



འབྲུག་རྒྱལ་ཁབ་ཀྱི་རྒྱུ་གཞི།
འབྲུག་རྒྱལ་ཁབ་ཀྱི་ཚོང་ཁག་གི་འཕྲུལ་འཁོར་གྱི་འཕྲུལ་འཁོར་།
Royal Government of Bhutan

DZONGKHAG ADMINISTRATION
Chhoetse-Dzong: Trongsa



3rd HR Committee Meeting, Dzongkhag Administration, Trongsa
Venue: DASHO DZONGRABS'S CHAMBER dated 30/11/2020

Sl. No	Agenda	Relevant clause from BCSR 2018.	Discussion/Remarks
1.	Endorsement of Broad-branded Promotion for January 2021	Promotions are worked out base on BCSR 2018, Clause No. 13.8.2. Promotion summary sheet attached.	All approved accept Doji Phurba (EID No. 201011018) to produce Audit Clearance before 15 th December 2020.
2.	Contract Extension to be endorsed from Dzongkhag: <ol style="list-style-type: none">1. Tashi Yangzom, GAO, Drakteng Gewog w.e.f.1/5/2021 to 30/4/20232. Tashi Loday, GAO, Nubi Gewog, w.e.f. 1/5/2021 to 30/4/20233. Sonam Dema, Matron, Tshangkha CS, w.e.f. 1/5/2021 to 31/12/2022 (20 months)4. Pema Yangzom, Lab. Asst, Tshangkha CS, w.e.f.1/5/2021 to 31/12/2022 (20 months)5. Karma Jamtsho, Warden, Sherubling CS, w.e.f. 1/5/2021 to 31/12/2022(20 months)6. Sonam Tshomo, Matron, Sherubling CS, w.e.f.	<p>Relevant clause from BCSR 2018;</p> <p>5.9.4: The contract shall be extended/renewed with the consent of both the employer and Employee for terms not exceeding two years at a time. The criteria for contract extension and renewal shall be based on the following:</p> <p>5.9.4.1 Performance rating and feedback;</p> <p>5.9.4.2 Availability of vacancy; and</p> <p>5.9.4.3 Clean service history which shall not contain any record of indiscipline, adverse report, a misdemeanor, financial dishonesty, or any act that is considered as a violation of the Civil Service Values and Conduct and administrative discipline.</p> <p>All criteria fulfilled and recommended for contract extension.</p>	Endorsed all the contract extension

	<p>11/5/2021 to 31/12/2022 (20 months)</p> <p>7. Kuenzang Lhamo, Adm. Asst, Trongsa PS, w.e.f. 15/3/2021 to 31/12/2022 (21 months 15 days)</p> <p>8. Tshering Pem, Lab. Asst, Samchoing HSS, w.e.f. 15/3/2021 to 31/12/2022 (21 months 15 days)</p> <p>9. Tshējay Dorji, Lab. Asst, Samchoing HSS, w.e.f. 15/3/2021 to 31/12/2022 (21 months 15 days)</p> <p>10. Kuenzang Dorji, Adm. Asst, HR Section, w.e.f. 15/3/2021 to 14/3/2023 (24 months)</p> <p>11. Ugyen Wangchuk, Adm. Asst. Taktse CS, w.e.f. 15/3/2021 to 31/12/2022 (21 months 15 days)</p> <p>12. Choki Dorji, Warden, Taktse CS, w.e.f. 1/5/2021 to 31/12/2022 (20 months)</p> <p>13. Sangay Lhaden, ECCD Facilitator, Chendeji PS, w.e.f. 1/5/2021 to 31/12/2022 (20 months)</p> <p>14. Tshering Wangmo, Receptionist, HR section, w.e.f. 1/1/2021 to 31/12/2022 (24 months)</p> <p>15. Jambay Norbu, Driver, Langthel Gewog, w.e.f. 1/3/2021 to 28/2/2023 (24 months)</p> <p>16. Tashi Tenzin, Driver,</p>	
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	<p>Dragten Gewog, w.e.f.15/2/2021 to 14/2/2023 (24 months)</p> <p>17. Kinga Tenzin, Driver, Tangsibji Gewog, w.e.f.1/3/2021 to 28/2/2023 (24 months)</p> <p>18. Ugyen Tenzin, Driver, Trongsa Hospital, w.e.f.1/3/2021 to 28/2/2023 (24 months)</p> <p>19. Chozom, Caregiver, Tshangkha CS, w.e.f.1/3/2021 to 31/12/2022 (22 months)</p> <p>20. Chezom, Caregiver, Jangbi PS, w.e.f.1/3/2021 to 31/12/2022 (22 months)</p> <p>21. Rinchen Dema, Caregiver, Nabji PS, w.e.f.1/3/2020 to 31/12/2022 (22 months)</p> <p>22. Sonam Wangmo, Caregiver, Benji PS, w.e.f.1/3/2021 to 31/12/2022 (22 months)</p> <p>23. Tshering Zangmo, Caretaker, Benji PS, w.e.f. 18/3/2021 to 31/12/2022 (22 months)</p> <p>24. Jamyang Dorji, Cook, Trongsa PS, w.e.f.1/2/2021 to 31/12/2022 (23 months)</p> <p>25. Kinley Wangmo, Caretaker, Trongsa PS, w.e.f.1/3/2021 to 31/12/2022 (22 months)</p> <p>26. Sangay Wangmo,</p>	

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	Caretaker, Langthel HSS, w.e.f.1/1/2021 to 31/12/2022 27. Ugyen Wangchuk, Cook, Jangbi PS, w.e.f.1/3/2021 to 31/12/2022 (22 months)		
3.	Voluntary resignation submitted by: 1. Cheni Dema, (EID No. 20190113793) ECCD Facilitator, Nimsong ECCD Centre, w.e.f.4/10/2020	Relevant clause from BCSR 2018: 20.3.1.1 A civil servant, subject to other rules, on his own may seek voluntary resignation from service after giving notice of at least one month in Advance. 20.3.1.2 A civil servant who fails to give the prescribed period of notice of resignation shall be liable to pay an amount equal to the basic pay for the prescribed period of notice. One month notice period was not declared by the incumbents.	Approved as per section 20.3.1.1 of the BCSR 2018. However, she will not be eligible to retirement benefits since she fails to declared one month notice period.
4.	Inter Transfer of Mrs. Tashi Tshomo, Asst. Account, Dzongkhag.		Approved on marital ground w.e.f 1/1/2021 and she has to look after Langthel and Draklung goeg.
5.	Transfer of Mrs. Pema Zangmo, Municipal Engineer	On marital ground since she has been staying separate from her husband since last four years. Moreover, she has served more than four years in the current place of posting.	Recommended on marital ground with reliever.
6	Contract Extension of Mr. Chimi Rinzin, Teacher of Samcholing HSS	He has been appointed as substitute teacher in place of Tenzin Tharchen who is availing Master course in Samtse College of Education. Due to the current pandemic situation, Master course could not be completed on the stipulated deadline and extended till end of January 2021. Thus contract extension of Chimi Rinzin is recommended till end of January 2021.	Approved till 31 st January 2021.
7	Resignation of Tshewang Choden (EID No. 20170611930) Adm. Asst of Taktsé Primary School	Recommended since she got better opportunity in other organization.	Approved with effect from 30 th November 2020.

8	Promotion proposal of Dr. Wangdi Norbu (EID No. 20140103298) Medical Officer of Trongsa Hospital.	As per the special provisions for Doctors since he is availing masters course in KGUMS, Thimphu.	Recommended and endorsed
9	Promotion proposal of Dr. Tshering Jamtsho (EID No. 20160707310) GEMO of Trongsa Hospital	He is under LTT at Nepal and being called back by the MoH to render services during pandemic and recommended by MoH to propose his promotion	Recommended and endorsed
10	Increment beyond ceiling of Ms. Pema Yangden (EID No. 200308006) Dispatcher and Mr. Sherub Tenzin (EID No. 200311007) Basic Operator of Municipal	As per section 11.7.5 of BCSR 2018	The increment beyond maximum ceiling for aforementioned employees are granted as the section 11.2.5 of BCSR 2018

Committee Members

Sl. No	Name	Position Title	Signature
1	Tshewang Rinzin	Member Secretary	
2	Sonam Wangdi	Offtg. Planning Officer	
3	Dorji Gyeltshen	DHO	
4	Pelden Wangmo	Dy. Chief DEO	
5	Norbu Tshering	Asst. Finance OFFICER	
6	Tshewang Jamtsho	Asst. DLO	

Karma Dhendup

Sr. Dzongrab/Chairman

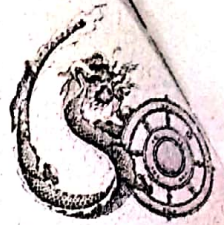


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ཇོང་ཁག་བདག་སྐྱོང་། ཆོས་ཅེ་ཇོང་། གྲོང་གསལ་།

Royal Government of Bhutan

DZONGKHAG ADMINISTRATION

Chhoetse-Dzong: Trongsa



1.12.2020

DECLARATION OF CONFLICT OF INTEREST

The following officials undersigned declare, as per the provisions of Section 3.3.25 of Chapter 3 of the BCSR 2018, that in serving as a member of committee in Dzongkhag Administration, Trongsa

- He/She does not have or anticipate any Conflict of Interest. She/he shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging his/her duty; OR
- He/She does have Conflict of Interest in view of the following reason(s): 1) Family Member 2) Close Relative 3) Close Friend 4) In-Laws 5) Enemy or 6) Others

He/She hereby confirms that the above information is true to the best of his/her knowledge. In the event the above declaration is found to be incorrect, the individual concerned shall be liable for administrative/legal action.

Members Name\Designation	Signature	Conflict to be Declared
Dasho Karma Dorjee		
Norbu Tshering		
Palden Wangmo		
Tshering Jantsho		
Sonan Wangdi		
Tshering Dorji		✓
Dorji Yeltshen		✓

PABX:- 03-521577

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FAX:- 03- 521231

PROMOTION SUMMARY FORM FOR JANUARY 2021
Ministry / Dzongkhag/Agency: Trongsa Dzongkhag

Sl#	Name	EID#	Date of Appt.	Qualification	Date of Last Promotin	BEFORE				ON PROMOTION				Moderation Category for			Agency	Remarks
						Position Title	PL	SL		Position Title	PL	SL	Active no. of years completed	2017-2018	2018-2019	2019-2020		
1	Karma Zangmo	9601012	1/1/1996	Certificate	1/1/2017	Sr. Admin Asst. V	S2	A		Sr. Admin Asst. IV	S1	A	4 years	Good	OT	V. Good	Trongsa Dzongkhag	Approved
2	Kinga Wangmo	201107035	15/7/2011	Certificate	1/1/2017	Admin. Asst. II	S4	A		Admin. Asst. I	S3	A	4 years	Good	V. Good	Good	Trongsa Dzongkhag	"
3	Ngidup Tshering	200707060	1/7/2007	Certificate	1/1/2017	Sr. Technician III	S2	A		Sr. Technician II	S1	A	4 years	Good	Good	Good	Engineering Sector, Trongsa	"
4	Sonam Rinchen	2007093	1/7/2000	Dipolam	1/1/2016	Asst. Engineer II	SS3	A		Asst. Engineer I	SS2	A	5 years	Good	Good	Good	Engineering Sector, Trongsa	"
5	Dorji Phurba	201011018	1/11/2010	Certificate	1/1/2016	Technician I	S3	A		Sr. Technician III	S2	A	5 years	Good	Good	Good	Engineering Sector, Trongsa	no Audit Clearance
6	Tashi Tshomo	201007228	1/7/2010	Diploma	1/7/2015	Accounts Asst. IV	S1	A		Accounts Asst. III	SS4	A	5 years & 6 months	Good	Good	Good	Accounts Sector, Trongsa	"
7	Ugyen Lhaden	20151106333	15/11/2015	Certificate	15/11/2015	Asst. Laboratory Technician II	S3	A		Asst. Laboratory Technician I	S2	A	5 years	Good	Good	Good	Danglung BHU I	"
8	Tshering Phuntsho	2107034	1/7/2001	Certificate	1/1/2016	Sr. Health Asst. III	SS4	A		Sr. Health Asst. II	SS3	A	5 years	Good	Good	Good	Tashiling BHU	"
9	Sonam Norbu	20151106285	15/11/2015	Certificate	First Promotion	Health Asst. III	S3	A		Health Asst. II	S2	A	5 years	Good	Good	Good	Jangbi BHU	"
10	Tshering Yangden	20151106095	15/11/2015	Certificate	First Promotion	Health Asst. III	S3	A		Health Asst. II	S2	A	5 years	Good	Good	Good	Danglung BHU I	"
11	Pema Lhaden	20160106406	1/1/2016	Bachelors	First Promotion	Nutritionist	P4	A		Sr. Nutritionist	P3	A	5 years	Good	Good	Good	Trongsa Hospital	"
12	Tshering Choda	20151106297	15/11/2015	Certificate	First Promotion	Pharmacy Tech. III	S3	A		Pharmacy Tech. II	S2	A	5 years	Good	Good	V. Good	Trongsa Hospital	"
13	Jampa Dorji	20151106063	15/11/2015	Diploma	First Promotion	Staff Nurse III	S1	A		Staff Nurse II	SS4	A	5 years	Good	OT	Good	Trongsa Hospital	"
14	Punia Wati Thapa	20151105959	15/11/2015	Diploma	First Promotion	Staff Nurse III	S1	A		Staff Nurse II	SS4	A	5 years	Good	Good	Good	Trongsa Hospital	"
15	Tshering Choki	201201224	1/1/2012	Certificate	1/1/2017	Asst. Nusrrell	S2	A		Asst. Nusrre I	S1	A	4 years	Good	Good	Good	Trongsa Hospital	"
16	Damanti Kumari Sunwar	201007300	15/7/2010	Diploma	1/1/2016	Extn Supervisor I	S1	A		Sr. Extn Supervisor III	SS4	A	5 years	Good	Good	Good	Drakeng Gewog	"
17	Yeshi Dorji	20150905888	15/9/2015	Diploma	15/9/2015	Extension Supervisor II	S2	A		Extension Supervisor I	S1	A	5 years	Good	Good	Good	Nubi Gewog	"

Education Sector

1	Tshering Eden	201109080	1/9/2011	Certificate	1/1/2017	Adm. Asst. II	S4	A	Adm. Asst. I	S3	A	4 years	G	Good	Good	Dz. HQ	"
2	Choki Wangmo	200801576	1/1/2008	B.Ed	1/1/2017	Teacher I	P3	A	Sr. Teacher II	P2	A	4 years	Good	Good	Good	Taktse CS	"
3	Tashi	201201718	1/1/2012	PGDE	1/1/2017	Teacher II	P4	A	Teacher I	P3	A	4 years	Good	Good	V. Good	Taktse CS	"
4	Namgay Tshering	201201586	1/1/2012	Masters	1/1/2017	Teacher II	P4	A	Teacher I	P3	A	4 years	OS	V. Good	OS	Taktse CS	"
5	Taw Tshering	201201647	1/1/2012	B.Ed	1/1/2017	Teacher II	P4	A	Teacher I	P3	A	4 years	Good	Good	Good	Taktse CS	"
6	Tshewang Lham	20160106550	1/1/2016	PGDE	1st Promotion	Teacher III	P5	A	Teacher II	P4	A	4 years	Good	Good	Good	Taktse CS	"
7	Dorji Wangmo	200902104	1/9/2011	Certificate	1/1/2017	Lib. Asst. II	S4	A	Lib. Asst. I	S3	A	4 years	Good	Good	Good	Taktse CS	"
8	Yeshey Dema	201201668	1/1/2012	PGDE	1/1/2017	Teacher II	P4	A	Teacher I	P3	A	4 years	Good	Good	Good	Taktse PS	"
9	Tshoki Dorji	200801409	1/1/2008	Masters	1/1/2017	Teacher I	P3	A	Sr. Teacher II	P2	A	4 years	Good	Good	OS	Sherubling CS	"
10	Sonam Wangyel	20160106630	1/1/2016	PGDE	1st Promotion	Asst. Counsel	P5	A	Counselor	P4	A	4 years	Good	Good	V. Good	Sherubling CS	"
11	Ugyen Lhamo	20160106590	1/1/2016	PGDE	1st Promotion	Teacher III	P5	A	Teacher II	P4	A	4 years	Good	Good	V. Good	Sherubling CS	"
12	Passang	201109134	1/9/2011	Certificate	1/1/2017	Lab. Asst. I	S4	A	Sr. Lab. Asst. VI	S3	A	4 years	Good	Good	Good	Sherubling CS	"
13	Ugyen Wangzom	200307428	1/7/2003	Certificate	1/1/2017	Lib. Asst. I	S3	A	Jr. Librarian V	S2	A	4 years	Good	Good	Good	Sherubling CS	"
14	Pem Dechen	9707134	1/7/1997	PTC	1/1/2017	Teacher I	P3	A	Sr. Teacher II	P2	A	4 years	Good	Good	Good	Trongsa PS	"
15	Gyeltshen Dorji	200801413	1/1/2008	PGDE	1/1/2017	VP II	P3	A	VP I	P2	A	4 years	Good	V. Good	V. Good	Trongsa PS	"
16	Sonam Gyeltshen	9507299	1/7/1995	Masters	1/1/2017	Sr. Teacher I	P2	A	Sr. Teacher I	P1	A	4 years	V. Good	V. Good	OS	Trongsa PS	"
17	Kinley Dorji	9407136	1/7/1994	Certificate	1/1/2017	Sr. Teacher I	P2	A	Sr. Teacher I	P1	A	4 years	Good	Good	Good	Tshangkha CS	"
18	Yeshi Choden	200801267	1/1/2008	B.Ed	1/1/2017	Teacher I	P3	A	Sr. Teacher II	P2	A	4 years	V. Good	Good	Good	Tshangkha CS	"
19	Karma Yangzom	201109105	1/9/2011	Certificate	1/1/2017	Adm. Asst. II	S4	A	Adm. Asst. I	S3	A	4 years	Good	Good	Good	Tshangkha CS	"
20	Pema Wangdi	200709010	1/9/2007	Certificate	1/1/2017	Adm. Asst. II	S4	A	Adm. Asst. I	S3	A	4 years	Good	Good	Good	Langthel LSS	"
21	Chenga Dawa	200301134	1/1/2003	B.Ed	1/1/2017	Principal III	P3	A	Principal II	P2	A	4 years	Good	OS	OS	Bjeezam PS	"
22	Jamyang Dorji	200801440	1/1/2008	B.Ed	1/1/2017	Teacher I	P3	A	Sr. Teacher II	P2	A	4 years	OS	V. Good	Good	Bjeezam PS	"


(Ngime Chophel)
DLO

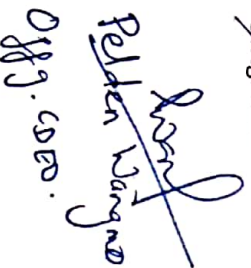
(Karma Wangdi)
Offg. DAO

(Dorji Phuntsho)
Offg. DE

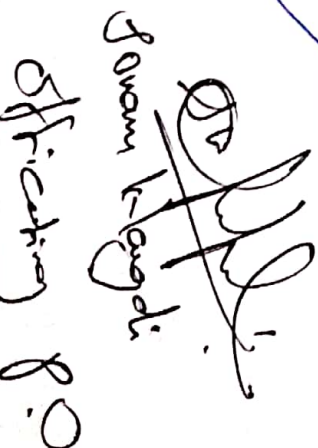
(Nodul Tshering)
Asst. Finance Officer

(Dorji Gyeltshen)
DHO


(Tshewang Rinzin)
HRO


Pelden Wangmo
Offg. CEO.


Sr. Dzongrab
Chaturap


Jovan Wangdi
Officating P.O.