



དཔལ་ལྷན་འབྲུག་གཞུང་། བར་དོན་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག།

Ministry of Information & Communications

Royal Government of Bhutan

Thimphu: Bhutan

## STAFF WELFARE SCHEME

### MINISTRY OF INFORMATION AND COMMUNICATIONS 2008

WHEREAS in order to provide for the welfare of the employees of the Ministry of Information and Communications, and to create resources and to assist members in times of emergencies and distress.

NOW be it adopted by the employees of the Ministry of Information and Communications on this 1<sup>st</sup> day of 7<sup>th</sup> Month of the year 2004.

#### 1. Preliminary

1.1 This scheme shall be called the Staff Welfare Scheme of the Ministry of Information and Communications, 2004, hereinafter referred to as the Scheme.

1.2 It shall come into force on the 1<sup>st</sup> day of 7<sup>th</sup> month of the year 2004.

1.3 The Scheme shall be legally binding on the employees of the Ministry of Information and Communications.

#### 2. Objective

The objectives of the scheme are to:

- i. Provide financial assistance as cash grants to assist members in times of emergencies and distress;
- ii. Render physical services in times of need; and
- iii. Promote inter-personal relationship among the staff members.

#### 3. Membership

3.1 All regular employees of the Ministry of Information and Communications shall be eligible for membership to the Scheme.

3.2 Newly transferred or recruited employees should join the Scheme within a month of submitting their joining report to the Ministry.



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3.3 All the members shall complete application **Form 1** and declaration of dependantsø **Form 2**.

#### **4. Capital**

The capital of the scheme shall be composed of:

- I. Registration fee.
- II. Membersømonthly contribution.
- III. Fund raising activities

#### **5. Registration Fee**

An applicant shall pay a sum of Nu.200/- (Hundred Ngultrums) only as registration fee for his/her membership along with the application **Form 1** and dependantsø**Form 2**.

#### **6. Monthly contribution of members**

6.1 A member shall contribute Nu.200/- (Hundred Ngultrums) only as monthly contribution every month to the scheme, which shall be deducted at source by the Administration & Finance Division of the Ministry.

6.2 The contribution collected shall be deposited in a Bank Account of the Scheme not later than 7<sup>th</sup> working day following the date of disbursement.

#### **7. Termination of membership**

Membership shall be terminated or ceased in the event of transfer (outside the Ministry), superannuation, compulsory retirement, resignation or death.

#### **8. Refund of membership contribution.**

In the event of transfer (outside the Ministry), superannuation, compulsory retirement, resignation, or termination from the services, an amount equal to the contribution made so far by the member shall be refunded without interest. Provided the member concerned has not availed the benefits of the scheme during his or her tenure. In case of the death of the member, 100% of the contribution shall be refunded (inclusive of the Grant as per Clause 11.2 of this Scheme)



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## 9. Management Committee

9.1 A Management Committee comprised of eight members shall be constituted. The Chairman of the Management Committee shall be rotated amongst the Heads of Department of Information Technology (DIT), the Road Safety and Transport Authority (RSTA) and the Department of Information and Media (DoIM), annually. Other members shall be elected from the members of the Scheme for a period of one year.

9.2 The Chairman shall appoint a Treasurer and a General Secretary from the members of the Management Committee for a term of one year.

9.3 The Management Committee shall meet three times a year and all the decisions taken by the Committee shall be on consensus.

9.4 Annual General Meeting of the Scheme shall be held on the last week of every six months in a year chaired by the Chairman.

## 10. Role and responsibilities

10.1 The Management Committee shall be responsible to ensure that:

- i. Financial assistance such as cash grants are as per the provision of the Scheme.
- ii. Accurate and true accounts are maintained on money received (i.e. contributions, interest) and payment made
- iii. Statements of receipt and disbursements are prepared and tabled in the AGM.
- iv. Annual accounts and returns are maintained properly.
- v. Appropriate administrative actions are taken, in the event a member or members breaches any clause of the Scheme.

10.2 The Chairman shall:

- i. Preside over the Annual General Meetings.
- ii. Approve the welfare cash grants.



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iii. Conduct any business relevant to the Scheme.

10.3 In absence of the Chairman, either a member appointed by the Chairman or any member elected by general consensus of the Committee shall preside and conduct the responsibilities of the Chairman.

10.4 Treasurer and General Secretary shall be responsible to ensure that:

- i. The contributions are deducted by AFD every month from the members.
- ii. The contributions so collected or deducted are deposited in the Bank Account of the Scheme on or before 7<sup>th</sup> working day following the date of disbursement of salary to the staff.
- iii. The meeting of the Management Committee is called when necessary.
- iv. Current register of all the members, their dependants and beneficiaries with all the documents are maintained to avoid future problems.
- v. An up-to-date accounts on receipt and payment are maintained.
- vi. Approvals from the Chairman of the Managing Committee for welfare grants are properly maintained.
- vii. The information regarding transfer, resignation or death of member(s) are submitted to the Chairman.

## 11. Benefits

11.1 A member shall be entitled to Welfare grants as specified under Clause 11.2.

11.2 The amount of welfare grant shall be:

- i. Nu. 10,000/- on demise of parents;
- ii. Nu. 10,000/- on demise of spouse;
- iii. Nu. 10,000/- on demise of members' children including adopted child;
- iv. Nu. 10,000/- on demise of parents of the spouse;
- v. Nu. 20,000/- on demise of a member to the authorized nominee and Section 8 shall govern the cases of any refund.



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11.3 Welfare grant under sub-clause 11.2 and 12.2 shall be revised after every 3 years by the Management Committee, depending upon the accumulation of fund.

## **12. Assistance**

In the event of the demise of the dependants i.e., parents, spouse and children, the Scheme may provide physical assistance, unless intimated as not required by the member.

## **13. Procedures**

13.1 All the members shall complete membership registration FORM 1 and dependant declaration FORM 2 and submit to the General Secretary.

13.2 All the payments to the members shall be released by the treasurer upon the approval of the Chairman.

13.3 Benefit claimed under Sub-clause 11.2 shall apply in FORM 3

13.4 Refunds claimed under Clause 8 shall apply in FORM 4

## **14. Administrative sanction**

4.1 Members who fail to comply or manipulates or defrauds any provision of this Scheme shall be imposed administrative sanctions of:

- i. Expulsion from the membership, or
- ii. Fine amounting to double the amount defrauded.

14.2 Administrative sanctions under sub-clause 14.1 shall be the decision of Management Committee.

## **15. Amendment and interpretation**

The Management Committee shall be the sole authority to interpret, amend, revoke and repeal any sections and clauses of the scheme.



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**FORM 1**

The General Secretary  
Staff Welfare Scheme  
Ministry of Information and Communications.

**MEMBERSHIP REGISTRATION**

Sir/Madam,

1. I Mr/Ms í í í í í í í í í ..do hereby declare that I have read and understood all the sections and clauses as enshrined in the Staff Welfare Scheme, Ministry of Information and Communications. Having read and understood, I wish to become a registered member of the said Scheme.
2. I do also hereby declare that once I become a member of this Scheme, I shall abide and respect all the provisions of the Scheme. In case I am found guilty of breaking the Scheme, I shall abide and submit to the decision of the Managing Committee.
3. I hereby authorize the Scheme to deduct Nu. 100/- from my monthly salary towards the contribution.

Home Address:

Date í í í

Signature Full Name & Designation

**FOR OFFICIAL USE ONLY**

Mr/Ms í í í í í í í í í í í í í í í í is hereby registered as member of the Staff Welfare Scheme, Ministry of Information and Communications w.e.f. í í í í í í í He/She has been allocated registration No í í ..

General Secretary



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**FORM 2**

**DECLARATION OF DEPENDANTS**

1. I, Mr./Msí \_\_\_\_\_ hereby declare that the names mentioned hereinafter are my dependants/ parents/children/legally adopted children as per the laws of the land.

- a. Spouseí \_\_\_\_\_ M.C Noí \_\_\_\_\_ ..
- b. Fatherí \_\_\_\_\_ ..ID card Noí \_\_\_\_\_ ..
- c. Motherí \_\_\_\_\_ ID card Noí \_\_\_\_\_
- d. Childrení \_\_\_\_\_ ..ID card Noí \_\_\_\_\_  
 if \_\_\_\_\_  
 iif \_\_\_\_\_ ..  
 iiif \_\_\_\_\_ .
- e. Legally adopted childrení \_\_\_\_\_ .ID Noí \_\_\_\_\_ .
- f. Father and Mother of Spouseí \_\_\_\_\_ .ID Noí \_\_\_\_\_ .

2 In the event of their demise, benefits as defined under section 11 of the Scheme may be given to me.

3. I hereby nominate and authorize Mr./Msí \_\_\_\_\_ the right to receive the entire amount that may be payable to me by the Scheme in the event of my death.

The above mentioned declarations are all true and correct to my knowledge.

Dateí \_\_\_\_\_ .

Signature

Full Name and Designation.

**Note:**

- a. In case of adopted children, a court order has to be submitted to the General Secretary of the Scheme
- b. In case of more than three children, please use additional sheet.



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**FORM 3**

The General Secretary  
Staff Welfare Scheme  
Ministry of Information and Communications.

**Benefit Claimed under Section 11 by a member**

- a. Name of member/nominee Mr./Mrs:
- b. Citizenship I.D card No:
- c. Division/Department:
- d. Welfare grant availed for the demise of:
  - i. Name of deceased:
  - ii. Citizenship I.D Card No. of the deceased:

I hereby declare and assure that all the information provided above is true and accurate to my knowledge.

Date:

Signature Full Name and  
Designation

**OFFICE USE ONLY**

I certify that the reason submitted by the applicant is true as per our record and recommendation/approval for the payment of welfare grant amounting to Nuí í í í ../

Date:

General Secretary Approved/not

approved

Chairman



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**FORM 4**

The General Secretary  
Staff Welfare Scheme  
Ministry of Information and Communications.

**Claim of Refund on Transfer, Resignation or Retirement.**

Sir/Madam,

I am a member of the Staff Welfare Scheme, who is being transferred from the Ministry of Information and Communications. Therefore, I would like to apply for the refund of any amount due from the Scheme to me.

Name:

Division/Department:

Registration No: Date:

Yours Faithfully,

Signature & Name