry of Agriculture and Livestock. When few instructions are given verbally to different officials, Thromde is not able to deliver the required services he added.

The focal Official informed that there is no core group formed right now and hope the roles will be clear once the core group and the technical working groups are formed. She also informed that Thromde has been asked to deliver the post management care services for all the identified flower exhibition sites and to deploy machinery for the event as and when required. It was also informed that the host City has been contributing a certain budget during past follower exhibitions and therefore, Thimphu Thromde this time will also have to contribute a certain amount. Therefore, we have been asked to deliberate on the amount Thromde can contribute summited the focal Official. The Chair stated that if Thromde is given the responsibility for post care services for all 14 sites identified for flower exhibition, it will be difficult for Thromde to manage all sites with the current manpower. Therefore, Thromde will have to put a separate proposal for manpower since the current manpower is facing difficulty in even catering to the current needs of the City beautification service.



Decision

The decisions of the Management are:

1. The core group must specify clear roles and responsibilities for Thromde for the national flower exhibition.
2. For the post care management of all flower exhibition sites, Thromde will have to be provided with separate manpower as the current manpower with Thromde will not be able to cater to all new sites.
3. Thromde will also continue with micro gardening initiatives wherever there are vacant state lands within the City.
4. With regard to the use of Thromde machines, it will be very difficult to dedicate machines for a whole period of time as all the machines are fully engaged. However, if there are specific days and times for which the machines are required to be deployed, Thromde can plan ahead accordingly.
5. The budget for small activities like painting and fencing for the National Day can be used from the usual Thromde O&M budget and the Infra Division has been directed to work out the total estimate. However, it was also decided that the budget requirement can also be taken up during the core group discussions later.

Action - Focal Official and Infra Division

Agenda 16.02 -Focal Engineer and Architect for the 8th Royal Flower Exhibition

The focal official for the National Flower Exhibition submitted to the Management the requirement of a dedicated architect and an engineer who will be involved throughout the flower exhibition.

Decision

The Management decided to deploy Ms Srijana from UPD and Ms Chimi Wangmo from ID as the focal Architect and an Engineer from Thromde for the flower exhibition.

Action - Focal Officials

Agenda 16.03 -Evaluation Report for Annual Maintenance Contract of Various Thromde Services

The evaluation reports for the annual maintenance contract of various Thromde services have been presented by respective committees. Thromde has called for an expression of interest (EoI) for the 10 identified Thromde services. The respective evaluation team has presented to the Management the evaluation report of all EoIs received. Some of the main criteria based on which the EoI has been judged are the innovative ideas being proposed, use of technologies, expertise and experts of the bidding firms.



1. **Pothole maintenance** - A Total of 9 EoI have been received. The Management directed the team to ask the M/s Green Road, Ms SL Construction and M/s Tobden Constructions to submit a detailed RFP (Request for Proposal).
2. **Water supply services** - 10 EoI received. The Management directed the team to ask M/s Mawongpa to submit the detailed RFP.
3. **Maintenance of sewer network** -6 EoI received. The Management directed the team to ask the M/s KP, M/s Geydhey Kuenjung and M/s UL Tading to submit the detailed RFP.
4. **O&M of treatment Plants** - 12 EoI received. The Management directed the team to get detailed RFP from M/s Mawongpa, M/s East-West and M/s Pasang Service Gelephu.
5. **Maintenance of drains and footpath** -8 EoI received. The evaluation team recommended to get a detailed RFP from all 8 bidders and evaluate. The Management directed the team to get RFP from all bidders as recommended.
6. **Vacuum tanker services**- 3 EoI received. The Management directed the team to get detailed RFP from M/s Ugyen Phuntsho Sewerage Services
7. **Annual School maintenance works** -6 EoI received. The Management directed to go for a specialised firm as proposed by MoF rather than asking RFP from the participating bidders.
8. **Street sweeping** -4 EoI received. The Management directed the team to get RFP from M/s Phub Builders and M/s Housing.bt.
9. **Maintenance of street lights** - 6 EoI received. The Management directed the team to get RFP from M/s Norgu, M/s Norzang and M/s Pwang construction.
10. **Maintenance of parks and City Beautification** - 7 EoI received. The Management directed the team to get RFP from M/s Green Bhutan Corporation, M/s Ketshel Dumra and M/s Eco-friendly venture limited. The Management also directed the team that if the bidders want to specifically focus on either the park or the beautification, they can put it specifically. The Management also directed the CiED to explore the possibility of exploring the whole of Changlimithang parking area at the earliest possible.

Decision

The Management clarified that asking the bidders to submit RFP does not necessarily mean they are selected. It will further depend on the feasibility and readiness of outsourcing the particular services and also the capability of the bidders. The Management directed that out of 10 services, the beautification and park services, street sweeping, streetlights maintenance, sewer, water and treatment plant maintenance, tanker services, maintenance and water network services can be worked out first.

Action - Evaluation Teams and CiED



Agenda 16.04 -Way forward for AIN 15051-Compliance audit report on building and land management services of the Thimphu Thromde - Jan 2014-December 2016

The Audit focal Officials submitted to the Management the case of long-standing audit memo. He stated that as per the decision of 3rd Thromde Tshogde meeting, the relevant officials with the help of internal auditor conducted the internal review but were not able to reconcile Nu.165,013.75 for basement regularization and Nu.136,654.90 for attic regularization and hence, RAA has not dropped this memo. When the official concerned (B.I Sonam Dhendup, now transferred to Thimphu Dzongkhag) approached the RAA to drop the memo, he is being asked to put it up to the Management and then to the Tshogde to waive-off the above amount as it has become extremely difficult to trace the receipts and reconcile the amount. In the event, if the present management and Tshogde decides to waive off the amount, then the TT should also give commitment stating that such lapses shall be avoided in the future.

Decision

The Management decided to write a strong justification on this case and submit to the Tshogde for endorsement and further to RAA. Since there was no proper system developed earlier and the fees and charges were collected manually, there have been such lapses. Now that a proper system has been developed and it is systematically managed, Thromde commits that no such lapses will be observed henceforth. Hence the management requests the RAA to reconsider the old memo and consider dropping it. The same is forwarded to Tshogde for endorsement.

Action - Audit Focal

Agenda 16.05 -Fixing of accountability for Memo No.12.6-Outstanding revenues Nu.89 million - Financial Audit Report 2021-22

The audit focal tried to fix the direct and supervisory accountabilities through consultation with the relevant Divisions and Officials on the standing audit memo No 12.6 pertaining to outstanding revenues. But there was a reservation from the these Divisions and official(s) which is understable and it is not clear to whom the accountability should rest. Also there is no clear SoP on how to deal with such issues and therefore, he called for developing a clear SOP henceforth to avoid such issues by the relevant Divisions involved. The Audit focal Officials submitted that the management will have to decide on who should be accountable for the aforementioned audit memos. The Divisions engaged are Finance, LRSD and ICT.

Decision

The Management decided that the defaulters list will be forwarded to the Legal Division Officially for the way forward. The Management also directed the Finance



Division to come up with a proper SOP for revenue collections.

Action - Audit Focal, Legal Division and Finance Division

Agenda 16.06 -Approval for the construction of road side drain and improvement of road leading to plot no. CZ1-544(Yarkay Group Pvt. Ltd)

The Infra Division (ID) submitted the proposal put forth by the client to construct the roadside drains and the improvement of access road leading to plot No CZ1-544. The Division submitted that the site visit has been carried out by the technical team of the Division and it was found feasible and that the proposal would also benefit the other road users. It was also submitted that the construction of roadside drains and improvement of the road will be carried out by the client.

Decision

The Management directed the ID to inform the client to follow processes of the access road construction, this is mainly to get the environment clearance. The Management also directed the ID to get the undertaking from the client/ owner that the road must be retained as public property.

Action - Infra Division (ID)

Agenda 16.07 -Way forward for the approval of access road for plot no. CZ1-993, CZ1-994 & CZ1-545

The earlier Management directed the Infra Division (ID) to explore the possibility of constructing the access road with a minimal impact on the environment for the aforementioned plots. Since the proposed road by the plot owners had a huge environmental impact, the management decided for an alternate option. The Infra Division as per the directives of the management carried out the feasibility study of the alternate option. The Division submitted that the alternate option is technically feasible but it is creating a steep gradient for the access road on the other side. The gradient becomes 19.56% which is a little too steep and this is the access road to others plots.

Decision

Since the current option is the only feasible option with minimal impact to the environment and the gradient issue can be resolved with a blacktopping of the road later, the Management approved the access road construction as proposed by the ID and directed to issue the drawing and design to the client to go ahead with the construction. The access road construction will be carried out by the clients themselves.

Action - ID



Agenda 16.08 -Utility Bills of Babesa ECCD Centre

The Chief TEO submitted to the Management that the utility bills for other public ECCDs within Thromde are being met from the O&M budget of the schools and education Division. However, for the Babesa ECCD, the Division proposes to be met from the overall Thromde budget since the ECCD is Thromde's property.

Decision

The Management decided that the utility bills for Babesa ECCD center will be borne by Thromde.

Action - Finance Division/ Asset manager

Agenda 16.09 -Rationalization of water billing rates

The Chair shared that currently the water tariff is being charged on residential and commercial units with different rates. However, there are buildings with mix of both commercial and residential units. Hence, it is difficult to segregate the residential units from commercial in the same building as there is just one water meter for whole building. There are complaints being lodged by the public who have been charged the commercial rates although it's a residential unit for them.

Discussion

The ICT submitted that the existing rate for commercial units is Nu 11.6 per cum and Nu 4.35 per cum for residential units plus 50% sewer charges. If a flat rate is being levied, the commercial units will have to pay less than what it is being charged currently whereas the residential units will have to pay higher than the current rates. The Executive Secretary stated that this idea will not be fair for the pure residential buildings as the commercial units at least make some income at the end of the month whereas the residential units do not. But the rate is being charged the same.

Decision

After deliberation at length, the Management decided to put up in the public engagement forum to get the public feedback and suggestions.

Action - ICT

Agenda 16.10 -Purchase of mobile phones & mini digit printers for Meter Readers

The water billing unit under O&M Division proposed the procurement of 17 mobile phones and 15 mini-digital printers for the meter readers. There are 15 meter readers and additional 2 mobile phones will be provided to the two staff of the Customer Care who are provided with the Official SIM but no mobile phones. The earlier mobile



phones to meter readers were issued a few years back and have started giving issues now.

Decision

The Management directed that the old phones be surrendered and new phones will be issued. A total of 17 mobile phones and 15 digital printers will be procured and distributed to the meter readers and 2 mobile phones for the ones involved in the customer care services. This will have to be put to Tshogde for endorsement.

Action - Meter reading unit

Agenda 16.11 -Replacement of O&M Utility Vehicle

The O&M Division proposed the replacement of an old pool vehicle which is more than 10 years old now. The vehicle is too old to be used and poses risks to the driver and the passengers. The O&M also requested for the maintenance of the skyjacker which cost more than Nu 0.1M.

Decision

The Management decided:

1. To repair the existing skyjacker as the cost of repairing is cheaper than procuring new one.
2. With regard to replacement of O&M pool vehicle, the Management directed the Division to look for some better vehicles at the DNP stock yard and exchange it. This is because the procurement of new vehicles impacts the Country's economy. However, if there are no better vehicles at the DNP stock yard, the Management directed the Division to write to MoF for approval to replace it with new one.
3. The Management also directed the Division that the old Excavator which is off road to be surrendered to DNP as Thromde is not able to auction it in absence of MTO.

Action - O&M Division

Agenda 16.12 -Thromde Workforce related Issues

The Chief Finance Officer submitted that the salaries for the Thromde Workforce cannot be disbursed on time due to some Divisions not submitting the required workforce information on time. He requests all divisions to submit the workforce information on time so that their salaries can be disbursed on time. The Chief also highlighted that there are issues with late submission of HR related orders to the Finance Division like the relieving and the separation orders.



Decision

The Management directed the finance division to issue an Office order pertaining to such issues and there is no need for deliberations in the Management.

Action - Finance Division

Agenda 16.13 -Stilt floor height issue in Changbangdu-Plot CB1-303

The CoED submitted to the Management the case of construction deviation on plot CB1-303 in Changbangdu. The initial approval accorded was for the construction of the B+G+4 structure. However, the owner increased the stilt floor height during construction without approval. This was done as deeper excavation was carried out at the site to get the building width and stable foundation considering the steep plot profile. The tall stilt floor provided with tie beams but without slab in between has given the additional floor like outlook. The number of floors i.e B+G+4 (six storeys) for the building remains same as in the approved drawing. A penalty of Nu. 20,000 has paid by the owner for the unauthorized construction. Further a penalty of Nu. 779,875 has also been paid by the owner, imposed on account of the deviated height from the approved drawing. A notice for rectification of the deviated structure has been sent to which the owner has responded that there are no other means to rectify, while the option of filling up the deviated height with earth is also found impractical. The CoED has even halted the issuance of the Occupancy Certificate.

Decision

The excessive excavation of the plot was inevitable due to its steep topography and narrow shape/size, requiring to fit in the building as per the approved drawing, and thus the increase in stilt height. This was found to be an unintended deviation case but undertaken due to practical site issues. Further, for having paid the levied deviation and unauthorized penalty, the Management directed CoED to close the case and issue the Occupancy Certificate.

Action - CoED

Conclusion

The 16th Management meeting adjourned at 4:00PM. The Chair thanked all the members and the presenters for their presence and wonderful deliberations. He called for a similar coordination and support henceforth so that the public services are delivered diligently.

Rapporteur – Karma Dorji, Sr. Planning Officer



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