

# ཐིམ་ཕུག་ཐྲོམ་སྡེ།

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## **THIMPHU THROMDE**

### **Minutes of 18<sup>th</sup> Thromde Tshogde Meeting**

Venue: MoWHS, Conference Hall.

Time: 12:45 to – 6:45 PM

Date: 7<sup>th</sup> February, 2014.

Venue: Conference Hall of the MoWHS

Time: 12:45 to 6:45 PM

Date: 7<sup>th</sup> February 2014

Members Present:

1. Dasho Kinlay Dorjee	Thrompon	Chairperson
2. Namgay Tshering	Babesa	Dy.Chairperson
3. Dorji Dema	Motithang	Member
4. Kinley	Changbangdu-Olakha	Member
5. Kuenga Yonten	Norzin	Member
6. Rinzin Dorji	Changangkha	Member
7. Ugyen	Taba-Dechencholing	Member
8. Ugyen Penjor	Jungshina-Kawajangsa	Member
9. Minjur Dorji	Executive Secretary	Member Secretary

Thromde Officials present:

1. Hasta Bahadur Sangpang	Chief Administrative Officer
2. Krishna Kumar Thapa	Dy.Chief Finance Officer
3. Jigme Dorji	Chief, DCD & CSD
4. Tshering Penjor	Offtg.Chief, Environment Division
5. Biswanath Pradhan	Dy.Chief Survey Officer
6. Sarvajit Rai	Engineer, DCD & CSD
7. Gyeltshen Dorji	Accounts

- The Chairperson welcomed the Tshogde members and Thromde Staff to the 18<sup>th</sup> Thromde Tshogde meeting. He informed the meeting about the awareness and advocacy campaign on Alcohol & drugs which was held at Chubachu for three days from 5<sup>th</sup> to 7<sup>th</sup> February. The campaign was organized by Thromde, MoEA & RBP among other stake holders.
- Demolition of Bago at Hejo: The demolition of bago at Hejo which was pending for a long time was successfully implemented by DCD.
- Follow up required regarding the World Bank Traditional Village.
- It was decided that Ms.Tshering Pem, Dzongkha coordinator should follow up with relevant divisions/sections on the minutes and actions to be taken regarding the decisions taken by the Thromde Tshogde.

The following agenda for 18<sup>th</sup> Thromde Tshogde:

Sl.No	Agenda	Submitted by
	• Review & endorsement of 17 <sup>th</sup> Tshogde minutes.	Member Secretary
	• Adoption of agenda for 18 <sup>th</sup> Tshogde.	Member Secretary
1	Follow up from 11 <sup>th</sup> – 15 <sup>th</sup> TTM.	TT
2	Recoverable late fine on delay & non-deposit of revenue, Nu.304,992.40	AFD
3	Regularization of deviations in the building & issue of OC & land implication.	DCD/CSD
4	Rationalization of Government land occupied by slab connection between the building & road.	DCD/CSD
5	Increase of Water Tariff.	DCD/CSD
6	Allowing four storey heights for plot bigger than 25 decimals at Dechencholing.	DCD/CSD
7	Release of Nu.2million to Thromde	Norzin member
8	Formation of gangs & more usage of weapons which affects the security of the society. Thus, requesting for solution from Thromde (Norzin member)	Norzin member
9	Pending minutes of meeting	All members
10	Land transfer in general	Babesa Thuemi
11	Access road for Semtokha resident above the Dzong	TT

was adopted after adding the following additional agenda:

1. 2014-15 Budget Presentation by AFD.
2. Ex-post facto approval for purchase of four bicycle from budget head "53.01-Purchase of vehicles" amounting to Nu.107,996.00, submitted by AFD.
3. Expenditure report up to 2<sup>nd</sup> quarter of 2013-14 by AFD.
4. Application of lease rate, submitted by Survey & Land Management Section.
5. Basement Issues, DCD.

**Note:** The 17<sup>th</sup> Thromde Tshogde minutes was not reviewed as the same has not yet been finalized and signed.

Agenda 1. Follow up from 11<sup>th</sup> – 15<sup>th</sup> TTM, TT:

11 <sup>th</sup> Tshogde Minutes		
Sl.No	Agenda	Status
1	Bachos (Archery Range) in the Throm	Being followed up by Env.Division
2	Purchase of Utility Truck (UPD, Environment & MTO)	-
3	Additional water pipes need to be connected for water supply to ChangJalu, Olakha, and Lungtenphu.	No additional requirement of pipes since water supply connections through ADB network is already ongoing
4	Road maintenance at Chanjiji & maintenance of sewer lines (CUP & SLRS)	Ongoing
5	Request for 45% coverage for plot No. 310 under Thram No. TT-78/754 falling under E-4 Precinct	UPD & DCD (Drawing approved)
6	Relocation of plot No. 10, Thram No. 1176 of Mrs. Tshering Zam (SLRS)	Taken care during NCRP.
12 <sup>th</sup> Tshogde Minutes		
1	Waive off of Penalty	Pending. (AFD)
2	Issuance of Pool Bike for water meter reader	No budget
3	Land for developing Lhakhang in Taba	Land identified but need to be surveyed.
4	Requirement of lift provision for buildings more than G+3 +attic	Lift is not mandatory for those building which were approved before 2012.
5	Endorsement of Supreme Court Drawings	Regularize after realizing security & amenities' fees.
6	Fee for displaying the banner within Thromde Area	Pending. (ENV/UPD)
7	Renting of labour camp by outsiders	Ongoing
8	Drinking Water for Babesa from ADB	Ongoing
9	Undersized plot of Tandin Choden and Tandin at Babesa LAP	Pending. Report submitted to Land Commission. (UPD)
10	Temporary constructions in E-4 zone for undersize plots	Clarification on the issue already sought from MoWHS. However, since there is no response as yet, it was decided to write to MoWHS for decision at the earliest. Semi-permanent construction shall be allowed. (DCD)
11	Payment of design fees for Jabla, Changzamtog	Pending. (AFD)
12	Approval for Dechencholing Satellite Town	Under process
13	Purchase of JCB and Sweeping Machine	JCB purchased. Sweeping machine proposed to be purchased through World Bank funding/

13 <sup>th</sup> Tshogde Minutes		
Sl.No	Agenda	Status
1	City address system	Should be complete within 30/06/2014.
2	Waive off of Penalty	Pending.
3	Regularization of excess expenditure incurred	Regularized.
4	Mrs. Zangmo's land substitution	
5	Increment for URDPS labourers	Done
6	Agendas from Chang Bangdu - Olakha Thueme	
6.a	Need of proper drainage system in Olakha	Env. Div
6.b	Chorten which is being damaged by Wangchhu	Env. Div & URDPS
6.c	Approval for the need of access road and construction of two toilets for the Lhaxhang located below Samarzingkha for the benefit of the public.	URDPS & Sewerage Sec
7	Agenda from Babesa Thueme (Water Supply Sec & Engineering Div)	The interim water supply for Semtokha and Babesa E-4 areas is being tendered on labour contract at an estimated amount of Nu. 13,32,00. Dagala Gup is being requested for accord of permission to tap from Chamgang stream under his jurisdiction
8	Penalty for waste dumping	Resolved.
9	Yab Ugyen Dorji's land in Babesa	NCRP done
10	Sonam Lhamo & Lhaden's case, Hejo-Samtenling LAP	Under process, will be finalized in NCRP retreat.

14 <sup>th</sup> Tshogde Minutes		
Sl.No	Agenda	Status
1	Approval for the purchase of utility vehicles and one backhoe loader on replacement	Done
2	Issues with regard to census updation	Ongoing
3	Construction of semi-permanent structure with ekra wall or mud block without having to submit drawings.	Prepare basic minimum standard architectural drawing including electrical drawing for a plot size of 10 decimals. A fee of Nu.1000/- may be charged for the service.
4	Mr. Tashi Dorji, plot no. 350, Thram no. 976 located in Changzamtog's request for regularization of constructed one unit single storey structure	Pending. (DCD)
5	Development of overhead pedestrian bridges within the city area	Architectural design completed.
6	Presentation on Olakha workshop	NCRP to be carried out. (UPD)

15 <sup>th</sup> Tshogde Minutes		
1	Plot relocation of Mr. Samdrup Norbu, bearing plot id: Core 041, Thram no:TT-996 located near Jigme Losel Primary School , to be relocated in Chubachhu, below Royal Textile Academy	Pending. (UPD)
2	Agendas from Dechencholing Thuemi <ol style="list-style-type: none"> <li>i. Regarding the iron pillar in public place.</li> <li>ii. Regarding the access road in Taba.</li> <li>iii. Problem between NLCS and Thromde</li> </ol>	<ul style="list-style-type: none"> <li>• Tshogde decided that the plot boundary demarcation be reinstated &amp; cost be borne by the project as compensation.</li> <li>• Ongoing.</li> <li>• Tshogde decided that a legal opinion will be sought from OAG to ascertain whether the action taken by TT is in line with the Local Government and Land Acts.</li> </ul>
3	Approval to establish snooker club in extended city.	Tshogde decided that the proposal for snooker club in UV-2 be incorporated in the DCR revision.
4	Illegal construction of G+1 storey residential building by Mr. Karma in Dechencholing LAP.	Approval issued based on decision.

**Agenda 2. Recoverable late fine on delay & non-deposit of revenue, Nu.304,992.40:** The issue was deliberated in light of the earlier justifications submitted to RAA which was not considered. Hence, the members opined that the observation may not be dropped. However, it was decided that the chairperson shall approach the Auditor General and discuss regarding dropping of the Audit memo on the recoverable late fine on delay and non-deposit of revenue amounting to Nu.304,992.40.

**Decision:** The chairperson shall approach the Auditor General and discuss regarding dropping of the Audit memo.

**Action:** AFD.

**Agenda 3. Regularization of deviation in the building and issue of Occupancy Certificate and land implication:** Namgay Heritage Hotel is requesting for OC certificate of the building which was completed in 2010. Till now it was not issued due to the following reasons;

- Three tier roofing and attic space unregularized
- created a mezzanine floor above basement
- Initially approved as commercial space but converted into hotel. The hotel use is permissible based on existing land use.
- OC may be issued after regularizing the attic and mezzanine floor.

In line with this, we need to decide on base line for property tax collection;

i. From date of issuance of OC

ii. From the date of completion.

**Decision:** Prepare detailed cost estimate and realize taxes with effect from 2010 including delay penalty. The Tshogde instructed that all similar cases to be resolved based on the decision.

**Action:** DCD/CSD.

**Agenda 4. Rationalization of government land occupied by slab connection between the building & road:** Based on 4<sup>th</sup> Thromde Tshogde minute, the division has been allowing the slab connection between the road and the building in all areas to create vehicle parking space. In doing so, a small stretch of government land becomes a part of individual plot. This land should be either leased or regularized or insist to keep the space for public usage.

The building owners from Sunday Market have applied for construction of staircase to connect the first floor through the setback area. However, Thromde did not approve any of them just to maintain the

thoroughfare as required by the rules. Some of the owners have even completed the same (those who did slab connection)

The Tshogde instructed that a detailed estimate be prepared with cost implication and make presentation which should be submitted on 14/2/14 for discussion along with additional agenda number five and decision shall be taken accordingly

**Decision:** The details were presented in the meeting by head, CSD on 14<sup>th</sup> February 2014 to the full bench of Tshogde members and member secretary as instructed during the Tshogde meeting. After thorough deliberation, the Tshogde approved and instructed DCD/CSD to draw up agreements and implement the proposal. The occupied area is to be leased on short-term basis at commercial rate.

**Action:** DCD/CSD

**Agenda 5. Increase of water tariff 2014:** The Tshogde did not approve the proposed increase of water tariff 2014. It was instructed that proposal for increase of water tariff may be submitted only after the ongoing water supply projects under the ADB & World Bank are fully commissioned. Further, it was decided that water tariff would be revised every after two years only.

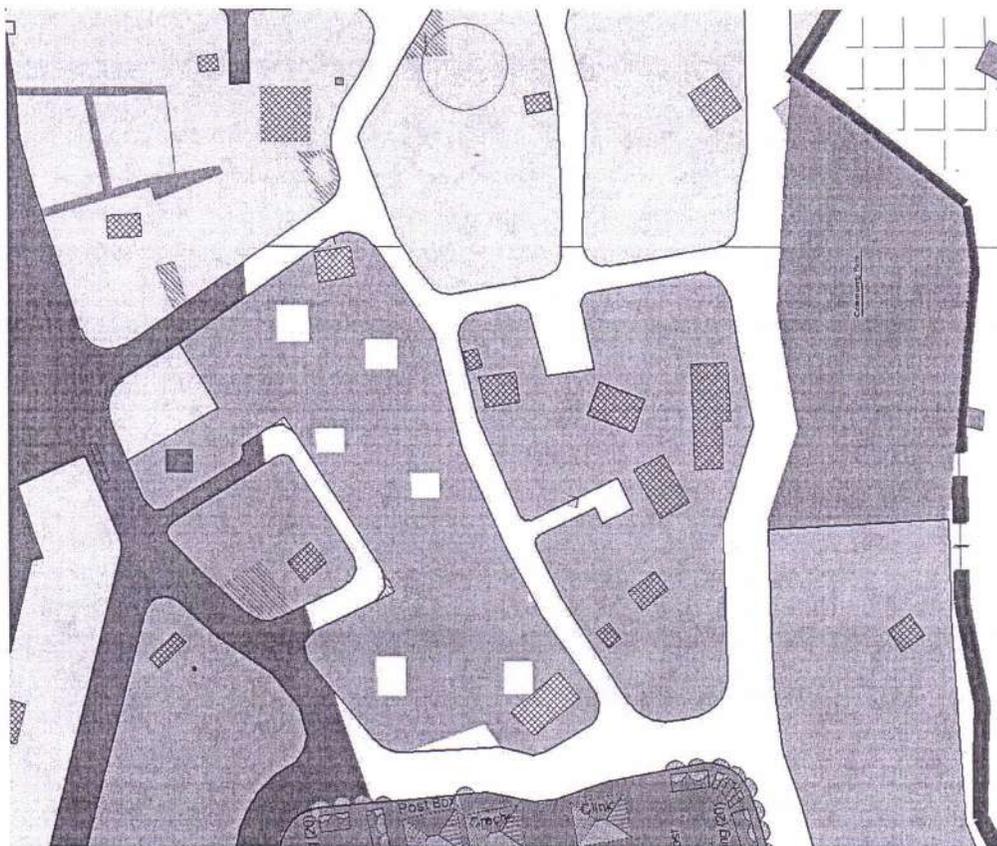
**Decision:** Proposal not approved.

**Action:** DCD/CSD.

**Agenda 6. Allowing four storey heights for plot bigger than 25 decimals in Dechencholing:**

Mrs. Galay Wangmo, the owner of plot No. DL-1-58 under Thram No. 1265 located in UV II MD precinct has applied for an addition floor. She was given building approval to construct a G+2 storey building on a plot size of 8499 Sq. ft equivalent to 19.515 decimals after land pooling.

The reason to request for G+3 is that she had bought 25 decimals land as advised by Thromde that time and now she is deprived of the commitment



The proposal should be reviewed to conform whether it is permissible as per rules and shall be put up for decision in the next Tshogde. The proposal to change the precinct plan from UVII to UV I shall then be forwarded to MoWHS.

**Decision:** Review, prepare proposal & submit to MoWHS.

**Action:** DCS/CSD.

#### **Agenda 7. Release of Nu.2 million to Thromde, Norzin Thuemi:**

Norzin Thuemi inquired if current government's 2.00million Geog grant can be extended to Thromdes as well. The chairperson stated that it may not be logical for Thromdes to propose for geog grant since lot of money is pumped into Thromdes in form of projects. However, the issue will be raised with the members of Parliament for North & South Thimphu.

**Decision:** Seek clarification from the Members of Parliament, North/South Thimphu.

**Action:** Norzin Thuemi & DC

**Agenda 8. Formation of gangs and use of weapons threatening the security of the society. Thus, requesting for solutions from Thromde, Norzin Thuemi:**

The Norzin Thuemi reported regarding the formation of gangs by unemployed youth within Thimphu Thromde. These gangs/ groups have the potential to cause serious harm to the society. Hence, the Thuemi requested the Tshogde to discuss the matter. The matter was thoroughly discussed to find an amicable solution in view of the potential threats being posed by such gangs.

**Decision:** The Chairperson and Norzin Thuemi shall discuss with the Royal Bhutan Police regarding the matter.

**Action:** Norzin Thuemi & DC.

**Agenda 9. Pending minutes of meeting, all Thuemis:** The Thuemis expressed their concerns regarding delays in distributing the minutes of Tshogde meetings. Such delays result in the inability to follow up and implement the decisions taken in the Tshogde meetings. The Chairperson instructed Ms. Tshering Pem, Dzongkha coordinator to ensure timely translation and distribution of the minutes of Tshogde meetings.

**Decision:** Ms. Tshering Pem, Dzongkha coordinator to ensure timely translation and distribution of the minutes of Tshogde meetings.

**Action:** Dzongkha Coordinator.

**Agenda 10. Land Transfer in general, Babesa Thuemi:**

The Babesa Thuemi requested that land transaction be processed/allowed as people in his constituency are facing lots of difficulties with regard to transfer of land. Thromde explained that processing of land transaction is not possible until such time that the new lagthrams are issued by the National Land commission secretariat. After thorough deliberation, it was decided that the Thromde management shall write a letter to the National Land Commission.

**Decision:** Thromde management to write a letter to NLCS.

**Action:** Babesa Thuemi & SLMS.

**Agenda 11. Access road for Semtokha residents above the Dzong:** The Chairperson informed that all alternatives have been explored to find a suitable access to the plots of the applicant requesting for access road. Babesa Thuemi agreed to approach Dasho Bap Kezang, owner of the land/road along with the plot owners to allow for access road from Dasho Bap Kezang's road till a Thromde is able to finalize a plan for the area.



**Decision:** Babesa Thuemi & applicants to approach Dasho Bap Kezang.

**Action:** Babesa Thuemi & applicants.

**Additional Agenda:**

1. Budget Presentation, AFD.
2. Ex-postfacto approval for purchase of four bicycle from budget head "55.01, purchase of vehicles" amounting to Nu.107,996.00 – AFD.
3. Expenditure report up to second quarter 2013-14, DCFO, AFD.
4. Application for lease rate, SLMS.
5. Basement issues, DCD.

**Additional Agenda1. Budget Presentation, AFD:** The proposed Budget for the year 2014-2015 was presented and discussed. Necessary changes and adjustments have been identified, reviewed and decided by the Tshogde.

**Decision:** Incorporate the changes made in the budget proposal and finalize the total budget amount.

**Action:** AFD.

**Additional Agenda 2. Ex-post facto approval for purchase of four bicycle from budget head "55.01, purchase of vehicles" amounting to Nu.107,996.00 – AFD:**

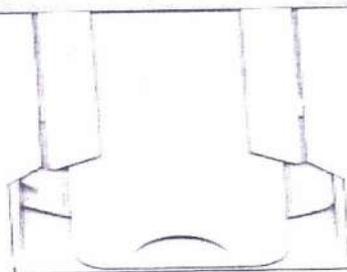
✓ 14. Unbudgeted Expenditure on procurement of Cycles- Nu.107, 996.00 (4.2.13)

The Thimphu Thromde had procured four bicycles worth Nu.107, 996.00 vide Vr. No. 250, dt. 21/06/2012 from M/s Champay Enterprise, Thimphu and were issued to Lajabs and an Engineer under Road Maintenance Division.

On verification of records, it was noticed that the bicycles were found procured based on the approval of the 7<sup>th</sup> Thimphu Thromde Tshogde Meeting held on 17<sup>th</sup> January 2012 from the Budget head "Maintenance of Property-Roads". The details of the payment are as follows:

Voucher No. & date	Bill No. & Date	Supplier	Specifications	Unit	Rate	Amount	Remarks (Issued to)
250 dt. 21/06/2012	751 dated. 19/06/2012	M/s Champay Enterprise	Cycle(Gour System)Trek series diac(m) (series-3900)with front light, back light, water bottle, holder, helmet	4 Nos.	26,999	107,996.00	3 were issued to the Lajabs & 1 no. was issued to Engineer (Roads Maintenance Div)
						107,996.00	

Since the payment for procurement of bicycles was not covered under the RGoB rules and no budget provisions were available for such payment, the amount stands recoverable.



*Handwritten signature or initials*

Auditee's Reply:

Four cycles, three for lajabs and one for an engineer of Roads Maintenance Section, worth Nu. 107,996.00 were purchased in accordance with Section 61 (h), Chapter 4, of The Local Government Act of Bhutan, 2009, and as per the approval of the 7<sup>th</sup> Thromde Tshogde Meeting of 27 January 2012.

These cycles were purchased for enhancement of mobility and performance of the lajabs as engineers involved in the supervision of labourers, regular cleaning, repair and maintenance of all the urban roads of Thimphu.

The Ministry of Finance does not provide detailed budget heads, like for other budgetary agencies, for Class A Thromdes. The subsidy of Class A Thromdes is reflected in the budget of Department of Public Accounts, which releases funds in the form of cheques.

As per the attached Budget Form No. III, the subsidy to Thimphu Thromde reflected in the 2011-2012 budget appropriation of Department of Public Accounts is budgeted under two main heads only:

21 01 Current Grants-Individuals/Non-profit Organizations	- Nu. 69,449
61 01 Capital Grants-Individuals/Non-profit Organizations	- Nu. 145,485
<b>Total</b>	<b>Nu. 214,934</b>

The budget heads created by Thimphu Thromde is for the internal budgeting and accounting purposes only and is not of much use to Ministry of Finance. As long as the above subsidy together with our internal revenue projection of Nu. 80,000 million for the year, was not exceeded, Thimphu Thromde had the flexibility of charging the cycle-related expenses to any budget head it liked. In the absence of specific budget heads from Ministry of Finance, it was not absolutely essential for Thimphu Thromde to have budget code and provision before procuring these cycles.

RAA's Further Comments:

While taking note of the response, it is to reiterate that the approval of the 7<sup>th</sup> Thimphu Thromde Tshogde Meeting of 27 January 2012 should be in accordance with the policies of the Government. Section 61 (h), Chapter 4 of The Local Government Act of Bhutan 2009 stipulates that "Purchase, lease, or otherwise acquire land and property or dispose it off in the interest of the Thromde in accordance with the policies of the Government".

While the RAA agrees on the budgetary approval process, the expenditure should have been booked under capital expenditure with proper re-appropriations of funds.

Further, the Thromde should follow the RGoB budgetary and financial norms till such time that the Thromde come up with their own budgetary and accounting norms. Since the payment for procurement of bicycles was not covered under the RGoB rules and no budget provisions were available for such payment, the amount stands recoverable.

Further, the Thromde should avoid recurrence of such expenditures in future.

**Decision:** The chairperson shall approach the Auditor General and discuss regarding dropping of the Audit memo.

**Action:** AFD.

**Additional Agenda 3. Expenditure report up to second quarter 2013-14, AFD:** The expenditure report up to the second quarter financial year 2013-14 was presented and discussed.

**Decision:**

- The budget of Nu.2.00 million for urban design for Norzin and Changlam to be diverted to Engineering Division.
- Write to the Department of Roads, MoWHS requesting for an old Bailey bridge over Wangchu from Pamtsho to Taba.
- Take up the work of construction of pedestrian bridge across the expressway at Babesa during the current fiscal year. Keep 2.00 million as spill over budget.

**Action:** AFD & DCD.

**Additional Agenda 4. Application for lease rate, SLMS:** The recommendation made by SLMS vide Note sheet 01/TT/LMS/LR/2014/07 dated 04/02/2014 for the application of lease rate which will be incorporated with the existing land lease agreement at the rate of Nu.one per sq.ft per annum till the issuance of occupancy certificate and once the occupancy certificate is issued, the lease rate shall be revised to commercial rate of Nu.20 per sq.ft.





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Thimphu Thromde  
Post Box No - 216  
Thimphu-11001: Bhulan



01/TT/LMS/LR/2014/ 07

Notesheet

16/1/2014  
04/2/14

Sub: Application of lease rate

This is to appraise that many government institutional offices, Non Government Organisation offices, Private entrepreneurs and corporate bodies are applying for long term land lease for the development of institutional infrastructure and other commercial infrastructure.

It may be noted that after the approval accorded by the NLCS for land lease, Thromde office draw lease agreement with the concerned parties. However, there is perplexity to levy the rate at Nu.1 per.sq.ft as institutional or Nu.20 per.sq.ft as commercial in line with the 2009 Land Lease Rules & Regulation or as per the land usage of TSP. For instance, the enclosed document pertaining to the Royal Textile Academy states that they are developing the institutional building for Cultural Heritage Centre comprising Conference Hall and Hotel Services.

The proposed project falls under Institutional Precinct of the core area as per the Thimphu Structural Plan where the applicable rate will be Nu.1 per sq.ft. But the current proposal clearly spells out the plan to carry out commercial activity once the land is fully developed as Conference centre and Hotel, for which the applicable rate will be Nu.20 per sq.ft.

Therefore, in this regard we would like to recommend the application of rate as follow which will be incorporated with the existing land lease agreement :-  
"The lessee shall pay to the lessor as rent for the property the sum of **Nu. One per sq.ft per annum**, till the issuance of occupancy certificate. Once the occupancy certificate is issued the lease rate shall be revised to commercial rate of **Nu.20 per sq.ft.**"

Submitted for further advice and directives.

Assistant Land Registrar

Head, SLMS

Executive Secretary  
*Deco has to work out the area that will be used for Convention Centre & Hotels before executing lease agreement*  
*Thomje 3/11*

Thrompon.  
*Approved, However to submit to Tshogde for endorsement*  
*Lif*

Daebo Thrompon : +975-2-323665 Executive Secretary: +975-2-340355  
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*Endorse in 18th*  
*- Thromde Tshogde*  
  
*7/2/14*

**Additional Agenda 5. Basement issues, DCD:**

There are many instances where basements approved as parking in the drawing cannot be used for parking in the field. On order to review and resolve such cases, one option is to regularize the basement floor into low income units, with the following conditions.

1. Parking area
2. Natural lighting
3. Natural ventilation
4. Minimum required room size
5. Safely accessible to the building

The issues pertaining to the basement floor was presented for discussion and decision. However, the Tshogde instructed DCD and respective Thromde Thuemis to carry out surveys in their constituencies and prepare a detailed report. The report should be submitted on 14/02/14 for further discussion and decision.

Consequently, a detailed survey report was presented by DCD and discussed on 14/02/14 as scheduled. The Tshogde took the following decisions.

Total number of basements surveyed.	Number of basements found feasible for conversion to low income residential units, <i>with sufficient parking</i>	Number of basements found feasible for conversion to low income residential units, <i>without sufficient parking.</i>	Number of basements not found feasible for conversion to low income residential units.
<b>61</b>	<b>21</b>	<b>21</b>	<b>19</b>
Decision:			
	<ul style="list-style-type: none"> <li>• Conversion to low income residential units for basements located within UV II areas.</li> <li>• Status quo for those already being used as shops in UV II areas.</li> <li>• Conversion to only residential &amp; no commercial in UV II areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Conversion to Show room, store, shop &amp; snooker for basements located within UV I areas.</li> <li>• Conversion to residential only in UV II areas.</li> <li>• Allow residential conversion to those without access and cannot be used as parking.</li> </ul>	<ul style="list-style-type: none"> <li>• Conversion to show room, store, furniture house or even Bars shall be permitted based on design proposal which is acceptable to Thromde.</li> </ul>

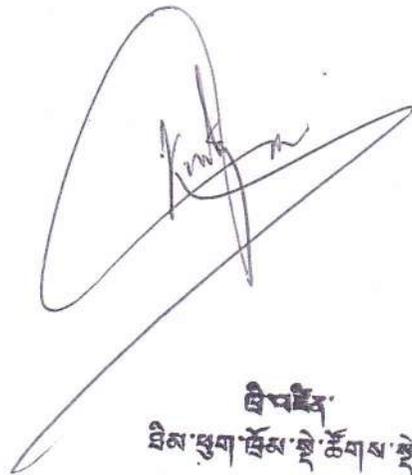
	<ul style="list-style-type: none"> <li>• Conversion to commercial/ shops in UV I areas.</li> </ul>	<p>cannot be used as parking.</p> <ul style="list-style-type: none"> <li>• If conversion to residential use results in non-availability of sufficient parking, it will not be allowed.</li> </ul>	
<p>General notes:</p> <ul style="list-style-type: none"> <li>▪ Ventilations exhaust fans &amp; emergency exits must be provided.</li> <li>▪ To be dealt/taken up case by case basis.</li> </ul>			
<p>Work out regularization fee for conversion which may be proposed similar to attic regularization fee and put up report in the 19<sup>th</sup> Tshogde meeting for discussion/decision.</p>			

- Copy of building construction approval letter to be made available to the respective Thromde Thuemis.
- Illegal constructions must be monitored more stringently by the building inspectors.

Minutes writer

Naphel Drukpa

Head, Water Supply



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