



Management Meeting Minutes

3rd Thromde Council

20th Management Meeting

20th Management Meeting

22nd May 2024

Venue – TT Conference Hall

Members Present

SL. No	Name	Designation
1	Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Kinley Penjore	Specialist
4	Yeshe Wangdi	Chief Engineer
5	Norbu Dhendup	Chief Finance Officer
6	Sonam Tobgay	Cihef, LRSD
7	Sonam Wangchuk	Chief, CiED
8	Tashi Dorji	Officiating Chief, O&MD
9	Teknath Kararia	Officiating Chief, CoED
10	Sonam Tshering	Officiating Chief TEO
11	Roshan Rai	Officiating Chief, UPD
12	Karma Dorji	Planning Officer

Agenda 20.1 – Issues with Road Formation Cutting

The Chief of O&MD stated that the road formation cutting is currently being carried out departmentally. However, it is very difficult for the O&MD to carry out the works alone due to various site issues, such as gradient, ROW, and other clearance-related issues that require intervention from other divisions. He proposed that this work be carried out on a contract basis.

Discussion

The Chair stated that there is not much formation cutting to be done; however, if a few cases arise later, they can be handled through contracts. The Executive Secretary stated that from the coming fiscal year, this work can be contracted out

Decision

The current ongoing works to be completed departmentally and new upcoming formation cutting could be contracted out.



Action - O&MD

Agenda 20.2 - Requirement of one Skyjacker for Electrical Section under O&MD

The O&MD proposed the procurement of one skyjacker for the electrical section.

Decision

Since it is necessary for the Division to deliver services on time, the Management:

1. directed the Division, in consultation with the Finance Division, to write to the Ministry of Finance (MoF) and obtain clearance.
2. directed the Finance Division that the budget for this will be allocated from the annual grant for FY 2024-2025 once the clearance has been received

Action - O&MD and Finance Division

Agenda 20.3 - Pool vehicles /machineries under O&MD to be parked at Drivers or Operators' quarter for Emergency Purposes

The O&M Division proposed to the Management that vehicles used for emergency and ad-hoc services should be parked with the operators, rather than being taken to the Babesa garage. The Officiating Chief informed that during emergencies, it is very difficult to respond quickly to complaints and grievances when the vehicles are parked at the garage. This proposal is in reference to a recent notice issued by the vehicle section stating that all pool vehicles must be parked at the garage.

Decision

Since the proposal is reasonable for responding to emergencies and ad-hoc needs, the Management approved the following vehicles under O&MD to be exempted from parking at the garage and instead be kept with the operators:

1. Water Section - 3 vehicles
2. Drain and Sewer - 1 vehicle each
3. Electrical Section - 1 vehicle

Tankers can continue to be used as they are currently. However, the Division Chief of O&MD shall be responsible for the proper utilization of the vehicles, ensuring that there are no cases of misuse.

Action - MTO/O&MD



Agenda 20.4 - Annual Framework Contract packages for O&MD

The O&M Division submitted that the with a limited number of man power under the maintenance section, they are unable to cover all issues and grievances of the residents. The Division proposes if the O&MD could also have annual framework for maintenance so that the complaints are attended and resolved on time. This was practiced earlier and when O&M was under Infra Division and the O&M Division now wants to revive the practice.

Discussion

The Executive Secretary stated that the O&M division can have a separate annual package for maintenance purposes like the Infra Division has for major works. The Chair directed the Division to work out the total number of packages required for the whole of the City.

Decision

The Management:

1. approved the proposal and can be initiated from the coming FY.
2. directed the O&MD to study the number of contract packages required for the whole of the City.

Action - O&MD

Agenda 20.5 - Maintenance of Storm Water Drainages

The Chief of CiED presented the status of stormwater drainage within Thromde. He reported that the stormwater drains in most locations require maintenance. The Division has assessed major drains within Thromde and submitted the number of drains with locations that require maintenance, such as clearing blockages and maintaining gratings/arresters.

Decision

The Management directed the CiED to forward all drains requiring major maintenance to the Infra Division, and those requiring minor maintenance to the O&MD, which can then be included in the annual framework.

Action - CiED, O&MD and ID

Agenda 20.6 - Recruitment of additional Workforces for drain cleaning and as Cattle Catchers

The CiED proposed the recruitment of 18 additional workforces for the Division. Currently, the Division has 145; however, due to the need to manage various work



sites and areas, additional recruitment is necessary.

Decision

The Management:

1. directed the Division to align workforce distribution based on zones.
2. Additionally, the Division was instructed to develop a pilot mass cleaning strategy using the zone system.
3. The recruitment of additional workforce has not been approved at this time.

Action - CiED

Agenda 20.7 - Ambiguity in roles and responsibilities on overseeing sewerage networks, seepage and drainage of private Buildings

The Chief of CiED pointed out that there is a lack of clarity regarding the responsibilities of Environment Sanitary inspectors, particularly in their oversight of issues within private plots. It is emphasized that clear roles need to be established for these inspectors within CiED.

Decision

Since this matter was previously addressed and resolved during a past Management meeting, it was not revisited for discussion. The decision made by the previous Management dictates that any concerns within private plots are the responsibility of Building Inspectors (BIs). Upon their return to the office, BIs are expected to coordinate and report to relevant divisions to implement necessary interventions. This decision was made prior to the current Chief taking up the role as Chief of CiED. Therefore, the Management upheld the rulings of the past Management.

Action - BIs/CiED

Agenda 20.8- Formulate solution to under-utilized, obsolete and off-road Machineries and Vehicles

The CiED presented to the Management the concerns pertaining to the huge number of vehicles registered with Thromde lying off-road. He submitted that there are around 17 vehicles which are environment related service vehicles and machineries. The Division also submitted that there could be many which are laid off-road related to other Divisions as well.



Decision

The Management:

1. directed all the Division Chiefs to go to the MTO Office and categorize all vehicles like the CiED did and make a clear inventory of running or off-road vehicles.
2. Those not required or not usable in Thimphu Thromde can be handed over to other agencies or any other Divisions who might put it to use.

Action - All Divisions

Agenda 20.9 - Approved Staffing pattern and Human Resource gap under CiED

The Chief of CiED submitted that the Division is facing shortage of Human Resource. The Division is mandated to cover vast areas of responsibility from taking care of the city environment to beautifications, crematorium services to drain cleaning, solid waste management to whole city area cleaning and maintenance of parks and open spaces to mention a few. He submitted that as per the approved staffing pattern of RCSC, the Division has 14 staff, however the Division is short of 4 staff at the P-level.

Discussion

The Management directed the CiED to write to the parent agency with a copy to RCSC through HRO. If it takes longer time than required, the Division can put up to Tshogde for recruitment on contract basis.

Action - CiED

Agenda 20.10 - Proposal to levy nominal charges on: 1) soil dumping, construction & demolition wastes and Waive-off Security Charges, 2) Garbage disposal (wet and dry wastes) at Memelakha, 3) Disposal of glasses

The CiED proposed for levying nominal charges for the (1) solid dumping especially the C&D waste (2) private entities dumping waste in memelakha and disposal of glasses. The Division proposed the following rate:



Proposed Nominal Charges for Soil Dumping		
Sl. no	Quantity	Charges
1	Per Truck Load	100
2	Per bolero trip	50

Proposed Nominal Charges for Garbage (wet and dry) Dumping at Memelakha		
Sl. no	Quantity	Charges
1	Per Truck Load	200
2	Per Bolero Trip	100

Proposed Nominal Charges for Glass waste dumping at Memelakha		
Sl. no	Quantity	Charges
1	Per Truck Load	400
2	Per Bolero Trip	200

Decision

The Management:

1. decided not to collect the security deposits for soil dumping, however the charges for disposal of C&D wastes and glasses can be applied from 1st June 2024.
2. The Management did not approve levying of the charges for disposal of wet and dry wastes at memelakha.

Action - CiED

Agenda 20.11 - Proposal to outsource Changlimithang Parking area

The Chief of CiED presented to the Management the proposal for outsourcing the parking areas in the Changlingmethang area.



There are a total of 436 4-wheeler parking including 5 designated for persons with disabilities and 6 2-wheeler parking spaces. The Chief submitted the following for the Management to decide upon:

1. Awarding to new parking fee collection contractor through open bidding system, or
2. awarding to the existing contractors
3. Nominal charges of Nu 10 per 30 minutes for 4-wheelers and Nu 5 for 2-wheelers per 30 minutes.

Decision

The Management approved to outsource these parking spaces, however separate discussion on this particular case will be held and develop way forward.

Action – CiED Chief

Agenda 20.12 - Presentation on the proposed 13th FYP RAF (Resource Allocation Formula) and overall outlay for Thimphu Thromde

The Planning Officer presented to the Management the draft Resource Allocation formula (RAF) for the 13th Five Year Plan. The table below shows the resource allocation criteria for LGs and the resource allocation for Thimphu Thromde:

Draft 13th FYP RAF for LGs						
Sl. No	Dzongkhag		Gewog		Thromde	
	Criteria	Weightage	Criteria	Weightage	Criteria	Weightage
1	Resident Population	35%	Resident Population	35%	Resident Population	40%
2	Geographical Area	15%	Geographical Area	10%	Geographical Area	20%
3	Poverty Distribution (Headcount)	10%	GNH Index Inverse	10%	Poverty Distribution (Headcount)	5%
4	Climate Change Vulnerability Analysis (CCVA) Index	10%	CCVA Index	10%	Climate Change Vulnerability Analysis (CCVA) Index	10%
5	GNH Index (Inverse)	10%	Income Poverty	25%	GNH Index (Inverse)	5%
6	Unemployment Distribution (Headcount)	10%	Transportation (Distance from Pling to Gewog Centre)	10%	Unemployment Distribution (Headcount)	10%
7	Transportation (Distance from Pling to Dzongkhag)	10%			Transportation (Distance from Pling to Thromde)	10%
TOTAL		100%		100%		100%

Resource allocation based on Above criteria

Sl. No.	LG wise	Nu. in Million
1	Dzongkhag	8,000.00
2	Gewog	8,000.00
3	Thromde	15,000.00
	Total	31,000.00

The Planning Officer also presented the details of budget allocation to each of the 5 programs of the 7 LGKRAs for Thimphu Thromde. Including the PTAs and Education Division, the total proposed amount for Thimphu Thromde is around Nu 14655.9. However, once the clear directives have been received, the overall overlay will have to be worked out again. This is presented to the Management for information and also to seek comments if any.



Agenda 20.13 - Presentation on GRM and Whistle Blowing Mechanism

The Planning Officer also presented Grievance Redress Mechanism (GRM), the Whistle Blowing Mechanism (WBM) and the Thromde service code of conduct to the Management for endorsement. The draft documents are attached as an annexure.

Decision

The Management directed:

1. To clarify with ACC, if the GRM is mechanism for reporting corruption related grievances only or for general purposes
2. To include the Legal Division as the Secretariat unit for both GRM and WBM as it implies compliance with many laws, rules and regulations.
3. The Management endorsed the GRM, WBM and service Code of conduct. However, intensive awareness and education on these documents must be carried out.

Action - Planning Officer and Divisions/Sections/Officials concerned

Agenda 20.14 - Imposing of minimal rent of Nu.1000 per month for Thromde semi permanent and permanent structures

The Chief Finance Officer proposed imposing minimal charges as rent for the semi-permanent structures which are occupied by the Thromde employees. He proposed charging Nu 1000 per month uniformly.

Decision

The Management:

1. approved the proposal to charge certain fees as rent for semi-permanent structures (not hut).
2. however, directed the Finance Division to work out the rental charges based on the category of workforce/staff and then put them to Tshogde for endorsement. The Management recommended 6% of their monthly salary.

Action - Finance Division

Agenda 20.15 - Standardization of the mileage for Thromde Vehicles

The Chief Finance Officer submitted to the Management that there is a need to standardize the mileage for Thromde pool vehicles. He submitted that the fuel consumption for Thromde pool vehicles must be standardized based on average international standards. This is because, same vehicles are showing different mileage while claiming the fuel budget.



Discussion

Some of the members stated that taking international standards would not work with our city as international standards might have been based on plain areas. The Chief Finance Officer submitted the mileage standardization can be done categorically and set at the minimum standards taking the average consumptions of all vehicles categorically.

Decision

The Management:

1. approved the proposal of standardizing the mileage for Thromde pool vehicles categorically.
2. directed the Finance Division to work out the standardization keeping in mind the depreciation of vehicles based on models.

Action – Finance Division

Agenda 20.16 - Management appraisal on resumption of Thromde Coordination Meeting by MoIT

The Executive Secretary appraised the Management on the resumption of the Thromde Coordination meeting. He informed that this time, the Thromde Coordination meeting is conducted together with the engineering conference. The meeting is scheduled on 5th June and Engineering shall continue till 7th June 2024 in Paro.

Discussion

The Chair suggested if Thromde Coordination meeting could be coordinated and conducted by 4 Thromde As turn wise. If it is conducted in Thimphu, Thimphu Thrompon must lead and Chair the meeting. During this meeting, relevant ministries and agencies could be invited as guests/observers.

Decision

The Management:

1. directed all Divisions to submit issues and challenges to be tabled in Thromde Coordination meeting.
2. Meanwhile, the Chair also informed that he will take up the matter with other Thrompons and get the consensus in conducting the future Thromde Coordination Meeting.

Action - Divisions concerned



Agenda 20.17 - Handing-Taking of Jigme Dorji Wangchuck Public Library to the National Library Library and Archive Division, Department of Culture and Dzongkha Development (DCDD)

The handing over of the JDW Public Library to the National Library under the Home Affairs Ministry has been deliberated in Thromde HRC. The HRC decided to hand over the lock-stack-barrel including the human resource and the formal correspondence has been made with the Ministry of Home Affairs. The HRC forwarded to the Management for appraisal.

Decision

The management:

1. directed the Finance Division to confirm with the former JDWPL head whether the rent/lease for the earlier structures are still paid or not.
2. Also directed the HRO and JDWPL head to work out on completing the overall handing-taking of the JDWPL lock, stock and barrel.

Action - Finance Division/JDWPL/ HRO

Conclusion

The 20th Management meeting adjourned at 2:00PM. The Chair thanked all the members of the management for their valuable inputs in bringing out the best possible resolutions and thanked all the presenters for taking time and effort to prepare and deliver the presentations.

Rapporteur – Karma Dorji, Sr. Planning Officer



Thimphu Thromde

P.O Box No: 215

Gongdzin Lam, Thimphu Bhutan

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

Email: customercare@thimphucity.gov.bt