11th Management Meeting – Agenda
Date – 01/09/2022
Venue – Conference Hall, TT

Members Present

Sl/No	Name	Designation/Division/Section
1	Dasho Ugyen Dorji	Thrompon
2	Karma Namgyel	Executive Secretary
3	Kinley Penjore	Project Manager, ADB-PIU
4	Sonam Dorjee	Chief ADM Officer
5	Thinley Norbu	Chief, UPD
6	Yeshi Wangdi	Chief Engineer
7	Tashi Phuntsho	Chief, CoED
8	Norbu Dendup	Chief Finance Officer
9	Sonam Tobgay	Chief, LRSD
10	Kinzang Dendup	Chief Thromde Education Officer
11	Kezang Lham Dorji	Officiating Chief, Environment Division
12	Tashi Dorji	Officiating Chief, O&M Division
13	Ugyen	Engineer, O&M Division
14	Penjor Drukpa	Engineer, O&M Division
15	Karma	EBA Specialist
16	Kinga Gyeltshen	Dy. Chief Thromde Health Officer
17	Chimi Wangmo	Dy. Executive Engineer, ID
18	Kezang Dorji (Sr)	Sr. Architect, UPD
19	Kezang Dorji (Jr)	Sr. Architect, UPD
20	Tashi Dorji	Architect, UPD
21	Amir Mongar	Asset Manager
22	Karma Dorji	Sr. Planning Officer

Opening Remarks

The Chair welcomed all the members of the Management to the 11th Management Meeting. He informed the members on the need to expedite the Thimphu Thromde facelift activities that are being carried out at various locations and are at varying degree of implementation. He also urged the need to give importance on documentation. There has to be proper documentation being maintained for whatever the projects or activities being implemented and it must be made systematic. If there are proper documents being maintained, there shall not be any future consequences.

Agenda 11.01 -Finalization of Agency APA 22-23

The Planning Officer presented to the Management the Annual Performance Agreement (APA) for the FY 2022-2023. The same has been submitted to the Government Performance Management Division (GPMD) during the budget proposal, however the GPMD has advised to revisit the APA and make necessary changes based on the approved budget for FY 22-23.

The Planning Officer presented the Agency APA and requested all Divisions and Sections to kindly make necessary changes in the Division APAs based on the approved budget. Based on the approved budget, the Management reprioritized the indicators and the targets of the APA.

Decision

The Management endorsed the APA 2022-2023 with some changes. The same will be submitted to GPMD with the recommended changes of the Management.

Action - Planning Officer

Agenda 11.02 - Lower Taba STP Pending Issue and Way Forward

The O&M Division reported that the Taba Sewage Treatment Plant (STP) has initially been planned for the lower Taba only but even the upper Taba residents have been connected to the plant since there is no separate plant. This exceeded the plant capacity and has led to the frequent breakdown of the plant pumps. The Executive Secretary reported that the plant has the capacity of 1mld whereas it currently is catering to about 2.8mld which is double its capacity.

As per the contractor who is currently carrying out the O&M, there is debris being deposited in the plant along with the sewer. The plant also has to cater beyond plant capacity because of which the plant breaks down. He submitted that even if the plant is repaired, it will break down unless the above issues have been resolved.

Decision

The Management decided that the handing-taking of the STP will have to be taken up once all the parts have been repaired and made functional. The Management also directed the O&M Division to explore the possibility of replacing with bigger capacity pumps, and Thromde can top up the cost.

Action - O&MD

Agenda 11.03 - Access Road Proposal to the Plot located Above Hejo-Samtenling Lap (Kawang Gewog)

The UPD presented to the Management the issues with the construction of an access road to Mrs. Choni's plot in Samtenling. The plot falls under Dzongkhag jurisdiction but the road take-off point will have to be given through Thromde jurisdiction. The total length is about 4.5 meters and the owner has submitted an application for an access road to Thromde UPD Office. Some of the issues observed at site were damage to trees and there are also Throdme water lines if approved.

Discussion

The Executive Secretary submitted that one option could be relocating the plot as the road construction may result in cutting of many trees plus it is located in the Palace areas. He also proposed that the owner can first have all clearances from all relevant agencies and then come to Thromde for approval of access road take off point. Some of the members also recommended referring the case to NLCS or Dzongkhag Administration since the plot is in the Dzongkhag jurisdiction.

Decision

The Management decided to forward the case to Thimphu Dzongkhag administration as the plot is under Dzongkhag jurisdiction. The owner can approach the Dzongkhag administration and furnish all required clearances. Only then Thromde will be able to explore the possibility of according approval for the take off point for the access road construction.

Action – UPD

Agenda 11.04 - Drainage issue in Hejo-Samtenling LAP

The UPD presented to the Management the drainage issue in Hejo-Samtenling LAP that has affected the plot HS1-354. As an immediate measure, Thromde proposed for plot relocation but was not accepted by the affected plot owner. Therefore, it is put to the Management for further directives as the issue is becoming more serious.

Decision

The Management decided to make a joint site visit immediately (the next day) and find out the technical solutions and way forward.

Action – UPD

Agenda 11.05 - Access road issues for Plot No KA1-051 at Kawangjangsa

The UPD presented to the Management the issues with access road construction for the plot KA1-051 at Kawajangsa. The Division reported that the road construction is not feasible at site as per the plan due to ground level. The Division proposed the road construction from the Zorigchusum junction along the natural gully for Management's approval.

Decision

The Management did not approve the proposed site for road construction as it is a natural gully. The Management suggested that the owner can level the ground by constructing a wall from below for the access road.

Action - UPD

Agenda 11.06 - Bus Priority Lane

The UPD presented the proposal for the bus priority lane. The Division proposed that on a 1 way traffic road, the left lane is proposed for City buses. For a 2 way traffic road, there is no dedicated lane and therefore a bus stop will be marked on the left lane and the buses can stop at the designated pick and drop sites. The traffic behind the buses must stop till the pick and drop is complete which normally takes 2-3 minutes. For a 4-lane road, the left lanes have been dedicated to the buses. The priority lane shall only be applicable during the peak hours.

Discussion

The Chief of UPD informed that the priority bus lanes are agreed by the traffic division of RBP and RSTA. He also informed that the parking areas below JDWNRH and along Changlam will have to be removed and the Division seeks the Management's approval for the removal. The Executive Secretary informed that even the traffic flow will have to be studied well and not just the priority lane for smooth traffic flow. This can be taken up by the Traffic Division of RBP. Even if the parking areas along the JDWNRH area are removed, it will be difficult to get the width of the 3 lane road stated the Chair.

Decision

The Management:

1. Approved the proposal to use the left lanes as the Bus priority lanes during peak hours
2. Decided that along Changlam, for any location the parking spaces can be removed for the bus stops construction and below JDWNRH, even if the parking spaces are removed, there will not be enough width for 3 lane road and therefore, that stretch of road can be treated as 2 lane road.

3. The road markings and the demolition of the roundabout above the memorial Chorten and also the blacktopping and marking of bus shelters wherever required will be carried immediately.

Action - UPD/O&MD

Agenda 11.07 - Review of Low income Housing Concept Design

The Low Income Housing technical team presented to the Management the concept design of the low income housing submitted by the consultant. The concept has green building components like double glazed windows, solar panels and rain water harvesting being incorporated. Since it is also the EbA project, the green components have been given more importance. The technical team considered the L-shaped concept over H-shaped due to better design performance and creation of more open spaces.

Discussion

The Chair directed that while all components/features built in the concept design are important and it's great to have it built, sometimes the availability of the raw materials and the time taken to procure the required materials will have to be looked into. This is because the time is very limited and Thromde wants the work forces to have decent living at the earliest possible.

Decision

The Management approved the L-shaped design with G+4 with green components incorporated based on availability of the raw materials. The urban agriculture provision presented at the open space area has also been approved as proposed. The Management directed the team that the consultancy can now proceed with the detailed drawing and design and must be completed within 1 months' time.

Action - Low Income Housing Technical Team

Agenda 11.08 – Compensation to Kawang Gewog for construction of Retaining Wall

The O&M Division reported to the Management that the construction of Thromde water supply lines of the Dodeyna Central Water Supply Scheme has damaged the wetlands along the buffer zones. The Gewog administration of Kawang Gewog is claiming that Thromde must build a retaining wall to prevent further damage. The total estimated cost comes to around New 52, 91274.00.

Discussion

The Executive secretary informed that the type of wall to be constructed can be studied before going with what has been proposed. Based on the severity of the issues at sites, the type of wall requirements can be better decided. Otherwise it will just lead to huge cost incursions. Many members suggested that the gabion walls would be enough to prevent any further damages.

Decision

The Management directed the O&M Division to go for gabion wall construction and pay the compensation (cash based on the estimate) rather than Thromde constructing the walls.

Action - O&MD

Agenda 11.09 - Land Tax due in the name of Thimphu Thromde

The Asset Manager reported to the Management that Thromde has not paid the land tax for some of the Lands/plots for which the LUC has been issued in the name of Thimphu Thromde. Therefore, it is there in the defaulter list. The total land tax payable is Nu 587,819.6. There is another plot of land in Kawang Gewog for which the LUC is in the name of Thimphu Thromde he added. The land tax amounting to Nu 65.67 to Dzongkhag Administration, Thimphu isn't paid as well.

Decision

The Management directed the Finance Division/AFD to pay the land tax from the revenue.

Action - Finance Division/AFD

Agenda 11.10 - Rental Charges for the Residential units at the Garage, Babesa

The Asset Manager presented to the Management that there are 4 residential units at the new MTO office at Babesa Truck parking.

- ✓ 1 is occupied by the Motor Transport Officer (MTO)
- ✓ 1 unit is used as store
- ✓ 1unit is occupied by Cattle Catcher
- ✓ 1 unit is occupied by a caretaker.

The Asset Manager proposed Nu 5266.4 based on the DNP rate, i.e. Nu 12.4 per square feet for Management's directives.

Decision

The Management decided the following:

1. Directed the Asset Manager to rework the rental charges based on the NHDCL rate since the current rate based on DNP rate is very high.
2. This decision should not apply to the Thromde workforces.
3. Except for MTO, all others who are currently occupying the structures must vacate since it is meant for cattle catchers and caretakers or Thromde Workforces.
4. Even the store can be vacated to be used as a residential unit
5. New store will be constructed. The Management directed the CoED and ID to prepare design and estimate and submit to the next management meeting.

Action - Asset Manager/Design for store to be taken up by CoED and estimate by ID

Agenda 11.11- Rental Charges for Staff Quarter at WTPs

The last Management Meeting has directed the Labor Officer to study and find out the list of Thromde employees who reside within the staff quarters at the Water treatment plants but are also given the house rent allowance. That staffs do not pay any rent to Thromde.

The Officiating Labor Officer presented the list of staff quarters and the staff residing in the quarters along with the rental charges based on DNP rate.

Sl. No	Place	Units	No.of rooms	Officials living	Monthly HRA	Carpet Area in (Sq.Ft)	DNP rate (Nu 12.4 /sqft)
1	Dechenchoeling WTP staff quarter	2 units	2BH	Cheki Dema-In-charge	Nu,3995	415.92	Nu,5157.5
				Pema Choden Technician-In-charge	Nu,3995	415.92	Nu,5157.5
3	Jungshina WTP	4 staff quarter	1BH	Ram Kumar Rai-Sr.Technicial-water	Nu,3620	342.72	Nu,4250.3
		1 unit	2BH	Leki Zangmo-Technician-In-charge	Nu,3500	384.81	Nu,4772.5
4	Samtenling Tank staff quarter	2 units	2BH	Thukten Thinley-Engineer-Infra Div	Nu,3620	415.92	Nu,5157.5
5	Motithang WTP	5 Units	2BH	Yeshi Jamtsho-Engineer-Infra Div	Nu,4130	404.54	Nu,5016.4
			3BH 1 Room	Dawa-BO-In charge	Nu,3500	1053.6	Nu,13065.4
				Wangdi-Bo	Nu,3500	223.03	Nu,2767.2
6	Yangchenphu Tank Staff quarter	2 units	2BH	Pema Thekchu-water In-charge	Nu,4130	415.92	Nu,5157.5
7	Chamgang WTP staff quarter	4 units	2BH	Bhim Bdr Chetteri-Technician-In-charge	Nu,3620	540.54	Nu,6702.8
				2. Dawa Pemo-Technician	Nu,3500	544.38	Nu,6750.3

Decision

Since the rates are very high, the Management directed the AFD to rework the rate based on MoF/NHDCL rates and present to next Management Meeting

Action – FD/Asset Manager (Officiating Labor Officer)

Agenda 11.12- Recruitment of Electrician Helpers

The Electrical Section of the O&M Division requested the Management to recruit 4 additional electrician helpers. Currently the section is short of manpower and it is very difficult to carry out the required maintenance on time.

Decision

The Management approved the recruitment of 4 numbers of electrician helpers as Workforce at a category level based on the Thromde Workforce Rules and Regulations.

Action - HR Section/O&M Division

Agenda 11.13 - Electrical Engineer/Technician (dedicated) as Counterpart to the Contractor's Electrical Expert

The Project Manager of the ADB-PIU submitted that the Babesa STP is currently being operated and maintained by the Indian counterpart. However, it would be better to do the succession planning at the earliest before the O&M period ends. He suggested if a dedicated electrical engineer or technician can be attached with the counterpart expert now.

Decision

The Management decided to attach a dedicated electrical engineer or technician with the current counterpart towards the last 1-2 years of the current O&M period.

Action - Management/HRC

Agenda 11.14- Handing over of Thromde Workforce under Road and Drain Cleaning unit to City Environment Division

The Thromde O&M Division submitted the decision of handing over the workforce under the road and drain cleaning unit under O&M Division to the City Environment Division.

Decision

The Management endorsed the decision to transfer the Thromde Workforce under road and drain unit under O&M Division to City Environment Division.

Action - O&MD/CiED

Agenda 11.15 – Submitted for Management's Endorsement

The Chief Finance Officer submitted the following for approval by the management:

1. 0.1M each for SEN (Special Education Needs) and TRC (Teacher Resource Center) under the recurrent budget for the FY 2022-2023.
2. Additional Nu 0.022M for rental of properties (Building) of Dechencholing HSS.
3. Fixing the ceiling for the imprest money

Decision

The Management:

1. Approved Nu 0.1M each for SEN and TRC and Nu 0.022M under rental of properties (Building) for the Dechencholing HSS. The same will have to be put to Tshogde for endorsement.
2. Henceforth the imprest money ceiling has been decided at Nu 25,000

Action - Finance Division

Agenda 11.16 - Discussion on Capital Activities of Schools (Major Maintenance)

The Finance Division presented to the Management some of the major and critical maintenance in Thromde schools for approval. These activities are proposed by the schools through the Thromde Education Division. The total of Nu 11.0M budget estimate has been proposed to be included under the education capital budget.

Decision

Since the approved capital budget for the FY 2022-2023 has been apportioned; the Management directed the Thromde Education Division to write to Ministry of Education (MoE) for an additional budget since these activities are critical and are required to be carried out.

Action - Thromde Education Division/Finance Division

Agenda 11.17 - Overtime Payment for Workforce

The Finance Division also submitted to the Management that as per the existing rules and regulations, the maximum hour's payable for the overtime is 2 hours. However, the Thromde workforces are claiming for more than 2 hours.

Decision

Since the overtime works for Thromde goes beyond 2 hours, the Management decided that the overtime payment will have to be paid for the time spent doing overtime under prudent monitoring by the supervisors.

Action - Finance Division

Agenda 11.18 - Retention Incentive for Thromde Media Relations Officer

The Chief ADM Officer submitted to the Management that the recent HRC has extended the contract period of the Thromde Media Relations Officer by another year. In this regard, he proposed the Management to promote her to P4 A based on her performance and as an incentive to retain her. She has earlier been recruited at P5B.

Since her recruitment, Thromde has been able to disseminate timely and authentic information to the public through regular update on Thromde social media pages and the webpage. Major revamp of the Thromde Official webpage has been taken up including the content and the view. The MRO has also provided so much effort in publishing the "Thimphu Thromde, The Evolution of the Capital City" and annual Thromde Information Bulletin.

Decision

As a retention incentive, the Management approved to promote the Thromde Media Relations Officer to P4A with the effect from the contract extension date. This will have to be put to Tshogde for endorsement.

Action - HR Section

Agenda 11.19 - Virtual Conference Camera

Since most of the meetings are now required to be conducted virtually, the Finance Division proposed for a professional camera along with audio set up to be mounted on the screen in the Conference Hall.

Decision

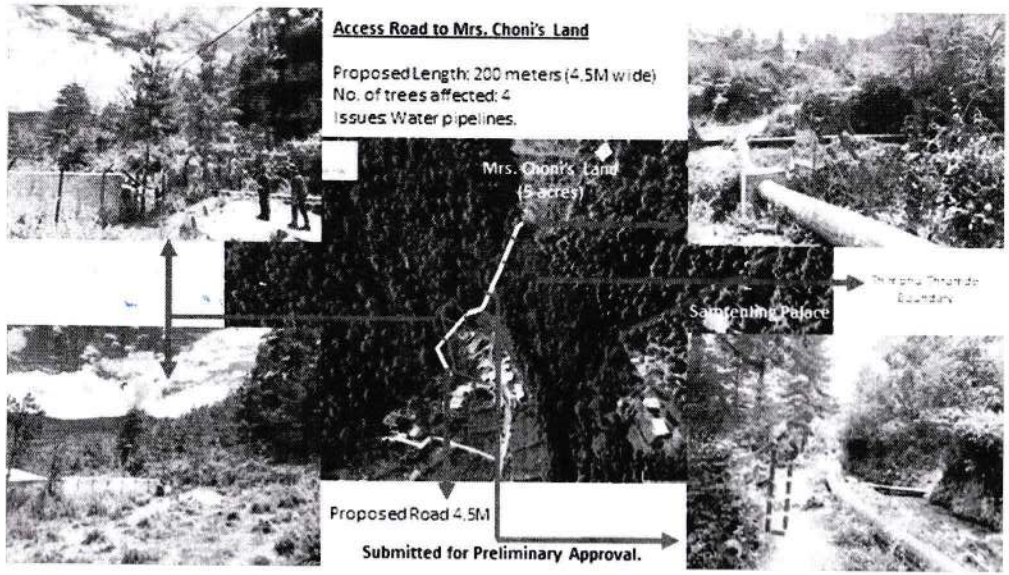
The Management approved the procurement of camera sets to be used for the virtual sessions and directed the Finance Division to explore it.

Action - Finance Division

Rapporteur – Karma Dorji, Sr. Planning Officer

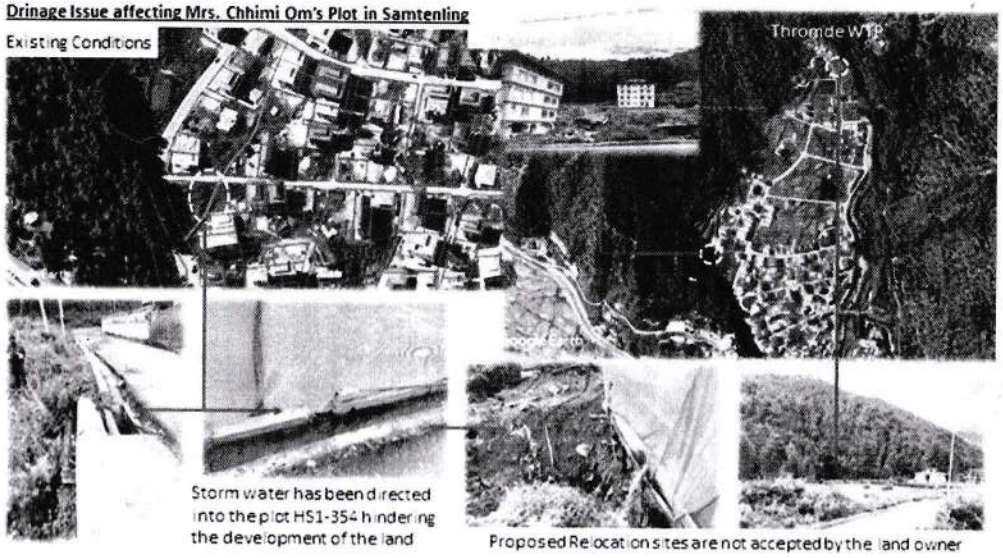
Access Road to Mrs. Choni's Land

Proposed Length: 200 meters (4.5M wide)
No. of trees affected: 4
Issues: Water pipelines.



Submitted for Preliminary Approval.

Drinage Issue affecting Mrs. Chhimi Om's Plot in Samtenling



Storm water has been directed into the plot HS1-354 hindering the development of the land

Proposed Relocation sites are not accepted by the land owner

Access Road Issue for the Plot KA1-051

Not feasible due Narrow ROW (2.8 meters) and inconvenient turning radius.

Not feasible due to height difference approximately 10 meters

Proposed take-off point alongside the natural gully.
Approximately 100 meters.

Construction of accessroad as per LAP Plan is not feasible on ground. The proposed accessroad is along the natural gully.

Therefore, submitted to the management for further discussions

Due Land Tax in the Name of Thimphu Thromde

Note:

As of dated 29/08/2022 there are 39 Land User Certificate issued in the name of Thimphu Thromde for different purpose like vegetable shed, Drop off centers, Archery Range and other.

Some of the LUC were issued on 2012, 2018,2019 and onwards.

The total land tax payable is amounted to Nu, **587819.50**/- inclusive of UHT, Garbage and street light charges.

Land Tax Details-within Thimphu Thromde

#	TPN	Tax Payer Type	CID	Name	Email	Mobile No	Action
1	002805	Organizations	22222222222	Thimphu Thromde Thromde	Email @email.com	17611823	Select

#	Total Land Tax Amount	Total Land Tax Penalty	Total UHT Amount	Total UHT Penalty	Total UD Tax	Total UD Tax Penalty	Total Garbage Amount	Total Garbage Penalty	Total Street Light Amount	Total Street Light Penalty	Total Penalties	Grand Total
	424029.50	0.00	17750.00	0.00	0.00	0.00	104000.00	0.00	41040.00	0.00	0.00	**587819.50**

Rental Charges for New MTO Garage (Residential Units)

Note:

There are 4 residential units.

1. 1 is occupied by the Motor Transport Officer(MTO)
2. 1 unit is used as store
3. 1unit is occupied by Cattle Catcher
4. 1 unit is occupied by caretaker.

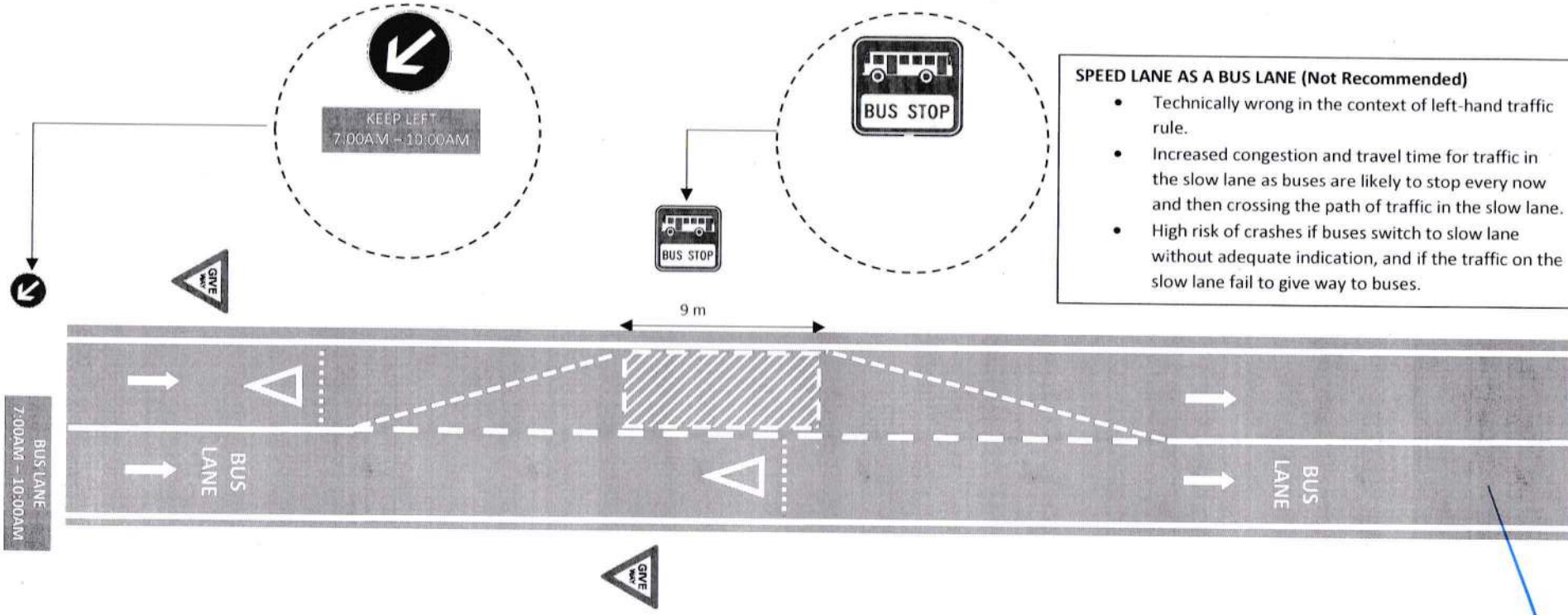
Workout details

Follow up on Rental charges for Water treatment plant Staff Quarter

1	Dechenchoeling WTP staff quarter	2 units	28M	1 Chhab Zamain charge	Nu.3055/-	415.92 sq.ft	Nu.12.40 per sq.ft	Nu.5157.5/-
				1 Pema Choeyel Tshomo charge	Nu.3055/-	415.92 sq.ft	Nu.12.40 per sq.ft	Nu.5157.5/-
2	Kangphora WTP	4 staff quarter	18M	1 Ram Kumar Rai W.Tshomo charge	Nu.3640/-	342.72sq.ft	Nu.12.40 per sq.ft	Nu.4250.3/-
		1 unit	28M	1 Ulo Jangpo Tshomo charge	Nu.4500/-	384.81sq.ft	Nu.12.40 per sq.ft	Nu.4772.5/-
3	Semtokha Tank staff quarter	2 units	28M	1 Dhakar Dorjee Tshomo charge	Nu.3620/-	415.92 sq.ft	Nu.12.40 per sq.ft	Nu.5157.5/-
4	Nyal Dara WTP	1 unit	28M	1 Kesh Bahadur Chetri charge	Nu.4350/-	404.54sq.ft	Nu.5016.4/-	
			15M 1 room	2 Dawa Tshering charge	Nu.8500/-	1053.6sq.ft	**Nu.13065.4/-**	
				1 Karma Tshomo	Nu.1500/-	223.03sq.ft	**Nu.2767.2/-**	
5	Yangchenphu Tank Staff quarter	2 units	28M	1 Pema Dukchu water tank charge	Nu.4180/-	415.92 sq.ft	Nu.12.40 per sq.ft	Nu.5157.5/-
6	Changzamtog WTP staff quarter	4 units	28M	1 Bhim Bahadur Tshomo charge	Nu.3620/-	540.54sq.ft	Nu.12.40 per sq.ft	Nu.6702.8/-
				2 Dawa Penjo Tshomo	Nu.5500/-	544.38sq.ft	Nu.12.40 per sq.ft	Nu.6750.3/-

BUS LANE MARKING

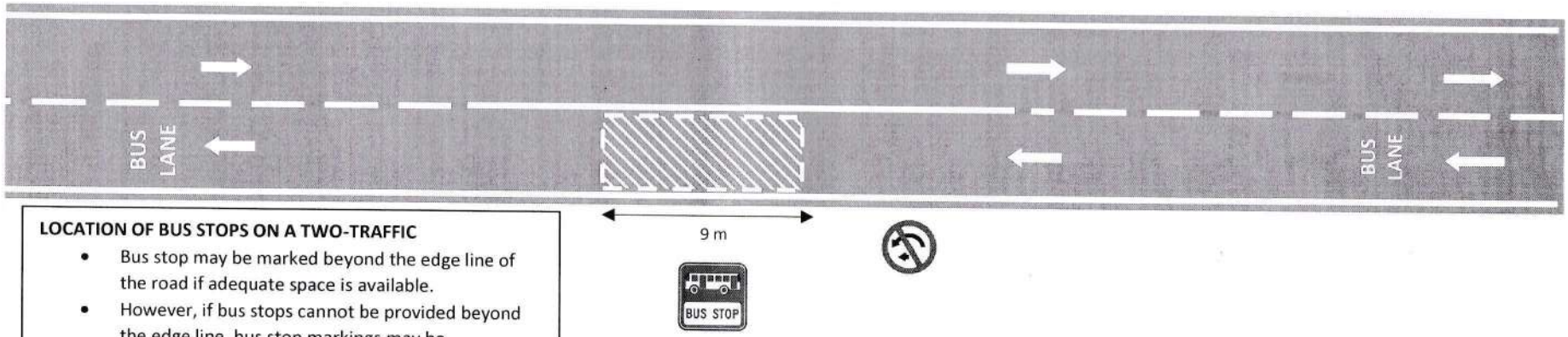
1. Bus lane in the speed lane on a one-way traffic road



SPEED LANE AS A BUS LANE (Not Recommended)

- Technically wrong in the context of left-hand traffic rule.
- Increased congestion and travel time for traffic in the slow lane as buses are likely to stop every now and then crossing the path of traffic in the slow lane.
- High risk of crashes if buses switch to slow lane without adequate indication, and if the traffic on the slow lane fail to give way to buses.

2. On a two-way traffic road

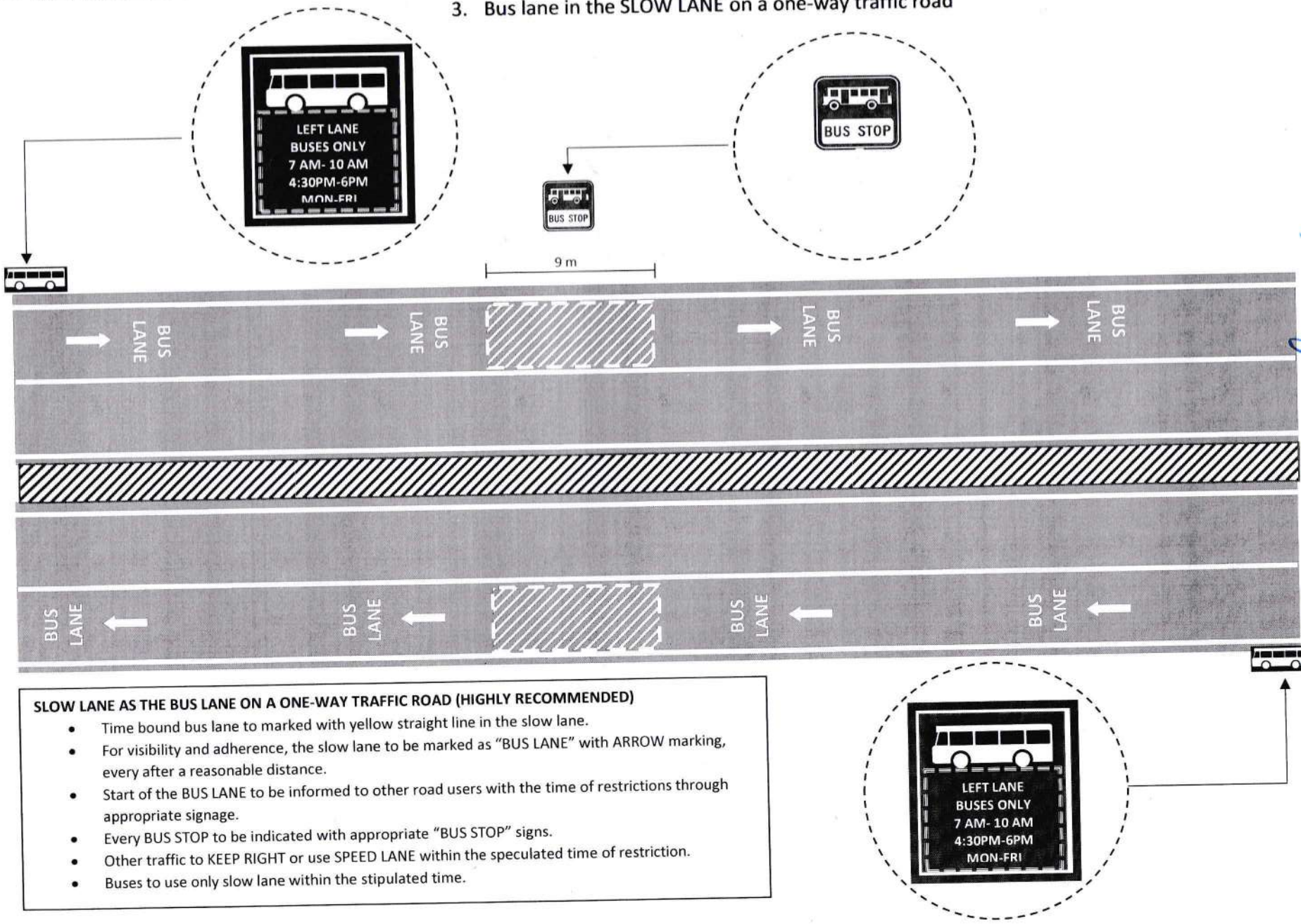


LOCATION OF BUS STOPS ON A TWO-TRAFFIC

- Bus stop may be marked beyond the edge line of the road if adequate space is available.
- However, if bus stops cannot be provided beyond the edge line, bus stop markings may be recommended in the slow lane.
- Bus stops in the slow lane must be controlled through "No Overtaking" signs and markings.

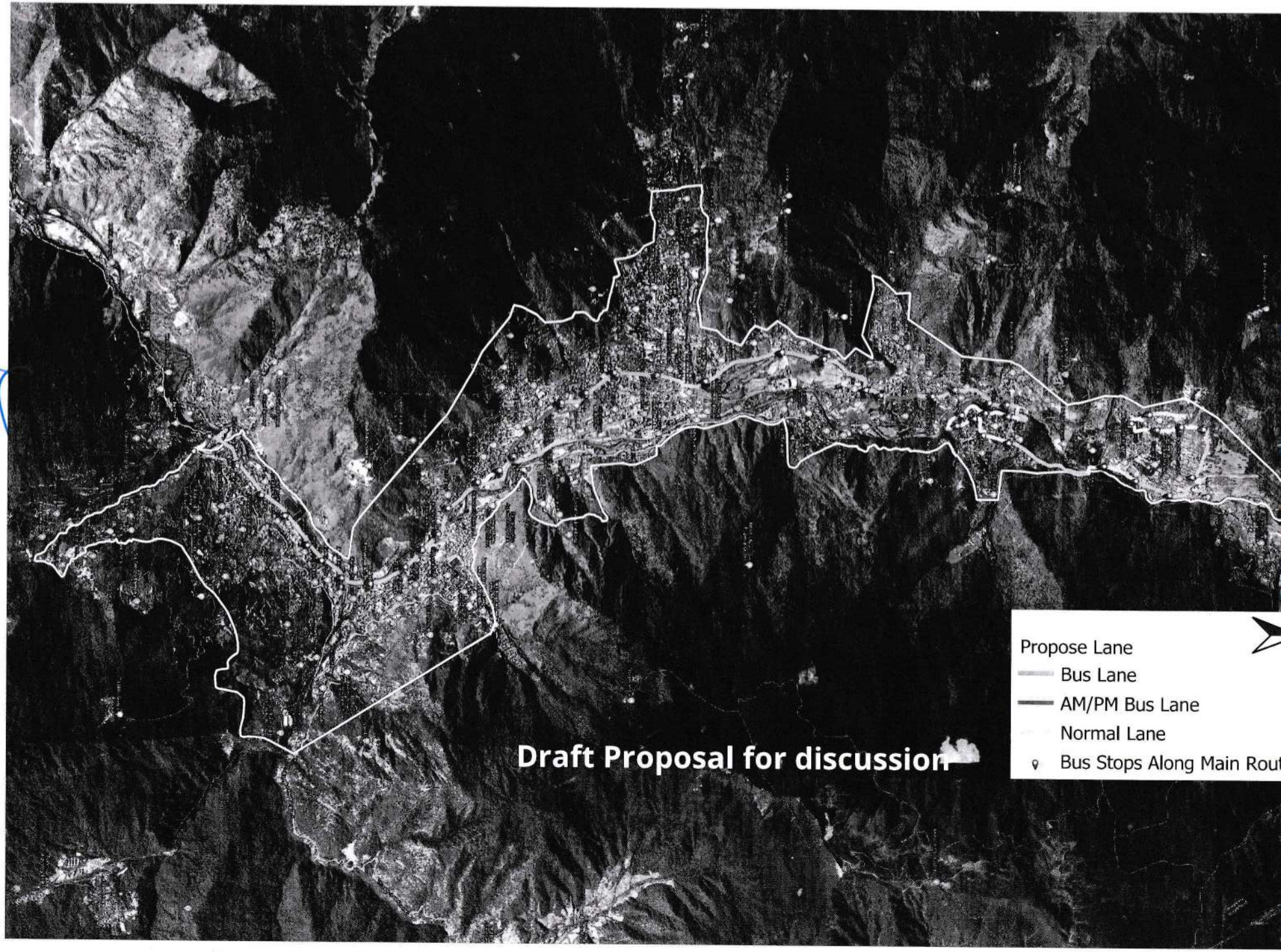
BUS LANE MARKING

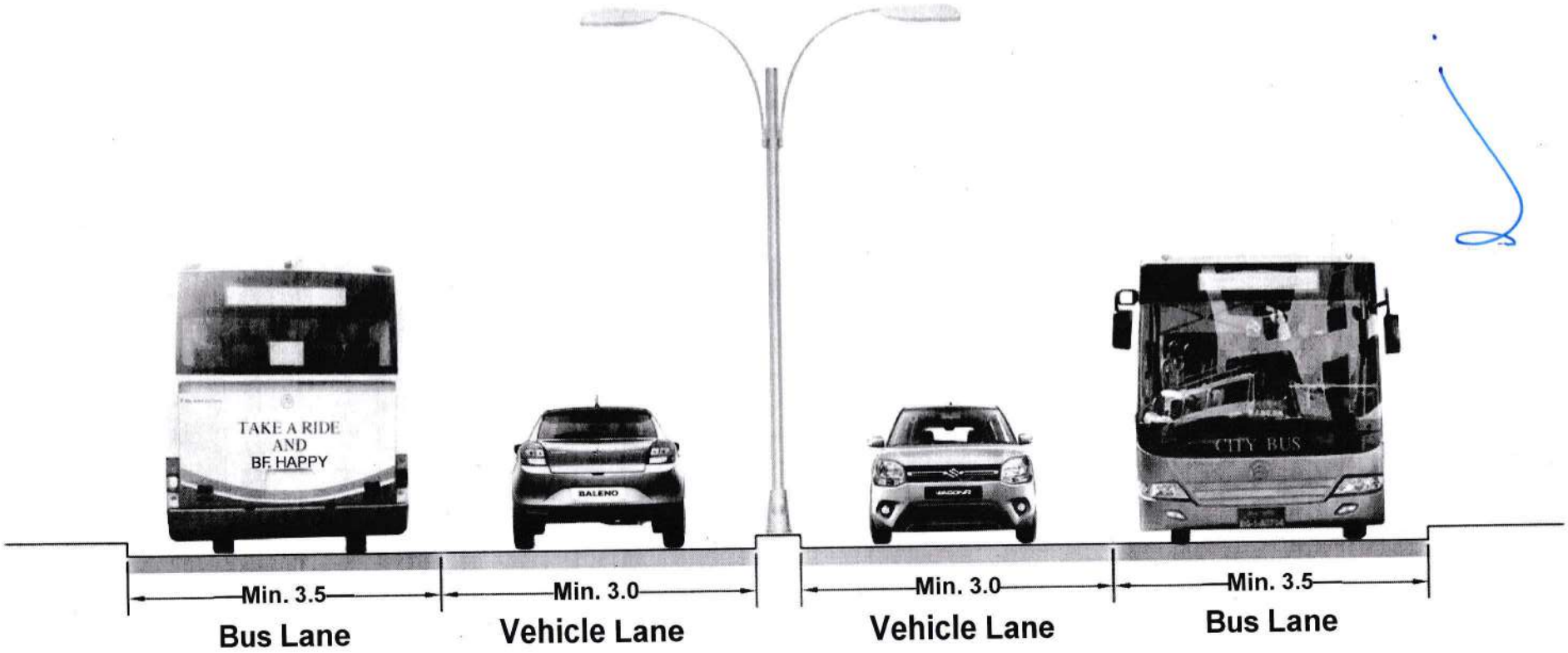
3. Bus lane in the SLOW LANE on a one-way traffic road



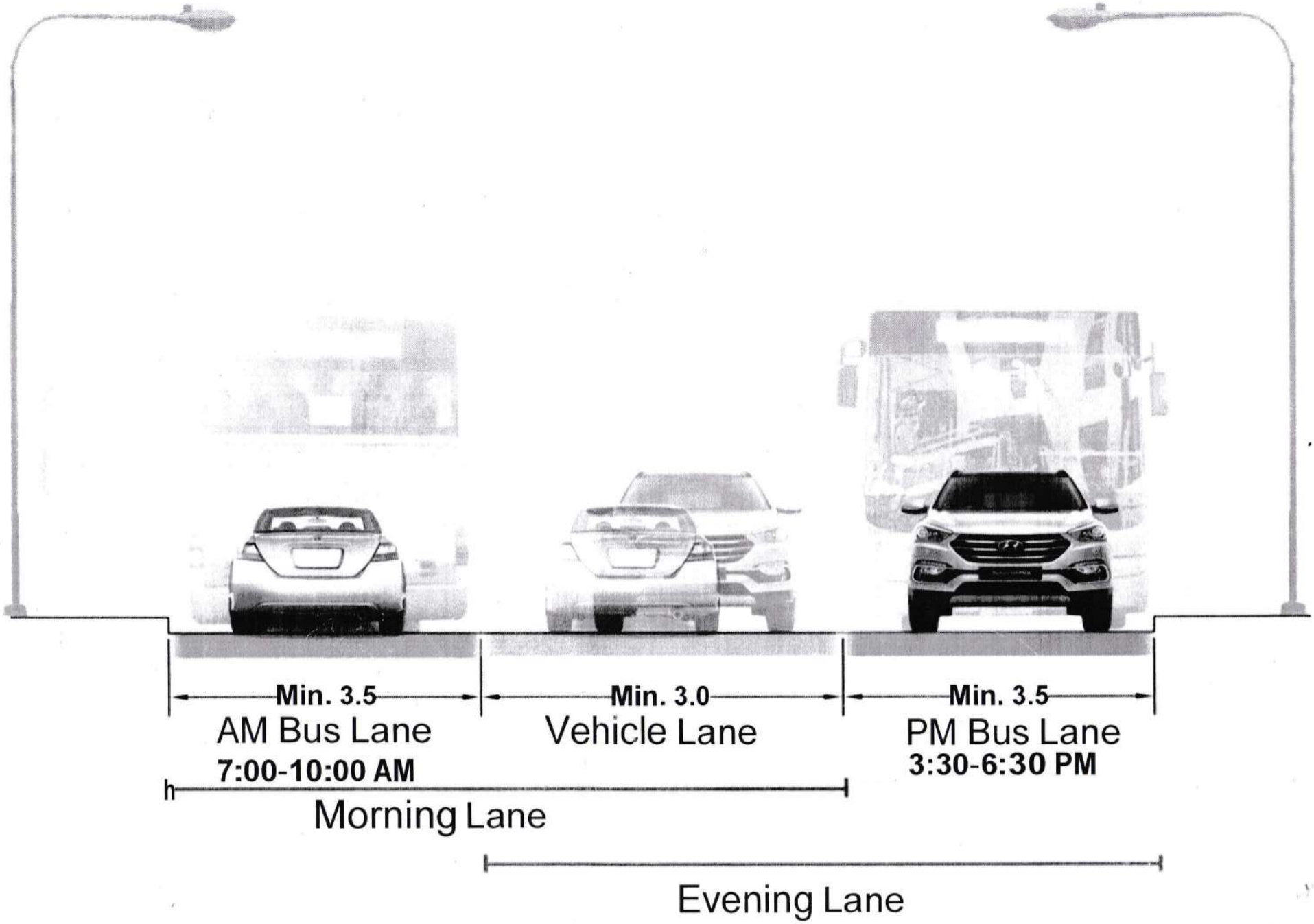
SLOW LANE AS THE BUS LANE ON A ONE-WAY TRAFFIC ROAD (HIGHLY RECOMMENDED)

- Time bound bus lane to marked with yellow straight line in the slow lane.
- For visibility and adherence, the slow lane to be marked as "BUS LANE" with ARROW marking, every after a reasonable distance.
- Start of the BUS LANE to be informed to other road users with the time of restrictions through appropriate signage.
- Every BUS STOP to be indicated with appropriate "BUS STOP" signs.
- Other traffic to KEEP RIGHT or use SPEED LANE within the speculated time of restriction.
- Buses to use only slow lane within the stipulated time.


Draft Proposal for discussion
Propose Lane
Bus Lane
AM/PM Bus Lane
Normal Lane
Bus Stops Along Main Rout



Morning: 7-10 AM
Evening: 3:30-6:30 PM


Min. 3.5
AM Bus Lane
7:00-10:00 AM
Min. 3.0
Vehicle Lane
Min. 3.5
PM Bus Lane
3:30-6:30 PM
Morning Lane
Evening Lane