

# 7th THROMDE TSHOGDE MINUTES

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THROMDE COUNCIL



Thimphu Thromde  
Gongdzin Lam  
12 May 2017

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**Abbreviation**

ADB	Asian Development Bank
AFD	Accounts & Finance Division
BICMA	Bhutan InfoComm and Media Authority
CSO	Civil Society Organizations
DCD	Development Control Division
DNB	Department of National Budget
ID	Infrastructure Division
LED	Light Emitting Diode
SDP	Small Development Projects
UPD	Urban Planning Division
WB	World Bank

## 7<sup>th</sup>Thromde Tshogde Meeting

**Venue:** Conference Hall 2, Ministry of Works and Human Settlement

**Date:** 12 May 2017

**Time:** 9:30 AM – 6:30 PM

### Members present

1	Dasho Kinlay Dorjee	Thrompon	Chairperson
2	Mr. Pasang Dorji	Executive Secretary	Member Secretary
3	Mr. Namgay Tshering	Member	Deputy Chairperson/Babesa <i>Tshogpa</i>
	Mrs. Dorji Dema	Member	Motithang <i>Tshogpa</i>
4	Mrs. Phub Dem	Member	Olakha <i>Tshogpa</i>
5	Mr. Kuenga Yonten	Member	Norzin <i>Tshogpa</i>
6	Mr. Rinzin Dorji	Member	Changangkha <i>Tshogpa</i>
7	Mr. Ugyen Penjore	Member	Jungzhina <i>Tshogpa</i>
9	Mr. Ugyen	Member	Taba-Dechencholing <i>Tshogpa</i>

### Invitees

1	Mr. Thinley Norbu	Head, Customer Service Centre
2	Mr. Sonam Dorjee	Chief Administrative Officer, AFD
3	Mr. Yeshe Wangdi	Head, Environment Division
4	Mr. Phub Tshering	Asst. Environment Officer, Environment Division
5	Mr. Jasraj Limbu	Asst. Labour Officer, Environment Division
6	Mr. Jigme Dorji	Chief Engineer, Infrastructure Division
7	Mr. Palden Khandu	Chief, Development Control Division
8	Mr. Sonam Wangchuk	Architect, Development Control Division
9	Mr. Tashi Tobgay	Urban Planner, Urban Division
10	Mr. Udesch Chhetri	Senior Accounts Officer, Accounts Section
11	Mr. B.K. Pradhan	Accountant, Accounts Section
12	Mr. Ugyen Tshering Dorji	Senior Planning Officer, Policy & Planning Section
13	Ms. Karma Yangzom	Assistant Monitoring and Coordination Officer, Policy & Planning Section

## Opening Remarks

Chairperson welcomed and thanked all the members of the council and the officials from Thromde Office for their presence in the 7<sup>th</sup>Thromde Tshogde. He welcomed two new staff of the Thromde, Mr. Sonam Dorjee who is the new Chief Administrative Officer transferred from the Ministry of Agriculture and Forests and Ms. Karma Yangzom who is recently recruited on contract by GNH Commission Secretariat to be the Assistant Monitoring and Coordination Officer of Small Development Projects (SDP).

The chairperson said before delving into discussion of agendas he wanted to highlight some important events and convey the ongoing issues and challenges that Thromde is facing. He congratulated some Civil Society Organizations (CSOs) who received Soerey from His Majesty the King during the Zhabrung Kuchoe for their contribution to the society such as dealing with youth problems, waste problems and drug and substance abuse problems. The CSOs which received Soerey from His Majesty the King are: 1) Greener Way for wastes 2) Bhutan Toilet (cleaning of public toilets), 3) Care Bhutan, 4) Green Road, 5) Dr. Toilet. He said that all these CSOs received support from Thromde and therefore we should also feel proud and satisfied with this recognition.

While coming to issues and challenges Thromde is facing, the Chairperson said the division heads and Tshogpas could work a little harder to achieve the Thromde's mandate. The Chairperson said that with support from Asian Development Bank (ADB) and the World Bank (WB), there has been much development in the city in terms of water and sewer facilities but the Thromde officials are failing in their duties. He said that the Thromde still has not been able to connect all the households' water and sewer pipelines to the water reservoir tank and sewer ducts in the city. The Chairperson said that it's been more than two years since the water reservoir tanks of Olakha and Lungtenphu completed but most of the residents are yet to connect the private line to the municipal's tank. The households are given mid-June as deadline to connect their private lines to the reservoir tank.

## Review of 6<sup>th</sup> Tshogde- Executive Secretary

### A. Proposal to increase the plot coverage in Zilukha E4 areas:

Currently, there are only four plots remaining undeveloped with semi-permanent structures on three of them in the Zilukha E4 areas. Three plots belonging to private individuals have been following up for construction approvals before the issuance of the cabinet directives in 2012, requesting for 3 storied with 40% coverage as done in the case of other buildings in the same area. Moreover, the Executive Secretary reminded about the government policy that is the need to keep 2 KM radius in and round the Tashichoedzong,

**Decision:** Not approved. Thromde will facilitate relocation of plots if agreeable to plot owners.

**B. Proposal to review un-authorized structures:**

The meeting observed that unauthorized structures be it built on government or private it is illegal and should not be allowed.

**Decision:** All un-authorized structures on government land must be demolished. Development Control Division to send notifications to owners, fix deadline and send demolition team.

DCD with support from UPD, Tshogpa and Midey Tshogpa to submit the list of all un-authorized structures to 8th Tshogde meeting Demkhong wise.

UPD to train Tshogpas on the usage of live land database to view plots etc.

**Agenda 1: Budget review & re-appropriation**

Accounts Officer presented budget review and request for re-appropriation.

Details of re-appropriation of Capital Budget for the Financial Year 2016-2017

	(Nu. in million)		
Particulars	Unutilized Budget	Re-appropriation to	Remarks.
Upgradation of Crematorium facilities <b>22m</b> is re-appropriated to the following activities	22.000		Requires endorsement from Thromde Tshogde
Construction of gabion wall at Hedrong Bridge		12.000	
Installation of sub-station at Hejo (crematorium)		4.640	
Ozone park at Motithang		0.385	
Taba Park		0.189	
Babina park		1.600	
Greening at Tashichhodzong		0.100	

Providing care & maintaining of plants with in Thimphu city (Upgradation of amenities)		0.646	
Planting of trees within Thimphu city		2.440	
Construction of retaining wall & drainage system in Phaksha Gue- Taba - <b>1.5m</b> is reappropriated to	1.500		Requires endorsement from Thromde Tshogde
Collection & disposal of municipal waste		1.500	

## BUDGET REQUIREMENT FOR THE CURRENT EXPENDITURE

Particulars	Approved Budget		Budget Balance as on 11/05/2017	Monthly Expenditure	Total requirement till June 2017	Net requirement
	FY 2015-2016	FY 2016-2017				
Telephone & Internet	2.000	2.000	17,223.00	158,566.00	475,698.00	458,475.00
Office Rent	2.856	3.000	220,516.00	313,031.00	939,093.00	718,577.00
Electricity	6.730	5.000	139,730.00	756,745.00	2,270,235.00	2,130,505.00
Maintenance of Vehicle	7.310	7.000	25,549.00	688,000.00	1,376,000.00	1,350,451.00
Advertisement	1.000	1.000	5,526.00	75,000.00	150,000.00	144,474.00
<b>TOTAL</b>			<b>408,544.00</b>	<b>1,991,342.00</b>	<b>5,211,026.00</b>	<b>4,802,482.00</b>

**Round off to Nu. 4.803 million**



He informed the Meeting that Revenue generated in 2016-17 is Nu. 94.15 million (as of April 2017) and Nu. 113.87 million in 2015-16.

The meeting observed that progress on capital expenditure is not good.

**Decision:**

1. Savings from CCTV cameras to be spent on trap camera.
2. Demkhong engineers to prepare drawing, estimates and design ready by June 2017. All works to be started by July 2017. Action: CE, ID
3. Approved the re-appropriation proposal as proposed. Detailed list to be submitted by accounts section

**Agenda 2: Approval for payment of Nu.371,250 to Gonphel Options Consultant for "Social Impact Assessment & Management Plan for Hejo Samtenling & Jungshina Urban Roads**

The proposal to engage Gonphel Options Consultant for "Social Impact Assessment & Management Plan for Hejo Samtenling & Jungshina Urban Roads" was approved by the 6<sup>th</sup> Tshogde. However, there is no budget provision of Nu. 371,250 and therefore management proposed to pay from the reserve fund.

**Decision:** Tshogde endorsed to pay from the capital budget savings.

**Agenda 3: To open shop below Dechencholing road**

This agenda is submitted by Taba Dechencholing Tshogpa received from the public of Dechencholing to allow them to open shop below Dechencholing road.

**Decision:**

1. Development Control Division to prepare a standard drawing for construction of their buildings in 1000 square feet area on payment basis.
2. Infrastructure Division to initiate construction of roads, formation cutting of the internal roads, water distribution network can be constructed from the balance fund of the Small Development Project (SDP) fund.
3. Hill side cutting to be done by the land owners themselves to match the level of the ground with the road level.

**Agenda 4: Plan related agenda such as water supply, road, sewerage for areas below the main road at Dechencholing.**

This agenda is continuation of Agenda 3 submitted by Taba Dechencholing Tshogpa. The Tshogpa submitted that need for water supply, road and sewerage for Dechencholing below the main road.

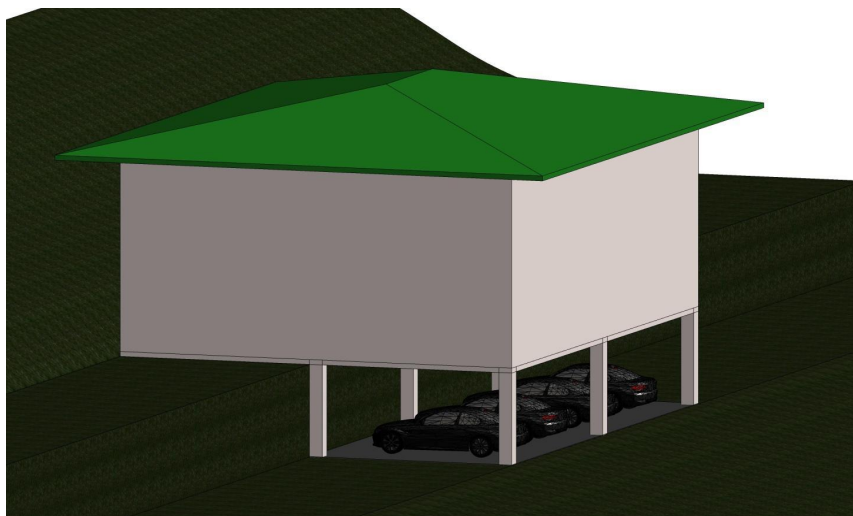
**Decision:** As in Agenda 3 above.

**Agenda 5: Basement proposals in E4 areas**

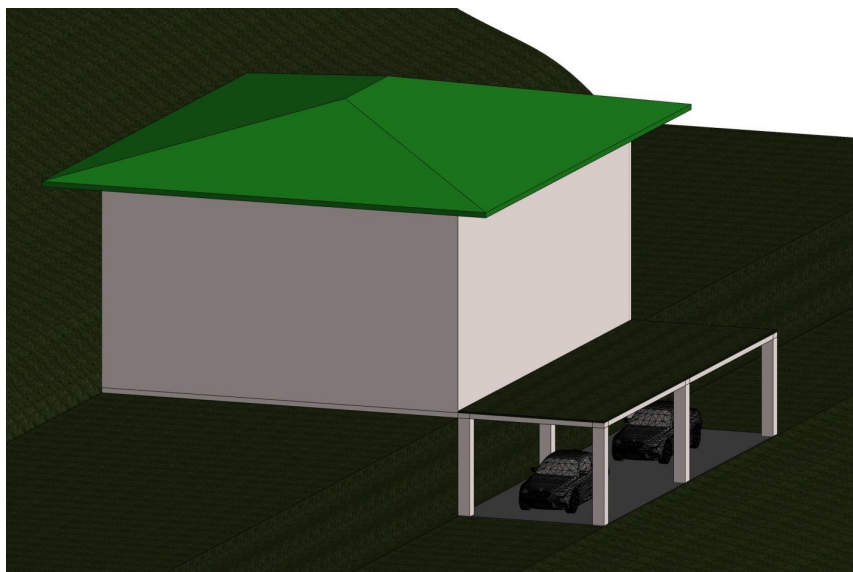
DCD made the following presentation on basement proposals in E4 areas to the Tshogde:

**Stilt construction can be allowed:**

- Based on topography of the site
- For bringing habitable floor to road level
- Only for parking purpose
- No shear walls will be allowed to avoid making rooms in the basement floor

**The following is proposed for approval:**

- As structure detached from main building
- As a driveway or for parking
- Covered with lawn
- Not enclosed with walls



**Decision:** There are many E4 areas. The house deliberated that basement proposals in E4 areas should not be dealt on case by case basis. There has to be clear guidelines to deal with such cases. Many people take advantage of lack of guidelines and use them to their advantage. Executive Secretary reported many basements approved as parking and stores are not used for intended purposes.

Tshogde approved the proposal as proposed by DCD.

### Agenda 6: Review of building inspection procedure

DCD made a presentation on review of building inspection procedures. DCD official highlighted Bhutan's ranking being 73<sup>rd</sup> among more than 200 countries in the world in the ease of doing business. In order to ameliorate its position Bhutan can improve its public service delivery standards such as in the indicators dealing with construction permits. For efficiency in the construction permits is about bringing efficiency in cost, procedure, and time. There are 21 procedures to follow which takes 151 days to complete formalities of construction of a building. The detailed procedures and number of days required are presented as follows:

No.	Procedure	Time to complete	Cost to complete
1	Request and obtain an official site plan	5 days	Nu.100
2	Purchase building construction application form	1 day	Nu.600
3	Request and obtain building permit	90 days	Nu.86022
4	Notify Thromde of the beginning of the construction	1 day	x
5	Receive pre-construction inspection	1 day	-
6	Request water connection and inspection	1 day	Nu.3200

7	Receive inspection of water connection	1 day	-
8	Receive excavation work inspection	1 day	x
9	Receive foundation work inspection	1 day	-
10	Receive ground floor inspection	1 day	-
11	Receive drainage inspection	1 day	x
12	Receive first floor inspection	1 day	-
13	Receive second floor inspection	1 day	-
14	Receive sanitary inspection	1 day	x
15	Receive fire inspection	1 day	x
16	Receive structure inspection	1 day	x
17	Receive inspection of the building surroundings	1 day	-
18	Notify building controller of building completion	1 day	x
19	Receive final inspection	1 day	-
20	Connect water and sewage services	25 days	Nu.3000
21	Request and obtain occupancy certificate	14 days	-

**Decision:**

The Tshogde approved after extensive deliberation. However, DCD needs to revise to make it implementable.

### **Agenda 7: To strengthen the system of hoisting national flags during national events by house owners**

This agenda was submitted by Norzin Tshogpa. People seem to not respecting the national flags. During national event even if public hoist the national flags it is being hoisted improperly and thus discussed on the standardization of flag size and height of the flag poles.

**Decision:** The Tshogde deliberated that the national flags during national events need to be hoisted uniformly. UPD to standardize the flag hoisting and incorporate in the signage guidelines which was endorsed in the earlier Tshogde. Flagsize, poles and heights need to be standardised. Timing of flag hoisting and specific areas to be identified.

**Agenda 8: Thromde to allow to open stalls twice a year similar to the one during Thimphu Tshechu in Norzin Lam**

House owners and shopkeepers of Norzin Lam requested the proposal to allow to open stalls twice a year similar to the one during Thimphu Tshechu in Norzin Lam. The house deliberated extensively on the proposal.

**Decision:**

The Tshogde approved the request on condition that they do it properly such as using standard tents, maintain cleanliness and adequate space should be kept in between the tents to permit evacuation in case of emergency.

**Agenda 9: Shops with license to sell JB cloths at Khamkilo selling diverse products to obtain license to diverse products other than clothes**

The Chairperson explained the background whereby the allocation of space are meant only for JB cloth sellers mainly for economically disadvantaged and urban poor. However, Norzin Tshogpa reported that some cloth sellers are allegedly selling other products such as rice cookers imported from Thailand. Actually the space for shops was allocated as per the guideline.

**Decision:**

1. Environment Division to submit the list of illegal sellers.
2. Environment Division, Norzin Tshogpa and Midey Tshogpa to investigate the case
3. Evict the non-authorized shopkeeper.
4. Review the list of people and type of goods sold.

A Committee composed of the following official to investigate the case:

- a. Mr.Bap Namgay Tshering, Deputy Chairperson/Babesa *Tshogpa*
- b. Norzin Tshogpa
- c. Environment dealing officer
- d. Norzin Midey Tshogpa

**Agenda 10: To evict illegal temporary stalls (in tents) in government and private land in Norzin Demkhong**

Norzin Tshogpa submitted concerns of shopkeepers that some temporary stalls (in tents) are built on private and government land. This encourage illegal traders while discouraging licenced shopkeepers. Chairperson informed the meeting that on equity front, it is essential to use one platform uniform to all.

**Decision:**

Opening of stalls (in tents) allowed only in Norzin Demkong twice a year (during Thimphu Tshechu and His Majesty's Birthday) but not allowed to pitch tents for stalls in government or private land in Norzin Demkhong. While in other Demkhongs opening of stalls will be permitted based on circumstances.

**Agenda 11: To grant Nu. 500,000 for each Demkhong as agreed by Honorable Prime Minister. Environment Division to present draft guidelines on utilization of the grant to Tshogde for endorsement**

While presenting brief background on the grant, the official from the Environment Division highlighted that the grant of Nu. 500,000 would be given to each Demkhong for its development purpose was agreed by the Honorable Prime Minister during his recent meeting with the Tshogpas. Since there is no proper guidelines for the utilization of the budget in place, it was during the Eighth Management meeting, Environment Division was asked to prepare a framework or guidelines for its utilization. The Environment Division proposed that the grant could be utilized for the following:

- ▶ Beautification & cleanliness
- ▶ Activities to enhance Community vitality
- ▶ Community Meetings (to serve refreshments)
- ▶ Social cause
  - Donation within constituency maximum 5% of its financial grant i.e. Nu. 25,000.
  - Can utilize for other benefits of the community such as helping the schools or other institutions. However, do need follow proper channel
- ▶ Supplementary Budget
  - If in case, Thromde office don't have sufficient budget for some work within a constituency then the Tshogpa in consultation with community and Midey Tshogpas can grant the budget.
- ▶ **Disaster relief**
  - If the community is affected by a major natural disaster, then the Tshogpa can use the budget for relief or for reinstating the community properties.

and that the grant should not be utilized for the following:

- ▶ Donations (out of their constituency)
- ▶ Personal use
- ▶ Lending to other person

- As salary

The following procedure was proposed to access the fund:

- First consult with community and Midey Tshogpas for the work. Should have minimum 10 signatures of Midey Tshogpas and Record of Discussion.
- For any nature of work it should be processed via Zone inspector or related Division/section.
- Should fill the form and seek approval from all concerned division and officials
- It will be finally approved by Thrompon and Executive Secretary

### Decision:

1. Tshogde approved the guideline as proposed.
2. Environment Division to write to the Department of National Budget for release of fund.

### Agenda 12: Procurement and installation of LED board

Environment Division presented the following proposal on LED board because of the following reasons:

- ☐ Yearly increase in banner proposals for various activities.
- ☐ Waste generated from banners.
- ☐ Reduces aesthetics of the area due to banners.
- ☐ Uneconomic since there is no income generation.
- ☐ Hard to monitor the content since banners sometimes are already printed.

Item	Amount Needed (Nu.)	Proposed Source/s	Remarks
LED banner system	4.5 million	RGoB	
LED banner stand	1 million	RGoB	
Training of the operator	0.5 million	RGoB	

The following cost of message was presented:

**viii. Cost of Message**

Location	Size	Timing	Repetition of slot			Per Week	
			Hour	Day	Week	Social	Commercial
Luntenzampa BOD	12'x8'	16	4	64	448	4000	6000
Swimming Pool	12'x8'	16	4	64	448	4000	6000
Olakha Workshop	12'x8'	16	4	64	448	4000	6000
MoIC junction	12'x8'	16	4	64	448	4000	6000

The official informed the Meeting about BICMA's approval and comments on the Thromde's proposal on costing of commercial and social messages. While BICMA did not provide any feedback on cost of commercial messages but recommended that cost of social message should not exceed Nu.2000/- and suggested inclusion of a third category "Emergencies and Disasters" which should be displayed free of cost. Same messages should be simultaneously displayed in all the specified location as a package.

The approved location of LED boards are as shown below as:



As there is no budget is allocated for LED Boards, the Division request Tshogde for fund.

**Decision:**



Approved as proposed. Shall pilot one at the BoD junction area. Fund shall be sourced from the reserve fund.

**Agenda 13: As per HPM's directives revenue from fines to be kept in respective Demkhong.**

The agenda was submission of all the Tshogpas. The Honorable Prime Minister during the meeting with the Tshogpas had instructed that revenue from fines collected are to be kept in respective Demkhong.

The Accounts Officer informed the meeting as provisioned in financial norms that it is not allowed to retain revenue from fines collected.

**Decision:**

Tshogde endorsed that 50% of the fines to be paid to sanitary inspectors who imposed fine and 50% to be kept in the Demkhong budget.

**Agenda 14: Review of voucher allowance**

The Executive Secretary instructed to come up with a clear criteria and guideline. The Chairperson suggested that officials who is at site and outside office for most of the time should get voucher allowance

Action: Chief Administrative Officer

**Agenda 15: Approval for procurement of chemical water treatment plant**

Chief Engineer, Infrastructure Division requested for fund as there is insufficient budget for procurement of chemicals for water treatment plant.

The meeting suggested that use of chemicals should be used carefully and diligently. Proper study should be carried out and documented for using chemicals in the water treatment plant.

**Decision:**

Tshogde approved Nu. 0.200 Million from the reserve fund. However, proper study must be carried out on the use of chemicals in the water treatment plant.

**Agenda 16: Additional budget for construction of:**

- a. Footpath from Dechenzam to Banquet hall
- b. Banquet hall to Assembly hall

- c. Lingkana section
- d. Zilukha viewpoint
- e. Retaining wall at Changjiji bridge

Activities a) to d) are Royal Command works.

**Decision:** Budget for sl. no. e) to be met from the capital budget savings if available.

If there is not funds for sl. no. a) to d) to be submitted to Ministry of Finance for approval

### **Agenda 17: Policy directives on parking fee and write off of audit memo of Mrs. Ugyen Lhamo, Engineer pertaining to parking fee**

1. Fixation of Accountability against the Audit Memos as put up by Ugyen Lhamo, AE to be discussed internally in the Thromde Management meeting.
2. The compensation amount worked out against Department of Immigration (Nu.77,160.50) and Royal Media Office (Nu.154,321.00) for 2 years from Sept 2014 till Sept 2016 was to be forwarded to Ministry of Finance for further directives, since Revenue shortage due to non-collection of parking fees has been noted in the Audit Memo against the Irregularities in Revenue collection.
3. The compensation amounting to Nu.108, 044.47 to be compensated as the work pertains to Government event works (as per the details attached).

#### **Decision:**

Waiving off of Nu. 1,08,000/- in relation to parking lots freezing due to visit of Indian PM has been approved. Detailed list attached with the minutes.

Chief Engineer Infrastructure Division to write to Ministry of Finance to waive off with regard to compensation amount worked out against the Department of Immigration and Royal Media.

### **Any other Matter**

#### **A: Presentation on water billing and meter reading systems**

The Head of Customer Service Centre presented the scenario of existing water billing and water meter reading system. He presented the findings for the loss of water related revenues in the Thromde as follows:

- Non constant meter reading done.
- Non-functional of meters
- Inaccessible of meters
- Meters installed not as per the manual
- Meters by passed by the supply lines

- Meters buried temporarily or sometimes permanently
- Illegal connections
- PVC pipes are still used for permanent supply lines.

He proposed the following actions for endorsement:

- If the area is inaccessible for reading. Leave self- reading card at the concerned property site (Gate). Reply within three days via return of the card or phone @255.
- If fails to report within 3 days compulsory checking of meter chamber construction and intake supply pipes (temporary pipelines of PVC to be removed prior to the issuance of Occupancy Certificate (OC)).
- Where-ever Thromde's and Community wise line are available in parallel, Occupancy Certificate should be issued only upon connection to the Thromde's supply (in addition to fulfilment of other requirement for Occupancy Certificate as per DCR 2016).
- Prior to issue of OC by DCD the concerned official from the DCD shall ensure that the owner has constructed meter chamber in a such a way that it becomes accessible to the meter readers.

**Decision:** Tshogde approved for formulation of Thromde water supply rules which include fines and penalties.

### **B: Outsourcing of management of water supply in South Thimphu**

Infrastructure Division proposed outsourcing management of water in South Thimphu (Babesa, Olakha, Simtokha). Outsourcing of management is composed basically outsourcing intervention of leakage by plumbers based on complaints- services of plumbers.

**Decision:** Tshogde approved but Terms of Reference (ToR) of the contractor should be clear and specific.

### **C: Children park at Ghedaphu**

Request for children's park at Ghedaphu was submitted by Miday Tshogpas through Olakha Tshogpa. Thromde officials reported that there is no enough spaces available at Ghedaphu, however, if existing labour camp could be relocated, a park could be created.

### **D: New road at Yangchenphug School**

The Road near Yangchenphug School being a distraction for students, a separate and independent road for Yangchenphug school needs to be constructed. Attached minutes of meeting held at Yangchenphug School with regard to closing of road to traffic.

**Action:** Infrastructure Division to include it in the Financial Year 2017-18 the construction of the road.

**E: Financial support to City bus as school bus**

To initiate the school bus system, a funding support to be provided for maintenance of 4 to 5 city bus off roads and to supplement fuel allowance for dropping students in Babesa/Lungtenphug/Dechenchholing areas as buses have to return back journey empty. The members felt that this initiative will greatly ease traffic congestion and reduce pollution.

**Decision:** Approved a sum of Nu. 1,265,169 from the reserve fund to support school bus system in view of greater benefit of the initiative.

**F: Four households land pooling at Changzamtog.**

Executive Secretary suggested that a detailed verification needs to be carried out with clear documentation. If the request of this 4 households are entertained, do we treat all past and future cases in the similar manner. The House supported the suggestion of the Executive Secretary.

**Action:** UPD to carry out detailed verification and ensure that it is not the case of double land pooling and should be dealt as per rules.

**G: Endorsement of Fire Contingency Plan**

The Disaster unit of Environment Division informed in brief on Fire Contingency Plan developed by Thromde in collaboration with various stakeholders and Department of Disaster Management. This was presented to Tshogde for endorsement and start working on it and be prepared.

‘Contingency planning’ comprises decisions made in advance about management of human and financial resources, coordination and communications procedure, and a range of technical and logistical responses for possible disasters/ emergencies.

The Thimphu Thromde Management prioritized the development of this Fire Contingency Plan as Fires are a recurrent threat in Thimphu city, till date from 2012, 89 fire incidents were reported in the city of which 36% fire occurred at huts. Incidences of structural fire in the recent year evoked the development of the plan. The underlying lesson emerging from this is to reduce risks and prepare before any major occurrence of such incidence.

**Decision**

The Tshogde endorsed the Disaster Contingency Plan. Tshogde also directed the Disaster Unit to conduct similar workshop with Midey Tshogpas.

**Action:** Disaster Unit, Environment Division

**Minutes recorded by:** Ugyen Tshering Dorji, Sr. Planning Officer, Policy & Planning Section, TT