



# Management Meeting Minutes

3<sup>rd</sup> Thromde Council

# **10<sup>th</sup> Management Meeting**

## 10<sup>th</sup> Management Meeting – Agenda

**Date – 19/07/2022**

**Venue – Conference Hall, TT**

### Opening Remarks

The Officiating Chair, the Executive Secretary welcomed all the members of the Management to the 10th Management Meeting. Without further delay, the members adopted the agenda to be tabled in the 10th Management Meeting.

### Members Present

Sl. No	Name	Designation
1	Karma Namgyel	Executive Secretary, Officiating Chair
2	Kinley Penjore	Project Manager, ADB-PIU
3	Sonam Dorjee	Chief ADM Officer
4	Thinley Norbu	Chief, UPD
5	Yeshe Wangdi	Chief Engineer
6	Tashi Phuntsho	Chief, CoED
7	Norbu Dendup	Chief Finance Officer
8	Sonam Tobgay	Chief, LRSD
9	Kezang Lham Dorji	Officiating Chief, Environment Division
10	Tashi Dorji	Officiating Chief, O&M Division
11	Udesh Chhetri	Dy. Chief Finance Officer
12	Ugyen Dorji Tshechu	Dy. Chief Legal Officer
13	Kinga Gyeltshen	Dy. Chief Thromde Health Officer
14	Shera Dolkar	Dy. Chief Forestry Officer
15	Tenzin Rabgay	Sr. Architect
16	Sonam Tshering	Sr. Architect
17	Sonam Tshering	Engineer, O&MD
18	Lekzang Jayoed Dorji	Environment Officer
19	Pema Thekchog	Engineer, O&MD
20	Sherab Tshomo	MCO
21	Karma Dorji	Sr. Planning Officer



## Agenda 10.1 -Follow up 9th MM Decisions

The Coordinator presented the implementation status of the decisions of the 9th Management Meeting. Most of the decisions have been reportedly implemented and few are yet to be implemented. The Management directed the Urban Planning and Land Record and Survey Divisions to look into the matter of issuing LUC for volley court and Changlingmithang ground. There were no other issues observed.

**Action** – UPD/LRSD

## Agenda 10.2 –Presentation of Budget for the FY 22-23

The Chief Finance Officer presented to the Management the general and some of the specific financial guidelines along with new and amended rules and regulations. He also presented the overview of the total approved budget for the FY 2022-2023 for Thimphu Thromde. The total approved budget including the external grants, mandatory expenses, controllable expenses, annual capital grants and City Bus subsidy is Nu 1454.6370 M out of Nu 2793.751 M proposed. The total annual capital grant for Thimphu Thromde for the FY is Nu 437.721 out of 1560.74 M proposed.

Sl No.	Particulars	Approved Budget FY 2021-2022	Proposal 2022-2023	Approved Budget FY 2022-2023	Difference between proposed and Approved Budget
1	Grants (External)	355.0000	191.000	14.480	176.52
2	Mandatory Expenses	836.2660	917.877	917.389	0.488
3	Controllable	37.2000	34.774	33.001	1.773
4	Annual Capital Grant	690.0100	1,560.740	437.721	1,123.019
5	Subsidy for Thimphu City Bus	68.6530	74.360	52.046	22.314
	<b>Total</b>	<b>1,987.1290</b>	<b>2,793.751</b>	<b>1,454.6370</b>	<b>1,324.114</b>

The Chief Finance Officer also presented the overall revenue status of the last FY. The total revenue collected for the FY 2021-2022 is Nu 221,105,679.90 and the projected revenue for the FY 2022-2023 is Nu 232,160,963.90(adding 5% over the last FY revenue). Based on the projection, the Finance Division presented in detail the recurrent budget proposal for FY 2022-2023 of Nu 268,882,500.00. The total recurrent budget deficit is Nu 36,721,536.11 against the total project revenue.

The Finance Division also submitted that the controllable budget has been apportioned based on the past expenditure trend and for capital, the first priority has been given to ongoing/ spillover activities and then the 2nd priority is to top-up the ongoing activities. The Division also submitted that the total apportioned annual capital grants is Nu 432.831million and kept a reserve fund of Nu 4.890 million from the total approved



amount of Nu 437.721 million and for the controllable budget a sum of Nu.30.495 million has been apportioned out of Nu.33.001 million approved and kept a reserve of Nu.2.506 million.

Particulars	Amount (in million Nu.)	Percentage Allocation
Spillover	273.731	63%
RGoB Top-up	85.000	19%
Pre-financing	30.000	7%
Regular Activity	44.100	10%
Reserve	4.890	1%
<b>Total</b>	<b>437.721</b>	<b>100%</b>

## Decisions

The Management:

1. Directed the Finance Division to get clear cut clarifications on whether the Thromde Workforce (Daily wage earners) is eligible for PF or not since the Thimphu Thromde Workforce Service Rules and Regulations (TTWFSRR) has a provision to pay PF with effect from July 2022.
2. Directed the Finance Division to work out clearly the total revenue collected for FY 2021-2022 and present to the Management the exact worked out revenue collections.
3. The Management decided the following with regard to recurrent budget proposal:
  1. In-country travel – Reduced to Nu 0.500 million from Nu 1.000 million
  2. For telegram, wireless transmission and postage – Reduced to Nu 0.020 million from Nu 0.060 million.
  3. Maintenance of property (vehicles) –The Management directed the Finance Division along with MTO to work out the exact expenditure for each vehicle and then the budget for next FY will be decided.
  4. Maintenance of property (Equipment) –Increased to Nu 0.150 million from 0.050 million. This includes the calibration of the Land survey total station. Also the Management approved Nu 1.000 million for software update of DRD under this budget head.
  5. Prize money for National toppers (education) – The Management directed the Finance Division to confirm with Education Division whether the MoE has the provision for the prize money
  6. Babesa STP O&M – Approved Nu 45.000 million from Nu 35.000 million proposed.
  7. The fix line in schools will be limited to 2 lines, one for VP Office and other one for general office with the maximum ceiling of Nu.1500 per month per fixed line. The Principal is given the postpaid voucher allowance with



the maximum ceiling of Nu.1000 per month.

8. The Finance Division also presented the controllable expenditure for Education and Health Sectors. The Management approved the budget for the Health Sectors as proposed and for Education Division, the Management directed the Finance Division to discuss with the Education Division since there is no one representing the Division in the Management Meeting.
9. The Division also presented some of the issues related to the Finance. It was decided that the procurement without completing formalities by some schools will not be approved henceforth, catering from different sources other than the annual quotation will not be allowed except for some valid reasons. He also informed that the payment of salary shall now be disbursed from ePEMS since the approval for the migration of tally and Drukpay system has been approved by the Ministry of Finance based on our proposal.
10. The approved budget will be presented to the Tshogde for endorsement

**Action - Finance Division**

### **Agenda 10.3 -Additional Payments to Waste Service Providers for Fuel**

The Environment Division presented to the Management some of the issues with regard to additional payments to be made to the waste collection service providers. As per the decision of the 9th Management Meeting, the additional payments have been worked out based on the price adjustment formula. Accordingly the service provider receives:

1. Clean City - Nu 6,375.02
2. Green Bhutan Service - Nu 7,013.91
3. Greener Way - Nu 11,125.347

The Division has also worked out the net payable based on the current market scenario taking into consideration the fuel price hike, distance covered, mileage etc. As per the Division, the total payable for each month (starting from April 2022) comes as follows:

1. April 22 - Nu 77,966.00
2. May 22 -Nu 110,324.00
3. June 22 - Nu 103,026.00
4. July 22- 124,847.00

The total amount payable for 4 months is Nu 1,248,495.00 and each waste service provider will receive Nu 416,165.00 as fuel price hike consideration for 4 months. The average fuel cost for the months of April and May were referenced from the fuel index for HSD (diesel) from National Statistical Bureau (NSB). Since the fuel index for June and July were not available, the Environment Division calculated the average fuel



price using the actual bills for the months of June and July to corroborate fuel prices.  
Discussion

The Management felt that the amount based on the price adjustment is not reasonable and cannot be applied. It would be better to go with the market-based amount calculations. Some of the members stated that mileage considerations for compactors and other types of waste trucks must be considered differently. Earlier during the initial outsourcing, the mileage was considered as 2.5KM but based on the model/age of the trucks, this cannot be considered now.

### **Decision**

The Management:

1. Directed the Environment Division to work out the average mileage physically verifying one truck from each service provider and calculate the rate. The average fuel price is to be obtained from the National Statistics Bureau.
2. Directed the MTO to install the meter in 3 waste trucks (one each from each service provider) and help the Environment Division to calculate the average mileage of the waste trucks.

The Environment Division also presented to the management that the 10% performance-guarantee and 10% retention of monthly payments every month for new garbage trucks has been rejected by the service providers. The Division presented that the old vehicles are breaking down frequently and therefore the Division proposes to give one medium compactor to each service provider with hiring charges of Nu 20,000 as agreed by previous management since they are not willing to take vehicles on the modality that the earlier Management has developed. The AEO emphasized that the waste collection services were being hampered by the frequent breakdowns of the old vehicles, and that the new vehicles were essential for the waste collection. The Management sustained that unless the performance guarantee is paid, Thromde cannot trust the waste service providers to maintain the new vehicles properly.

### **Decision**

Since the service providers are not ready to accept Thromde's proposal, the Management could not decide anything further on the performance guarantee. However, if the service providers are ready to take the new vehicles with 10% guarantee, it is always open. In the meantime, the talks with De-Suung club house on taking up the waste collection services will be taken up quickly. If this proposal does not work, the ongoing contract shall be extended by 5 months within which Thromde will also work on the way forward.

**Action** - Environment Division



## **Agenda 10.4- Clarity on Regulations for Traditional Village Precinct**

The Compliance and Enforcement Division (CoED) submitted to the Management that there is no clarity on the regulations of the traditional precinct. The traditional precinct is identified for preserving traditional Bhutanese house and architecture. There are traditional precincts in Lanjuphakha LAP, Samtenling LAP, Zilukha, Changjiji, Lungtenphu and Babesa LAPs. The Division presented that there are no clear regulations specified in DCR and people are approaching the Division for clarity for construction of new buildings. Some buildings which are already constructed in some areas have 40%-50% coverage with G+3 structures.

### **Decision**

The Management directed the Division to keep on hold the current proposals and directed the Division to prepare a detailed report on Traditional Precincts and its issues. The report will then be submitted to the Royal Commission for Urban Development (RCUD) for further directives.

### **Action - CoED**

## **Agenda 10.4 -Permissibility of Workshop in Urban Hub below Babesa Expressway**

The CoED presented to the Managements that there are workshops being established in Urban Hub precincts. There are around 8 service centers being established below the expressway, some of which are already functioning as workshops. The 6th Management meeting has also decided not to allow any workshop below the expressway. There are also few proposals still waiting and willing to establish workshops below the expressway expressing that there already are few being established.

### **Decision**

The Management directed the Compliance and Enforcement Division (CoED) to freeze all applications for establishment of workshops below expressway as per the TSP and to notify all those services centers that are operating as workshops to operate as service centers and not as workshops.

### **Action - CoED**

## **Agenda 10.6 -Endorsement of Standard Operating Procedure for CoED**

The CoED presented to the Management the SOP for the Division. The SOP has been developed to provide services efficiently and transparently. It is submitted to the Management for endorsement.





**Decision**

The Management endorsed the SOP of the CoED. The Management also directed the CoED to work out the fees for the valuation of properties for visa purposes and propose to Tshogde for approval.

**Action-** CoED.

**Agenda 10.7 - Management of Public Toilet at Ecological Park at YDF**

The Chief ADM Officer submitted to the Management that there has to be proper way forward in Managing the public toilet at the YDF Eco-Park. He stated that the care take at the Park says he is not responsible to look after the toilet and he is asked to look after just the Park. The Officiating Chief Environment Officer informed the floor that the YDF team has approached the Environment Division with a proposal to manage the park but going through the proposal, there were not much of mutual benefits. Therefore, it has been sent back to revise and submit again.

In this regard the Chief of O&MD submitted to the Management that some of the toilets are being managed by Dr. Toilet and they always avail free vacuum tanker services when they do not pay any sum to Thromde out of public toilet Management. He proposed that they must pay the vacuum tanker charges.

**Decision**

The Management decided to wait for the revised proposal from the YDF management. The Management also decided to charge the usual vacuum tanker charges henceforth to Dr. Toilet for availing the vacuum tanker services.

**Action** – City Environment Division/Customer Service Center

**Agenda 10.8 -Proposal for setting up of Driving School in Hejo-Santenling LAP**

The Chief of Urban Planning Division submitted to the Management that the Division received one proposal for establishment of Driving Training Institute in Santenling LAP on a private land which falls within UV sub I and UV Periphery sub II. He submitted that they want to have an institute along with driving training grounds and other amenities required for the driving practice grounds.

**Decision**

Since it is predominantly a residential area, the Management did not approve the proposal

**Action** – UPD



## **Agenda 10.9 –Proposal for Rental Charges for the WTP Staff Quarters**

The Chief ADM Officer submitted to the Management that there are certain groups of Thromde staff who reside within the Thromde staff quarters without paying any rental charges to Thromde but are paid with the House rent allowance (HRA).

### **Discussion**

The Officiating Chief of O&M Division submitted that those living in the staff quarters at the treatment plants are required to render services 24/7 hours and they do not have fixed time to work. Since they are required at the site always, it is important to provide them with such facilities. The Chief ADM Officer stated that there must be clear documentation on who all should pay and who should not pay the rental charges for those residing within Thromde staff quarters. If they are made to pay, they must be charged based on the existing rules and regulations.

### **Decision**

The Management decided to levy certain rental charges and directed the Labour Officer to work out based on the HRA they get and the working nature of those living in the quarters.

**Action - Labour Officer**

## **Agenda 10.10 -Discontinuing of Standard Consumption in Water Billing System**

The ICT Section presented some of the issues with regard to water meters. He submitted that the current billing practices normally is based on the actual consumption as per the meter reading and sometimes in special cases when the meters cannot be read, billing has to be based on standard consumption. He also presented to the Management some of the challenges while reading meters in private entities.

### **Decision**

The Management directed to replace all non-functional water meters and Thromde to install and charge together with next month's water bill. Regarding the challenges with regard to meter reading and illegal activities like hiding/mishandling of water meters, it will have to be posted through Official Thromde face book page.

**Action - ICT/MRO**



## **Agenda 10.11 -Handing over of Annual Contract Framework to Infrastructure Division**

The Officiating Chief of O&M Division proposed to the Management that the annual contract framework henceforth should be taken up by the Infra. Division since it is a new project and less of an operation and maintenance job.

### **Decision**

The Management approved the transfer of annual contract framework to Infra Division after consenting with the Infra Chief. However, it must be transferred along with the manpower and all the ongoing annual frameworks must be cleared before transferring.

**Action** - Chief of Infra and O&M Divisions

## **Agenda 10.12 –Overtime Working Hours of 2Hrs/Day not Practical**

The Officiating Chief of O&M Division proposed to the Management that the 2 hours overtime working hours as provisioned in TTWFSRR is not at all practical since it requires more than 2 hours at the field. Therefore, he requested if the number of hours for overtime could be increased.

### **Decision**

The Management directed the O&MD to study the overtime payment made in the last 2 months and if this amount is equivalent to the amount of hiring of a new team, it can be made as a shift system recruiting new additional teams.

**Action** - O&MD

## **Agenda 10.13 -Temporary Lease on Parking and Roadside Amenities**

The Chief of LRSD presented to the Management a case where there is a stacking up of construction materials at the road sides. He presented 2 scenarios:

1. If allowed, the road side parking can be allowed:
  - a. only for material stacking,
  - b. 1-3 parking slots at the maximum upon consensus with the parking contractor
  - c. Undertaking risk and impact/ damage
  - d. avoid loading and unloading during busy hours
  - e. Proper quadroning and upon approval from Thrompon through LRSD
2. It will not to be permitted:
  - a. As it is against Thromdes existing rules and regulations
  - b. as it impacts on amenities, pedestrians and overall traffic circulation



- c. as it gives negative visual impact
- d. as it will bring in overwhelming request/set precedence and it will be an unimaginable situation

**Decision**

The Management decided to go with the 2nd scenario and such cases will not be allowed. The monitoring of such cases will have to be done by Building Inspectors.

**Action - CoED**

**Rapporteur** – Karma Dorji, Sr. Planning Officer

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

**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)