



# Management Meeting Minutes

3<sup>rd</sup> Thromde Council

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

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

**Date – 10th May 2022**

**Time -9:30AM**

**Venue – Thromde Conference Hall**

### Opening Remarks

The Chair welcomed all the members of the Management to the 8th Management meeting. He also welcomed the Chief Finance Officer and the Principal Thromde Education Officer who have joined the Management meeting for the first time. The Chief Finance Officer and Principal Thromde Education Office have recently joined Thromde.

### Members present

SI/No	Name	Designation
1	Dasho Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Kinley Penjore	Project Manager – ADB-PIU
4	Sonam Dorjee	Chief ADM Officer
5	Yeshi Wangdi	Chief, Infra. Division
6	Tashi Phuntsho	Chief, CoED
7	Nima Dhendup	Chief Finance Officer
8	Pema Choidar	Principal Thromde Education Officer
9	Sonam Tobgay	Dy. Chief, LRSD
10	Tashi Dorji	Officiating Chief, O&MD
11	Ugyen Dorji Tshechu	Dy. Chief Legal Officer
12	Kezang Lhamo Dorji	Officiating Chief Environment Officer
13	Kinga Gyeltshen	Dy. Chief Thromde Health Officer
14	Penjor Drukpa	Executive Engineer, O&MD
15	Teknath Kararia	Executive Engineer, CoED
16	Kunlay Yangdon	Executive Engineer, Infra. Division
17	Robin Rimal	Dy. Executive Engineer, DRD
18	Kezang Dorji	Sr. Urban Planner



Sl/No	Name	Designation
19	Teknath Suberi	Engineer, O&MD
20	Lekzang Jayoed Dorji	Environment Officer, Environment Division
21	Zulkee Choden Rinzin	Media Relations Officer
22	Karma Dorji	Sr. Planning Officer

### **Agenda 8.1 - New Thromde Logo selection and endorsement**

The earlier Management decided to change the Thromde logo and go for logo competition amongst Thromde staff. Subsequently we have received 7 entries for the competition with individuals submitting more than 1 logo for competition. The Logos have been rated based on three broad criteria, the visual appearance, relevance to Thromde and flexibility and reproducibility. There were 11 panel members consisting of Dasho Thrompon, Executive Secretary, ADB-Project Manager Management and all Division except for those Chiefs who have participated in the competition.

#### **Decision**

The Management further deliberated on top 3 and decided to extend by another month to get more entries. The selected logo of an organization has to serve for many years and therefore the Management decided to take a little more time to discuss and decide.

**Action** – The Management

### **Agenda 8.2 - Waste Collection Service Contract Extension Calculations and modality for new Waste Collection Vehicles**

The Environment Division presented to the Management the details of additional payment to be made to the existing waste collection contractors and the modality of lending of new garbage trucks. There are 3 waste collection contractors for Thimphu Thromde, Greener Way for core, Clean City for North and Green Bhutan Service for South. Since their contract period ended on March 30, 2022, the preceding Management Meeting had directed the CiED to extend their contract period by 1.5 years till a new contract has been announced and signed. The Environment Division has proposed 30% increase for Clean City and 10% for both Greener Way and Green Bhutan Services. Clean City had already extended their contract for 10 months (until March 2022) after the end of their initial contract period (2016-2021) at the same rate. Greener Way and Green Bhutan had been contracted in 2020.

#### **Discussion**

The contractors had appealed Thromde to increase their monthly payment for the remaining extended period as the operation cost in the recent months had gone up

drastically owing to the hike in fuel price. Since the request made by the contractors was very high, it was decided that proper assessment should be done. The Dy. Chief Legal Officer submitted that it would be better to go by the contract agreement signed earlier. The Executive Secretary submitted that for Clean City, a 5% appreciation would be appropriated for their first contract extension (10 months) to bring them at par with the other two waste service providers, as per the annual appreciation standard of 5%. For the new extended period, which is from March 2022, he added that it would be better to conduct a market analysis for the operation cost increase due to the fuel hike and compare it to the fuel expenditures submitted by the Waste Service Providers for the months of March and April. Then, the additional payments due to fuel hike to each service provider would be given equally. For Clean City, the additional payments due to fuel hike would be on the original monthly payment amount, and not on the 5% appreciated amount granted.

### **Decision**

The Management:

1. Decided to provide Clean City with a 5% appreciation amount on monthly payments for their first contract extension (for 10 months only).
2. Directed the City Environment Division to conduct market analysis for fuel costs and compare it with expenditures submitted by waste service providers for the months of March and April 2022 to decide the rate accordingly for the extended 1.5-year period
3. Performance guarantee modality
4. The Environment Division also presented on the modality to lend/give the new garbage trucks to the waste collection contractors for the extended period. Thromde recently received 20 number of garbage vehicles from JICA. Since the contractors have been complaining of inadequate vehicles, Thromde decided to issue 1 or 2 vehicles for them for 1 year. Therefore a performance guarantee modality has been developed. The Environment Division proposed a performance guarantee (10% of the cost of each vehicle) of Nu 451,725.3/- for small compactor trucks and Nu 705,843.8/- for medium compactors, not including the comprehensive insurance amount proposed.

### **Discussion**

The Chair stated that the main point of developing this modality is mainly to make the contractors accountable for the new vehicles. Judging by the past experiences, the vehicles were not well taken care of and are most of the times left off-road and unmaintained. Without a security mechanism such as the performance guarantee, it would be difficult to ensure the sustainable use of the new waste collection vehicles. The old contract also had flaws regarding the monitoring and evaluation of vehicles by the Thromde, which is why Management decided a new hiring contract should be created in order to address the old issues.



## **Decision**

The Management:

1. Decided to give away vehicles on hiring modality with a 10% performance guarantee on the total cost of each compactor truck.
2. Decided that the contractor can ask for number of vehicles based on this modality.
3. Directed the Thromde MTO Office to carry out strict monitoring.
4. Decided that 3rd party insurance will be borne by Thromde.

**Action** – Environment Division/MTO

## **Agenda 8.3 - Endorsement of Drawing Approval Guideline (DAG)**

The Compliance and Enforcement Division (CoED) presented to the Management the DAG to streamline the building scrutiny processes. The initiative is to help shorten the drawing scrutiny turnaround time (TAT) and especially in the structural drawing, by providing a clearer review checklist, requirements and basis for approval as mentioned in the Development Control Regulations.

## **Discussion**

In this matter, the Chair shared his view, that if the drawings have been done by the registered firms, it need not undergo proof check or detailed scrutiny by the architects/engineers in the division. However, concerns were raised on the credibility and experiences of engineers in the firms. The Chair mentioned about having to streamline the processes as early as possible to avoid delays especially in clearing the structural drawings. To this, the chief, CoED, agreed on the considerable time taken especially in the structural drawings as detail checks are done to assess the integrity of the proposed structure. The executive secretary opined that if the drawings were submitted by registered engineers under the Bhutan Council of Engineers (CoE) and other accrediting agencies, a basic check is sufficient to approve it. Chief, CoED informed that the CoE is still under institution and might take time but that it can be considered in future. And regarding the approval processes and scrutiny of structural drawings, he stated that the clarity is given in the DCR, Section 2A and should be followed accordingly. The clause 2.2.7/6 in both DCR 2004 & 2016 also states that the "Grant of development permission shall mean acceptance by the implementing authority of all the requirements of the regulations excluding the Structural reports and structural drawings" meaning that the construction approval issued will not cover the assessment carried out on the structural drawing submitted. Further the chair instructed on the requirement to submit the undertaking letter by the designer in order to place accountability and seriousness in the design. Thereafter, the scrutiny process should be expedited through the basic review process as per the checklist in the guideline.



## **Decision**

The Management:

1. Approved the DAG with few changes and directed the Division to spell out the checklist of the architects and electrical engineers also in the guideline. The qualification and experience of the engineers (structural) must be at least a minimum of three years and registered with the CDB until the CoE comes up. Undertakings for both the designer and owner to be well formulated. The DAG has been attached as an annexure.
2. Instructed to implement the DAG from January 2023, after incorporating all necessary changes and documents as decided above.
3. Directed the Division to disseminate the process in the Guidelines along with the checklist with the public through various mainstream and social media platforms before implementing.

**Action - CoED**

## **Agenda 8.4 - Water & Sanitation Master Plan Development for Thimphu Thromde**

The O&M Division shared the information received from the MoWHS on the development of Water and sanitation master plan for Thimphu Thromde. This was shared as information to the Management. Since ADB is funding the extension of Dechecholing STP and water distribution network for Jungzhina and Pamtsho areas, the development of water and sanitation master plan has been proposed.

## **Discussion**

Thromde earlier has sent a letter to MoWHS requesting to develop the Thromde Water Master Plan but it was declined by the Ministry stating that it is not so important. Even the subsequent discussions did not favor water master plan preparation. But now it has come from the MoWHS that such plan is necessary. Therefore, the members felt the need to get clarifications from the Ministry.

## **Decision**

The Management directed the O&MD to seek clarifications on why the need for water together with sanitation master plan has been felt now when the same earlier proposal of Thromde has been declined.

**Action – ONMD**



## **Agenda 8.5 - Fines and Penalty for Illegal and unmetered Thromde Water Connections**

The O&MD presented to the Management that there is a need to levy penalty for illegal and unmetered water connections. Such illegal activities contribute to the non-revenue water which is one of the main revenue leakages. The Division proposes a flat amount of Nu 50,000 penalty.

### **Discussion**

The members felt that the penalty has to be heavy so that such illegal activities are prevented. The Legal Officer submitted that it is necessary to levy penalties because its illegal but there has to be basis for the penalty calculations. Most of the fines and penalties are based on daily wage rate he added.

### **Decision**

The Management decided to levy Nu 45,000 based on daily wage rate and the same to be submitted to Tshogde for endorsement.

### **Action – O&MD**

## **Agenda 8.6 - Authority for Operation and Maintenance Division to Impose fines for Illegal Activities**

The O&MD proposes for the authority to levy fines and penalties on-spot for illegal activities such as illegal waste water connection, for no proper waste water and gutter line and damaging of Thromde structures without prior approval.

### **Discussion**

The members felt there is a need for on-spot levying of fines and penalties but there has to be list of such illegal activities which needs to be levied fines and penalties along with proposed rate of fines. And the same will have to be shared through media for public awareness before implementing. The members also felt that the existing inspectors under Environment Division can carry out the monitoring and levying of fines and penalty as they do same for environmental illegal activities.

### **Decision**

The Management directed the O&MD to work on fines and penalty rate tagging on daily wage rate and develop a receipt. The fines and penalty once developed can be levied by the respective section of O&MD working on cost estimate to damaged public properties. The same will have to be put to Tshogde for endorsement and then disseminate to public.

### **Action –O&MD**



## **Agenda 8.7 - Market rate to be used for Reinstatement of Public Property as a result of any kind of Accident**

The O&MD proposed to the Management that the current reinstatement amount on the damaged public properties are calculated based on the BSR, however the materials to be used in the reinstatement processes have to be procured from the market. Therefore, the Division proposes the Management to use market rates for calculating the reinstatement amount i.e. for materials, man power and machineries.

### **Decision**

The Management approved to use the market rates for calculation of the reinstatement amount henceforth since there is loss for the Government resources when it is based on the BSR along with 15% service charge.

**Action** – O&MD

## **Agenda 8.8 - Foot Bridge Proposal at Luntenzampa Bridge for Pedestrians**

The Executive Secretary submitted to the management the need for overhead footbridge at Lungtenzampa Bridge junction towards Lungtenzampa School for the benefits of school going children and also to ease the traffic flow especially during the pick and drop hours of the school children.

### **Discussion**

The Chair informed that there is also a plan to construct Foot Bridge over Wangchu connecting the expressway and perhaps the MoWHS is working on it. If that foot bridge comes, most of the issues will be solved connecting the already existing footpaths. The Executive Secretary stated that if the foot bridge comes as planned without delay, the under pass can be constructed in place of overhead bridge at the Lungtenzampa School junction.

### **Decision**

Since there is already a plan to construct foot bridge connecting the express way, the Management decided to have underpass instead of overhead bridge and directed the Infra Division to initiate the survey and design so that the construction can be started from coming FY.

**Action** - Infra Division



## **Agenda 8.9 - Traffic Planning for School areas and Bus Priority Lane Planning proposal**

The Executive Secretary submitted to the Management that with the recent completion of the 4-lane road, the bus stops have been marked at certain intervals on one of the lanes. Since there are no spaces to construct bus bays separately, the bus stops had to be marked on the road. This is disrupting the traffic flow. Therefore, it is necessary to identify bus priority lane along 4-lane in collaboration with RBP-Traffic and RSTA.

The Executive Secretary also shared as information to the Management that all schools have initiated traffic planning in and around their schools especially for the pick and drop of the school children. This was mainly done to avoid traffic congestion near Schools during pick and drop hours.

### **Decision**

The Management directed the Urban Planning Division to take up the study on Bus priority lane along 4-lane roads within Thromde.

**Action** - Urban Planning Division

## **Agenda 8.10- Approval for New technology on Ecological Soil Solidification and Dust Control Solution by Go Bhutan Ventures**

The M/s Go Bhutan Ventures has proposed Thromde that a new technology of soil solidification and dust control mechanism can be adopted in Thimphu Thromde. The new system is environment friendly plus it is cheaper and durable compared to blacktopping.

### **Discussion**

The Chair stated that it is first of its kind and therefore, it would be better to pilot in few identified areas. If it is proven durable and up to mark, it can be one of the alternatives he added. The Infra Division said the technology is much cheaper than blacktopping but sustainability is questionable since it is a new concept in Bhutan.

### **Decision**

The management decided to allow him to pilot small area near garage at Babesa under 1.0 M budget and directed the infra Division to prepare an estimate within a budget ceiling of 1.0M.

**Action** – Infra Division



## **Agenda 8.11 –Issues with Drain/roof Water Connection to Main Sewer Line**

The ADB-PM presented that the Babesa STP has been commissioned w.e.f 18 April 2022 and it will henceforth cost Thromde around Nu 50-60M a year for the O&M of the plant. The Babesa STP has a design capacity of 12 MLD but currently approximately 8MLD of wastewater is received. However, if the drains/ gutters are connected to the main sewer line, it may surpass the capacity during heavy rains. Furthermore, since the variable cost is directly proportional to the volume of waste treated the addition of roof water and drain water would entail unnecessary operation cost. Thus, he submitted that it will be better to monitor the illegal roof/drain water connection to the main sewer line to avoid unnecessary expenditure.

### **Discussion**

The members felt that it will be difficult to monitor such connections however it is very important to monitor and not let such connections. The Chair said that one of the main issues can be solved if sewer network especially in the core areas are up-scaled. Once the norzin lam development is taken up, the drain waters can be prevented from being disposed into sewer lines. The Executive secretary informed that since the roof/ drain water is being discharged into the river without any treatment it may be better to treat such water before releasing into the environment if there are no issues in overcharging the plant. However, the chair informed that the ultimate solution is to adopt polluters pay principle

### **Decision**

The Management directed the concerned Division/Section to be cautious / mindful of such issues while working henceforth and also to explore how to charge the disposing of wastewater into the sewer lines.

**Action** – O&M and Infra. Division

## **Agenda 8.12 - Disposal of Solid Waste from STPs**

The Project Manager of ADB-PIU submitted to the Management that the current treatment plant in Babesa does not only treat wastewater but also receives garbage mix with human excreta. Such wastes were not allowed to be disposed into the landfill earlier. However, with the visit of experts from Japan along with Mr. Ugen Chewang and Ms. Lekzang J. Dorji from City Environment Division, Thimphu Thromde it has been confirmed that a separate place has been identified to dispose these wastes from STPs at the landfill. However, approval has to be sought from the City Environment Division whenever waste is taken to the landfill. Thus, he suggested that since the waste is coming from the Thimphu Thromde's STPs the need for obtaining approval maynot be required. However, for recording the quantity of waste a letter signed by the STP managers will be sent along with the vehicle carrying the waste.



### **Decision**

The Management decided that there is no need for Management's approval while disposing the STP waste. The management also directed the Environment Division to explore provision for disposing waste from STPs while developing the new sanitary landfill.

**Action** – Environment Division/PM ADB-PIU

### **Agenda 8.13- Treatment of Leachate from landfill at the STP**

The ADB-PM also submitted that a team comprising of a Japanese experts and Thimphu City Environment Division officials visited the Babesa STP to explore possibility of treating the leachate from the landfill at the STP. The biggest concern of the team is on the huge cost required for constructing a leachate treatment plant. The PM, ADB submitted that the team has been asked to conduct a study to verify the characteristics of the leachate as it will be very different from the domestic waste. The result will be shared with the technology provider to ascertain whether the leachate can be treated at the Babesa STP.

### **Decision**

The management agreed with the proposal that the characteristics of leachate must be studied and if it cannot be treated at the STP then other options will have to be explored.

**Action**-Environment Division

### **Agenda 8.14 – Issues with regard to Access road to Private Plots**

There are issues with regard to giving access road especially from the main road to private plots. It is very difficult at the site to give access due to road side drains and footpath being constructed. However, people have been pressurizing Thromde for access and some even develop on their own damaging the road side drains and footpaths.

### **Decision**

The Management decided that if they have ample of parking space within their plot and not having to park their cars on the footpath, a through and through access can be given without disturbing the side drains. However, if there are not enough parking spaces, an entry and exit of 3.5m width can be given.

**Action** – O&MD



### **Agenda 8.15 - Additional Budget for Annual Framework contract**

The O&M Division submitted to the Management on the requirement of additional budget for the ongoing annual framework contract. Earlier, the budget for annual framework was approved at Nu 10.0M each for North and South. Since most of the works and the budget for the South have been exhausted, there are few additional works identified to carry out based on the urgency. The total budget estimate for the additional works come to around Nu 4.72M.

#### **Decision**

The Management directed the O&MD to continue with the additional works as proposed and the Management will re-appropriate the funds spent later from savings from other activities or from internal revenue.

**Action** – O&MD

### **Agenda 8.16 – Proposal for LED Digital Board on Government Land**

There are proposals for installation of LED digital bill board on government land across City. The UPD submitted to the Management that whether such proposals are to be accepted or not. If approved for one, there will be many such proposals and it will be difficult to have a control over it.

#### **Decision**

The Management decided to allow in their own premises but with strict guidelines both for board and the content. The Management directed the UPD to work on the guidelines and locations based on the existing policies

**Action** - UPD

### **Agenda 8.17 - Budget for Re-modeling of Choekhang and guest house at Hejo Crematorium**

The Infra Division proposed the requirement of Nu 1.6M budget for the re-modeling of the Choekhang and guest house at the Hejo crematorium. The Management yearly allocates Nu 1.0M as the operation and maintenance budget for crematorium.

#### **Decision**

The Management directed the Environment and the Infra Divisions to initiate the works with the balance fund. In the coming FY, it can be supplemented with new budget i.e. Nu 1.0M that is kept annually for crematorium. While also it has to be made clear that Thromde will carry out just the minor maintenances.



**Action** – Infra and Environment Division

### **Agenda 8.18 - Flexible Movement of Pool Vehicle under O&M Division**

Currently, the practice is all the pool vehicles will have to be parked at the Thromde garage after Office hours. The O&M team is required to move around even after Office hours and even on weekends and therefore, the O&M Division proposes the Management to let the vehicles (BG-1-A3525 and BG-1A-0036) under O&M Division to have a flexible movement.

#### **Decision**

The Management decided to make it flexible however, the Division Chief shall be held full accountable of the vehicles and make sure that the vehicles are used for Official purposes and not for others.

**Action** – O&MD

### **Agenda 8.19 - Approval for Purchasing and Issuing of Motor bike/scooty to newly recruited lajabs/Supervisor**

The O&M Division proposed for 6 number scooty and bike for the 6 lajabs who has to move around and administer the daily cleaning and maintenance works within the City. They have to cover the entire City area and having to walk or using other means of transport isn't possible. The Division proposed for electric scooty which has 3 years warranty and zero fuel consumption with zero emission. The battery is portable and can be charged anywhere. The Division proposed two varieties of scooty, the one cost Nu 0.115 and the other cost Nu 0.11.

#### **Decision**

The Management approved 7 numbers electric scooty costing Nu 0.11M, white color, 6 for lajabs and 1 for messenger of Finance Division. The same will have to be put to Tshogde for endorsement.

**Action** – O&MD/AFD

### **Agenda 8.20 - Approval for Purchasing of Auto Loader for Waste/ Debris Collection for O&M Division**

The O&M Division has proposed for purchase of bolero hydraulic hopper which is more easy to use and faster than the existing tractors. The other reason the Division submitted is despite effort from HR section in recruiting tractor driver, Thromde could not get one and therefore tractors had to be left off-road. This has hampered cleaning



services within Thromde. The Division proposed to procure 4 such vehicles which cost around Nu 1.0M.

**Decision**

The Management approved to procure 2 bolero hydraulic hopper tippers and also directed the AFD to auction the existing tractors.

**Action – AFD**

**Agenda 8.21 - Water testing data requested by BAFRA**

The BAFRA has requested Thromde to share the water testing data for the Babesa area. Since the BAFRA has been entrusted for food safety licensing and certification, the agro based CSI industry, The Bhutan Organics located at Babesa has requested for certification. In order to certify the fruit juice products of the CSI firm, BAFRA has requested for water test data on all available parameters.

**Decision**

Since the water testing is done to ensure safety of all, the Management directed the concerned Division/Section to share the test results with BAFRA as requested.

**Action – UPD**

**Agenda 8.22 - Requesting to waive off rental Charges for Dr Toilet during the Lockdown Period**

The Dr. Toilet requested Thromde to waive off the rental charges for those public toilets along with few parking spaces which have been outsourced to Dr. Toilet for operation and maintenances. During the entire period of lockdown, not a single amount could be collected. The 4th and 5th lockdown is in total was for 62 days. Therefore, they requested Thromde to waive off the rental charges. Thromde collects monthly Nu 15000 from Dr. Toilet.

**Decision**

The Management without further deliberations waived off the rental charges for entire period of lockdown (2 months rental charges).

**Action – Asset Manager**



### **Agenda 8.23 - Outsourcing the Thromde Security services to Heruka Security Company**

The Chief ADM Officer informed the Management that the security services at the main entrance of Thimphu Thromde has been outsourced to Heruka Security Services. This was mainly to have professionals taking up the task and also to involve private sectors wherever possible in delivering the services.

#### **Decision**

The Management endorsed the outsourcing of Thromde Office security services to Heruka Security Services.

**Action** –AFD

### **Agenda 8.24- Contract Extension for caretaker of Water Transmission Mainline Dotena**

The O&MD submitted to the Management that Mr. NB Rai who has been working as caretaker/Technician for the Water Transmission mainline at Dodeyna has ended his contract period with Thromde. The Division proposes for his extension as he is responsible to look after the main transmission line throughout. It was put to HRC but has been advised to put to management for directives.

#### **Decision**

Since a caretaker/technician is required to monitor the main transmission line, his contract has been extended as proposed.

**Action** – O&MD/HRS

### **Agenda 8.25 - Recruitment of Staff for Taba WTP**

After the Operation and Maintenance period of the current contractor ends by May 2022, the operation and maintenance of the plant shall be passed onto Thromde. There will be only 2 Thromde staff left at the plant to manage the operation and maintenance. Therefore, the O&M Division proposes to recruit 2 additional staff at the plant to support the existing staff who have the skills to operate the plant. The Division also proposed the 2 current staff who has been working with the contractor have agreed to continue as plant operators if Thromde recruits them at the same monthly salary they get from the contractor i.e. Nu 15,000 per month. The Division submitted that these two individuals have been working with the plant and have adequate knowledge and skills to operate the plant.



## **Discussion**

The Executive Secretary informed that it is important to keep 1-2 Thromde staff attached with the contractor so that there is no need for additional staff recruited. The Members also felt that there are already two Thromde staff stationed at the plant and will those two will not be enough to run the plant. The members also discussed that there is no time to recruit new individuals plus it will be difficult to get the people with right skills. Since the plant has to operate 24/7 even after being taken over by Thromde, there is no time to wait till the new recruits have been made. Therefore, the members felt that the best would be to retain the existing 2 operators who have skills and agreed to continue the task.

## **Decision**

Since there is no time to look for new recruitments through open competition, on the basis of urgency, the Management:

1. Approved to recruit the existing two plant operators of the contractors on contract basis for 2 years from the date of appointment.
2. Approved to pay a lump sum monthly salary of Nu 15,000 each as per the existing payment they receive from the contractor.

**Action** – O&MD/HRS

## **Agenda 8.26 - Momo Rath Bhujel -Staff Welfare Claim**

The O&MD submitted to the Management that as per the Staff welfare scheme, he is entitled to claim the benefits for the demise of his father. However in absence of proper documents, it could be given. His father demise in US and even there is no citizenship document as well. He has been contributing monthly to the welfare scheme.

## **Decision**

The Management decided to give the welfare claim based on the death certificate and family tree.

**Action** – Finance/HRS

## **Agenda 8.27 - Salary Increment for Nim Dorji, Muster roll worker under O&M Division**

Mr. Nim Dorji has been working with Thromde under the Thromde Workforce category 3 with a daily wage at Nu 254. He has picked so many other skills such as road marking skills, masonry and carpentry works and also workers management skills in absence of lajabs. Since there is a need for masonry and carpentry man power, the Division proposes him to upgraded to level and be made to work as carpenter and mason and as well road markers.



### **Discussion**

The Management decided to upgrade him to category 1 with daily age at Nu 324 since he has the required skills and also there were no applicants for the post of mason and carpenter when announced earlier for recruitment.

**Action** – O&MD/Labor Officer

### **Agenda 8.28 - Proposal for Renewal of Agreement of pay and use Public Toilet**

The Public toilet at the City Parking area has been run by private individuals Mr. Sulab for last 30 years. It was constructed by private individuals and the agreement was to run for 30 years which concluded this year. He has requested Thromde for renewal of agreement.

### **Decision**

Since the contract period has been ended, the Management decided to cancel the current agreement and go for new tender till the new plan for the area comes up. The Asset Manager has been directed to study and explore the way to manage the public toilet henceforth.

**Action** – Asset Manager

### **Agenda 8.29 - Overtime Claims by Staff**

The Chief Finance Officer submitted to the Management that the overtime payments are claimed daily by many staff. The groups include inspectors, hawkers' duty, electricians and few others. He submitted whether these are genuine as the claims are made daily.

### **Discussion**

The member secretary said that the hawker's duty are carried out daily and are required, but others it has to be thoroughly checked and verified by Division Heads first and then by Finance secondly. The Chair also highlighted that doing overtime every day at the same time is the problem with management (individual) and not with infrastructure. The members felt the overtime claims are too much every day and that comes to a lot at the end of the year.

### **Decision**

The Management directed the Division Chiefs to scrutinize fully before approving the overtime and it is mandatory to maintain log book and also to issue Office orders for those required to work overtime from 9:00AM-5:00PM and 5:00PM – 9:00PM on weekends and holidays. The Management also directed the Internal Auditor to look at the overall overtime payments for past 1-2 years.



**Action** – Division Chiefs/Internal Auditor

### **Agenda 8.30- Procurement of Equipment for other STPs**

The ADB-PM submitted to the management that in some of the STPs, some equipment such as dissolved oxygen measuring equipment, sludge dewatering equipment, etc. are not installed during the construction. Thus, in order to run the plant efficiently and to manage the waste properly these equipment' are necessary for the STPs.

#### **Decision**

The Management directed the relevant Divisions and Sections to study the requirement of the necessary equipment in all STPs and work out the cost estimate and submit to Finance Division to be included in the coming FY budget.

**Action** – O&MD and Finance Division

The Meeting adjourned at 5:30PM

**Rapporteur** – Karma Dorji, Planning Officer



**Thimphu Thromde**

P.O Box No: 215

Gongdzin Lam, Thimphu Bhutan

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

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