



ཐིམ་ཕུག་ཐྲོམ་དེ།  
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TT/IAU-05/2019-2020/ 3044

05 /12/2019

Executive Secretary

Thimphu Thromde

Thimphu

Subject: Internal Audit Report on Human Resource mapping for Muster roll employee of Thimphu Thromde

Sir,

Kindly find enclosed herewith the draft report on Human Resource Audit on the staff mapping of muster roll employees for the period covering financial year 2018-2019 to till date for your kind perusal. This report will be presented in the coming management meeting for the discussion on the finding and observation including the recommendation. Three days after the meeting, final report will be issued after incorporating the responses from the management. The report will be shared through respective official email.

Thank you for the cooperation and will look forward in future too.

Yours faithfully

Phub Dema

Asst. Internal Auditor

Copy to:

1. Dasho Thrompon, Thimphu Thromde for your kind information
2. All division chief/Head for your kind information.
3. Chief Administrative Officer, Thimphu Thromde
4. Office copy



## **Internal Audit Unit**

### ***Internal Audit Report on “Human resource Audit on the staff mapping (Muster roll and Contract employees) of Thimphu Thromde”***

Reference: TT/IAU-4/2019-2020/3044

Dated 05/12/2019

Name of Auditor

Phub Dema, Asst. Internal Auditor

Period of review :

Financial Year 2018-2019 till date

Circulation:

Dasho Thrompon, Thimphu Thromde  
Executive Secretary, Thimphu Thromde  
Chief Administrative Officer, Thimphu Thromde  
All Division Chief/heads, Thimphu Thromde

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## Executive Summary

The Human resource Audit on the staff mapping of Muster roll and Contract employees of Thimphu Thromde was carried out as per the approved annual internal audit work plan which was based on the risk based scored assessed during year. IAU reviewed the complete existing record and therefore the findings from these reports are authentic and reliable for decision making. The review report covers the period for the financial years 2018-19 to till date. The objectives of the auditing were to ascertain the strengths and weakness in the agency's human resources system and any issues needing resolution particularly for the muster roll and contract employees.

The Thimphu Thromde office functions with 5 Divisions with 303 muster roll workers and 32 contract employees as of October 2019 with highest numbers of muster roll workers deployed in Environment and Infra divisions.

This is the first audit conducted on this theme by the internal audit unit (IAU). The study reviewed the internal control system/ processes in place in the agency and the lapses on the systems/corrective measure to mitigate the risk raised in this report. In this report, the contract employee has not been considered as the existing internal control system for the contract employees are effective and implemented vigorously by the concerned division/official; the contract employees are recruited as per the BCSR rules and regulations where by their job delegations and responsibilities, pay structures and entitlements are well defined to be implemented by the relevant agencies.

This report is a comprehensive description of human resources activities that includes both commendation for effective practices and recommendations for improving practices that are less effective. The review and evaluation of the audit for the Human Resources management of Muster roll employees shows “improvement needed” audit opinion and result of the review shows that a number of specific control weaknesses were noted which, when taken collectively, are considered significant.

## Objectives

The main objectives of the audit are to ascertain the strengths and weakness in the agency's human resources system and any issues needing resolution.

Sub-objectives:

- i. Issues and the challenges faced by the employees
- ii. Does the agency regularly forecast the supply of and demand for the employees in various categories
- iii. To assess the effectiveness of human resource functions in the agency
- iv. Is there any remuneration programme designed to motivate employees
- v. How effective are rewards (financial and non-financial) in driving performance.
- vi. Review the ToR/Line of reporting chart
- vii. Does a grievance procedure exist? If yes, how effectively the management is handling. If no, what can be done
- viii. To ascertain up to date service status report on muster roll employees of TT.

## Scope

The scope of audit includes:

- ✓ Human Resource Information system

Human resource plans: supply and demand estimates, skills inventories, replacement chart and summaries

Job analysis information: Job standards, job description, job specification

Compensation Management: wages, salary and incentive level; fringe benefits package; employer-provided services.

- ✓ The audit period covers the financial year 2018-2019 and till date.

## Acknowledgements

The Internal Audit Unit (IAU) would like to sincerely thank the Finance and administrative section and officials of Thimphu Thromde for rendering their cooperation and support in successfully carrying out the audit.

## Methodology

The audit unit proceeded with a thorough examination and review of the documents provided by the management to gain information and understand the type of internal control system in place in the agency. Labour and employment act of Bhutan 2007, handbook for young workers, and other related working documents like service books, personal files, records and documents of the officials and staffs are reviewed. Consultation with key stakeholders through interviews, focus groups and reference group's discussion were carried out. Employee's data as per the division wise are sorted out and the line of reporting are tabulated for the reference and also their services status records are updated for the future references.

## Limitations

- i. The audit is limited to the information provided by concerned official of the agency, employees and the documents referred for the analysis.
- ii. The audit analysis is more focused on the introduction internal control system for Muster roll employees of the agency.
- iii. Information retrieved from the focus group through verbal consultation is subjected to generalization pertaining to issues and challenges faced by muster roll employees which includes effectiveness of motivational approaches, remunerations and grievances procedures.
- iv. Randomly the activities were picked to physically verify the presence of worker in the field.

## Observations and Findings

### Part I: Initiatives and Positive Developments

There were good practices and initiatives undertaken by the agency to strengthen the internal control system for muster roll employees and to improve the working conditions. The initiatives and good practices are as mentioned below:

#### Entitlement to different types of leaves and its related benefit

Officially on 18 November 2011, office order was issued to TT employees for the entitlement of different types of leave in accordance with the Leave Regulation 2009, promulgated by the Ministry of Labour and Human Resources and instructed the Divisions of TT to maintain a register, either manual or electronic of annual leave entitlements and different types of leave taken by all employees on muster roll.

#### Muster roll- upper age limit

The Labour and employment act of Bhutan 2007, minimum age limit is 18 but it does not define the upper age limit (retirement age) for the daily wage workers. Thimphu Thromde took the initiative to fix the retirement age of the worker on 24<sup>th</sup> Thromde Tshogde (1<sup>st</sup> council member) dated 1 May 2015 to be fixed at 65 by taking into consideration maximum age limit as per constitution, physical capability to carry out their job responsibilities and the need to meet their family obligations.

#### Muster roll remuneration

On February 2016, Thromde Tshogde issued resolution that the employees reaching the age of 65 and if their service is more than 10 years they are entitled to 6 months' salary as a gratuity and a worker who leaves without notifying the management shall not be entitled for such benefits. Such packages motivated the employees and gave them sense of security.

#### Enrollment of muster roll employees in the Thromde Staff welfare scheme

During unforeseen circumstances such as death of immediate family members, muster roll employees request for advances but their advance request is rejected because of their previous deductions. So management took the initiatives to enroll the muster roll worker in



the Thromde staff welfare scheme. With the institution of this scheme, muster roll employees are benefited and their financial pressure was eased down and expressed their appreciation to Thromde management.

### Muster roll employees' recruitment to process through HRC

Pre 2018-2019 financial year, the muster roll employee's new recruitments and any replacement are done by the respective division and their salary fixation was not as per the category of pay fixation. This resulted in non uniformity and variation in the pay fixation. Therefore, from the financial year 2018-2019 any new recruitment of muster rolls employees are streamlined and done by the HRC which resolved the issues faced earlier.

### Recommendation

The goods initiatives and positive developmental activities initiated by the agency shows the improvement and developmental processes over the past years to strengthen the internal control system in the human resources management. These good initiatives motivated the employees and gained employees commitment and dedication. This indicates good leadership and showing the presence of your interest in the wellbeing of employees. Nevertheless IAU, want to recommend the management to continue works to strive for the betterment of its employees.

## Part II: Short comings and deficiencies

While reviewing the current internal control system placed for the management of HR, though there are good and positive developments there is some lapses which can be address by the management for the betterment of HR management and related risk associated with it. The lapses can be mitigated through the recommendations. The lapses are as mentioned below:

### No proper record in personal (service) file for the muster roll employees

HR section is only looking after the HR administration for the regular and contract employees and handed over muster roll employees administrative works to labour officer. During the review, it was observed that there is no proper maintenance of personal (service) file for the muster roll employees despite of being into many years of service.

Moreover, after reviewing the few maintained service files, it was found that the purpose of maintaining is not served as well as the need for the particular is also neglected since information in the existing service file is limited to bio-data of the employees and copy of citizenship identity which does not provide any basis for the decision making, since there is no updates on the employee's raises, forms of benefits, time off employees (records of attendance), no leave verification for the leave encashment, commendation and disciplinary actions, documents relating to the workers departure from the agency (such as reasons why worker left or fired). Moreover, these files should be reviewed periodically and should be accurate, up to date and complete to comply with decision making, to file tax return or comply with government audit.

Such lapses occurred in the agency due to poor monitoring from the management side.

### Recommendation

Personal file is an important documents and it should be accurate, up to date and complete all the time and also should review periodically so that this documents can be used for the decision making and in the worst case, documentation will protect the agency from any legal issues. It is not necessary to maintain the records in tangible file and occupy necessary space; the concerned official can maintain the documents electronically.

### No internal service rules and regulations

Labour and employment act of Bhutan 2007 mandates an employing agency to prepare Internal Service Rules in consultation with the employee of the organization comprising of hours of work, breaks, leave, wages/salary, Occupational Health and Safety, resolution procedure of workplace grievances and disputes fulfilling the minimum requirement.

It's been over two decades since the agency recruited and availed the services of the national work force and their services are needed continuously till date and for all the times to come. Thimphu Thromde has one of the largest pools of muster roll employees but till now no internal service rules and regulation are formulated. Absence of such control poses HR and Financial issues to both the management and the employees.

## No basis in the current system for the pay raises of the muster roll employees

During the review, it was observed that, in the agency there was no system or the processes developed in the agency to root or access the employee's performance which can be used as the basis for the salary revision to next level of category.

Till now in the agency, the pay raise were approved based on the appeal application put up by the employee union and it was addressed in the HRC and then forwarded to management and Tshogde meeting for the approval. If its get approved other employees follows the same appeal to get their salary revised. But most of the time the pay revision was based on recommendation by the division chief/head on few individual which cannot provide justice for all and in future it may leads to implication like disharmony and de-motivation among employees.

Such lapses occurred since there is no system/ processes developed for the pay raise nether pay scale structure formulated.

## Recommendation

Internal service rules and regulations for the staff of Thromde needs to be drafted and endorsed through Thromde Tshogde and simultaneously agency should implement whereby the pay raises or promotion to next level need to be specified in the service rule which should be inclusive of the number of years needed to serve in the same position and its related entitlement and benefits (Salary) to ensure uniformity in pay structure.

Individuals getting their salary revised record should be updated in their personal (service) files by the concerned official. This will mitigate the risk of favoritism and employees union putting up their appeal moreover; this system will motivate employees and their dedication towards the agency.

### No Terms of Reference (ToR) developed for the muster roll employees

As of now, there are 303 muster roll employees in Thimphu Thromde carrying out 15 different job responsibilities. There is no term of references developed for the muster roll employees defining their roles and responsibilities, job description, etc. Absence of ToR had lead to recruitment of employees without proper analysis and at the end not all the staffs are being used in their area of work. Some are made to do office work such as office assistant.

Introducing ToR for particular job will help the agency to define proper and clear cut roles and responsibilities. This will guide the management with the requirement of knowledge, skill and aptitude for the new recruitments. And also it will aid in staffing; recruiting the right personnel to right job and downsize the excess employees. These will ease down the problem of having ineffective, and underutilization employees in the agency.

### Recommendation

IAU would like to recommend that henceforth, management should introduce ToR and instruct all division to attach ToR for new recruits during the recruitment process so that it helps in the staffing, optimizing and recruiting the right person. Moreover such practice will strengthen the staffing structure of the agency.

### No proper line of reporting

Line of reporting provides guidance to all employees by laying out the official reporting relationship that governs the workflow of the agency. However, IAU observed that line of reporting for employee is vague and also there is lack in the communication between the supervisor and labour officer. This is because there are cases where the employees do not work under the immediate supervisor they reports to (figure 1: line of reporting). Currently, such practice is showing inaccurate information regarding the actual employees under particular activities and also affects in actual requirement.

Such lapses occurred due to lack of communication, lack of coordination and lack of knowledge about the superstructures.

Figure 1: Line of reporting

Sl.no	Divisions	Current Labour	Actual Field	Job Responsibility	Current Line of Reporting	Remarks
1	Infra- Road and bridge Mtc	15	9	Road marking, Drain and wall Mtc.	Lajab-Wang Norbu	
			2	Facilitator in Child Creche (Head office		Deploy in AFD
			1	ECCD Motithang		Deploy in Education
			1	Tipper Helper		Needed?
			1	Sewrage Bolero Driver		Deploy in Sewerge section
			1	WB, Office Assistant		Deploy in WB
2	water supply	39			Naphel, water section head	
			1	Procurement Assistant		Deploy in AFD
			1	officer cleaner (Sweeper)		Deploy in AFD
			2	Off hr. complaint reception		Disslove the current position and Deploy/downsize
			2	2 plumber are recruited for short term		

## Recommendation

In order to ease such aforementioned issues, IAU would like to recommend the management to instruct the concerned official to restructure or update the current structure and also the concern division chief or the immediate supervisor should hand over the employees whose nature of work are not relevant to them to their respective divisions after verifying proper superstructure.

## No grievances system in place in the agency

As per Labour and employment act of Bhutan 2007, chapter 11 section 188 states that an employer of an enterprise with 12 or more employees shall in consultation with the employees, prepare and implement a workplace grievance procedure for the use at each workplace. Thimphu Thromde being one of the agencies having largest pool of worker till date does not have a grievance procedure or grievances redressal mechanism developed in the agency.

Moreover, grievance redressal mechanism is mandated in government agencies and will be assessed as a mandatory indicator in the Organizational Integrity Plan introduced by Anti Corruption Commission (ACC) linked with assessment and rating of agencies' APA.

Such mechanism will helps in resolving the issues raised by the dissatisfied person in a timely and cost effective way. It provides information which can lead to improvement in service delivery and most importantly, gives the sense of belongings, protection and satisfaction.

## Recommendation

Management need to take the initiatives and instruct the labour officer/concerned official to develop the grievance redress mechanism and should make grievance procedure known and available to the employees at the work place.

### No Proper Monitoring on the Leave Encashment Procedure

As per the leave regulation 2009, employees are entitling for 18 days leave encashment and subsequently agency is paying the leave encashment. Records on the attendance and leave are very important as every entitlement of the muster roll workers are tied with the attendance. And timely monitoring from the concerned official as well as management is essential since its impact is tied with the budget expenditure of the agency. No divisions except environment has maintained the leave register for the muster roll worker under their care and they neither forwards the records to labour officer during the year end indicating lack of communication and negligence from the concerned official. These shows till now payment for the claim are made without proper monitoring moreover there is no documentation for the leave verification and its records updated in the personal file. There is risk associated with; those who are not eligible are paid creating implication on budget.

The need for the leave verification and its update on the personal file was neglected; sympathy and poor monitoring are the causes for this aforementioned issue.

### Recommendation

Management need to instruct the concerned divisions to maintain the leave register for the muster roll employees and respectively concern supervisor need to forward this records to the labour officer to update in the personal file. Moreover, as recommended by Accountant, the management should strengthen on streamlining the procedures for claiming leave encashment for which Labour Officer should forward office order attached with complete work out for leave encashment to Finance office in the month of July every year instead of labour union coming with application to claim their entitlement.

### Staffing on the Muster roll employees

A formal outline of organizational structure and staffing makes it easier to effectively forecast and recruit the employees in new position.

The agency does not have any standards or norms as a reference to forecast the staffing of the agency. IAU referenced DoR Standards and 1<sup>st</sup> ODE recommendation on the norms and standards for the staff projection for 11<sup>th</sup> FYP for the muster roll employees and also consulted with the concern officials for the commendation. Through this review and consultative commendation from concerned officials of respective divisions, IAU has developed a staffing requirement for the Thromde in following Figure 2: Staffing pattern for Thimphu Thromde muster roll employees

### Recommendation

Management need to formalize Norms and Standards developed for rationalizing staff requirement.



Figure 2: Staffing Pattern for Thimphu Thromde Muster Roll Employees

Sl.no	Location	Road km	Currently Labor	DoR Standard	Requirement for TT	Excess/Shortage of Employee	Remarks
1	Denchekhholing and Taba	17.8	16	24	24	8	considering the standards for National highway
2	Kawangjangsa-Pamtsho Constituency	33.5	18	22	22	4	
3	Chubachu, Norzin Lam, Sabji Bazer & YHS	28.3	22	19	19	-3	
4	Babesa Constituency	50.63	19	34	34	15	
5	Changbangdu-Olakha Constituency	82.5	23	55	55	32	
6	Mothithang Constituency	14	7	9	9	2	
7	Desi Lam/Lingkana Palance	15	2	10	10	8	
	Approxately	more than 270 km	107	180			
Infra division							
	Road Maintenance		24				
	Road Marking, Drain, Footpath & wall Mtc.		9				In record 15 employees are there but currently 9 employees are in actual field and 6 are delpolyed in other works/Activities
			140	180		40	

Sl. No	Activities/Position	Determinants	Details	Current Strength(Labour)	Strength Requirement	Excess/Shortage of employee	Remarks
1	Street light maintenance – Electrician	Norms	1 for each for 7 Site divided	7	7	0	The distribution as per Thumi areas are not possible because of the size and distribution of the control panel. Maintain Status quo
2	Water Supply- Plumber and tank operator and water treatment Plant operator)	Norms	1 for every tank	35	35	0	52 Tank. Plumber can be act as an tank operator. Single operator can assign to operate multiple tanks in same location, (maintain status quo)
4	Water meter reading and bill distribution	Norms	1 for each LAP	14	14	0	14 LAPS
5	Sewerage network	Norms	3 per group and can attend to at least 2 complaints per day.	10	10	0	2 cases per day (203 cases from July-December 2014).
6	Sewerage Treatment Plant	Norms	5 per plant (Bebesa) and 1 Technician, 1 helper (for other 4 Plant)	7	11	4	5 Treatment Plant- Bebesa, Dechechholing, Langjophakha, and Taba ( maintain status quo)

7	complaint Reception (off hr-morning and after office)			2	Not required	-2	All the complaint are directly entertain by respective plumber or sewarge head, there is no need of after office compliant reception, henceforth upload the respective zone plumber phone no in the website. ( deploy this employees in some other areas)
8	Landfill	Area of work	1 for gate, 1 for maintenance and 1 for operation, 2 waste segregation	3	5	2	shortage of 2 worker
9	Solid Waste	Area of work	2 for every truck	13	13	0	For northern LAP executed by Thromde.
10	Maintenance of crematorium	Area	Team of 8 to look after whole of crematorium	7	8	1	Toilet and mortuary cleaning =2, pyre site cleaning =2, house cleaning = 1, electrician = 2, caretaker = 1.
11	City beautification	Area	Plantation of trees	18	18	0	Maintain status quo
12	Cattle Catcher	Norm	5 for the whole of the city	6	5	-1	
13	Office Assistant			9	9	0	Finance section=2, HR=1, Education=1, Procurement=1, ADB=1, WB=1, DCD=2
14	Sweeper			3	3	0	2 head office, 1 JDNPL

15	Survey Assistant			7	7	0	
16	Survey Helper			3	3	0	
17	Environment Inspector			5	5	0	
18	ECCD/ Child Creche			3	3	0	ECCD-Mothithang=1, Head office child creche=2
						4	
					Total shortage	44	

## Employees are deprived from their entitlement

As per Labour and Employment Act of Bhutan 2007, agency/enterprise must enlist employees under Provident Fund Scheme entitled after 5 years of continuous employment and similarly employees serving the agency after 10 years are entitled to enroll in GIS.

During the review, IAU observed that in Thimphu Thromde there are employees who are eligible for PF and GIS as shown in shown below: Details shown in Annexure 1: Service Status Statement

Table 1: Summary of Entitlements

No of years in services	No of employees	Remarks
Above 10 years	136	Entitled for PF and GIS
Above 5 year less than 10 year	73	Entitled for PF
Less than 5 year	94	Not entitled

Moreover while reviewing the current job responsibilities of the muster roll employees of Thimphu Thromde, IAU observed that most of the works are on routine works/ Routine maintenance which are recurrent activities in nature. Refer Annexure 2(fig 3 and fig 4).

## Recommendation

The management of Thimphu Thromde should look into the possibilities of providing PF and GIS to the eligible muster roll employees. Let Thimphu Thromde be the first agency leading by example by fully implementing and giving the entitlement stated in the Labour and Employment Act of Bhutan 2007 as it's their rights for the entitlement. And showing your employees that you are interested in reducing their financial stress can result in increased productivity, engagement and retention. It is a win-win relationship. Moreover, these cost implication can be one of the basis for the tax revision.

## Conclusion

Currently, as already mentioned earlier Thimphu Thromde have 303 employees on muster roll. While the agency at its best capacity is taking initiative for the welfare of those employees, there are still certain major procedural and systemic lapses whereby management should look into those issues and collaboratively, management should explore the relevancy and adequacy of the recommendations provided by IAU and if needed more, the management should sort for other alternatives otherwise. The recommendations provided are mostly pertaining to address the procedural and systemic lapses to streamline and enhance the efficiency and effectiveness of the overall operations. However, considering the importance of the muster roll employees in the daily operation of the Thimphu Thromde, the welfare for those employees were also reflected.

## References

1. Labour and Employment Act of Bhutan 2007
2. Leave regulation 2009
3. Handbook for young workers
4. Financial Rules and Regulation 2016
5. Road Maintenance Manual 2005
6. 1<sup>st</sup> ODE norms and standards for muster roll staffing
7. Thromde Tshogde Meeting Minutes

Annexure:

### Annexure 1: Service Status Statement

SI/N O	Name	CID/Work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of Reporting
1	<b>Customer Care Section</b>						
1	Ganga Singh Mongar	11804001247	01.01.1997	324	Meter Reader	22	ICT officer
2	Yeshey Pemo	11312002773	01.01.2000	324	Meter Reader	19	
3	Ganesh Kumar Rai	11812000304	26.03.2000	324	Meter Reader	19	
4	Pelden Wangmo	10715001476	24.08.2005	324	Meter Reader	14	
5	Tshewang Zangmo	11512000299	01.11.2002	324	Meter Reader	17	
6	Jigme Choden	11106001130	01.04.2005	324	Meter Reader	14	
7	Kinzang Dorji	11807000774	16.09.2006	324	Meter Reader	13	
8	Chimi Zangmo	10705004016	17.01.2008	324	Meter Reader	11	
9	Naina Sigh Mongar	11803001394	01.12.2007	324	Meter Reader	12	
10	Dawa Zangmo	11901000717	01.01.1997	324	Meter Reader	22	
11	Bhawani Prasad Alley	11804001198	01.01.1998	324	Meter Reader	21	
12	Leki Chokmo	12005001196	2019	324	Meter Reader	0	
13	Som Maya Darjee	10304000448	2019	324	Meter Reader	0	
14	Sacha Tenzin		01.12.2016	324	Meter Reader	3	

SI/N O	Name	CID/Work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of Reporting
2	<b>Finance Section</b>						
1	Tshering Dema	11503001162	2010	324	AFD helper	9	Finance Section
2	Loghu Man Tamang		2007	324	AFD helper	12	Finance Section
3	Karma Drupchu		2019	234	AFD helper	0	AFD Section
4	Meena Kumari Gurung		2008	286		11	

SI/N O	Name	CID/Work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
3	<b>HR Section</b>						
1	Rinzin Dema	10802000783	01.06.2012	324	Adm Asst	7	HR section

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
4	<b>Education Section</b>						
1	Dechen Wangdi	11108000050	01.05.2019	286	office asst	0	Education

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
5	<b>Development Control Division</b>						
1	Choki Lhamo	11202002615	2007	324	office assistant/ front desk	12	DCD



2	Karma Zangmo	10712002296	2009	324	office assistant/ front desk	10	
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SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
6	<b>Office Assistant-Development Control Division&amp; Revenue Helper</b>						
1	Tshering Youden		10.04.2006	324		13	
2	Phub Lham	11913000607	1/9/2008	324	AFD, PABX	10	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
7	<b>Jigme Dorji Wangchuk National Library</b>						
1	Radhika Gurung	21810000361	2009	286	Sweeper	10	<b>JDWL</b>

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
8	<b>Urban Land Survey</b>						
1	Sonam Yangtsho	10605002764	01.07.2014	286	Survey Field Assistant	5	<b>Survey section</b>
2	Sahar Man subbha	21303000319	01.07.2014	324	Survey Field Assistant	5	<b>Survey section</b>
3	Lal Bir Tamang	10306000345	01.01.2006	324	Survey Field Assistant	13	<b>Survey section</b>
4	Kinley Gyelsthen	11910000390	01.01.2010	324	Survey Field Assistant	9	<b>Survey section</b>
5	kado	10205000106	01.09.2010	324	Survey Field Assistant	9	<b>Survey section</b>
6	Rinzin Dorji	10205000105	01.01.2010	324	Survey Field Assistant	9	<b>Survey section</b>
7	Tenzin Wangchuk	11107004746	10.03.2010	324	Survey Field Assistant	9	<b>Survey section</b>

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
9	<b>Maintenance of Sewerage Network</b>						<b>Sirjana Chettri, Sewarge</b>
1	Aiti Maya Tamang	11309000019	2008	324	Office Cleaner (Head office)	11	
2	Chandra Bir Rai	11203002113	2009	324	Supervisor (Network)	10	
3	Santa Bir Rai	11216001108	2004	286	Handy Boy	15	
4	Yad Bahadur Ghalley	11314000186	2005	286	Handy Boy	14	
5	Dinesh Subbha	11303000079	2010	286	Handy Boy	9	
6	Dhan Bir Ghalley		2018	215	Handy Boy	1	
7	Ajay Mallik	141410304995986	2016	500	Wet Sweeper	3	
8	Kanhaya Basfor			500	Wet Sweeper		
9	Kishan Routh			500	Wet Sweeper		
10	Suraj Mallik		2016	500	Wet Sweeper	3	
11	Sunnay Kumar Routh	#####		500	Wet Sweeper		
12	Kharka Bdr Mongar	11811000429	2016	286	Dechencholing treatment plant	3	
13	Yangzom	11912000018	2019	215	Dechencholing treatment plant	0	
10	<b>Sewerage TreatmentPlant,Babesa</b>						
1	Wangchuk	10203005503	01.11.2004	324	wet sweeper	15	
2	Dawa Tshering	10203000584	2016	324	wet sweeper	3	
3	Sithub Dema	10203002445	01.12.2004	324	wet sweeper	15	

4	Lhawang Zangmo	10203000182	01.12.2004	324	wet sweeper	15	
5	Dorji	10203000522	01.02.2014	324	wet sweeper	15	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
11	<b>ADB Project services</b>						
1	Deo Kala Ghalley	11209001632	01.05.2019	286	office Assistant	0	Babesa,WTP

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
12	<b>Electrical Section</b>						
1	Mono Rath Bhujel	21315000079	05.02.1997	324	Electrician	22	<b>Dawa zangmo/Ugyen dorji, Technician</b>
2	Surja Tamang	11203002508	17.06.1999	324	Electrician	20	
3	Dhan Kr Ghalley	11203002625	20.08.1999	324	Electrician	20	
4	Khem Raj Ghalley	28260910	01.07.2009	324	Electrician	10	
5	Lhendup Lepcha	11212001864	01.03.2013	324	Electrician	6	
6	Bikash Pradhan	21810000236	1.07.2015	324	Electrician	4	
7	Chandra Man Subba	31208000155	2019	234	Electrician	0	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
13	<b>Infrastuture Division- Survey Associate</b>						
1	Abi Maya Biswa	11316000352	01.03.2019	215	Survey Helper	0	<b>Naphel Drukpa, PE</b>
2	Pema Namgay	10706001499	01.03.2019	215	Survey Helper	0	
3	Mongal Singh Tamang	Dha(DCRC-28)2015/3891	01.03.2019	215	Survey Helper	0	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
14	<b>Maintenance of TT Road (Lajabs)</b>						
1	Chandra Man Gurung	10309002894	2010	324.00	Lajab	9	<b>Ngwang Tashi, Eng.</b>
2	Birkha Bahadur Tamang	Dha (DCRC-28)2016/8875	2006	324.00	Lajab	13	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
15	<b>water supply</b>						
1	Pelden Tshomo	11407000974	1.4.2001	324	Plant operator Gr. I (Procurement store)	18	<b>Pema Thekcho,AE</b>
2	Yadav Chettri	31805000662	10.10.1998	324	Plumber Gr. I (Motithang core)	21	
3	Bal Bahadur Rai	11812000197	1.1.1994	324	Plumber Gr. I (Kawajangsa/Zilukha core)	25	
4	Hari Maya Pantha	11805001411	1.1.1995	324	Care taker (Water store helper)	24	
5	Budha Ram Ghalley	11209000151	5.9.2003	324	Plumber Gr.I (Babesa, Simtokha, Serbithang (South))	16	
6	Man Bir Gurung	31309000383	1.3.2007	324	Care taker (RICB Tank (South)	12	

7	Karma Zangmo	10902001143	1.1.2006	324	Plant operator Gr.I (JWTP core)	13	
8	Kukpa	11511001448	1.5.2003	324	Helper (MWTP core)	16	
9	Tara Ghalley	11203001933	1.2.2003	324	Plumber Gr.I (Tank Above KP Road, South)	16	
10	Ram Kumar Gurung	11314000138	1.1.1995	324	Plumber Gr. I (Chubachu core)	24	
11	Leki Phuntsho	11507000324	7.1.2011	324	Plant Operattor for MWTP	8	
12	Phib Dhoj Gurung	11309001752	1.1.1994	324	Changbangdu borewal	25	
13	Hemlal Samal	11809000836	1.12.2001	324	Plumber, Changangkha area	18	
14	Deki	11407002404	1.3.2014	324	Complain Reception	5	
15	Rinchen Dorji	10708003748	1.1.2005	324	Plumber, YHS area	14	
16	Nima Dorji Tamang	11805001211	11.7.2006	324	Plumber, Dechencholing	13	
17	Jevan Kumar Gurung	20313000037	1.3.2007	324	Plumber, langjophakha	12	
18	Kharka Bahadur Gurung	21802000064	1.1.2007	324	Plumber/helper	12	
19	Dawa Tshering	10207000150	1.1.2007	324	Plumber for Olakha/Lungtenphu	12	
20	Sangay Tshering	11103001525	1.1.2011	324	Plumber,C/tog/bangdu	8	
21	Namgay Dem			324	Tank operator,Dzong tank		
22	Kelzang Thukten	11605001681	1.3.2014	286	Chamgang main line	5	
23	Kinzang Dechen	11104001498	1.6.2014	286	Plumber/helper	5	
24	Yangzom	11104001495	1.1.2006	234	Tank operator s/pool tank	13	
25	Ran Maya Thapa	11805002594	1.1.2007	234	Tank operator 3 tank	12	
26	Delma Bal	10309001944	1.1.2011	234	Tank operator L/phakha	8	
27	Dhan Maya Gurung	Dha (DRC-28) 2015 3908	1.1.2006	234	Tank operator BCCI Tank	13	
28	Kinley Dema	10716001536	1.1.2011	234	Tank operator YHS Tank	8	
29	Tenzin Choki	11405000233	1/11/1998	234	Caretaker of Tank I & II Changbangdu W/S Scheme	21	
30	Choden	11508000047	1/1/2012	234	R I Tank operator	7	
31	Prithi Dhan Rai		1/3/2016	254	Changiji/Plumber	3	
32	Ash Kumar Rai	10211002124	1/3/2016	215	Changiji/Plumber	3	
33	Sangay Wangchuk	11104001499	1.4.2016	286	Tank operator,Lubding	3	
34	Tshetenla	10603001753		234	E4 mainline		
35	Beenu Maya Ghalley			254	Plumber,Langjuphakha		
36	Samten Wangmo	10712001406	7/1/2019	286	Plumber,south,network	0	
37	Dorji Sumdeb			254	Plumber,south, Babesa		
38	Ram Lal Ghalley			324	Plumber		
39	Man Bdr Gurung			324	Plumber		

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
16	<i>Inspection of illegal Construction and Solid Waste Dumping( Environment Inspector)</i>						<b>Chief/Head Environment Division</b>
1	Tsheten Wangchuk	11102006072	26.11.2007	324	Environment Inspector	11	
2	Tashi Tshering	11208000158	01.01.2009	324		10	
3	Nima Gyeltshen	10706000852	01.04.2014	324		5	
4	Ugyen Penjor	11503002055	2006	324		13	
5	Tandin Zangmo	11915000224	14/06/2019	324		0	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
17	<i>Community Ecological Park</i>						
1	Kanchi Maya Limboo	11304000754	2008	234	Gardener, tree plantation and gardening, root balling, tree felling, grass cutting, ecological park,	11	<b>Miss Shera Denkar, Forestry officer Environment</b>
2	Sanja Maya Rai	30301000005	2008	234		11	

18	<i>City Beautification</i>						
1	Pem Dorji	10801001684	1.1.1990	324	City Beautification	29	<b>Miss Shera Denkar, Forestry Officer Environment</b>
2	Sangay Dema	11510001177	1/9/2013	234		6	
3	Dhan Mati Singar	10306001384	05.05.2008	234		11	
4	Tandin Pemo	11901000747	2012	234		7	
5	Karma Chimmi	11807000140	1.04.1997	234		22	
6	Kuchum	11901000824	1.04.1999	234		20	
7	Kinley Gyam	11910000395	1.1.1962	234	Nursery caretaker, gardening of nursery	57	
8	Meena Maya Ghalley	11303001115	01.04.2002	234	City Beautification	17	
9	Budhi Maya Gurung	Dha (DCRC-28) 6129		234			
10	Sabitri Gurung	11309002304	8/4/2019	215		0	
11	Thinley Penjor	11102006077	12.03.2014	234		5	
12	Indra Maya	10311001150		215			
13	Rinchen Dema	11505001619	7/10/2019	215		0	
14	Malawati Darjee		4/11/2019	215		0	
15	Nandu Ram Gurung	11314000010	4/11/2019	324		0	
16	Phurba Wangmo	11506002032	1/9/2019	215		0	
17	Chandra Wati Sanyasi	11807000561	14/9/2019	215		0	
18	Cho Drukpa	11102006077		324			

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
19	<i>Crematorium</i>						<b>Pema MTO,Environment Section</b>
1	Kailash Rai	21202000980	2005	324	Toilet and mortuary cleaning, Pyre site cleaning, house cleaning, electrician, and caretaker	14	
2	Purna Dhan Rai	11205001034	2004	324		15	
3	Budhi Dhan Rai	11205001035	2006	286		13	
4	Kumar Singh Rai	11205000474	2006	286		13	
5	Lachi Maya Rai	11205000901	2001	254		18	
6	Chandra Maya Rai	11202001266	2005	254		14	
7	Jit Maya Rai	11207000211	2004	234		15	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
20	<i>Solid waste</i>						<b>Ma'am, Tshering Yangzom, Sr. Environment Officer</b>
1	Ajit Kumar Gurung	11201003602	2003	324	waste collection, 2 people for each truck, waste segregation, cleaning after every event	16	
2	Bhim Kumar Chhetri	3976(RP)	2017	324		2	

3	Ran Bahadur Gurung	30205000392	2007	254		12	
4	Chandra Bahadur Kokey	11803001671	2008	234		11	
5	Pema Lhaden	11603002998	2010	234		9	
6	Dorji Khandu	11203000533	2003	324		16	
7	Dhan Prasad Pakhring	10308001261	2017	324		2	
8	Bal Bdr Kami	11308001380	2017	324		2	
9	Pertha Bahadhur Gurung	21309000151	2009	234		10	
10	Maresh Gurung	11310000566	2019	215		0	
11	Aita raj Subba	11304000341	22/3/2019	215		0	
12	Bhim Bhadhur Gurung	10309001922		215			
13	Ram Bahadur Gurung	11304002297	2011	215		8	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
21	<i>Guards, Dead dog Collectors, Cattle Catchers &amp; Gardeners Park duty</i>						
1	Tokaley	10905002777	2001	324	cattle catcher	18	Pema MTO, report to Yeshe Chief
2	Dhan Bdr Gurung	DCRC-29/2009- 10/3959	2007	324	cattle catcher	12	
3	Nima Yozer	10904001421	1.4.2012	234	cattle catcher	7	
4	Ran Bahadur Kami	DC-28/2009-10/2577	1.4.2012	234	cattle catcher	7	
5	Dechen	11811000285	2009	234	cattle catcher	10	
6	Mongal Dhoj Pakhring	1030800126	2018	215	cattle catcher	1	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
22	<i>Memalakha Land Fill</i>						
1	Tumba Hangma Limbu	10205003736	2012	215	caretaker, Maintenance, operator and waste segregation	7	Ma'am Tshering Yanzom,Sr. Environment officer
2	Mani Kr Rai	11215003436	11/1/2019	215		0	
3	Purna Bahadur Pele Gurung	20306000042	2013	215		6	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
23	<i>Mtc. Of Thromde Roads &amp; Bridges</i>						
1	Wang Norbu Sherpa	11802000547	2008	324	surface drainage, Road cross section, side drains, cross drainages, road marking, wall maintenance, footh path maintenance	11	Labjab- Wang Norbu
2	Bhim Bahadur Gurung	3020500394	2012	254		7	
3	Sonam Dorji Tamang	11801000952	2010	215		9	
4	Sanu Kanchi Subba	11304000527	2010	215		9	
5	Deki Yangzom	10705001742	2010	215		9	
6	Nim Dorji Tamang	11801000385	2016	254		3	
7	Gawri Man Tamang	31304000044	4/1/2019	286		0	
8	Dig Bir Ghalley	11203002557	4/1/2019	215		0	
9	Bal Bahadhur Limboo	11812001727	1/1/2019	215		0	
10	Prem Bdr Gurung			324			
	<i>Mtc. Of Thromde Roads &amp; Bridges</i>						

1	Sunita Gurung	11309002555	2010	324	Child Creche, Thomde office	9	Labjab-Wang Norbu
2	Dhan Maya Tamang	11103001012	2010	324	Child Creche, Thomde head office	9	
3	Tshomo	11604000627	2006	234	ECCD, Motithang	13	
	<i>Mtc. Of Thomde Roads &amp; Bridges</i>						
1	Dil Maya Gurung	11304000091	2006	324	WB, office Asst. (head office)	13	Labjab-Wang Norbu
2	Sonam Gyeltshen	11508001998	1988	254	tipper helper . 0682	31	
3	Bir Bahadur Kami	Dha (DRC-28) 2015 5750	2015	215	sewarge boloro diver	4	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
24	<i>Maintenance of Thomde Roads (Abi Chandra Lajab)</i>						Abi Chandra Lajab and Santosh Sir, Engineer
1	Abi Chandra Sanyasi	11103001425	1.1.1990 (2010 DoR)	324.00	road maintenance, crack sealing, skin patches, patch repair, potholes repair, applying sand	9	
2	Som Maya Tamang (A)	Na-1-10	1.1.2006	215.00		13	
3	Som Maya Tamang (B)	11806000950	1.1.2006	215.00		13	
4	Budha Maya Tamang	11806001610	1.1.1975	215.00		44	
5	Renu Kumari Subba	11203000849	1.1.2005	215.00		14	
6	Deo Narayan Pradhan	11309001155	1.1.2002	215.00		17	
7	Damber Singh Chamling Rai	11314000167	1.1.2006	215.00		13	
8	Namgay	10306001042	1.1.2001 (2010 DoR Transfer)	215.00		9	
9	Nar Bahadur Thapa	10211002498	1.1.2004 DoR (2010)	215.00		9	
10	Nirmala Sherpa	11208000595	1.1.2002	215.00		17	
11	Suk Maya Yakha	11208000783	1.1.2000 dor(2010)	215.00		9	
12	Lal Maya Tamang	21215000554	1.1.2000	215.00		19	
13	Badiri Ghalley	11203002555	1.1.2002	215.00		17	
14	Amber Bahadur Gurung	Dha (DRC 28) 11976	1.1.1988 Dor	215.00			
15	Dawa Zangmo Sherpa	11307001822	1.1.2001	215.00		18	
16	Ganga Maya Darjee	11809001233	1.1.1990	215.00		29	
17	Gau Maya Subba	11807001506	1.1.2007	215.00		12	
18	Dil Kumari Gurung	Dha-10239	1.1.1998	215.00		21	
19	Dhan Maya Tamang	11801000936	1.1.2006	215.00		13	
20	Champa Devi Gurung	21109000140	1.1.2006	215.00		13	
21	Kali Maya Gurung	21109000024	1.1.2006			13	

				215.00		
22	Manu Gurung	Dha (DCRC-28) 374	1.1.1999	215.00		20
23	Kalu Man Rai	11210001556	1.1.1989	215.00		30
24	Yadu Maya Neopaney	11308000012	DOR	215.00		

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
25	<b>Denchechholding &amp; Taba Community workers</b>						
1	Panchi Maya Rai	10506000530	1/6/2008	215	Road Sweeping, Drain cleaning and Grass cutting	11	Ugyen Penjor/ Taba Tshopa
2	Phul Mati Rai	11205000157	1/6/2008	215		11	
3	Mongali Maya Tamang	11801002216	1/6/2008	215		11	
4	Hama Devi Dangal	11303001033	1/9/2016	215		3	
5	Bimla Pradhan	11204005049	1/8/2018	215		1	
6	Jamuna Devi			215			
7	Budha Singh Tamang			215			
8	Phib Rani Subbani	11311001149	1/10/2014	215		5	
9	Hema Devi Bhandari			215			
10	Geeta Maya Adhikari	11311001149	1/10/2014	215		5	
11	Ash Maya Limboo	11311002632	7/1/2019	215		0	
12	Champa Mongar	11201002905	7/1/2019	215		0	
13	Lachhi Maya Rai	10506000528	7/1/2019	215		0	
14	Durga Lal Subba	11210000168	7/1/2019	215		0	
15	Maita Maya Limboo	11812000840	7/1/2019	215		0	
16	San Maya Rai	10309001894	17/9/2018	215		1	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
26	<b>Road Sweeping-Kawangjangsa-Pamtsho Constituency</b>						
1	Bhakta Bahadur Gurung	21216000608	1998	234	Road Sweeping, Drain cleaning and Grass cutting	21	Dophu/ Rinzin om/ Nima Gyeltshen
2	Sari Maya Darjee	11809001234	2007	234		12	
3	Dil Maya Mongar			234			
4	Som Maya Tamang (B)	1121600031	1995	234		24	
5	Suk Moti Tamang	11805001159	1994	234		25	
6	Santa Maya Gurung	11309002630	2006	215		13	
7	Lhachimo	11312001330	2010	215		9	
8	Saytee Gurung	11216001381	5/1/2019	215		0	
9	Phurba Wangdi Sherpa	21209000299	2011	234		8	
10	Amrit Kumar Rai	(DCRC-28) 2017/1308	6/1/2019	215		0	
11	Dema	D-343994	4/6/1992	215		27	
12	Sarita Gurung	samd Ad 015	25/06/2019	215		0	
13	Aita Mati Subba	11210000172	2018	215		1	

14	Aita Maya Subba	DCRC(28)2012-13/9933	28/9/2018	215		1	
15	Chimi Dolkar	11410006496	2018	215		1	
16	Sonam Zangmo	11102002543	2001	215		18	
17	Man Kumari Saru	1810000589	2019	215		0	
18	Bishnu Maya Limbu	11304000755	2019	215		0	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
27	<i>Road Sweeping-Chubachu, Norzin Lam, Sabji Bazar &amp; YHS</i>						
1	Bal Bahadur Dulal	11301001406	1988	324		31	<b>Lajab- Birkha Bdr Tamanag/ Tandin Zangmo</b>
2	Som Maya Tamang (A)	31301000093	1987	234		32	
3	Purni Maya Subba	11304000808	2003	234		16	
4	Krishna Maya Gurung	11309000495	2006	234		13	
5	Pabi Maya Tamang	31301000097	2006	234		13	
6	Gopal Gurung	11309000487	2006	234		13	
7	Suk Maya Tamang	11801000326	1994	234		25	
8	Mon Maya Tamang(A)	11801000330	1994	234		25	
9	Indra Maya Subba	11304000345	2007	234		12	
10	Pavitra Chhetri	Dha (drc-28) 2014/101120	1987	215		32	
11	Som Maya Pakhring	10308001256	2002	215		17	
12	Hari Maya Ghallay	11208001099	2001	215		18	
13	Sancha Maya Limboo	11304000749	2014	215		5	
14	Moni Maya Subba	11304001285	2007	215		12	
15	Nim Dem	10205005390	2010	215		9	
16	Phul maya Tamang	31301000099	2018	215		1	
17	Bishnu Maya Rai	10311001146	2004	215		15	
18	Mean Maya Tamang	3130100095		215			
19	Lal Maya Waiba	10305002761	2019	215		0	
20	Tara Gurung			215			
21	Suk Bdr Tamang	DHA(DRC) 24/2018	15/3/2019	215		0	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
28	<i>Road Sweeping-Babesa Constituency</i>						<b>Lajab- Charda Gurung/ Sigye Dorji</b>
1	Hari Maya Gurung	31109000026	2010	215		9	
2	Lhasang Dolma Tamang	11806001612	2010	215		9	
3	Pokali Subba	11801000884	2010	215		9	
4	Ran Maya Allay	11810000351	2010	215		9	
5	Ratna Maya Bhujel	21215000345	2010	215		9	
6	Kabita Gurung	10309000227	2010	215		9	
7	Sherab Choden	11806000743	2010	215		9	



8	Bishnu Maya Bomjan	103080016	2019	215		0
9	Bagi Maya Bhujel	11215003880		215		
10	Jas Maya Bhujel	2125000631	2010	215		9
11	Benee Thulung Subba	20311000043	2010	215		9
12	Gauri Maya Rai	112030002110	2010	215		9
13	Januka Rai	10307000784	2010	215		9
14	Manita Gurung	21215000910	2010	215		9
15	Puspa Maya Subba	11216002848	2010	215		9
16	Sek Mari Limboo	11210001864	2010	215		9
17	Jermit Lepcha	11213000537	2010	215		9
18	Nir Maya Gurung	11210001435	2010	215		9
19	Suk Maya Subba	11216002845	2010	215		9

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
29	<i>Road Sweeping-Changbangdu-Olakha Constituency</i>						
1	Yangchen Lhamo Sherpa	11307002651	2005	215		14	Lajab-Chandra Gurung, Ugyen Yanzom ( Changbangdu)/Sam ten Choden (Olokha)
2	Nima Wangmo Sherpa	11307002669	2001	215		18	
3	Chandra Maya Gurung	11802000424	2010	215		9	
4	Purni Maya Tamang	11801001149	2001	215		18	
5	Purni Maya Mongar	11304000482	2010	215		9	
6	Pampha Maya Rai	DCRC-28/7268	2001	215		18	
7	Saraswati Singboo	21311000033	2010	215		9	
8	Ran Maya Limboo	1182001681	2010	215		9	
9	Pema Deki Sherpa	11307002413	2010	215		9	
10	Purna Maya Pradhan	11309002607	2003	215		16	
11	Suk Moti Subba	11304002172	2001	215		18	
12	Santi Maya Gurung	MC-652868	1995	215		24	
13	San Maya Tamang	11309000186	2010	215		9	
14	Manu Kumari Ghimarey	Dha (10)/1592	2010	215		9	
15	Sun Moti Pakhring	10308001254	1995	215		24	
16	Phul Maya Subba	21811000080	2010	215		9	
17	Nir Maya Gurung	30205000396	3/4/2019	215		0	
18	Dhoj Maya Subba	31807000077	3/5/2019	215		0	
19	Dil Maya Tamang	11801002442	3/3/2019	215		0	
20	Bhim Bahadur Tamang	Dha(DCRC-28)#10706	3/1/2019	215		0	
21	Manju Maya Gurung			215			
22	Budha Maya Limboo			215			
23	Hem Lal Tamang	11805001013	3/2/2019	215		0	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
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30	<b>Road Sweeping-Mothithang Constituency</b>						
1	Budhi Man Tamang	21302000069	1987	234.00		32	<b>Lajab/Inspector-Tseten Wangchuk</b>
2	Mon Maya Tamang(B)	11801000330	1994	234.00		25	
3	Mon Maya Adhakari	Dha (DRC)28/20	1981	234.00		38	
4	Shree Maya Tamang	11304001468	2010	215.00		9	
5	Som Maya Lho	20308000028	2001	215.00		18	
6	Chanith Lepcha	10211003253	2/1/2019	215.00		0	
7	Chali Maya Dahal	11801000790	1992	215.00		27	

SI/N O	Name	CID/work Permit	Joining Date	Rate	Current Job Responsibility	Service year in Thromde	Line of reporting
31	<b>Road Sweeping-Desi Lam/Lingkana Palace</b>						
1	Yadu Maya Khadal	11306000460	1994	234.00		25	<b>Birkha Bdr Tamang lajab</b>
2	Pabi Maya Mongar	11805001223	2001	234.00		18	
32	<b>Road Sweeping-JB Cloths Market</b>						
1	Kala Devi Thapa	21216000481	2010	234.00		9	<b>Birkha Bdr Tamang lajab</b>

## Annexure 2: Routine Work Calendar

Figure 3: Routine Maintenance Calendar (Road sweeping, Road mtc.)

[illegible]



18	Lajab/supervisor	3												
19	Complain Reception	2	Not required											

Action taken report

## Action Taken Report

Internal Audit report on the Human Resource Mapping on Muster roll employees of Thimphu Thromde was presented to Thromde Tshogde for the discussion on the way forward. During the 19<sup>th</sup> Thromde Tshogde after much deliberation decided to form a task force for the formulation of service rules for the muster roll employees.

Subsequently, task force drafted the services rules for the muster roll and presented to the 21<sup>st</sup> Thromde Tshogde for the endorsement. And it was endorsed with slide changes from the proposed one.

Later it was presented to Ministry of Labour and Human Resources for the endorsement for the same to have legal binding. On 10 November 2020, Thimphu Thromde Workforce Service Rules and Regulations, 2020 was endorsed.

On 23<sup>rd</sup> Thromde Tshogde, services books was inaugurated and was applicable with effect from 1 February 2021.

Note: Minutes are attached for the reference

**Decision**

The balance budget from Retirement Benefits can be added to in-country travel budget. From next FY, the recurrent budget for Education Sector could be proposed under Education budget and not with *Thromde* budget. *Tshogde* also endorsed Nu 10.00M as maintenance budget for road maintenance in addition to already approved recurrent budget.

**Action – Accounts Section****Agenda 19.02 - Update on Annual Performance Agreement (APA)**

The Planning Officer has presented on the status of the Annual Performance Agreement (APA) 2019-2020 signed with Honorable Prime Minister and *Dasho Thrompon*. In addition, the Chair assured that *Tshogde* will have full support in any ways possible to achieve the targets reflected in the APA and similarly every individual will have to be put in their effort towards realizing the targets.

**Decision**

The targets and achievements made thus far will have to be updated in the Mid Term Review (MTR) of the APA 2019-2020. Some of the activities had to be dropped due to change in priority and *Tshogde*'s direction and accordingly the targets will have to be updated in the APA.

**Action – Planning Officer****Agenda 19.03 - Internal Audit Report on Human Resource Mapping on Muster roll employee at Thimphu Thromde**

The Internal Auditor presented on the report on Human Resource capacity on muster roll employee. She has also presented to the Human Resource Committee (HRC) and those which could not be solved by *Thromde* were brought to *Tshogde*. She presented some of the recommendations for the benefits of *Thromde* Muster roll workers to the *Tshogde* for discussion and endorsement.

The major recommendations include:

1. Internal Service rule and regulation for the staff of *Thromde* needs to be drafted and endorsed through *Thromde Tshogde* and simultaneously agency should implement it.

2. Grievances Redresser Mechanism needs to be developed.
3. *Tshogde* need to formalize norms and standards developed for rationalizing staff requirement
4. *Thromde Tshogde* should pass resolution to term Muster roll as *Thromde* Workforce
5. The Management of *Thimphu Thromde* should look the possibilities of providing Provident Fund (PF) and Groups Insurance Scheme (GIS) to eligible employees

### Discussion

The Legal Officer informed that it is better to first establish a task force to study all the recommendations and then put to *Tshogde* for final endorsement rather than discussing on the recommendations submitted. The Chair informed that first *Thromde* will have to work out on the estimate of cost implications of muster roll remunerations on *Thromde* and then decide on the recommendations. The Officiating Executive Secretary told that even National Work Force (NWF) have not been paid with the Provident Fund (PF) or Group Insurance Scheme (GIS) schemes. Since *Thromde* is gearing towards financial sustainability, it is therefore any expenditure from annual internal revenue will have to study well.

The Chair informed that if *Thromde* is at comfortable zone, it is always important for *Thromde* to pay the PF and GIS schemes. But having provided these, they will have to work with double effort. He also mentioned that muster roll workers in Offices could be recruited on regular basis in place. He informed that the rough cost estimate based on 5% from Office and 5% from their salaries as PF and GIS schemes comes to around Nu 1.8M a year for 303 laborers.

The Jungzhina *thuemi* informed that first *Thromde* will have to finalize where these 303 workers are and work out on whether these many laborers are required actually. Taba *thuemi* also informed that *thromde* will have to look into such benefits of the workers as he understands well the hardships of the workers especially in his constituency.

### Decision

The *Tshogde* after much deliberation decided to form a task force first. The task force members include one from Legal Section, Two Constituency *Thuemis* (Taba and Babesa *Thuemis*), one



**19th Thromde Tshogde****Date** – 3<sup>rd</sup> January 2020**Venue** – Hotel Palm, Phuntsholing**Time** – 9:00AM-7:00PM**Members Present**

1	Dasho Kinlay Dorjee	<i>Thrompon</i>	Chair
2	Mr. Kinley Penjore	Offtg. Executive Secretary	Member Secretary
3	Mr. Ugyen Penjor	Jungzhina-Pamtsho <i>Thuemi</i>	Member
4	Mr. Ugyen	Taba-Dechencholing <i>Thuemi</i>	Member
5	Mrs. Dorji Dem	Motithang <i>Thuemi</i>	Member
6	Mr. Rinzin Dorji	Changangkha <i>Thuemi</i>	Member
7	Mrs. Phub Dem	Changbangdu-Olakha <i>Thuemi</i>	Member
8	Mr. Kuenga Yonten	Norzin <i>Thuemi</i>	Member

**Members Absent**

1	Mr. Namgay Tshering	Babesa <i>Thuemi</i>	Dy. Chair
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**Invitees**

Sl/No	Name	Designation	Division/Section
1	Mr. Sonam Dorjee	Chief ADM Officer	AFD
2	Mr. Yeshey Wangdi	Chief	Environment Division
3	Mr. Udesch Chhetri	DCFO	AFD
4	Mr. Sonam Penjore	Revenue Officer	AFD
5	Mr. Tashi Dendup	Sr. Budget Officer	AFD
6	Mr. Ugyen Dorji Tshechu	Sr. Legal Officer	Legal Section
7	Mr. Thinley Dorji	Sr. Census Officer	Census Section
8	Mr. Nakphel Drukpa	Officiating Chief Engineer	ID
9	Mrs. Chhimi Wangmo	Engineer	ID
10	Ms. Phub Dema	Internal Auditor	IA Section
11	Mr. Karma Dorji	Planning Officer	PPS

**Agenda 21.02 - Penalty Proposal for late renewable of Occupancy Certificate (OC)**

The DRD presented to the *Tshogde* the need for levying penalty for late renewal of Occupancy Certificate (OC). The Management has approved Nu 20 per day from the day of the expiry of the OC. There are a total of 6,550 buildings and out of which 3,323 are without OC currently.

**Discussion**

The Jungzhina *Thuemi* informed that it is essential to make OC requirement for any *Thromde* services and in this way *Thromde* can ensure that all building have the OC applied and renewed. He also informed that there can be proper system in place for both old/traditional and new buildings. The Chair stated that it would be easier for *Thromde* to make building have OC issued if the number of buildings without OC could be segregated *demkhong* wise. The members discussed that currently the check list for renewal of OC is very strict and if OC is to be issued within next six months, it would be very difficult, therefore, it can be better if OC renewal form could be relaxed. The census section also requested if building number to be included in the OC which is the requirement for various census services.

**Decision**

*Tshogde* decided to first have Occupancy Certificate (OC) issued to all those buildings which have not applied OC and only then the discussion of applicability of fee for late renewal of OC can be discussed. *Tshogde* directed DRD to update all those buildings which are without OC to have issued OC with the help *Thuemis*, ICT and SLMD within next 6 months. Even the check list for OC issuance can be relaxed. *Tshogde* also directed DRD to develop SOP for issuance and renewal of OCs.

**Action - DRD****Agenda 21.03 - Presentation on draft Muster Roll Service Rule**

The Chief ADM Officer informed that it was discussed and decided during 19<sup>th</sup> *Thromde Tshogde* that a detail study have to be carried out regarding the muster roll of Thimphu *Thromde*. Accordingly a taskforce has been formed to draft muster roll service rule. The draft has been





presented to the Management and the same will be presented today for *Tshogde*'s endorsement. The taskforce presented to the *Tshogde* the draft muster roll service rule.

### Discussion

Jungzhina *Thuemi* shared that the concern is whether the list of muster roll presented is actually there at sites and working. For this the taskforce team informed that if the service rule is endorsed, the idea of ghost employees if present will be solved with the issuance of employee ID. The other *Thuemis* also stated it would be better if the Management could study whether the current strength of muster roll is in access or insufficient.

Taba-Dechencholing *Thuemi* also stated that the minimum wage rate is Nu 215 and proposed if this could be increased. For this the task force informed that they are eligible for increment yearly. The Chief ADM Officer also informed that if there pay has been raised more than 215 per day; there is no basis because the 215 per day has been based on National minimum wage rate.

### Decision

*Tshogde* endorsed the muter roll service rule with slight changes. The change is *Tshogde* directed to do away with unskilled category and keep level IV as the last category with Nu 324 per day and do away with annual increment for all categories.

### Action – Task force

### Agenda 21.04 - Update on year-end Revenue Collection

The Revenue Section presented the revenue status of the *Thromde* for the FY 2019-2020.

The total collection till June 2020 is Nu 231.884M which is around 4.0M less than previous year. He presented that total transfer to accounts section is Nu 271.952M in the FY 2019-2020. He also presented the endorsement of payment excess tax payment of Nu 26,336 for few individuals.

He also presented the tax defaulter list to the *Tshogde*. As of 16<sup>th</sup> July 2020, there are total of 1478 individuals who have not yet paid taxes. Also there are 56 organizations which have not paid the taxes. The revenue section also presented that there are cases when people appeal to Ministry of Finance for penalty waive off and requested *Tshogde* if the practice could be stopped

**21<sup>st</sup> Thromde Tshogde****Date – 17/07/2020****Venue – RTC Conference Hall****Time – 9:00AM****Members Present**

1	Dasho Kinlay Dorjee	Thrompon	Chair
2	Mr. Karma Namgyel	Executive Secretary	Member Secretary
3	Mr. Namgay Tshering	Babesa Thuemi	Dy. Chair
4	Mr. Ugyen Penjor	Jungzhina-Pamtsho Thuemi	Member
5	Mr. Ugyen	Taba-Dechencholing Thuemi	Member
6	Mrs. Dorji Dem	Motithang Thuemi	Member
7	Mr. Rinzin Dorji	Changangkha Thuemi	Member
8	Mrs. Phub Dem	Changbangdu-Olakha Thuemi	Member
9	Mr. Kuenga Yonten	Norzin Thuemi	Member

**Invitees**

Sl/No	Name	Designation
12	Mr. Kinley Penjore	Specialist, Project Manager, ADM-PIU
3	Mr. Sonam Dorjee	Chief ADM Officer
4	Mr. Thinley Norbu	Chief, UPD
5	Mr. Yeshe Wangdi	Chief Engineer
6	Mrs. Sonam Desel	Chief, Environment Division
7	Mr. Udeshe Chettri	Dy Chief Finance Officer
8	Mr. Sonam Tobgay	Head, SLMD
9	Mr. Thinley Dorji	Head, Census Section
10	Mrs. Shera Dolkar	ENV Division
11	Mr. Teknath Kararia	DRD
12	Mr. Tashi Dendup	Sr. Finance Officer
13	Mr. Dorji Phurba	ADM Officer
14	Mr. Sonam Penjore	Revenue Section
15	Mrs. Cheki Yangzom	HRO
16	Mrs. Phub Dema	Internal Auditor
17	Mrs. Pema Minjur	Legal Officer
18	Mrs. Ugyen Wangmo	Road Section, ID
19	Mrs. Shrijana Chhetri	Sewerage Section, ID
20	Mrs. Tshewang Pelden	Dzongkha Coordinator
21	Mr. Karma Dorji	Planning Officer



**Decision**

*Tshogde* could not decide on the regularization of the structures constructed in setback area. The construction of slab extension can be regularized with penalty since it is allowed as per DCR. *Tshogde* also directed the DRD to submit to the Management the list of illegal structures (construction in setback areas) and discuss and decide in the Management as to who and how such approvals have been accorded.

**Action – DRD****Agenda 23.19 - Inauguration of Service Rule Book**

The Thimphu *Thromde* Work Force Service Book (Rules and Regulations) was developed last year after the management felt the need for one for the benefit of the *Thromde* Work Force (erstwhile *Thromde* muster roll workers).

The Management has formed a task force to work on it and the taskforce later presented to the Management and then to *Tshogde* for endorsement. After the endorsement by the *Tshogde*, it was presented to the Ministry of Labour of Human Resource (MoLHR). The same was then endorsed by the MoLHR.



(From L-R- Chief Environment Officer, Chief ADM Officer, Executive Secretary, Thrompon, Dy. Chairperson and Chief Engineer)

The Service Book was launched by the Chairperson and the members of the *Thromde Tshogde* and will be applicable with effect from 1st February 2021.

#### **Agenda 23.20 - Information on FLT for the aspiring *Thromde Tshogde tshogpa* Candidates**

This was shared as information and for necessary action for the members of the council. As per the notification of the Election Commission of Bhutan, all those eligible and aspiring candidates who wish to seat for *Tshogpa* election in the upcoming *Thromde* election will have to register for Functional Literacy Test (FLT) on or before 15/02/2021 via online registration portal at <https://dramig.ecb.bt/flt/registration> and that the written test and viva voce will be conducted on 19/02/2021. This information will also have to be shared to other aspiring candidates by the area *Thromde Tshogpas*.

#### **Agenda 23.21 - Issues regarding online Land Tax Payment**

The issue with regard to payment of land tax online has been submitted by Babesa *Thuemi*. He reported that there has to be some changes in the system. There has to be different options in the system for the payment of land taxes for 1 year or 2 years. He also submitted that if a building has been sold flat wise, there are many owners for one plot. Therefore, while paying land taxes, flat wise options will have to be made available in the system for public convenience.

The Member Secretary informed that the ICT section is already working on the system and the revised system will be rolled out by March 2021.

#### **Action - ICT Section**

#### **Agenda 23.22 - Issues of Drinking Water in Simtokha and Babesa LAP**

This is a concern shared by the Babesa *Thuemi*. He reported that there are issues with drinking water in Simtokha and Babesa LAP. The source from Chamgang dries up in winter and also due to icing, there is less water at the source. *Thuemi* reported that there are few other water sources near the existing source, even these water sources could be tapped to have enough water supply at all times. This is his submission to the Management.

The management reported that every winter, the two water sources from Megaypang dries up almost 50% and the supply is not adequate. The water team has been exploring alternative sources and adding the water to the existing intake. It was also reported that upon completion of



**23<sup>rd</sup>ThromdeTshogde****Venue-Royal Thimphu College****Date- 11<sup>th</sup>/02/2021****Time- 9:30 AM****Opening Remarks**

The Chair welcomed all the members of the *Thromde Tshogde* and the Officials of *Thromde* to the 23<sup>rd</sup>*Tshogde*. He informed that the 23<sup>rd</sup>*Tshogde* is the last *Tshogde* for discussion of important agenda before the 2<sup>nd</sup> term for *Thromde* Council ends. However, final closing ceremony will be held at a later date, on 26<sup>th</sup> February 2021. The most important agenda for today will be to endorse budget 2021-2022. Due to lockdown for 40 days in the month of December and January 2021, the *Tshogde* could not be convened.

The Chair also commended the Incident Command Center (ICC) and the Management for having successfully managed the 1<sup>st</sup> and 2<sup>nd</sup> lockdowns which lasted for 21 and 40 days respectively. It was a success story because of constant guidance and support from His Majesty and the Government. Moreover, it is a fruit of coordination and support of all agencies and stakeholders involved. *Thromde Tshogde* would therefore like to thank all agencies and individuals involved for the successful management of the lockdowns in Thimphu *Thromde*.

The Chair also touched upon some of the challenges faced by *Thromde* especially in implementing the development activities within *Thromde* as a result of pandemic and also due to cold winter season. Despite these challenges, *Thromde* was able to carry out the construction activities and few vegetables sheds and ECCD have been inaugurated and made operational. He also assured that *Thromde* will support the plans and programs of the Government in minimizing the crowd at the Centenary Farmer's Market (CFM) and complete the ongoing community vegetable sheds as fast as possible.

The Chair also reported that part of the improvement of roads have been awarded to Construction Development Corporation Ltd (CDCL) on a deposit work scheme, a package worth of Nu 30.00M, where road resurfacing and drain improvement works in all parts of the city has been assessed. The balance road resurfacing works including the areas where sewer network has been laid estimated about Nu. 20.0M is being carried out departmentally. These works estimated

