



འབྲུག་རྒྱལ་ཁབ་རྒྱུ་གཞུང་གི  
 རྒྱལ་ཡོད་འཕུལ་གཞི་རྒྱུ་ལྟེང་གི་  
 རྒྱལ་ཡོད་འཕུལ་གཞི་རྒྱུ་ལྟེང་གི་  
 རྒྱལ་ཡོད་འཕུལ་གཞི་རྒྱུ་ལྟེང་གི་



Royal Government of Bhutan

DZONGKHAG ADMINISTRATION

Chhoetse-Dzong: Trongsa

DATE: 2021/07/05

Minutes of 7th HRC Meeting held on 10 June, 2021

Venue: Conference Hall

10/6/21

S.N	Agenda	Resolution	Remarks
1	Endorsement of Broad-branded Promotion for July 2021	In line with Section 13.8.2 of the BCSR 2018, the DHRC endorsed all 27 promotion proposals except for Mr. Tshering Dendup, Account Assistant since he could not produce audit clearance during the HRC meeting. However, the committee members agreed to wait till 30 th June, 2021.	Audit Focal to follow up on Tshering Dhendup's Audit clearance.
2	Increment beyond maximum ceiling.	As per section 11.7.5 of BCSR 2018, the DHRC has endorsed to grant one increment to Mr. Lhendup Gyeltsen, Technician whose increment reached the maximum ceiling of that position level.	HRO to follow up with accounts Section
3	Endorsement of Contract Extension	The DHRC reviewed and endorsed all the contract extension proposals as per the list attached.	
4	Voluntary resignation	The DHRC reviewed and endorsed the following voluntary resignation: 1. Keizang Thimley, (EID:200611124) DCRCO, Dzongkhag w.e.f 30th June, 2021 2. Neten Wangchuk, (EID: 202104918466) Warden, Sameholing HSS, w.e.f 30/06/2021 3. Kuenzang Dorji, (EID 20190314725) Admin. Asst., HR Section, w.e.f 01/07/2021	

PABX:- 03-521577

www.trongsa.gov.bt

FAX:- 03-521231



M



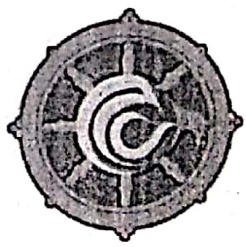


འབྲུག་རྒྱལ་ཁབ་རྒྱུ་རྒྱུ་རྒྱུ་རྒྱུ་རྒྱུ་  
 རྒྱལ་ཁབ་རྒྱུ་རྒྱུ་རྒྱུ་རྒྱུ་རྒྱུ་  
 རྒྱལ་ཁབ་རྒྱུ་རྒྱུ་རྒྱུ་རྒྱུ་རྒྱུ་

Royal Government of Bhutan

DZONGKHAG ADMINISTRATION

Chhoetse-Dzong: Trongsa



	<p>4. Dawa Chezom, (EID:20190813553) Matron, Takise CS w.e.f. 1/8/2021          5. Tobgay, (CID:11704002476) Caretaker, DVH, w.e.f. 30/06/2021          6. Yeshi, (CID:10101001953) wet Sweeper Takise CS w.e.f. 1/7/2021</p>	
<p>5 Intra-Transfer of Teachers</p>	<p>In order to facilitate the mobility among the civil servants so that their services are best utilised in the interest of the Government, the DHRC endorsed the proposal to Intra-transfer following teachers based on the public interest ;</p> <ol style="list-style-type: none"> <li>1. Rinchen Lhama, (EID:20160407068), From Nimsdong PS to Kuenga Rabten PS</li> <li>2. Dechen Pelmo, (EID:20200116487) From Simphu ECR to Bembi PS</li> </ol>	<p>CDEO to follow up with schools and relieve them right after the mid-term break.</p>
<p>6 Appointment of MTO and Logistic Focal person</p>	<p>As per the resolution of 1st Policy and plan coordination meeting, the DHRC formally endorsed Mr. Tshewang Rinzin, HRO as logistic focal person and recommended Mr. Pem Dendup as MTO.</p>	<p>HRO to present status of MTO in Next HRC</p>
<p>7 Restructuring of Engineering and Human Settlement Sector</p>	<p>As per the directives received from RCSC and MoWHS, the DHRC endorsed the restructuring of the two erstwhile sectors which will be subsumed under the new sector. The DHRC directed DE to re-deploy the existing man powers</p>	<p>DE to work out on redeployment of existing human resources and present to HRC</p>

PABX:- 03-521577

www.trongsa.gov.bt

FAX:- 03-521231





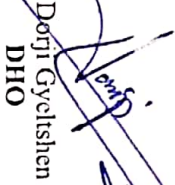
འབྲུག་རྒྱལ་ཁབ་འཕུལ་གཞུང་གི་  
 རྒྱལ་འཕུལ་གཞུང་གི་ རྩིས་འཕུལ་གཞུང་གི་  
 རྩིས་འཕུལ་གཞུང་གི་

Royal Government of Bhutan  
 DZONGKHAG ADMINISTRATION  
 Choetse-Dzong, Trongsa

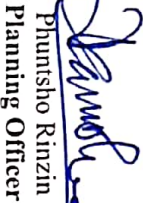


	under various units for efficient utilization of human resources. The new structure will formally implemented by 1st July, 2021.	for endorsement
--	--	-----------------

  
 Tshewang Rinzin  
 HR-Officer

  
 Dorji Gyeltshen  
 DHO

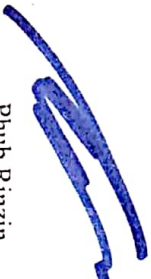
  
 Karma Wangdi  
 Offg. Legal

  
 Phuntsho Rinzin  
 Planning Officer

  
 Palden Wangmo  
 Chief DFO

  
 Tharchen  
 DE

  
 Karma Denzang  
 Sr. Dzongrab

  
 Phub Rinzin  
 CHAIRPERSON

PABX:- 03-521577

www.trongsa.gov.bt

FAX:- 03- 521231

The Following Contract staffs are endorsed in 7th DHRC held on 10/06/2021

sl	Name	Position Title	School	Start date	End Date	Remark
1	Nidup Wangdi	Cook	Samcholing PS	1/8/2021	31/12/2022	Approved
2	Changpola	Cook	Samcholing PS	1/8/2021	31/12/2022	Approved
3	Penjor	Caretaker	Samcholing PS	1/7/2021	31/12/2022	Approved
4	Sonam Penjor	Cook	Samcholing HSS	1/7/2021	31/12/2022	Approved
5	Drawo	Cook	Bemji PS	1/7/2021	31/12/2022	Approved
6	Dawa Tshering	Cook	Bemji PS	1/7/2021	31/12/2022	Approved
7	Som Raji Rai	Cook	Taktse CS	1/7/2021	31/12/2022	Approved
8	Ugyen Tshomo	Sweeper	Taktse CS	1/7/2021	31/12/2022	Approved
9	Karma Wangchuk	Cook	Taktse CS	1/7/2021	31/12/2022	Approved
10	Ugyenla	Cook	Taktse CS	1/7/2021	31/12/2022	Approved
11	Ngotongla	Cook	Nabji PS	1/7/2021	31/12/2022	Approved
12	Tashi	Caretaker	Nabji PS	1/7/2021	31/12/2022	Approved
13	Lachuman Darjee	Cook	Bjeezam PS	1/8/2021	31/12/2022	Approved
14	Ugyen	Cook	Baling PS	1/8/2021	31/12/2022	Approved
15	Pema Tshering	Cook	Baling PS	1/8/2021	31/12/2022	Approved
16	Lok Bdr. Subba	Survey Field Asst	Land Sector	1/7/2021	30/6/2023	Approved
17	Phuntsho Wangdi	Driver	Dzongkhag	1/9/2021	31/8/2023	Approved
18	Ugyen Dorji	Driver	Dzongkhag	1/9/2021	31/8/2023	Approved
19	Ugyen Dorji	Caretaker	Kella Subpost	1/8/2021	31/7/2023	Approved
20	Gyembo Dorji	Caretaker	Nimshong Subpost	1/8/2021	31/7/2023	Approved
21	Kinley Gyem	Sweeper	Trongsa Hospital	1/7/2021	30/6/2023	Approved
22	Sumden	Washer Woman	Trongsa Hospital	1/7/2021	30/6/2023	Approved
23	Phurpa Wangdi	Caretaker	Nabji BHU	1/8/2021	31/7/2023	Approved
24	Ugyen Jamtsho	Driver	Nubi Gewog	1/8/2021	31/7/2023	Approved
25	Sonam Choki	Caretaker	Nubi Gewog	1/9/2021	30/8/2023	Approved





དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྫོང་ཁག་བདག་སྐྱོང་། ཚོང་ཆེ་རྫོང་། གྲོང་གསལ་།

Royal Government of Bhutan

DZONGKHAG ADMINISTRATION

Chhoetse-Dzong: Trongsa



10.6.2021

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 HR 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
Phub Rinpo, chairperson		✓
Karma Dendup, Member		✓
Phuntshe Rinpo, PO		✓
Tharchen, DE		✓
Karma Wangch, offg. legal		✓
Palden Wangmo, DCEO		✓
Dorji Gyetshe, DCO Tshavag Rinpo, HRD		✓

PABX:- 03-521577

www.trongs.gov.bt

FAX:- 03- 521231

Date: 12/5/2021

To  
The Principal  
Samcholing Higher Secondary School  
Trongsa, Bhutan

**Subject: Resignation Letter**

Respected Sir

With this letter I hereby announce my resignation from the post of Warden, effective from 30<sup>th</sup> June, 2021 as I got selected from the Bhutan Civil Service Examination to undertake my training as Assistant Counsellor in Samtse, Bhutan.

I am much honored to be working for the school and have learned much in the time that I have spent here with the family of Samcholing Higher Secondary School. In particular, I would like to thank principal sir for providing me an opportunity to work for the organization and supporting me to pursue my career. I have enjoyed working under your extraordinary guidance and I wish everyone all the best and will be remembered all the genuine support and services being rendered during my stay.

Therefore, I would like to kindly request sir to submit this letter to your good office for the necessary action and follow up, please.

Thanking you.

Yours faithfully

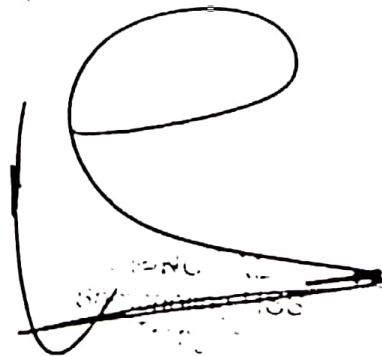


Neten Wangchuk

(CID: 10714002052

Warden)

Forwarded to Chief DED  
for kind information and  
necessary action please.



Forwarded to HR Section for  
follow up.  
Pwang  
12/5/2021.

09/06/21

To  
The Principal  
Taktse Central School

Sub: Resignation letter

Respected Sir

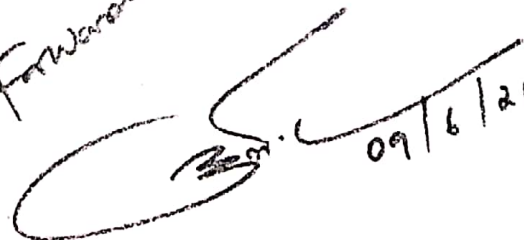
This is to notify that I am officially resigning from my position as WCL Sweeper from Taktse Central School my last day of work will be 1<sup>st</sup> July 2021.

Thank you very much for the support and the opportunities provided me over the last 16 years my apologies for not being able to stay on the ~~the~~ job and I hope to stay touch in near future.

Yours sincerely

Yesui  
WCL Sweeper

Forwarded to CDEO

  
09/6/21

10101001953





Date: 21/5/2021

To  
Human Resource Officer  
Dzongkhag Administration, Trongsa

Subject: **Resignation letter**

Respected sir,

The undersigned would hereby like to voluntary resign from my position as Administrative Assistant with effect from **1<sup>st</sup> July 2021**.

I have enjoyed working in Human Resource Section under your professional guidance and support over two years. I have learned much in the time that I have spent here with the family of Human Resource Section.

In particular, I would like to thank Dzongkhag Administration for providing me an opportunity to work for the organization and supporting me during my stay. I wish everyone all the best and will be remembered all the genuine support and services being rendered during my stay.

Therefore, I would like to kindly request sir to accept my resignation and relieve me from my duties from the above mentioned date please.

Thanking You

Yours Sincerely,



(Kuenzang Dorji)  
**Administrative Asst.**  
EID:20190314725



ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG VETERINARY HOSPITAL  
SHERUBLING, TRONGSA

No.01 (04)/DVH (T)/2020-2021/ 251

Date: 05/05/2021

The Sr. DLO,  
Dzongkhag Administration,  
Trongsa.

Subject: DVH Caretaker Contract Resignation.

Sir,

This is to apprise sir that Tobgay, caretaker of DVH is requesting for his resignation after the end of this current contract period. Officially his contract period was extended from June 2019 to June 2021 for the duration of 2 years. And he is requesting for resignation after the June end, 2021.

Therefore, this is submitted for kind information and necessary action please.

Yours sincerely,

(Dr. Dawa Yangka)  
VO cum Incharge  
District Veterinary Hospital

*I have of, willing  
to resign my contract as stated  
above.*



*Tobgay  
(DVH Caretaker)*

*forwarded to HIRU*

*for further necessary  
action please. He may be  
relieved w.e.f June end.*

*19/5/2021*



Date: 01/05/2021

The Dasho Dzongdag,  
Dzongkhag Administration,  
Trongsa.

Subject: Application for voluntary resignation from civil service.

Respected Dasho,

I would like to inform your good self that due to prolonged international border closure, I am not able to make to my regular duty after expiring Extra Ordinary Leave (EOL) sanctioned vide order # DAT/HRS-08/2018-19/6075 dated 24, June, 2019.

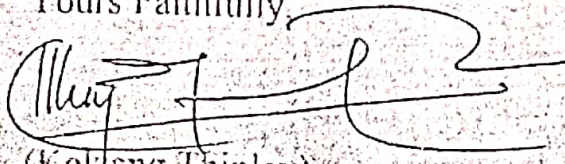
Therefore, I have decided to voluntarily resign from civil service with effect from 01, June, 2021. Further, my studies will complete only by August 2021 as per the Certificate of Enrollment issued by the college. Hence I have decided to resign from the civil service and planned to remain here till I successfully complete my studies.

I would like to claim the admissible retirement benefits as per the BCSR of Royal Government of Bhutan. In view of above, I would be highly grateful if your good end could kindly consider my application.

This is being submitted for the favor of your kind information and consideration please.

Thanking you,

Yours Faithfully

  
(Kellang Thinley)  
DCRCCO  
(EID# 200611124)

HRO

P. put up in the HRC  
4/5/2021