



# Management Meeting Minutes

3<sup>rd</sup> Thromde Council

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

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

Date – 20/07/2023

Venue – Thromde Conference Hall

Time- 10:00A.M -4:30PM

### Members Present

Sl. No	Name	Designation/Division/Section
1	Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Thinley Norbu	Chief, UPD
4	Tashi Phuntsho	Chief, CoED
5	Norbu Dendup	Chief Finance Officer
6	Sonam Tobgay	Chief, LRSD
7	Norbu Dhendup	Chief Thromde Education Officer
8	Yeshi Wangdi	Chief Engineer, Infra Division
9	Kinga Gyeltshen	Dy. Chief Thromde Health Officer
10	Kezang Lham Dorji	Officiating Chief, Environment Division
11	Tashi Dorji	Officiating Chief O&M Division
12	Sonam Namgay	Executive Engineer, ID
13	Tenzin Rabgay	Sr. Architect, CoED
14	Teknath Kararia	Executive Engineer, CoED
15	Dendup Lhamo	Dy. Executive Engineer
16	Omapati Luitel	Dy. Chief ICT Officer
17	Sonam Rinzin	Sr. Procurement Officer
18	Tashi Dorji	Urban Planner
19	Karma Dorji	Sr. Planning Officer

### Opening Remarks

The Chair welcomed all the members of the Management to the 15th Management Meeting and thanked all for their presence. After adopting the agenda for the day, without further delay, the Chair directed to begin the session with first agenda.



## **Agenda 15.01- Endorsement of Standard bidding documents for “Operation and Collection of Parking Fees within Thimphu Thromde (2023-2026): Outside the concession area of MLCP”**

The Procurement Officer presented that outside the concession areas, the parking rate per 30 minutes is Nu 10 now. However, the old contract has ended and now the new contract will be awarded soon and he informed that the standard bidding document is still LIVE and will be opened on 8th August 2023. Since the parking fee has been recently increased through the Council, he informed that in the new contract, a new rate will have to be included. Therefore, it is put to the Management for endorsement of the bidding document and the revised rate.

### **Discussion**

The Deputy Chief Thromde Health Officer submitted that there are issues with regard to parking timing and the rates being charged. Many are proposing that the parking fee can be based on the actual duration of time the parking space is used and not based on the 30 minutes time slab. The Chair and Executive Secretary acknowledged such ground issues and therefore, directed the Procurement Officer who is the officiating asset manager to inform the concerned contractors to relook into the issues raised by the public.

### **Decision**

1. The Management endorsed the standard bidding document and also decided to include the revised rate of Nu 15 per 30 minutes in the new contract outside concession agreement areas.
2. It was also decided that Thromde will write to parking fee contractors to look into the new modality of levying the parking fees.

**Action** – Procurement Officer and Asset Manager

## **Agenda 15.02 – Issucane of Parking Cards for Thromde Staff & VVIP & others**

The Procurement Officer presented that the fee exempted parking card issuance for the general staff is almost ready to be disbursed. However, for VVIPs, it could not be printed as the design could not be finalized. He also submitted that the contractors have raised concerns that the issuance of parking cards without vehicle numbers is creating confusion among the parking fee collectors and therefore will not issue blank cards. The blank card earlier has been issued to School principals so that anyone visiting the Thromde Head Office for official purposes can use the card.

### **Decision**

1. It was decided that the design of parking cards issued to different agencies should not create any confusion to the parking fee collectors.



2. For principals, the card will be issued to individual vehicle number and no blank card shall be issued.
3. The Procurement Officer (Officiating parking focal) has also been directed to discuss with the parking contractors that for temporary purposes, Thromde can issue the cards and that the parking fee collectors must comply.
4. The contractors should also deposit the payment to Thromde on the 1st day of every month, if not; the contract will be terminated without further consideration.

**Action** - Procurement Officer / Asset Manager

### **Agenda 15.03 - Proposed new rates for Heruka Security Service**

The Procurement Officer submitted to the Management that as per the approval from the Management, Heruka Security personnel has been recruited earlier. The contract has ended and if Thromde wants to continue with the services, the contract will have to be renewed. He also submitted that in the contract agreement, it is reflected that the fees will be revised by 10% if the contract is to be renewed.

#### **Decision**

Since security service is essential at the main entrance gate, the Management decided to renew the contract and also approved the fee revision of 10% (i.e. revised fee comes to around Nu 15,500)

**Action-** Procurement Officer

### **Agenda 15.04 - Audit memo discussion:**

#### **(1) Wasteful expenditure for design of overhead bridge and underpass**

The Executive Engineer Sonam Namgay who is also an audit focal for Infra. Division submitted that there is a standing audit memo with regard to 'wasteful expenditure on design and construction of permanent double lane RCC frame bridge, 30 meters span near ministerial enclave, Motithang, Thimphu'. The audit has reflected it as wasteful expenditures as the construction could not be materialized on ground. Therefore, he has submitted to the Management to get the directives and put up a response to the Audit for consideration.

#### **Discussion**

The members agreed that it must not be considered as wasteful expenditure plus the memo must not be issued to the individuals as they have performed the duties as per the directives of the Management. Secondly, the construction could not be materialized as Thromde has been verbally directed to halt the constructions by the former government. There are no written directives but it was verbally communicated.



The members also agreed that the design will be used in future when such structures are required to be constructed.

### **Decision**

The construction of the construction of permanent double lane RCC frame bridge, 30 meters span near ministerial enclave, Motithang, Thimphu was directed to be stopped under the directives of the former government, it had to be stopped after the designing process. However, the design will be used in future when there is a need to construct. Therefore, the Management requests the RAA to reconsider the audit observation.

### **(2) Delay in construction of MLCPs**

The Infrastructure Audit focal also submitted another scenario of audit observation which could not be dropped pertaining to the delay in construction of MLCP 1 & 2. He submitted that the construction was executed by the private counterpart and also the delay was mainly due to cost escalation. The Executive Secretary stated that such issues must be first put up to the Project Steering Committee (PSC) under the Ministry of Finance and get the directives. However, the Chair informed that the PSC barely exists now as many members have been either transferred or changed. Therefore, he directed to put this issue to the Contract Management Committee (CMC) which is at the Thromde level.

Further, the chair informed to get the respond letter to MoF at earliest and respond the same to RAA.

### **Decision**

The Management directed the Infrastructure Division to put this issue to the CMC and forward the decisions to RAA.

**Action** – Infrastructure Audit focal Official

## **Agenda 15.5 - Property tax defaulters and Annual Property taxes collection 2023**

The ICT Section submitted to the Management that there is a tax defaulter list and now that the tax will be collected centrally, how can the tax defaulters list be dealt with. There is no clarity on when the new tax collection system will be implemented. He also submitted that it would be better to collect all other charges like solid waste collection and street light amenities fees through the system on a monthly basis. These charges currently are collected annually clubbed with property taxes.

### **Discussion**

Many members stated it is not very clear on when and how the new tax collection and new modality will be implemented. Therefore, there has to be clear directives on how



to go about collecting the taxes this year and how to go about with the tax defaulters.

### **Decision**

The Management directed the ICT in close collaboration with the Finance Division to write to the Ministry of Finance (MoF) to seek clarifications. The ICT sector has also been directed to segregate and integrate the solid waste and street light amenities charges into the system.

**Action** - ICT and FD

### **Agenda 15.06 -Building Inspectors (BIs) ToR Presentation**

The CoED presented to the Management the ToR for the Building Inspectors (BIs). The ToR has been drawn based on the DCR, BBR, guidelines, standards and circulars and executive orders related to compliance and enforcement for building constructions. The Division also presented some of the additional tasks that the BIs carry out apart from their core responsibilities. The details of ToR are being annexed as an annexure at the end of the minutes.

### **Discussion**

The Chair informed that going forward; all the additional activities presented must be included as the role of the BIs and be carried out. The BIs must now take the overall responsibilities in ensuring the compliance and enforcement of construction norms within the registered private plot boundaries. Further, only BIs from CoED and Surveyors from Land Record & Survey Division shall visit the building completion site for verification and issuance of new occupancy certificate (OC). The chair instructed that all divisions shall be responsible as per their mandate to monitor and inspect any illegal act outside the plot boundary.

### **Decision**

1. The Management directed to streamline the standard operating procedure for the issuance of OC for newly completed buildings. The respective area BI and Surveyor should carry out all the site verifications for OC issuance including the part presently undertaken by representatives from City Environment and O&M division. However, concerned divisions have to render support for any issues in the process, viz. footpath and road reinstatement as per standards, water meter connections, drainage and sewer connections, Right of Way (RoW) and others.
2. BIs shall be responsible for monitoring any illegal activities such as blockage and damages of roads, footpaths, access road, waterline, streetlight poles & cables, public parking spaces and posing of risk to the adjacent plots/ structures (private / public).
3. BI's as well as other officials from the Compliance & Enforcement Division



can levy the penalties by issuing the receipt or using the waste app. The penalties can be imposed based on the National Environment Commission's (NEC) rules & regulations. The incentives for the imposed penalties shall be provided monthly to the respective BIs/Officials who impose the penalty using Thromde receipt as per the NEC approved rates. And for those that are not included in the regulations, the Tshogde's endorsed penalty rates shall be applied. The penalty levied using receipt should be deposited in the Thromde Revenue.

4. Any unauthorized activities outside the plot boundaries shall be dealt by the respective divisions as per their mandate.
5. The Management has endorsed the ToR including the additional works for BIs as proposed in line with above decision.

**Action** - BIs, EIs and CoED

### **Agenda 15.07- Outsourcing Annual Maintenance Services**

The Executive Secretary shared as information to the Management regarding the outsourcing of annual maintenance services. He informed that it has been already announced for EoI for certain services that can be outsourced and people have actually shown interest in taking up the task. The services include:

1. Annual maintenance of potholes
2. Maintenance of water supply services
3. Maintenance of sewer networks
4. Maintenance of streetlights
5. Maintenance of drains and footpaths
6. City beautification works (park, gardens including city landscaping)
7. Sewer tanker services
8. Street sweeping and drain cleaning
9. Annual school maintenance works and furniture
10. O&M of WTPs and WWTPs

The Executive Secretary informed that once the expression of interests (EoI) has been received, it will be reviewed and proper terms and conditions will be drawn on how to execute the plans. Many members agreed that some of the services like maintenance of street lights, drains and footpaths, beautification and taker services are straightforward and can be taken up easily. However, for some services like water supply networks, proper ground works will have to be done before outsourcing.

The Management agreed that the way forward will be discussed once all the EoIs have been received in next one month's time.

**Action** – Procurement Officer and Relevant Divisions/Sections



## **Agenda 15.08 -SOP for Vegetable Sheds and other Thromde Structures**

There is no proper SOP for operation of Throdme vegetable sheds and other Thromde structures. There are no licenses for any vendors and now that the Trade is emphasizing on having trade licenses all vendors must produce one. Also there is no proper handing taking of the structures. Therefore, he has proposed developing new SOP. These issues are being put forth by the Procurement Officer.

### **Decision**

1. The Management decided to first put the Asset Manager under the Finance Division and the Division must come up with SOP.
2. Also decided that henceforth, all asset and revenue generating sources/ activities must be put under Asset Manager.

**Action** – Asset Manager

## **Agenda 15.09 -Location clearance: 1. 24/7 Convenient Shop 2. Fabrication works 3. Furniture production unit**

The CoED submitted that there are no clear provisions in the DCR or in TSP with regard to providing location clearances for the fabrication and manufacturing activities and the 24/7 convenience stores. The fabrication and manufacturing activities include fabrication of aluminum products, MS products and furniture houses (woodworks). There are no designated precincts being provided in the DCR. Therefore, the Division has submitted to the management for further directives on these business activities.

### **Discussion**

Since small scale industries including the workshops related to repair of tools, timber depots, processing units and warehouses are allowed in E4 precincts, the fabrication and manufacturing units can be diverted to E4 areas. However some members also opposed stating that the E4 precincts are totally residential and may result in public nuisance. The 24/7 convenience stores can be approved LAP wise so that each locality has one convenient store to serve the purpose. Some members advised to wait for the new TSP to finalize and approve such activities as per the provisions of the revised TSP.

### **Decision**

1. With regard to fabrication and manufacturing unit establishments, the Management decided to be guided by the revised TSP, till then such activities can be allowed only in E4 precincts with at least an area of 25 decimal. Urban Hub can be kept as it is a service plot.
2. With regard to 24/7 convenience stores, the Management decided the location to be guided by the free market forces, however certain issues such as parking,



security, noise and general disturbance to the nearby residents should be looked into.

**Action - CoED**

### **Agenda 15.10 –Proposal for Horizontal extension by Central Mall owner**

In consideration of the criticality and importance of Norzin Street, CoED presented a proposal by the owner for the horizontal extension of the Central Mall building, located at the heart of Norzin Lam. The owner has proposed extensions toward Norzin Lam. The building has required set back and currently the area is used as parking sometimes.

#### **Discussion**

Some of the members stated that it would destroy the facade and moreover it is facing towards the main street and may look very odd. However, some members said that if it is permitted by the DCR, it can be allowed as it actually improves the current facade of the building. Moreover, currently the building is behind the building line along Norzin Lam. It also has ample space in front and there is no encroachment onto the footpaths.



#### **Decision**

The Management approved the horizontal extension as shown in the picture above and the extension must be in line with the existing building line. The Management also encourages the usage of local materials wherever possible for the construction.

**Action – CoED**

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## **Agenda 15.11- Incorporation of Basement conversion fine with Annual Property taxes**

The CoED proposed to the Management the incorporation of stilt parking floor conversion fines with the annual property tax payment system. Since 8th April 2022, after the council decision to levy fines for the stilt conversion, the Division has served 92 notices for unauthorized stilt conversion. Only 22 have paid the fines and the rest have not paid and few have reverted back to initially approved design. The Division submitted that the defaulters are not willing to pay the fines despite notifications and repeated follow ups being done. Therefore, the Division proposes to tie up with other forms of taxes/fees/charges and collect annually.

### **Decision**

1. The Management instructed to serve the final notice to those defaulters informing them to pay the fines for the illegal stilt floor conversion within a month's time. Mention clearly that critical service lines (e.g. water supply) shall be disconnected if they don't adhere to the notice. O&M to assist CoED for the disconnection of service lines.
2. The management also directed the ICT unit to incorporate the stilt parking floor conversion fines into the other payment systems viz. garbage or any other service amenities taxes.

**Action** – ICT, CoED and O&M

## **Agenda 15.12- Easement Right Issue of LT1-930**

The UPD presented a case of easement right issue for the construction of an access road. The plot LT-930 belonging to Ms Lham Pem was initially bought from Mr. Andu Tshering. There are also other plots nearby which are also subdivided from the parent plot belonging to Mr. Andu Tshering. The issue is there are no other options to construct the access road to neighboring plots than to take it through Ms. Lham Pem's plot. But Ms. Lham Pem is demanding land compensation if the road is to be taken from her plot.

As per the Land Act of Bhutan 2007, it's the right of the owner to transfer land irrespective of it being designated as an easement or otherwise. Nonetheless, the easement burden shared by the prior owner shall be transferred to the new owner. The easement will not be extinguished with the transfer of ownership. Hence, in this case, the land transaction was not withheld by Thromde but the easement burden from Andu Tshering is passed to Lham Pem due to ownership transfer.

The Thromde Land Committee meeting decided to request Ms. Lham Pem to honor the existing easement right as per the Lan Act of Bhutan and subsequently a stakeholder



meeting has been convened and provided the parties involved with 3 options as shown in the figure below:



The 1st option was to use the existing road trail as per the lagthram. The 2nd and 3rd options were suggested by the Urban Planning Division of Thimphu Thromde considering minimal land usage of Ms. Lham Pem. However, during the site visits by the technical team, it was found out that option 3 is not feasible as it goes through steep gorges. The option 2 was accepted by all parties involved however Ms. Lham Pem demanded the land compensation for which the other parties aren't willing stating that the plots were bought from Mr. Andu Tshering inclusive of access road provision. However, they have agreed to bear the cost of the access road construction. The UPD has put up to the Management for further directives.

### Decision

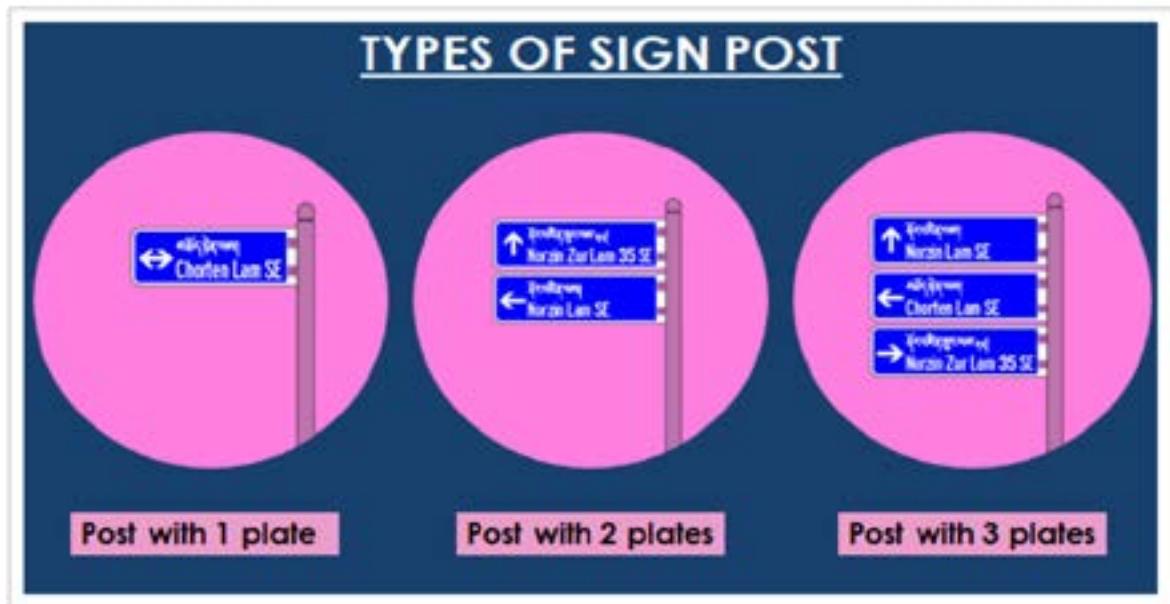
Since the options are clearly provided as per the feasibility and the Land Act and also the plots have been transacted earlier with access road provision (easement right), the Management without further discussion:

1. Approved option 1 as it is the existing road and is also marked in the lagthram.
2. If option 1 is not acceptable, the Management approved the option 2.

### Action- UPD

## Agenda 15.13- Endorsement of Street Addressing Signage Post for tendering out

The IPDS under Infra Division presented the signage design and cost estimates. The signage design is as shown in the figure below:



There will be 3 types of posts; one with single plate posts and the others with double and triple plate posts as shown in the figure above. The total cost estimate comes to around Nu 6.554M for the 1489 numbers of signage posts within Thromde.

### Discussion

The Chief Urban Planner submitted that the quadrants (i.e. SE/SW/NE/NW) are creating confusion especially when it is translated in Dzongkha. The Executive Secretary said that it need not be included in Dzongkha if it is creating confusion. The Chair said that if quadrants are creating confusion, it can be removed.

### Decision

The Management directed the IPDS to exclude quadrants in the signage post and accordingly adjust the costs. The Budget has been apportioned in the coming FY 23-24.

**Action** - IPDS, Infra Division

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## Agenda 15.14 -Access road to Plot No. CZ1-993, CZ1-994 & CZ1-545

The UPD presented to the Management a case of access road construction for the plots CZ1-993, CZ1-994 and CZ1-545. The plots have been subdivided from a single plot as per the court verdict and also it is clearly mentioned in the verdict that the first party has agreed to provide access road provision to the last plot. However, the existing road affects around 87 sqm of the plot CZ1-994 (first party) and therefore, the owner has proposed for construction of an access road from a new takeoff point constructing a wall. The new proposal for access road is as shown in the figure below:



The Infra Division has been directed to carry out the feasibility study and the Division found out that the proposed road is feasible with 12.66% road gradient and it is around 113 meters stretch. This was put to the Management for further directives.

### Discussion

Many members stated that it must be based on the Court's verdict because the proposed locations require huge wall constructions that will have huge impact on the greeneries and trees at the proposed area. Many suggested that the existing road could be adjusted to get the ROW for the access road without having to propose a new road.

### Decision

The Management did not approve the new road proposal, however recommended to construct a wall from below at the turning of the existing road stretch to get the turning radius. The Infra Division has been directed to carry out the feasibility study as proposed by the Management and communicate to the owner.

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**Action** - UPD/Infra Division

**Agenda 15.15-Area Tshogpas to be informed of all Development Activities within their Demkhongs**

The Executive Secretary shared a gentle reminder for all the Divisions and Sections to inform all area Tshogpas of any development activities or changes being carried out in their demkhongs. If required, involve them while carrying out the activities. The Infra Division and O&MD to inform and involve them while carrying out any development or maintenance works, inform them of any issues observed in their communities and the plans and programs of Thromde in their community. The LRSD and UPD to inform them of any plot readjustments, plot relocations, substitutions and land leases or any other activities pertaining to plots and state land. The CoED will have to inform or involve them while monitoring, demolishing of illegal structures or any other issues related to construction activities in demkhongs. Similarly CiED on any environment related activities so on and so forth. This implies to all other Divisions and Sections. The information can be shared either by email, in writing or through whatsapp.

**Action** - All Divisions/Sections

**Agenda 15.16 -Early Warning Response for current Rabies outbreak.**

With the recent outbreak of Rabies in Gelephu Thromde, the Dy. Chief Health Officer shared information on how the disease is contracted, the symptoms and how to react as soon as we come across rabid animals. He also asked everybody to be cautious of the outbreak and do necessary prevention measures. Once contacted, the disease could be fatal if not treated in time.

**Agenda 15.17 -STP Dechencholling out of Service**

The IDCF has decided that it will be a waste of resources if Thromde carry out maintenance of the Dechencholling STP which was recently shut down due to breakdown. This is because the revised TSP proposes centralizing the whole sewerage management system. Once this is done, all community STPs will become obsolete. Therefore, the IDCF has decided to forgo its maintenance and the decision is put up to the Management for further directives.

**Decision**

The Management endorsed the decision of the IDCF and decided to be guided by the TSP moving forward.

**Action** - Management



## **Agenda 15.18 – Incentives Proposal for fines/penalties imposed for the Illegal activities**

The issue was being put forth to the IDCF by the CoED but the forum did not deliberate on it and decided to directly put to the Management. In the case of waste management, the people reporting the defaulters of illegal waste dumping and related issues are eligible for certain incentives from the total penalty levied. In a similar manner, the case was put forth to discuss and decide for other fines and penalties levied by Thromde for illegal activities.

### **Discussion**

Since it is the mandate of Thromde to monitor for illegal activities and do the corrective measures, especially the ones decided by Thromde, incentivizing would rather deviate Officials from performing their own duties. For the waste related illegal activities, the incentives have been decided at the National level and can be continued. But for the ones decided by Thromde, the Management felt it must be carried out as our duties.

### **Decision**

The Management did not approve the incentives proposal for incentivizing those reporting and levying penalties/fines for the illegal activities carried out within Thromde.

**Action** - Officials concerned

## **Agenda 15.19 - Water meter Charges and Utility bills for Thromde Low Income Housing units**

The O&M Division has completed installing water meter for all workforce camps and Thromde work force camps. Till date water was being supplied for free. The Division submitted to the Management for directives on whether to levy the water meter charges and water billing for the low income housing units.

### **Decision**

The Management decided:

1. The Office will bear the cost of water meters
2. In order to minimize the NRW, henceforth the people living in the low income housing units will be charged water bills if the consumption is more than 135 lpcd per person. The tenants can divide the bill amount in the case of bulk meters.

**Action** - O&MD/FD



## **Agenda 15.20 –Old Thromde Office Renovation**

The Procurement Officer who is Officiating the Asset Manager submitted to the Management that the old Thromde Office near Lungtenzam Bus terminal is in dire need of maintenance especially the electric siring system, painting and few others. This is as recommended by the technical team who made a site visit earlier. Since the structure will soon be rented out, it must be repaired before the tenants move in. A total of Nu 1.00M has been proposed for the maintenance.

### **Decision**

Since it will be rented out soon, the Management decided to renovate the old office and approved to finance through the current savings budget of past FY 22-23

**Action** - Asset Manager/FD

## **Agenda 15.21 –Issues with online Complaint app**

The O&MD Officiating Chief submitted that the complaints received through online apps sometimes do not merit to be attended to and are very minor. Sometimes, it is a waste of time and resources going to the sites as per the complaints received. Therefore, he proposed to the Management that the complaints must be filtered before it is being forwarded to the concerned officials for action.

### **Decision**

The Management directed the ICT team to look into the complaint app system and make an option for the head of the Divisions/sections to filter the complaints before forwarding it to the relevant official for action.

**Action** - ICT

## **Agenda 15.22- Thromde toll free system -1009**

The Executive Secretary stated that many are not aware of the online complaint system app. And therefore many still resort to calling 1009 for lodging complaints or for any other services. Sometimes the 1009 is overwhelmed and people have started to complain that the toll free number is not responsive. Therefore, he has submitted to the Management that the toll free system will have to be upgraded.

### **Decision**

The Management directed the ICT to study well the functioning of 1009 and recommend the Management on the way forward. Meanwhile the complaint management app will have to be streamlined as well.



## **Action - ICT**

## **Conclusion**

The 15th Management Meeting adjourned at 4:30PM. The Chair thanked all the members for their valuable inputs that resulted in fruitful discussions.

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

## **Annexures 1-BI-ToR**

### **BACKGROUND: Terms of References ( TOR) for Building Inspectors**

1. ToR are drawn based on Rules & Regulations (DCR 2016, BBR) Guidelines, Standards, Circulars and Executive Orders related to compliance and enforcement for Building Construction.
2. Building Inspectors: shall mean a technical person authorized by the implementing authority to inspect buildings and their premises during construction/renovation/addition/alteration (As per DCR)

### **SCOPE OF RESPONSIBILITY**

1. Enhance the monitoring of building construction and development trends in the Thromde.
2. Enhance coordination in the delivery of public services.
3. Awareness on construction rules & regulations, guidelines, standards, circulars and executive orders compliance and enforcement for building construction ( queries, notifications, awareness, others)

### **TOR: RESPONSIBILITIES**

1. Inspect and regulate building construction activities in their respective zones for compliance to approved drawings and accord stage wise endorsement in the inspection form.
2. Carry out routine inspections of the respective areas to curb unauthorized/ illegal construction within the plot boundary.
3. Coordinate the demolition of unauthorized structures.
4. Coordinate the issuance of new Occupancy Certificates (OC).
5. Verification of the building/properties for the renewal of the OC.
6. Update building/property data (systems) periodically for taxation.
7. Carrying out valuation of building/flats/properties for transaction verifications, compensation, accusation and other purposes.

### **Additional works/Multi-tasking for Building Inspectors**

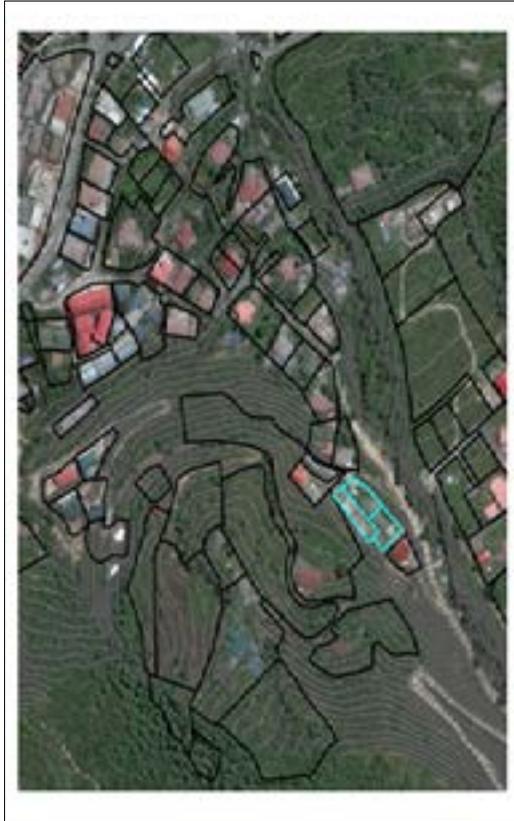
1. Resolve cases pertaining to state land encroachments and coordinate demolition works in collaboration with relevant Thromde Divisions.



2. Verify and issue the minor renovation approval (internal renovations).
3. Verify and issue ownership certificates and valuation of building/properties viz. for visa, loan, educational purposes, others.
4. Attend to and resolve complaints related to:
  - Plot boundary,
  - Drainage issues,
  - Sewer lines,
  - State land encroachments,
  - Disputes between neighbors,
  - Risk mitigation works such as retaining wall, seepages issues, others,
  - Public queries & grievances.
5. Examine and follow-up on cases for responding/enforcing Anti-Corruption Commission (ACC), Royal Audit Authority (RAA) and Court letters and verdicts.



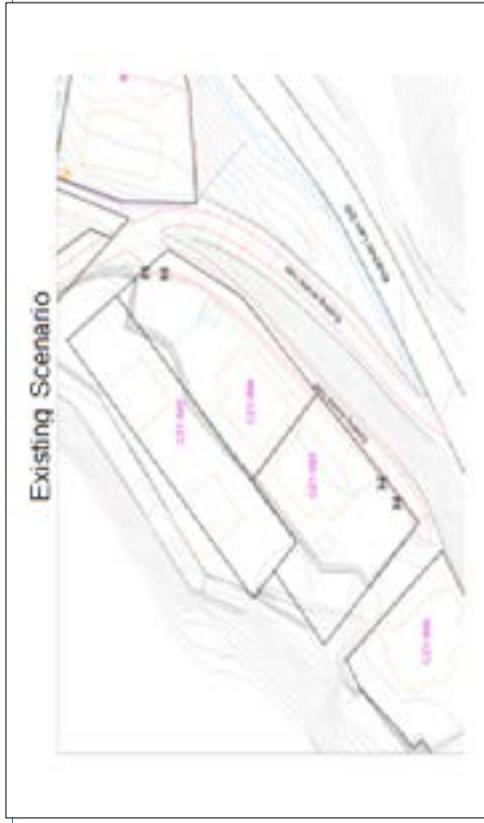
**Annexures 2-Presentation Slides**



The access road to Plot  
No. CZ1-993, CZ1-994  
& CZ1-545

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**Brief Background**

11. The parties have agreed that the Plan involving 74.1% Available Interest in Limitedly Transferable Property (hereinafter referred to as "Wang's share") shall be available to the following persons:

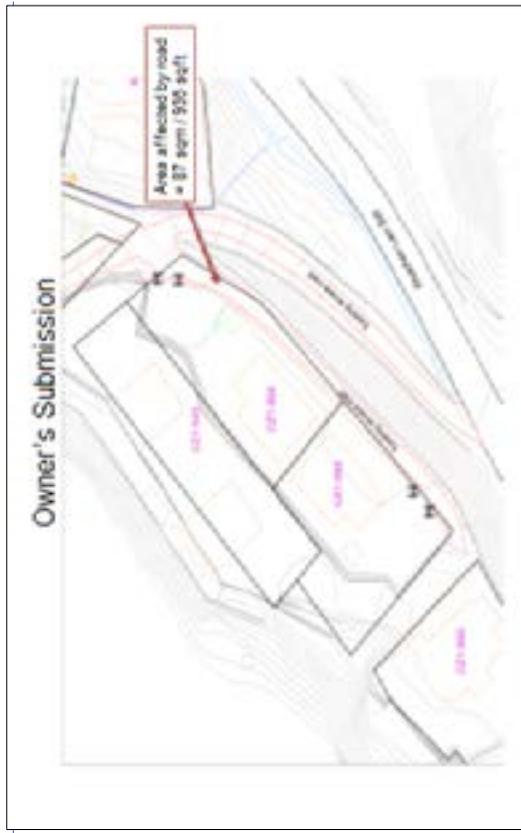
- a. Mr. Samsudin Ugan shall be allotted 18.7 Percent;
- b. Mr. Samsudin Ugan shall be allotted 18.7 Percent;
- c. Mr. Samsudin Ugan shall be allotted 18.7 Percent;
- d. Mr. Samsudin Ugan shall be allotted 18.7 Percent.

12. The parties jointly agree to administer the above trust plan in accordance with the terms of the trust.

13. The Trust Party has agreed that they will provide appropriate and necessary documents for a trust to manage the trust and enter in the Trust Plan Administered by 100% Available Share (PRA).

**Brief Background**

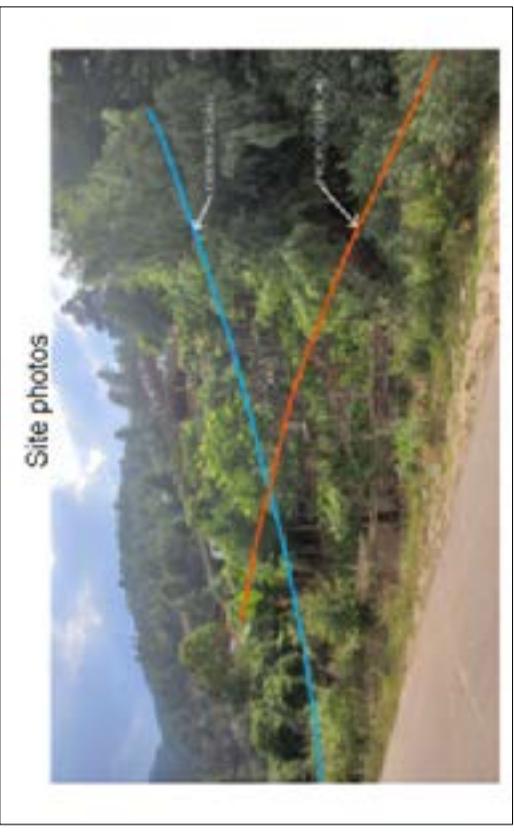
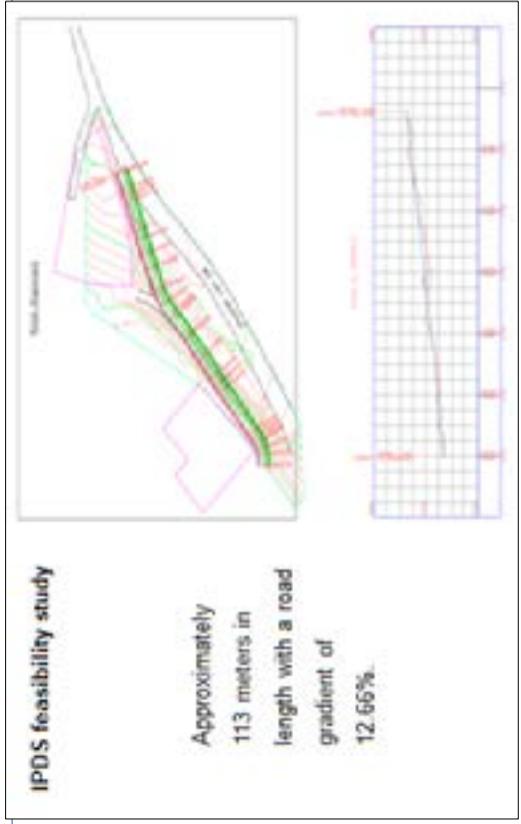
Plot No	Thromde No	Plot ID	Subdivided To	Thromde No.	Subdivided Plans	Subdivided Area (Sq. Ft)
1	1777	CZ1-545	i. Dr. Tashir Dewshap Wangshi	4119	CZ1-093	8075
			ii. Jangyang Sherab Wangshi	4120	CZ1-094	8075
			iii. Samsudin Ugan	4121	CZ1-095	8075
			iv. Samsudin Ugan	4122	CZ1-545	8075



### Brief Background

Plot No.	Plot Name	Area	Owner Type	Sub-division
CF1-041	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-042	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-043	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-044	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-045	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-046	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-047	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-048	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-049	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-050	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-051	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-052	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-053	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-054	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-055	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-056	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-057	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-058	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-059	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)
CF1-060	Changyidaplu	8075.00	Sub-division from plot no. CF1-040	(G & D)

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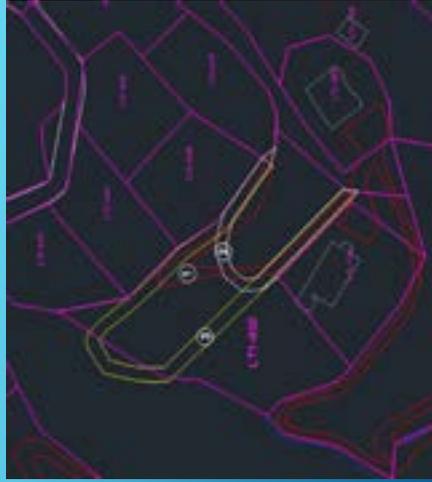
# EASEMENT RIGHTS ISSUE ON THE PLOT. LTI-930



- ▶ Refused to provide access to neighbouring plots (LTI-637, LTI-638, LTI-644 & LTI-645)
- ▶ Road unfeasible from other areas. Readjustment proposals are also unfeasible
- ▶ Lham Pem's request for plot development was kept at a halt given the Easement Right issue
- ▶ It was decided in TCM to request the owner of the plot LTI-930 to honour the existing Easement Right given its transferability nature as per the Land Act of Bhutan 2007.
- ▶ Stakeholder meeting was conducted to negotiate and resolve the issue. Three options were presented;

## Chronology of the Easement Issue

- ▶ Ownership details: Lham pem: LTI-930; E4: 43560sq.ft (1 Acres)
- ▶ Initial owner: Andu Ishering
- ▶ All the plots were subdivided from his parent plot
- ▶ Provision of access to the subdivided plot kept from the parent plot (LTI-930); Site plans, Agreements, Lag Thram & official correspondence with Thromde
- ▶ Plot LTI-930 sold to Lham Pem from Andu Ishering (Lham Pem's representative was informed about the existing easement rights verbally during the transaction; Road excavation existing at the site; Lag Thram reflects the existing road)



- ▶ Option 1: As per the Lag Thram (Feasible)
- ▶ Option 2: Proposed by UPD to minimise the land usage of the plot LTI-930 (Feasible)
- ▶ Option 3: Longest and uses state land in few stretches (Unfeasible)

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### Site Visit Findings

- ▶ All three options were demarcated and shown on the ground
- ▶ Option 2 was agreed upon by all the stakeholders
- ▶ Disagreement between Uham Pem and the rest of the landowners regarding Land Compensation and Road Construction details
- ▶ Uham Pem wants land compensation at the market rate for the land utilised for the road
- ▶ Rest of the owners argue that they will only bear the cost of road construction and not land compensation as the plots were bought from Andu Tshering inclusive of the access provision

(Letters submitted by both parties)

### Evidence

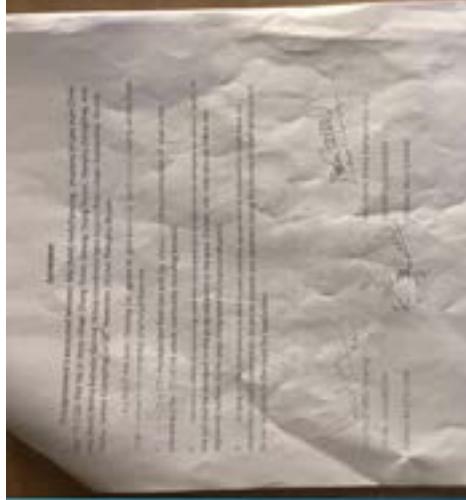
Site Plan available in Thromde's Plot Records showing the Easement Right (Access Road Provision) from the plot L11-430



Log Throm Map showing the Easement Right (Access Road Provision) from the plot L11-430



Copy of the Agreement between Andu Tshering and Bkha Bar Gurung (L11-437) regarding the Easement Right





### WAY FORWARD

- ▶ UPD and LRSD have facilitated comprehensive support and negotiations to resolve this issue to date.
- ▶ Given the complex nature of this easement right issue and the prolonged consequences to all the stakeholders, UPD would like to seek further directives from the Management.

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## Permissibility of Uses

Location Clearance

### Proposal for the following activities:

- A. Fabrication and Manufacturing Activities
- B. 24/7 Convenience Store

### A. Fabrication and Manufacturing Activities:

1. Fabrication of Aluminum Products (Doors, Windows, Partition, Furnitures)
2. Fabrication of MS Products (Gates, Windows, Furnitures)
3. Wood Workshop (Furniture)

### Issue:

- TSP 2002 : Large scale to be outside the city
- No Designated Precinct for these activities in the DCR 2016.

### Potential Hazards:

- Disturbance to the neighbourhood due to Noise & Pollution
- Fire Hazards

### Opportunities:

- Promotion of entrepreneurship
- Creation of employment
- Development of undeveloped plots
- Tax avenues
- Ease of Market accessibility both for Consumer and Enterprise



## LIGHT INDUSTRY

Means an industry in which the processes are carried out without detriment to the neighbouring residential areas by reasons of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit. It will be subjected to the following restrictions:

- (i) Power used will be electrical
- (ii) Maximum power used will be 50 KW, which may be enhanced by the implementing authority in special cases of genuine expansion of existing factory, which may have reached the maximum limit of power
- (iii) Maximum floor space occupied shall not exceed 500 sq.m.
- (iv) It will be housed in a building suitable for the purpose. However, it shall not include the following industries:

Source: Page 27, DCR 2016

U01 Urban Village Core - High density, mixed use precinct  
 U02 MDT Urban Village - Medium and mixed use precinct  
 U03 LDC Urban Village - Low density residential precinct  
 U04 Urban Village - Low density residential precinct  
 U05 Urban Village - Temporary residential precinct  
 U06 Traditional Village - Precinct of traditional villages  
 U07 Urban Core - The Thromde, Thromde, a precinct of trade and commerce  
 U08 Urban Core - The Thromde, Thromde, a precinct of trade and commerce  
 U09 Urban Core - The Thromde, Thromde, a precinct of trade and commerce  
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 U99 Urban Core - The Thromde, Thromde, a precinct of trade and commerce  
 U100 Urban Core - The Thromde, Thromde, a precinct of trade and commerce

Source: Page 27, DCR 2016

## Current Practise/Situation:

1. Removed some in residential areas
2. Co-ED face Difficulty in making uniform and clear decisions
3. Rejection of Proposals in UV2
4. Re-Direction to establish in Workshop Area in Okakha or Outside our Jurisdiction
5. Extension Approved in E4 for Lhaki Sawmill
6. Wood workshop Approved in remote plot in UV2-MD (Serbitthang)

## Way Forward (Proposal) Until the Adoption and Implementation of the new TSP:

1. Not Permissible in the Core
2. Permissible in UH
3. Permissible in UV1, however not permitted in tenement buildings
4. Permissible in UV2-MD with minimum plot size of 25 decimal, however not permitted in tenement buildings
5. E4 Not Permissible for plots below 50 decimal due to potential fire hazard
  - Permissible in plots above 50 decimal
1. All works to be done indoors only with adequate insulation and fire safety measure installed.

## Proposal for 24 hrs convenience store:

### Rules for Licensing of 24 hours Convenience Stores(2018) & Retail Trade Regulations - 2006

Definition : 24 hours convenience store shall mean a retail outlet with extended hours catering to basic essential low value items such as snack foods, confectionery, toiletries, non-alcoholic beverages, express coffee, phone cards, hygiene products, over the counter non prescription drugs, stationery, essential electrical appliances, basic household items, lottery, magazines and newspapers including ticket service for concerts, theme parks and movie theatres.

### Role of Thromde:

#### 4. Licensing Procedure:

4.3 Location clearance to be obtained from respective Thromdes/Dzongkhags/Local government authorities.

#### 5. Rights:

5.1 The retail license for 24 hours convenience stores shall confer the license with the right to commence 24 hours convenience stores business from a given location approved by the concerned Thromde/Dzongkhags/Local government authorities.

## Advantages and Disadvantages

Advantages	Disadvantages
Round the clock convenience for emergency essential shopping	Parking issue, increase on street parking
Employment Opportunities	Security Issue
Promotion of Entrepreneurship	Noise Issue
Regulated Process	General Disturbances

## Licence Issues Till Date:

### Before 2023 :

- 5
- 3 operational
- 3
- Total: 6**

**Proposal for 24 hrs convenience store:**

**Current Situation :**

- Approved in the core.
- New Proposals in UV2 in LAPs.

*With the increase in population density in the LAPs and diverse lifestyles, necessity of such over the clock convenience has emerged.*

**Way Forward(Proposal):**

1. Permissible in the Core, UH & UV1, however the establishment needs to be on the Ground floor for accessibility and security purposes
2. Permissible with Criteria in UV2
  - Option 1: Regulate the number to max. of 2 in each LAP,
  - Option 2: Let Market forces regulate the numbers)

**Criteria in UV2- MD:**

1. Only permissible on Ground Floor
2. Permissible in Preferably in Single Storey or Commercial Structures
3. Tenement Building shall be subjected to availability of at least 2 nos. of additional parking slots

**Centre Mall Proposal**

Extension towards Norzin Lam

## Planning Parameters in Norzin Lam:

1. **Min. Setback Requirement:**
  - 1.5 m or Building line in the front
  - 2 m on the side
  - 3 m on the back
1. **Max. Permissible Coverage:**
  - Coverage Achieved after maintaining min setback requirements
1. **Max. Permissible no. of Floors:**
  - B+C-5



## Existing Conditions:



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### BACKGROUND ON PENALIZATION OF UNAUTHORIZED BASEMENT/STILT CONVERSION

- Penalization of unauthorized basement/stilt conversion has been brought into frame during the 4<sup>th</sup> Thimphu Thugde Minutes conducted on 8<sup>th</sup> April 2022

**Decision**

The Thugde directed:

- Penalization of unauthorized basement/stilt conversion has been brought into frame during the 4<sup>th</sup> Thimphu Thugde Minutes conducted on 8<sup>th</sup> April 2022

and an additional fine based on the area enclosed (rate per sq. ft) and use of the structure. A fine of Nu.20 and Nu.5 per sq ft will be imposed for use of the structure as commercial and residential respectively in the state land. The same amount will be imposed to all building owners for unauthorized conversion of stilt parking/basement rather than the formula used for the regularization in ECW 2016. However, the fine will not be imposed if the structure has been converted. **The amount will be paid back to the building owner.** Building owners have the maximum 6 months interval of not parking spaces for building located at all levels.

33

As per the Thugde decision, following is the formula for unauthorized basement conversion:

For residential purpose: Converted area (in sq ft) \* Nu. Penalty (Nu.20/0.01) / For commercial purpose: Converted area (in sq ft) \* Nu. Penalty (Nu.20/0.01) /

### NOTIFICATION & ITS CORRESPONDENCES (1<sup>st</sup> cycle; 2022)

- Total notification of unauthorized basement conversion issued- **92 nos.**
  - Penalty paid- **22 nos.**
  - Non-payment of penalty- **70 nos.**
    - Converted back to previous approval- **4 nos.**
    - Constructed before 2014- **4 nos.**
    - Approved by TT- **2 nos.**
    - Non-payment- **60 nos.**

### Revenue from unauthorized basement/stilt conversion (1<sup>st</sup> cycle; 2022)

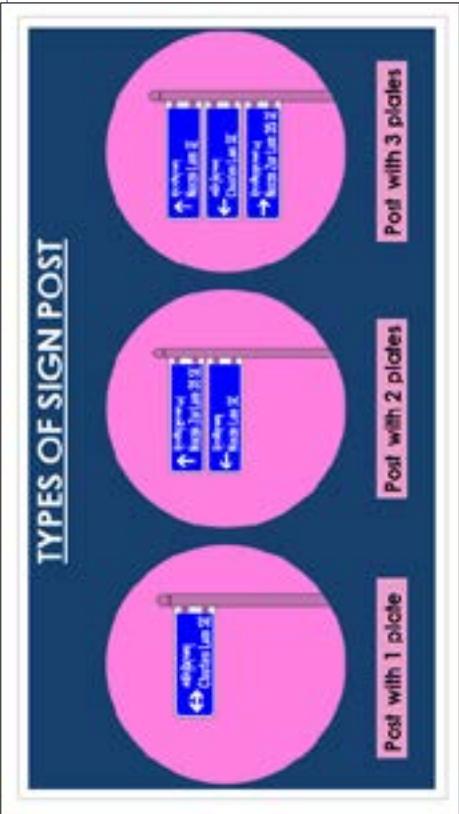
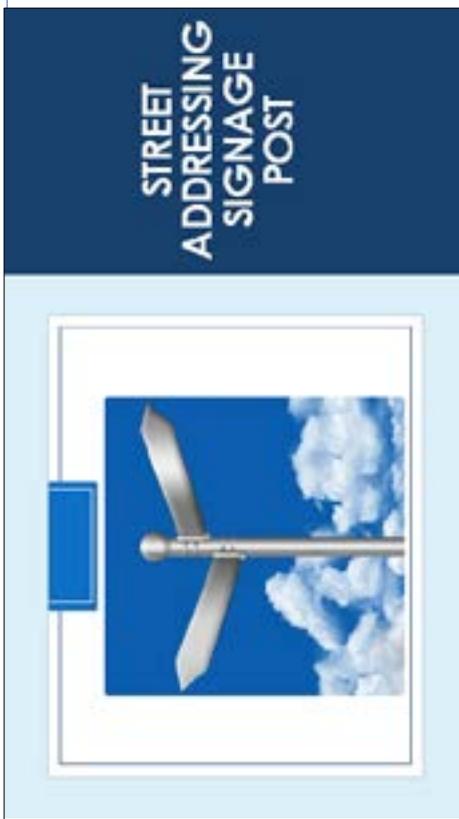
- Total notification of unauthorized basement conversion- **90 nos.**
  - Estimated revenue (90 nos.)- **Nu. 4,081,410.01/-**
  - Collected revenue from (21 nos. of the penalty paid)- **Nu. 889,786.77/-**

### CHALLENGES

- Despite the notifications and follow-ups, there is resistance from the defaulters to pay the penalties.

### WAY FORWARD

- If the annual penalty payment for unauthorized basement/stilt conversion can be tied up with the annual property tax payment.



## COSTING DETAILS

Sl.no	Street signage post	No. of Post	Cost per Post	Amount (Nu)
1	Street signage post with 1 plate	376	3,678.79	1,383,226.36
2	Street signage post with 2 plates	1036	4,407.44	4,566,104.01
3	Street signage post with 3 plates	77	5,127.45	394,813.70
4	OHS			209,356.75
<b>Total</b>			<b>1489</b>	<b>6,553,500.82</b>

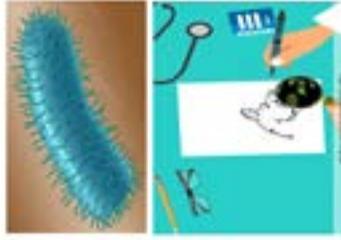
# Rabies Disease

Kinga Gyebben  
Dy. Chief Thromde Health Officer  
Thamphu Thromde

## Key Facts about Rabies

- Rabies is a vaccine-preventable viral disease which occurs in more than 150 countries and territories.
- It causes tens of thousands of deaths every year, mainly in Asia and Africa, 40% of whom are children under 15 years of age.
- Dogs are the main source of human rabies deaths, contributing up to 99% of all rabies transmissions to humans.
- Rabies can be prevented through vaccination of dogs and prevention of dog bites.
- If indicated, administration of rabies immunoglobulin or monoclonal antibodies, which can be life-saving.
- Globally rabies causes an estimated cost of US\$ 8.6 billion per year.
- A One health approach assures the engagement of multiple sectors and local communities to build awareness and conduct mass dog vaccination campaigns.

## What causes Rabies?

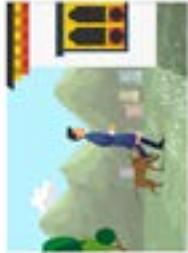


1. Rabies is caused by a virus. Viruses are the smallest living things.
2. If an animal with rabies bites you, the virus can get into your body.
3. The virus stops the brain and spinal cord from functioning.
4. If someone has the virus, there is 99.9% chance of death.

### Background

- Rabies is a vaccine-preventable, zoonotic, viral disease affecting the central nervous system.
  - Once clinical symptoms appear, rabies is virtually 100% fatal.
  - It is up to 99% of cases, domestic dogs are responsible for rabies virus transmission to humans. Yet, rabies can affect both domestic and wild animals.
  - It spreads to people and animals via saliva, usually through bites, scratches or direct contact with mucosa (e.g. eyes, mouth or open wounds)
  - Children between the age of 5 and 14 years are frequent victims.
  - Rabies is a viral zoonotic disease that causes progressive and fatal inflammation of the brain and spinal cord. Clinically, it has two forms.
1. Furious rabies – characterized by hyperactivity and hallucinations.
  2. Paralytic rabies – characterized by paralysis and coma.

### Transmission: How do people get rabies?



1. Rabid dogs show abnormal behaviors:
  - Playful and loyal animals become aggressive and may bite the owners
2. You can get rabies when an animal with rabies bites or scratches you
3. Rabies is also acquired when saliva of rabid dogs comes in contact with your mucosa or fresh skin wounds

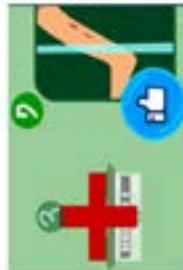


### Symptoms/ signs in dogs

- Aggression: Attacking, does not obey the owner
- Abnormal barking
- Doing unusual things like sticks and stones
- Excessive salivation
- Hanging of jaw and drooling of saliva
- Paralysis and death



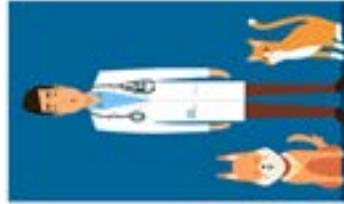
### Prevention: What should you do if you are bitten by an animal?



1. Wash legs with soaps for 15 minutes immediately after dog bite.
2. Take the person immediately to the nearby hospital to receive ARV injection
3. Complete the all the injection as recommended by doctor.



1. Never apply any herbals or homemade medicines (creams, ointments, pastes, powders, butter or salt) to the wound
2. Never cover the wound bitten by animal with thick or tight dressing



1. Rabies is 100% curable but if not treated, it can be 100% fatal.
2. Take your pet dog and cat for vaccination.



*[Handwritten signature]*

Never eat the meat of the animal died with Rabies



Table: Categories of contact and recommended post-exposure prophylaxis (PEP)

Categories of contact with suspect rabid animal	Post-exposure prophylaxis measures
Category I - touching or feeding animals, animal licks on intact skin (no exposure)	Washing of exposed skin surfaces, no PEP
Category II - rubbing of unscrubbed skin, minor scratches or abrasions without bleeding (exposure)	Wound washing and immediate vaccination
Category III - single or multiple transdermal bites or scratches, contamination of mucous membrane or broken skin with saliva from animal licks, exposures due to direct contact with fresh livestock exposure	Wound washing, immediate vaccination and administration of rabies immunoglobulin/monoclonal antibodies

### RABIES VACCINATION GUIDE

Dose	Before-exposure	After-exposure		
		Unvaccinated	Vaccinated	Poor immune system
1st	1st Day	<b>Immediately</b>		
2nd	7th Day	3rd Day	3rd Day	3rd Day
3rd	21th/28th Day	7th Day		7th Day

Thank You

**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)