



Management Meeting Minutes

3rd Thromde Council

17th Management Meeting

17th Management Meeting

Date - 30th October 2023

Venue - Conference Hall

Members Present

Sl. No	Name	Designation
1	Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Kinley Penjore	Specialist, ADB-PM
4	Thinley Norbu	Chief UPD
5	Tashi Phuntsho	Chief, CoED
6	Yeshe Wangdi	Chief Engineer
7	Kinzang Dendup	Chief TEO
8	Norbu Dendup	Chief Finance Officer
9	Ugyen Tshechu Dorji	Dy. Chief Legal Officer
10	Tashi Dorji	Officiating Chief, O&MD
11	Shera Dolkar	Dy, Chief Forestry Officer
12	Tshering Dorji	Engineer, O&M Division
13	Tenzin Rabgay	Sr. Architect, CoED
14	Sonam Chojur	Structural Engineer
15	Pema Thekchok	Engineer, Infra Division
16	CS Tamang	Officiating Chief, LRSD
17	Namgay Wangchuk	Officiating Procurement Officer
18	Karma Dorji	Sr. Planning Officer

Agenda 17.01 - Status reporting on the list of contractors with unsettled audit issues forwarded to Legal Division for Court Case File

The Legal Division received cases involving four contractors—M/s Goodwill Construction, M/s Gaana Builders, M/s Zeko Constructions, and M/s TY Tshogyal Construction—due to unresolved audit issues, despite continuous follow-ups by the relevant officials. The Deputy Chief Legal Officer explained that, according to the judicial process, the cases must be forwarded to the Office of the Attorney General (OAG). However, this couldn't be done as the necessary documents were not provided



by the concerned officials.

The Deputy Chief Legal Officer highlighted a challenge in the case of M/s Gaana Builders in retrieving the required documents as it is an old case. Nevertheless, the official from the Infrastructure Division is actively working on furnishing the necessary documentation. Emphasizing the importance of having the documents in place for potential investigation by the OAG team after forwarding the case, the Deputy Chief Legal Officer stressed that ensuring the availability of these documents is crucial.

Decision

The Management instructed the Legal Division to promptly undertake the required actions in accordance with the judicial process.

Action – Legal Division and Official concerned

The Legal Division provided an update to the Management on the M/s Lhaki case, which had been forwarded to the court. The Deputy Chief Legal Officer informed that the case is currently in litigation. The court has directed Thomde to deliberate on the case and determine the actions that can be taken from Thomde's perspective.

Decision

Given that the case has been thoroughly deliberated, and specific requests from M/s Lhaki have been taken into consideration, the Management concluded that there is no necessity for additional deliberations from Thomde's side.

Action – Legal Division

The Legal Division further updated the Management on the case involving Thimphu Thomde and Chhimi. The district court has officially closed the case, and unless the opposing party files an appeal within the next 10 days to the higher court, the district court's judgment will stand in favor of Thimphu Thomde. The judgment specifically mandates the completion of the work.

Agenda 17.02 – Annual bulk Procurement of maintenance items

The Executive Secretary presented a proposal for bulk procurement, particularly for items essential in maintaining public infrastructure. He highlighted that the current practice involves procuring items related to water or street lights on a need basis, with each procurement requiring a note sheet. The Executive Secretary suggested that a more efficient approach would be to conduct bulk procurements based on past requisitions. However, he acknowledged the need for adequate storage facilities to accommodate bulk procurement.

Supporting this proposal, the Chief Finance Officer advocated for the procurement of items through an annual quotation process. This approach would enable the concerned



Divisions to estimate their annual requirements more effectively. Additionally, the Chief Finance Officer emphasized the importance of routing all procurement through the designated procurement channels, unless the amount is minimal.

Decision

The Management reached the following decisions:

1. The Divisions concerned and Procurement Officer are directed to engage in annual bulk procurement based on past requirements.
2. Note sheet-based procurement will be permitted only for ad-hoc purposes.
3. The Divisions/units in concerned are instructed to exercise prudence in the operation and maintenance of their stores, particularly in managing stock and keeping accurate records. This involves maintaining a comprehensive inventory that is regularly updated.

Action – Procurement Officer/ Divisions concerned

Agenda 17.03 – Issues with the ePEMS system

The Executive Secretary expressed concerns about the hindrances caused by the requirement of TPN (Tax Payer Number) for workforces, coupled with the inconvenience of email requirements. He highlighted that, as per the tax slab under RRCO, individuals with a tax slab less than 0.3 M in a year are not required to have TPNs. It was noted that even the national workforce under the Ministry of Information and Transport (MoIT), akin to Thromde workforces, do not possess TPNs. This issue had been discussed earlier, and Thromdes collectively suggested that only the capital budget should be routed through ePEMS to avoid unnecessary bottlenecks associated with revenue transactions.

Supporting this viewpoint, the Chief Finance Officer emphasized that the primary purpose of ePEMS is to eliminate the need for multiple systems. Furthermore, the use of a common system facilitates the integration of various government systems. The Chair added that the Thromde Chief Finance Officer should be granted access to the ePEMS system for approval, eliminating the need to contact or send requests to the Ministry of Finance for approvals or releases.

Decision

The Management made the decision to draft a letter to the Ministry of Finance (MoF), emphasizing that the Finance Division of Thromde should be granted access to the ePEMS system. This request is essential for ensuring efficient service delivery without unnecessary delays.

Action – Finance Division



Agenda 17.04 - Pending case on Voucher Issues from MoF – way forward

The Executive Secretary presented to the Management the ongoing issue of the never-ending mobile voucher problem. Thromde had ceased issuing vouchers to employees immediately following audit observations. Additionally, the installation of a landline communication system has not been implemented, partly due to the associated extra costs and the fact that the current office building is rented. Despite reaching out to various platforms, Thromde did not receive any directives on this matter. Consequently, it has been put to the Management to come up with way forward.

Decision

The Management reached the decision to take a conclusive approach, engaging all possible avenues, by presenting all evidence and detailing the number of previous attempts made. The installation of landlines in the office has been postponed until a definitive decision is reached concerning the issue of mobile vouchers.

Action - Thrompon

Agenda 17.05 - Request by Charo parking services for monthly payment

The M/s Charo parking service, to whom the contract for collecting parking fees from outside the MLCP concessional areas has been awarded, has requested the Management to eliminate the requirement for advance collections of parking fees, as outlined in the Terms of Reference (ToR). According to the ToR, the contractor is obligated to make advance payments for November and December 2023 and subsequently on a quarterly basis throughout the contract period.

Decision

Considering the past experience where the contractor faced challenges in making advance payments, causing issues, the Management has decided to alter the payment arrangement. Instead of quarterly advance payments, it has been determined that the payment to Thromde will now be made on a monthly basis, with deposits to be completed at the beginning of each month.

Action. – Parking focal Official

Agenda 17.06 - Request for parking fee exemption card (By Birkha Bdr Tamang, Phub Tshering, Chandra, Arun and Lhab Tshering)

The decision was made to issue parking fee exemption cards exclusively to individuals stationed at the Thromde head office. Consequently, employees stationed at field and site offices were not granted parking cards. However, some Thromde employees under the muster roll category have requested parking fee exemption cards. They explained



that they occasionally need to travel to sites using private vehicles and end up incurring charges while carrying out official duties.

Decision

The Management reached the following decisions:

1. The request for issuing parking exemption cards to field personnel could not be granted, and they are advised to utilize pool vehicles for official purposes.
2. In addition to the previous criteria, only one vehicle per employee, either in their name or their spouse's name, will be issued with parking card.
3. Exempted parking cards will not be issued for other government vehicles.

Action – Parking focal Official

Agenda 17.07 - Budget requirement for Construction of Bore well at Babesa

Due to water shortages in the southern part of the city, the Infrastructure (Infra) Division has proposed the construction of three borewells in the south, with a total budget estimate of Nu 16.657M. The borewells aim to ensure a continuous drinking water supply to the southern part of the city, particularly during lean seasons.

However, the Chief Finance Officer (CFO) recommended deferring this proposal to the next fiscal year, citing that the current fiscal year's budget has already been apportioned. He mentioned that this proposal should have been included in the budget projection earlier.

Decision

The Management decided to draft a letter to the Ministry of Natural Resources and Energy (MoNER) seeking budget support for the proposed project addressing the drought-related water shortages in the southern part of the city. A copy of the letter will be forwarded to the Ministry of Finance. Additionally, the Management instructed the Finance Division and the Infrastructure (Infra) Division to conduct an internal revenue analysis if there is a consideration for funding the project through internal revenue.

Action – ID and FD

Agenda 17.08 - Administrative action to concern official as per ACC directives for missing DI fittings from Jungzhina WTP

The Anti-Corruption Commission has formally communicated to the Thromde administration, instructing them to undertake administrative actions against individuals deemed responsible for the disappearance of DI pipes from the Jungzhina Water Treatment Plant (WTP). Following an investigation, the Commission has directed that appropriate actions must be taken against those accountable for the missing items. The administration is required to submit an Action Taken Report (ATR) detailing the



steps taken in response to the Commission's directive.

Decision

The management acknowledged that the items are missing and that all involve in the site are liable for action based on the ACC's investigation. The management after thorough deliberations, found out that the following officials are accountable for the missing items from the Jungzhina WTP. The administrative actions against each individual are decided as follows:

1. Mr. Pema Thekchok (overall in charge): Administrative Action - as per BCSR-annual increment will be deducted from monthly basic pay for 2 consecutive years.
2. Ms. Leki Zangmo (Plant operator): Administrative Action - as per BCSR-annual increment will be deducted from monthly basic pay for 2 consecutive years.
3. Mr. Ugyen (Security guard): Administrative Action – His Contract will not be extended after the end of his contract period.

Action – Divisions/Sections concerned to submit ATR to ACC

Agenda 17.09 - Issuance of safety kits to Thromde workforce and others

The Acting Procurement Officer has proposed the procurement of safety kits for officials required to visit construction sites daily, given the diverse risks, including health hazards, associated with these sites. Currently, safety kits are provided to field workers, construction project engineers, and others with site visit requirements. Building Inspectors (BIs), who regularly visit various sites such as building and wall construction sites, problematic sewer and waste drainage sites, and major excavation sites, were specifically discussed in the meeting. The need to equip BIs with safety boots was emphasized. The safety kits, comprising safety boots, reflectors, and helmets, are to be reissued as the last issuance occurred more than two years ago.

Decision

The management has made a decision to issue safety kits, including boots, gloves, reflectors, helmets, and any other necessary items, to individuals who frequently need to make site visits. However, there has to be stringent verifications conducted to ensure that the issuance aligns closely with the specific job responsibilities of the individuals.

Action – Acting Procurement Officer

Agenda 17.10 - Purchase of water meters: Total amount Nu 2,833,570.

The Operations and Maintenance (O&M) division has put forth a proposal for the procurement of water meters. These meters are acquired and subsequently sold to



the public, with the generated revenue being deposited back into the revenue pool. As part of this initiative, the division suggests utilizing Nu 2,833,570 from internal revenue for the procurement process.

Decision

The management has granted approval for the allocation of Nu 2,833,570 from internal revenue to facilitate the procurement of water meters at the existing quotation rate. This decision is now forwarded to Tshogde for official endorsement.

Action – ON&MD

Agenda 17.11 - Depositing the road reinstatement cost for road cuttings and accident case to Revenue Account

The Focal Engineer from the Operations and Maintenance Division (O&MD) has raised a concern regarding the depositing of reinstatement costs or security deposits into the revenue account, citing that it is causing unnecessary hindrances in service delivery. Previously, the costs related to the reinstatement of public infrastructure were deposited using non-revenue receipts, allowing for flexible utilization as needed. However, the current procedure, involving depositing into the revenue account, has become cumbersome as it requires endorsement from the council.

Decision

The management has decided that going forward, amounts related to reinstatement costs or security deposits will be deposited under the refundable category within the revenue. This decision aims to streamline the process and alleviate the challenges associated with the current cumbersome procedure.

Action – Finance Division

Agenda 17.12- Requesting Thromde Health pool vehicle to be transferred to O&MD

Previously, when the Operations and Maintenance (O&MD) Division requested a replacement for its pool vehicle, the Management advised exploring options from the DNP stock yard rather than acquiring a new one. However, the O&MD has reported that there are currently no usable vehicles available at the DNP stock yard. Consequently, the division proposes to transfer the Thromde Health pool vehicle (ISUZU Hilux) to the O&M Division.

During discussions, some members highlighted the challenge of certain sections without a dedicated pool vehicle in accessing Thromde pool vehicles. Additionally, concerns were raised about drivers not making vehicles available even when they are



not engaged for official purposes, citing various reasons.

In response, the Chair clarified that the Thromde pool vehicles are meant for collective use, and all divisions can utilize them when they are not assigned for official purposes. This clarification aims to address the challenges faced by sections without dedicated pool vehicles and ensure equitable access to available resources.

Decision

The Management has made the decision to transfer the existing Thromde Health Office pool vehicle, along with its driver, to the Operations and Maintenance Division (O&MD). Furthermore, the Management has provided a directive stating that divisions and sections lacking assigned pool vehicles can utilize any available vehicles not currently engaged. In the event of any issues arising from this arrangement, it is expected that they be reported to the Management for resolution. This decision is aimed at optimizing the use of resources and ensuring equitable access to pool vehicles across various divisions and sections.

Action – Divisions/Sections concerned

Agenda 17.13- Repairing of Thromde tripper truck

The Operations and Maintenance (O&M) Division has reported that one of the Thromde tripper trucks overturned during official duty at a site, attributed to loosened soil. Several parts of the truck have been damaged, and the estimated cost for repairs is approximately Nu 58,000. This was submitted to the Management for approval for maintenance at this cost.

Decision

The Management has granted approval for the expenditure of Nu 58,000 from the vehicle maintenance budget to cover the repair costs of the Thromde tripper truck. Additionally, the Management has issued a directive stating that similar proposals do not have to be brought to the Management; instead, they should be processed swiftly through a note sheet for expedited action. This directive is intended to streamline the decision-making process for such repair requests.

Action – MTO and O&MD

Agenda 17.14 - Night market proposal at O-Plaza area

The Compliance and Enforcement Division (CoED) presented a proposal for a night market in the O-Plaza area in Babesa. The proponent outlined various activities that are planned for the night market, including food stalls, craft centers, live music entertainment, pubs, restaurants, karaoke, cultural exhibitions, outlets for local

products, games and sports, art displays, flea markets, community engagement platforms, a kids' zone, and other offerings.

The proposed operating schedule for the night market is on Wednesdays, Fridays, and Saturdays, with operations extending until 3:00 AM, aligning with the operational hours of other entertainment centers in the core area.

Discussion

While acknowledging the entrepreneurial nature of the proposed night market, some members expressed concerns that it might lead to disturbances in the predominantly residential zones behind the O-Plaza area. Additionally, there were apprehensions about potential traffic congestion, with limited space available only at the front side along the express area.

In response to these concerns, the Chair noted that while experimenting with new ideas is welcomed, there are limitations related to entertainment activities as outlined in the existing Development Control Regulations (DCR) and Rules on Places of Entertainment by the former Ministry of Economic Affairs. According to these regulations, specific approval from the Entertainment Licensing Committee (ELC) is necessary for the establishment of entertainment centers. The Chair emphasized that other economic activities could still be conducted, even during daytime, without such restrictions.

Decision

Although the idea has been approved, the Management directed the CoED to specifically mention the Dos and Don'ts very clearly and accord the approval. The businesses can be allowed to run until 12.00 midnight. Parking spaces have to be verified while assessing the proposal. With regard to entertainment set ups, it will not be permitted and for occasional shows, approval has to be sought from ELC. Most activities proposed are also allowed as the area falls in UV1 category.

Action – CoED

Agenda 17.15 - Report and way forward for stilt/basement conversion

The CoED presented to the Management some of the issues with regard to stilt/basement conversion and collection of fines. Although there is provision for basements to be considered as stores and others as per building uses, there is nothing mentioned about the stilt floor in the TSP and DCR. Stilt floors, which are mostly above the ground level are approved only for parking purpose. The 4th Thromde Tshogde dated 8th April 2022 decided that an annual fine of Nu 20,000 (deviation penalty) plus an addition of Nu 5 per sq.ft for residential use and Nu 20/sq.ft for commercial uses shall be imposed, until the floor is converted back as in the approved drawing i.e parking space. However, despite repeated reminders, out of 94 such cases, only 58 have paid



the fine and rest did not pay for the first term.

Decision

Moving forward, the Management decided the following:

1. As per decision of 4th Thromde Tshogde, all those who converted the stilt/ basement floor to other uses must pay the annual fine decided by the Tshogde. It was instructed to serve a final notice to those who didn't pay the fines and to clearly reflect on disconnecting the water supply lines to their building if they fail to adhere to the notice.
2. The meeting instructed Operation and Maintenance Division to work with CoED to disconnect the water supply lines of the owners who fails to pay the fines during the given timeline.
3. Further, if they do not respect the notice even after disconnection of the water supply lines, the case is instructed to be forwarded to Legal Division for further action.
4. For the cases, where the stilt floors are converted to other uses owing to non-existence of approach road, the Management decided to levy the full fine for the first term and to impose only the use-based penalty from the following years (i.e without the deviation penalty of Nu.20,000). This should be further submitted to Thromde Tshogde for endorsement.
5. The meeting also agreed to talk with Royal Bhutan Police on enforcing strictly to disallow the on-street parking if there is no dedicated parking lane marked on the road.

Action – CoED and O&MD

Agenda 17.16 - Total public services applied, resolved and pending under each unit

The Executive Secretary shared this information as a gentle reminder to all divisions and sections. He emphasized that it is crucial for each division and section to maintain records of all services received, delivered, currently under process, or those that couldn't be resolved. This practice is essential for tracking and documenting all services provided, ensuring a comprehensive record for future reference.

Action – All Divisions/Sections concerned

Agenda 17.17 – Recruitment of system developer (ICT)

The Chief Finance Officer has highlighted the necessity for the seamless integration of systems, specifically between ePEMS and ARMS. Given that the individuals responsible for system development and the ICT Officer have either been transferred or resigned, there is currently no available personnel to undertake this task. Consequently, the



Chief Finance Officer has proposed the recruitment of a system developer to address this gap and facilitate the integration of the systems.

Decision

The Management approved to recruit the system developer and directed the HRC to take action immediately.

Action – HRO

Agenda 17.18 - Discussion on management of archery range- Dangrina Archery Range

The lessee of the Dangrina archery range, which is among the archery ranges leased out by Thomde, has appealed to the Thomde administration. The lessee is facing challenges in generating income from the use of the archery range due to the presence of 4-5 other private archery ranges in the same location. As a result, the lessee has requested Thomde to consider reducing the lease rate to address the financial constraints arising from the competitive environment in the area.

Decision

The Management has decided that the lessee can surrender the archery range (Bacho) back to Thomde. Subsequently, Thomde will have the option to lease it out to individuals or entities that are capable and willing to manage and operate the archery range.

Action – LRSD

The 17th Management meeting adjourned at 5:00PM.



Thimphu Thromde

P.O Box No: 215

Gongdzin Lam, Thimphu Bhutan

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

Email: customercare@thimphucity.gov.bt