

Minutes of 446th MHRC Meeting
MINISTRY OF INFORMATION AND COMMUNICATIONS

Venue: MoIC Mini Conference Hall
Date: 20th January 2020 (Monday)
Time: 2:30 PM

Human Resource Division

446th Human Resource Committee (HRC) Meeting Ministry of Information and Communications, 6th January 2019

- 1. Adoption of Agenda**
- 2. Ratification of the Minutes of 445th MHRC Meeting**
- 3. Follow up report of the 445th MHRC Meeting**
- 4. Short Term Training**
- 5. Invitations/Offers**
- 6. Selection interview proposals:**
 - 6.1 Post of Asst. ICT Officer (Consolidated Contract) , Promotion Division, DITT**
 - 6.2 Post of Security Assistant under DoAT**
- 7 Voluntary Resignation proposals:**
 - 7.1: Ms.Jurmin Wangmo, Asst ICT Officer, ICT Division, Secretariat**
 - 7.2: Mr.Sangay Dorji (EID:20090314029) Security Assistant, DoAT.**
- 8: Extra Ordinary Leave proposal of Mr. Jigme Singye (EID:200901137), Sr.ICT Officer, DITT.**

9 : Quarterly Reports on Executive Travel (1st October-31st December, 2019) - for information sharing

10: AoB

Members present: Secretary (Chair) Director, DoAT, Director, DITT, Ms.Monira AY Tsewang, Offtg. Director, DoIM, Mr. Leki Choeda, Offtg. D.G, RSTA, Chief Planning Officer, PPD, Legal Officer and Offtg. Chief HR Officer.

Members absent: Director General, RSTA

- HRC members signed the Conflict of Interest form declaring that they do not have any Conflict of Interest.
- Sonam Rabten, HRO, HRD also attended the MHRC meeting

Agenda 1: Adoption of Agenda

10 (Ten) agenda items were tabled for deliberation.

Decision: MHRC adopted the agenda

Agenda 2: Ratification of the Minutes of the 445th MHRC Meeting

The Draft Minutes of 445th MHRC Meeting was circulated to the MHRC members via email on 14th January 2020 with a request for comments to be sent by 17th January 2020.

Decision: The minutes of 445th MHRC was Ratified with minor changes.

Agenda 3: Action Taken Report

Sl.	Agenda: follow up of 445th MHRC	Action taken report	MHRC further directives
-----	---------------------------------	---------------------	-------------------------

No			
3.1	<p>STT:Agenda 4 Course: Invitation to the 17th ITU World Telecommunication/ICT Indicators Symposium (WTIS) Institute/Country:Geneva, Switzerland Source of Funding: ITU Start date and End Date/Duration: 15-17 April, 2020</p>	<p><i>DITT and PPD to discuss and to nominate.</i> <i>HRD has forwarded the invitation to DITT/PPD for nomination.</i> <i>PPD has recommended their nomination to the 446th MHRC.</i></p>	<p><i>Noted</i></p>
3.2	<p>STT: Agenda 4 Course: 25th meeting of the Telecommunication Development advisory Group Institute/Country:Geneva, Switzerland Source of Funding: ITU fellowship Start date and End Date/Duration: 24th to 27th March 2020</p>	<p><i>DITT and PPD to discuss and to nominate.</i> <i>HRD has forwarded the invitation to DITT/PPD for nomination.</i></p>	<p><i>Noted</i></p>
3.3	<p>Agenda 6: Submission of requisition for Volunteer under Korean International Cooperation Agency- Information Sharing</p>	<p><i>MHRC was informed that the information was circulated to all Departments and the requisition has to be submitted to HRD on or before 27th January 2020 for onward submission to RCSC.</i> <i>HRD yet to receive proposals from the Departments.</i></p>	<p><i>Noted</i></p>
3.4	<p>Course: Baggage & Cargo X-Ray Screening/certification Course Institute/Country: Civil Aviation Training Academy, Kathmandu, Nepal. Source of Funding: CASP-AP Mandatory training Budget OBC :</p>	<p><i>443rd MHRC had approved the nomination of Security Assistants, DoAT to undergo Baggage & Cargo X-Ray Screening/certification Course in Civil Aviation Training Academy,</i></p>	<p><i>Change in date noted</i></p>

	<p>45.01, (DoAT) Start date and End Date/Duration: 06th to 17th January 2020.</p>	<p><i>Kathmandu, Nepal, which was scheduled from 6th to 17th January 2020. However, the organizer has rescheduled the dates from 28th January to 8th February 2020</i></p> <p><i>Submitted for MHRC approval</i></p>	
--	---	--	--

Agenda: 4 Short Term Training

Sl. No	Agenda	Background/Recommendations/Trainings attended in the last 6 months	MHRC Deliberation and Decision
---------------	---------------	---	---------------------------------------

4.1	<p>Course: 4th Meeting of the Aerodrome Operations Personnel Competency Small Working Group Institute/Country: Yangon, Myanmar Source of Funding: ICAO seminar & Workshop under 14.01(Mandatory budget: RGoB) Start date and End Date/Duration: 10-14 February, 2020 Nominations:</p> <p>1. Mr. Jamyang Tenzin Dorji (EID: 201101166) Executive Engineer, DoAT</p>	<p><i>Mr. Jamyang Tenzin Dorji has attended “Field visit to Kathmandu Internal Airport” from 22-26 April, 2019 in Kathmandu, Nepal.</i></p> <p><i>HRD: No Obligation as per the record</i></p>	<p><i>Approved</i></p>
4.2	<p>Course: 25th meeting of the Telecommunication Development Advisory Group Institute/Country: Geneva, Switzerland Source of Funding: One full or two Partial fellowships per eligible country may be awarded, subject to available funding, to facilitate participation from developing countries. Priority will be given to participants who submit a written contribution of direct relevance to any item on the TDAG-20 agenda. Note that such written contribution should be submitted concurrently with the fellowship application. Start date and End Date/Duration: 24-27 March, 2020 Nominations:</p> <p>1. Dasho Phuntsho Tobgay (EID:8801033) Secretary, MoIC</p>	<p><i>Hon’ble Dasho has attended “3 days Immersion Program” from 11-13 December, 2019 in Singapore</i></p> <p><i>Mr. Jigme Tenzing, Director, DITT has attended “Digital Identity Week (Conference)” from 6-9 October, 2019 in Singapore</i></p> <p><i>HRD: No Obligation as per the record</i></p> <p><i>Remarks:</i> <i>Chief, PPD suggested Dasho Secretary’s participation since this is an advisory group. It will provide an opportunity to broadly take stock of happenings at the ITU</i></p> <p><i>Director, DITT nomination withdrawn due to prior commitments</i></p>	<p><i>MHRC approved Hon’ble Secretary’s nomination</i></p>

	2. Mr. Jigme Tenzing (EID:200301045) Director, DITT		
	<p>Course: Cadet officer Training with RBP</p> <p>Institute/Country: In Country</p> <p>Source of Fundings: RGoB</p> <p>Start date and End Date/Duration: Towards end of January 2020(Director, DoAT to confirm the schedule)</p> <p>Nominations:</p> <p>1. Mr. Namgay Wangchuk , Asst.Security Officer, DoAT</p>	<p><i>Department's HRC has endorsed the training proposal of Namagay Wangchuk and submitted for MHRC's recommendation to seek RCSC clearance, since he is on probation.</i></p> <p><i>Submitted for HRC directives</i></p>	<p><i>Director, DoAT discussed with RCSC and has been advised to route through MHRC.</i></p> <p><i>The MHRC duly approved the request</i></p>

4.3	<p>Course: <i>Bhutan Telemedicine Workshop Flyer and Final Agenda</i></p> <p>Institute/Country: <i>Kathmandu</i></p> <p>Source of Funding: <i>TEMDEC will support Airfare (discounted economy), accommodation, per diem and early registration fee of APAN</i></p> <p>Start date and End Date/Duration: <i>2-6 March, 2020</i></p> <p>Nominations:</p> <p><i>1. Ms. Peldon, Sr. ICTO, EID: 200701058 Jigme Dorji Wangchuck National Referral Hospital.</i></p>	<p><i>444th MHRC had approved the nomination of Mrs. Karma Choden, ICTA, Regional Referral Hospital, Mongar but she regretted the offer due to domestic problems. DITT has nominated Ms. Pelden, ICTA, JDWNRH, Thimphu in place of Mrs Karma Choden</i></p> <p>HRD: No Obligation as per the record</p>	Approved
4.4	<p>STT:Agenda 4</p> <p>Course: <i>Invitation to the 17th ITU World Telecommunication/ICT Indicators Symposium (WTIS)</i></p> <p>Institute/Country:<i>Geneva, Switzerland</i></p> <p>Source of Funding: <i>ITU</i></p> <p>Start date and End Date/Duration: <i>15-17 April, 2020</i></p> <p>Nominations:</p> <p><i>1. Thinley Dorji, Dy,Chief Statistical officer PPD has been proposed by PPD to attend the Symposium</i></p>	HRD did not receive any nominations from DITT	Nomination from DITT is awaited and to process it jointly

Agenda 5: Invitation/Offer

Sl. No	Agenda	Background/Recommendations/Last Trainings	MHRC deliberation & Decision
a	<p>Course: Expert Group Meeting on “Improving Domestic Ferry safety in Support of Safe Maritime Connectivity in Asia and the Pacific”</p> <p>Institute/Country: UNCC, Bangkok, Thailand</p> <p>Source of Funding: UNESCAP</p> <p>Start date and End Date/Duration: 17-18 March, 2020</p> <p>Nominations: The Ministry is requested to nominate 2 (two) senior officers who are familiar with the issues of the maritime safety, specially Domestic Ferry Safety and can contribute to future work on mainstreaming Domestic Ferry Safety into national and regional development agenda, contributing to the development of safe maritime connectivity in Asia and the Pacific.</p> <p>Last date of submission: On or before 7 February 2020</p>	<p>The International Maritime Organization (IMO) and the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) have announced that the Expert Group Meeting (EGM) on “Improving Domestic Ferry Safety in Support of Safe Maritime Connectivity in Asia and the Pacific”, will be held in Bangkok, Thailand, from 17 to 18 March 2020.</p> <p>The EGM is jointly organized by IMO, and UNESCAP in cooperation with the Ministry of Transport of Thailand and in partnership with the interferry.</p>	<p><i>Seek nomination from PPD and RSTA</i></p>

Agenda 6: Selection interview proposals:

6.1: Post of Asst. ICT Officer (Consolidated Contract) , Promotion Division, DITT

HRD reviewed the vacancy for the replacement of Ms. Karma Wangmo (on contract) who has resigned w.e.f 27th Aug 2019 as per the approval from RCSC. HRD has floated vacancy announcement in the MoIC website and Media and ten applicants have applied for the post.

Position Title: Communication Assistant (Operator)

- Position Level: P5 B (Contract)
- Criteria : Bachelors in IT/Bsc. IT/BCA
- No. of slot: 01
- Place of Posting: Promotion Division, DITT
- No. of Applications received: 10
- No of shortlisted applicants: 10 (1:10)

Proposed panel members;

1. Chief ICTO , ICTM Division, DITT (Chair)
2. One Officer from Promotion Division , DITT (Member)
3. One Officer from Infra Division, DITT (Member)
4. One Officer from Application Division, DITT (member)
5. One Officer from PPD (Member)

Proposed date and Venue for selection interview;

- 30th January 2020
- Venue: Conference Hall, MoIC

Decision: MHRC approved to carry out selection interview as proposed by HRD.

6.2 Post of Security Assistant (On Regular) DoAT.

As per the approval received from RCSC vide letter RCSC/HRMD/7/2019/226, dated december 9th 2019 for recruitment of 2 Security Assistants on regular. HRD has floated vacancy announcement in MoIC website and Media on 31st December 2019. The last date of submission was on 3rd January 2020.

Position Title: Security Assistant

- Position Level: S5A (On regular)
- Criteria : Class XII with Height 5'6 for Male and 5'2 for Female
- No. of slot: 02
- Place of Posting: DoAT
- No. of Applications received: 50
- No of shortlisted applicants: 10 (2:5)

Proposed panel members;

6. Offtg. Chief Airport Service Division , (Chair)
7. Security Officer (Member)
8. Airport Manager, Paro (Member)
9. One Officer from Airport Development Division (member)
10. One Officer from Airport Navigation Division (Member)

Proposed date and Venue for selection interview;

- 23rd January 2020
- Venue: Conference Hall, DoAT, Paro.

Decision: MHRC approved to carry out selection interview as proposed by HRD

Agenda 7 : Voluntary Resignation Proposals

7.1 Ms. Jurmin Wangmo, Asst ICT Officer, ICT Division, Secretariat(Contract)

HRD received the voluntary resignation proposal of Jurmin Wangmo (EID: 20190313930) , Asst. ICT Officer (Contract), ICTD dated 10th December 2019 as she has been selected to undergo Police Cadre Training. The resignation proposal has also been routed through ICTD and recommended by the Chief ICT Officer, ICTD Secretariat.

- Date of Appointment: 1st March 2019
- Date of separation after one month notice period: 9th January 2020
- Position Title: Asst. ICT Officer
- Position Level: P5 B
- Service Status: Consolidated Contract

As per Section 5.12.4.1 of BCSR 2018, “ Gratuity “. A contract employee shall be entitled to receive one month’s last basic pay as gratuity for every completed year of satisfactory contract service. However, for the teaching profession, every completed academic year shall be considered for the purpose of calculating gratuity.”

As per Section 5.12.4.2 of BCSR 2018, “ Repatriation Benefits

- i. The following repatriation benefits shall be payable to the employee only once during the entire Civil Service period, irrespective of changing the status or terms of appointment:
 - a. Transfer grant according to the prevailing rules;
 - b. Travel Allowance of an amount equal to the last basic pay; and
 - c. Transport charge of personal effects pegged to a position as per prevailing rules.”

She is not entitled for gratuity as per section 5.12.4.1 of BCSR 2018

HRD recommendation: HRD recommends her resignation

Decision: MHRC approved the voluntary resignation of Ms. Jurmin Wangmo, Asst ICT Officer, ICT Division, Secretariat(Contract) .

HRD to check on her replacement with ICTD, Secretariat and follow up accordingly.

7.2 Mr.Sangay Dorji (EID:20090314029) Security Assistant, DoAT.

The Ministry received resignation proposal vide.DAT/HRD/11/2019-2020, dated 16th January 2020 of **Mr.Sangay Dorji (EID:20090314029) Security Assistant**, DoAT, Paro, routed through DoAT. He has requested for voluntary resignation with effect from 5th February 2020,

- Date of Appointment: 1st March 2019
- No.of Years completed in service: 10 months 20 days as of 20th January 2020
- Date of Separation after one month notice period: 5th February 2020
- Position Title: Security Assistant
- Position Level: S5 A

Chapter 20: Separation, clause 20.3: Resignation, 20.3.1 of the BCSR 2018 states that the authority to accept voluntary resignation submitted by a civil servant shall be vested with the following authorities respectively, based on the Position Category of the civil servant:

Sl. No	Position Category	Authority
i.	ESC	RCSC
ii.	PMC, SSC and OC	HRC of the Agency

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;

20.3.1.4 The authority that recommends and accepts the resignation shall ensure that the resigning civil servant has complied with the conditions of service laid down in the training, secondment and other rules;

20.3.1.5 A civil servant shall submit resignation to a competent authority, as per the delegation of authority, through the respective Supervisor or Head of the Agency for approval;

20.3.1.6 In interest of the Public, HRC may withhold a voluntary resignation upto a maximum period of six months from the notified date;

HRD recommendation: HRD recommends his resignation proposal based on clause 20.3.1.2, 20.3.1.4 and 20.3.1.5 under Chapter 20, BCSR 2018 and proposes for immediate replacement as per the request received from DoAT vide letter ANSP/CNS/HR&T/6/2019/562, dated 14th November 2019.

Decision: *MHRC approved the voluntary resignation of Mr. Sangay Dorji (EID:20190314046) Security Assistant, DoAT and directed HRD to write to RCSC for his replacement as requested by DoAT.*

Agenda 8: Extra Ordinary Leave proposal of Mr. Jigme Singye (EID:200901137), Sr. ICT Officer, DITT.

Mr. Jigme Singye (EID:200901137), Sr. ICT Officer, DITT has requested for EoL for a duration of 24 months with effect from 27th February 2020 till 27th February 2022 to accompany his wife to support her.

As per Chapter 10, clause 10.12.1 of BCSR 2018 states that “Extra Ordinary Leave (EOL) shall be granted to a civil servant up to a

maximum period of 24 months including weekends and government holidays in total during the entire service period”.

- **As per clause 10.12.11 of BCSR 2018** states that “ A civil servant may be granted the EoL for the following purposes:
 - A. Family/personal problems, when the attention of the official concerned is genuinely required;
 - B. Professional Enhancement, getting diverse experience and exposure; and
 - C. Career break/Sabbatical.

Note:

- The position of a civil servant shall not be protected while availing EoL beyond 6 month and
- A civil servant failing to join the service after completion of EoL shall be compulsorily retired.
- As per clause chapter 10, Clause 10.12.15, states that “ Authority to Grant EoL for Civil Servant (P1-O4) is vested to HRC of the agency.

HRD Recommendation: HRD recommends his EoL proposal as per chapter 10, clause 10.12.1 and 10.12.11 of BCSR 20

Decision: MHRC approved Extra Ordinary Leave proposal of Mr. Jigme Singye (EID:200901137), Sr.ICT Officer, DITT.

Agenda 9: Quarterly Reports on Executive Travel (1st October-31st December, 2019) - for information sharing

Sl. No	Name/EID/PT/Agency	Program Title	Start Date	End Date	Institute and Location	Source of Funding
1	Phuntsho Tobgay (EID: 8801033) Secretary, MoIC	3days Immersion Program	11/12/2019	13-12-2019	Singapore Polytechnic International (SPI), Singapore	TFI / SPI and RCSC

		Consultative Meeting on Capacity Building for Digital Development in Asia and the Pacific	27-11-2019	28-11-2019	Incheon, Republic of Korea	APCICT/ESCAP
		Fourth Meeting of SAARC Transport Minister Preceded by Sixth Meeting of SAARC InterGovernmental Group on Transport (IGGT)	19-11-2019	20-11-2019	Kathmandu, Nepal	SAARC/BIMSTIC /Meetings/Events
2	Pemba Wangchuk (EID: 9101140) Director General, RSTA	FinTech Festival 2019	11/11/2019	13-11-2019	Singapore	Bank of Bhutan
		Digital identity Week (Conference)	6/10/2019	9/10/2019	Singapore	Enhanced Integrated Framework
3	Jigme Tenzing (EID: 200301045) Director, DITT	Digital identity Week (Conference)	6/10/2019	9/10/2019	Singapore	Enhanced Integrated Framework
		Data61 & apos;s National Science and Technology showcase, D61+ Live to experience cutting edge data Science and technology Science Conference	2/10/2019	3/10/2019	Sydney, Australia	Data61 is offering aus\$2000&DITT
		Representative from the RGoB in the first dialogue of Asia Pacific Foresight group	30-09-2019	1/10/2019	Sydney, Australia	Data61 is offering aus\$2000&DITT
4	Karma Wangchuk (EID:9004059) Director, DoAT	AATC Simulator Observation	6/12/2019	7/12/2019	Bangkok, Thailand	Druk Air Corporation Ltd

Decision: MHRC noted the Quarterly Reports on Executive Travel (1st October-31st December, 2019) and chairperson directed HRD to share the report to Executives under MoIC prior submission to MHRC for their review and comments.

1. Secretary (Chairperson)

2. Leki Choda, Offtg. Director General, RSTA

3. Director. DoAT

4. Ms. Monira A.Y Tsewang , Offtg, Director, DoIM

5. Director, DITT

6. Chief, PPD

7. Legal Officer(Member)

8. Offtg. CHRO(Member Secretary)