

**ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
DUNGSAM PEMAGATSHEL**

Pemagatshel Dzongkhag Zhiwog Welfare Fund Scheme By-Laws.

2013

1. Introduction

The need for establishment of Staffs Welfare Scheme in the Dzongkhag is felt necessary to help staffs in direct financial needs and also for public expenditure. The Scheme was discussed during staff co-ordination meeting held on 29/04/2013, whereby the Dzongkhag Administration adopts the By-law, outlining the procedure for the operation of the Scheme. This scheme was adopted with series of consultation with Dzongkhag/Drungkhag and field staffs to build up fund support to the staff during necessitate of financial assistance.

1.1 Commencement and Extent

- (a) Be called **Pemagatshel Dzongkhag Zhiwog Welfare Scheme(PDZWS)**
- (b) Come into force from the **1st July, 2013.**
- (c) Extend to the whole staffs working under Pemagatshel Dzongkhag.

1.2 The objectives of welfare Scheme are to:

- (a) Provides financial assistance to the member during the time of emergency.
- (b) Provides **Semso** during death of **direct dependent** of member or expire of individual members.
- (c) Meet the public expenditure and
- (d) Any other expenditures that are deems necessary and duly approved by PDZWS committee.

2. Sources of welfare funds

- 2.1 **Registration fee:** An applicant shall pay a sum of **Nu. 350** (Ngultrum Three Hundred and Fifty Only) as a registration fee for their membership along with the duly filled application forms which shall be non - refundable (**Annex1form A**).
- 2.2 **Monthly Membership contribution:** A member shall contribute **Nu.150 (Ngultrum one hundred fifty** only) every month to the Scheme, which shall be deducted at source by the finance section.
- 2.3 **Returns on Investments:** Interest saving from the bank...etc
- 2.4 Donation by individual from within and outside the country.
- 2.5 Funds from any other sources that are not covered above.

3. Welfare Scheme Membership

- 3.1 Individual reserves the right to be member of **Dzongkhag Zhiwog Welfare Fund Scheme**.
- 3.2 A Welfare Scheme Management Committee is formed to run the scheme activities. The Committee shall be headed by the Chairperson (Dasho Dzongdag) with elected representatives from the sector heads.
- 3.3 A permanent Dzongkhag Staffs are eligible to apply in application **Annex 1 Form A** and the declaration on dependent **Annex 3 Form C** (PDZWS) for membership to the Scheme.
- 3.4 The new member has to declare his/her nominee eligible i.e. if member's parents have expired when enrolling as the PDZWS member.
- 3.5 Member Secretary and Treasurer will be nominated among staff from the PDZWS and elected by the Welfare Management Committee on rotation basis on every 2 years term.
- 3.6 The contribution collected shall be directly deposited in a bank account open in the nearest bank branch.
- 3.7 Membership will cease in the event of death, superannuation, transfer (outside Dzongkhag Administration), compulsory retirement, and resignation from the service.
- 3.8 Once the person chooses to be a member of **Dzongkhag Zhiwog Welfare Fund Scheme**, he/she cannot withdraw from the membership.

4. Tenure and appointment of the Management Committee members

- 4.1 Dasho Dzongdag shall be the permanent chairperson of the scheme.
- 4.2 The Chairperson shall be officiated, in his/her absence, by the Officiating Dasho Dzongda.
- 4.3 The tenure of all the committee members will be for a period of 1 year from the date of appointment
- 4.4 On expiry of the committee members' term, the new nominee from the Welfare Scheme members will be elected by the PDZWS.
- 4.5 The old committee members from staff, however, can be re-nominated based on the general consensus of the Scheme members

- 4.6 Management Committee shall meet at the least twice a year and all decision taken by the committee shall be on consensus.
- 4.7 All members shall meet once in a year in June-July wherein scheme status shall be informed.
- 4.8 The Chairperson shall appoint an Executive Secretary and Treasurer from the member for a period of 2 years.

5. Roles and Responsibilities of the Management Committee

- 5.1 Ensure all transactions are as per the By-laws of the PDZWS
- 5.2 Ensure that the proposed Welfare scheme are implemented as scheduled
- 5.3 Ensure that ledgers and registers of the Scheme are maintained and updated regularly
- 5.4 Ensure that a quarterly statement of accounts are prepared and published
- 5.5 Executive Secretary will prepare annual Welfare scheme program
- 5.6 In case of misuse of the welfare fund by the PDZWS committee, **24% per month** penalty of the total amount misused should be recovered.

6. Roles and Responsibilities of the Chairperson

The chairperson shall be the principal authority in all matters relating to the affairs and management of the Welfare Scheme. Therefore, the chairperson shall

- 6.1 Preside over all Committee meetings of the Welfare Scheme
- 6.2 Sign and approve all financial matter
- 6.3 Ensure that all members of the management Committee discharge their duties efficiently.
- 6.4 Appoint a member to officiate during the chairman's absence; and conduct any other business relevant to PDZWS.

7. Tasks and Duties of Welfare Executive Secretary

The responsibilities of the executive secretary shall be as follows;

- 7.1 Ensure the monthly contributions are deposited timely in the Bank and obtain statement of monthly contribution from the finance
- 7.2 Organize and convene scheduled Welfare Management Committee Meetings (WMCM) & General Staff Meetings (GSM)
- 7.3 Keep the minutes WMCM and GSM Meetings
- 7.4 Deposit the money generated from the fund raising activities to the bank & maintains record.
- 7.5 Records are updated on time and provide a monthly progress report to the Welfare Committee (WC) members and a copy on the notice board for information to WC members.

8. Tasks and duties of the Treasurer

- 8.1 Should be responsible for all the money transactions of the Welfare Scheme.
- 8.2 Should maintain up-to-date accounts on receipts and payments.
- 8.3 Should make the disbursements and accordingly maintain the records.
- 8.4 Should prepare payment vouchers and process for approval.
- 8.5 Maintain a Welfare Cheque and update bank transactions.
- 8.6 Prepare vouchers and pass for payment jointly with Executive Secretary.
- 8.7 The account section shall deduct member's monthly contribution from the salary.
- 8.8 The Executive Secretary and Treasurer shall operate the bank account jointly and perform all the duties assigned to him by the Management Committee.

9. Role and Responsibilities of Sectors

Heads The concerned Sector Heads Shall;

- 9.1 Certify and forward all applications of membership to the Executive Secretary;
- 9.2 Certify and forward all the welfare claims and application to Executive Secretary;
- 9.3 Inform the Executive Secretary of all transfers, resignation and demise of a member.
- 9.4 Transfers outside Dzongkhag only.

10. Role and Responsibilities of the Claimant

10.1 Financial Grants

Financial grant (**Semso**) to an individual has been fixed at **Nu.20, 000.00(Ngultrum Twenty Thousand Only)** and for the demise of direct dependent of a member **Nu. 15, 000.00 (Ngultrum Fifteen Thousand Only)**. The Registration fee **Nu 350.00** will be subjected to change after every three years.

- 10.2 In case of fund shortage in the welfare scheme account, then the committee members shall ensure that amount paid as **Semso** will be adjusted from the salary of the members.
- 10.3 The financial grant shall be paid after the production of authentic documents (death certificate) and duly filled up forms.

11. Nominations:

- 11.1 Father and mother
- 11.2 Son and daughter (For adopted, produce court verdict)
- 11.3 Spouse
- 11.4 In-laws (father, mother)
- 11.5 Self

Nominee(s) should produce authentic documents (death certificate of the deceased from hospital authority or from the Gewog Administration).

- 11.6 If a member does not have both parents he/she can nominate one direct dependent,
- 11.7 If either of his/her parents is living he/she cannot nominate direct dependent.
- 11.8 The individual member as patients, referred outside Bhutan for the treatment will be

paid a sum of **Nu.15, 000 (Fifteen Thousand Only)** but should produce the medical referral document from the hospital outside Bhutan duly authenticated. The Medical Grant will be applicable only once in the entire membership tenure.

11.9 Re-Nomination of claimed nominee shall not be allowed.

11.10 All members shall complete membership registration Form **(A) PDZWS** and Dependent **Declaration Form (C)** and submit to the Executive Secretary, PDZWS.

11.11 All members shall update the nominees within first two months of every year. The updates shall not be entertained at the time of semso claim.

12. Refund of Membership contribution

12.1 In the event of superannuation, transfer, compulsory retirement, resignation and termination of services or when s/he ceases his/her membership to the Scheme, **70%** of his/her contribution shall be refunded, if s/he has not availed any benefits from the Scheme.

12.2 All payments due to members shall be released by the finance personal in cheque. A proper payment received and released register shall be maintained strictly with the acknowledgement of the recipients

12.3 In the event of the transfer/absence of member/study leave, authorized dependent shall claim the refund of membership contribution.

13. Fund for other Activities

13.1 The annual Rimdo/Kurim will be performed based on the fund available in the welfare scheme account.

14. Terms and Conditions

14.1 Staff Contribution to the Welfare Fund should be uniform irrespective of grade.

14.2 All Welfare fund transactions should be carried out in cheques and cash transactions shall not be entertained.

14.3 All Scheme members shall fill in the membership and other necessary forms and forward it to the Chairperson **(Annex 1 Form A) and (Annex 2 Form B)**

14.4 The deduction of the monthly contributions will be done after the completion of the necessary formalities.

14.5 Declaration form will be updated as and when required by the member

14.6 If the amount claimed by the staff is found to be false or untrue, then the whole amount claimed should be refunded along with **24% penalty** per annum shall be deposited in the bank account maintained by the PDZWS.

- 14.7 The membership shall be terminated without benefits if attempted to weaken the financial credibility of the scheme misuse without notification of welfare fund representative for a month or more

15. Amendment and Monitoring of welfare fund scheme

- 15.1 Any member violating the By-laws of welfare scheme will be dealt as per the PDZWS By-laws.
- 15.2 The welfare committee will be the sole authority to amend and interpret the By-laws of PDZWS in the event of disputes.
- 15.3 The welfare fund management and its activities shall be subjected to internal auditing by the elected members from the beneficiaries. The auditing should be done annually.
- 15.4 The Audited Accounts together with Zhiwog Welfare Scheme Report shall be placed before the Annual General Meeting for deliberation.

16. Availing loan from Welfare Scheme

- 16.1. Any Person who is registered as a member in the PDZWS can only avail loan from the scheme with duly filled form **Annexure 5 E** along with the latest pay slip duly signed from the Account Section.
- 16.2. The Loan from the Welfare Scheme shall be subject to the availability of fund.
- 16.3. A loan amount is fixed at Nu. 20,000/-
- 16.4. The interest on the loan amount will be 2% per month for period of 1 year.
- 16.4 The recovery to the loan amount will be deducted from the pay on monthly basis with interest.
- 16.5. The interest charged loan may also be repaid in lump sum.
- 16.6. A registered member cannot avail loan twice until he/she has liquidated the previous loan from the scheme.
- 16.7. At the time of transfer/superannuation/termination of the member, he/she has to pay the full loan amount with interest.
- 16.8. All the disbursements from the loan scheme shall be done through cheque only.

17. Definition

- 17.1 **Direct Dependent:** - A list of person declared by member at the joining of PDZWS (Annex3 Form C).
- 17.2 **Public Expenditure:** - means expenditures that are approved by PDZWS Committee for common welfare like performance of annual Dzongkhag Rimdro and other purposes that are deem necessary by the Committee.
- 17.3 **Semso:** - A sum of amount paid to the Member of PDZWS during the time of expiry of declared dependant/member's nominee.
- 17.4 **Any other sources of fund:** - means income generated from organizing activities PDZWS like cultural program or installation of food item during social gathering.

The Chairperson,
Dzongkhag Welfare Fund Scheme,
Dzongkhag Administration
Dungsum Pemagatshel

Sub: Declaration of Membership

Dasho,

I Dasho/Dr./Mr./Mrs./Ms..... bearing CID/EID No..... do hereby declare that I have read and understood the rules and regulations of PDZWS as outlined in the Scheme By-laws. Having read this, I wish to become a registered member of Welfare Scheme.

As a registered member I do hereby declare that I shall abide by the PDZWS By-laws and regulations, which may be reviewed and amended from time to time. In case, I am found guilty of breaching the rules and regulations, I shall be abided the decision of the Dzongkhag Welfare Management Committee.

I, hereby, authorize the Dzongkhag Welfare Committee to deduct my monthly contribution of Nu **150.00** per month from my salary as described in the Dzongkhag Welfare Scheme By-law.

Home Address: (CID photocopy)

Present Address

Full name:

Village:

Gewog:

Dungkhag :

Dzongkhag :

Date:

*Affix Legal
Stamp
Signature*

For Welfare Committee USE ONLY

Dasho/Dr./Mr./Mrs/Ms is hereby registered as a member with effect fromof Dzongkhag Welfare Scheme of Pemagatshel Dzongkhag.

Chairperson

Executive Secretary

Treasurer

The Chairperson,
Dzongkhag Welfare Fund Scheme,
Dzongkhag Administration
Dungsum Pemagatshel

Subject: Claim of Staff Welfare Scheme Grant

Dasho,

I hereby state that Dr/Mr/Mrs/Ms Spouse/father/mother/son/daughter, father in-law/mother in-law of the undersigned expired onat Therefore, I request the Chairperson, Dzongkhag Welfare Scheme committee, to kindly sanction the welfare grant as per the scheme By-law. The death certificate and other relevant documents are attached herewith. I, hereby, declare that the above claim is true and in the event of false claim, I may be penalized as per the Dzongkhag Welfare Scheme By-Laws.

Yours faithfully

*Affix Legal
stamp
Signature*

Name of the Claimant:
Designation:
Mobile No:

For Welfare Committee USE ONLY

Verified and checked by the undersigned and found the death of his/her spouse/father/mother/son/daughter/father in-law/mother in-law late..... Therefore a grant of Nu.....may kindly be granted in accordance to the Dzongkhag Welfare Scheme Bylaw.

**Verified By:
Name & Signature**

Chairperson

Executive Secretary

Treasurer

Declaration of Beneficiaries and Nominees

I, Dasho/Dr/Mr./Mrs./Ms do hereby declare that the names mentioned below in the table are my direct dependents:

Name	Gender	Relation	Date of Birth	Citizen ID No	House No:	Thram No
	M	Father				
	F	Mother				
	F	Spouse				
		Children				
	M	Father- in-law				
	F	Mother in-law				

CID copy attached for each nominee, where-able applicable for children

In the event of their demise, benefits as defined in the Dzongkhag Welfare Scheme By-law may be given to me. I, hereby, nominate and confer Mr./Mrs./Ms the right to receive the entire amount that may be payable to me from the Dzongkhag Welfare Scheme in the event of my death. I, hereby, declare that all the forgoing information is true and correct.

Affix Legal

Date:

Stamp

Full name:

Signature

Address:

For Welfare Committee USE ONLY**Verified by:****Chairperson****Executive Secretary****Treasurer**

The Chairperson,
Dzongkhag Welfare Fund Scheme,
Dzongkhag Administration,
Dungsum Pemagatshel

Subject: Application for re-imbursement of Staff Welfare Scheme contribution.

Dasho,

I, Mr./Mrs./Ms.....have resigned/retired/transferred from the service with effect from.....vide office order No.....dated.....Therefore, I would request to kindly sanction the reimbursement of my contribution from the date of joining till date. A photocopy of my office order is attached herewith for your references.

Submitted for kind approval

Yours faithfully, (Signature)
Name.....
Designation
Date.....

CONTROLLING OFFICER (Concern Sector Head/Dasho)

Verified by the undersigned that the above applicant has resigned/retired/transferred from theSector. Therefore, it is hereby recommended that the re-imbursement of his/her contribution may kindly be sanctioned.

Signature.....
Name.....
Designation.....
Official Seal.....

OFFICE USE ONLY

Verified and found that the re-imbursement of contribution is for.....months, from.....to..... Therefore, a sum of Nu.may kindly be sanctioned.

**Chairperson
Dzongkhag Staff Welfare Scheme**

The Chairperson,
Dzongkhag Welfare Fund Scheme,
Dzongkhag Administration
Dungsum Pemagatshel

Subject: **Application for Loan**

Dasho,

I hereby state that I,.....bearing CID No.....is a registered member of the Pemagatshel Dzongkhag Zhiwog Welfare Scheme. I have read all the Bylaw of PDZWS, and having understood the terms and conditions, I wish to apply for a loan of Nu.....from the Welfare Scheme.

The entire loan amount with interest will be paid in full within the given stipulated time or before. Therefore, I request the Chairperson, Dzongkhag Welfare Scheme Committee to kindly sanction the loan amount as requested above.

A duly signed latest pay slip of the undersigned is enclosed.

Yours faithfully,

*Affix Legal
stamp
Signature*

Date:

For Welfare Committee USE ONLY

The applicant has no loan against his/her name, therefore, the loan applied for may be approved as per the PDZWS Bylaw for an amount of Nu.....only. I hereby certify that the application submitted by applicant is true and recommended for kind approval.

**Verified By:
Name & Signature**

Chairperson

Executive Secretary

Guarantor

Treasurer