

# **Minutes of 451st MHRC Meeting**

## **MINISTRY OF INFORMATION AND COMMUNICATIONS**

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Venue: MoIC Mini Conference Hall

Date: 6th March 2020

Time: 2:30 PM

### **Human Resource Division**

**451 Human Resource Committee (HRC) Meeting Ministry of Information and Communications 6 March 2020**

- 1. Adoption of Agenda**
- 2. Ratification of the Minutes of 450th MHRC Meeting**
- 3. Follow up report of the 450th MHRC Meeting**
- 4. Short Term Training**
- 5. Voluntary Resignation of Dechen Wangmo, Asst. ICT Officer, Application Division, DITT**
- 6. Requesting to Open up for the post of Chief ICT Officer under ICT Division, MoAF**
- 7. Approval to conduct selection interview for the post of Chief ICT Officer, Management and Information Service Division, RCSC**
- 8. Disbursement of Salary for Contract recruit centrally from DITT, MoIC under Digital Drukyul Flagship Program (MoH)**
- 9. Request for immediate manpower requirement under Air Navigation & Service Division (DoAT)**
- 10. AoB**

**10.1** *Submission of the HR requirement to RCSC for the establishment of New Base Transport Offices at Wamrong, Tashicholing and Panbang in the FY 2020-21*

**10.2:** *MHRC informed all the Departments to cancel all their in-country travels until further notice.*

**Agenda 1: Adoption of Agenda**

(10) agendas items were tabled for deliberation.

**Decision:** *MHRC adopted the agenda with two additional Agenda under agenda 10: AoB*

*10.1: Submission of the HR requirement to RCSC for the establishment of New Base Transport Offices at Wamrong, Tashicholing and Panbang in the FY 2020-21*

*10.2: MHRC informed all the Departments to cancel all their in-country travels until further notice.*

## Agenda 2: Ratification of the Minutes of the 450th MHRC Meeting

The Draft Minutes of 450th MHRC Meeting was circulated to the MHRC members via email on 28th February 2020 with a request for comments to be sent by 2nd March 2020.

*Decision: The minutes of the 450th MHRC meeting was ratified with minor changes.*

## Agenda 3: Action Taken Report

Sl. No	Agenda: follow up of 450th MHRC	Action taken report	MHRC further directives
3.1	<b>Voluntary resignation of Mr.Jigme Zangpo (EID:20120400668) Fire and Rescue crew , DoAT.</b>	<i>MHRC approved the voluntary resignation of Mr.Jigme Zangpo (EID:20120400668) Fire and Rescue crew , DoAT subject to no outstanding dues and obligations. HRD issued separation order vide letter no. MoIC/HRM-07/2020/2079 dated 02/03/2020</i>	<i>Noted</i>
3.2	<b>Voluntary Resignation of Ms.Usha Tamang (EID:20120100390) Security Assistant ( Bumthang Domestic Airport)</b>	<i>MHRC approved the voluntary resignation of Ms.Usha Tamang (EID:20120100390) Security Assistant (Bumthang Domestic Airport), DoAT subject to no outstanding dues and obligations.</i>	<i>Noted</i>

		<i>HRD issued separation order vide letter no. MoIC/HRM-07/2020/2080 dated 02/03/2020</i>	
<b>3.3</b>	<b>Voluntary resignation of Ms.Ana Radha Subba (CID: 11711000983) ESP ( Gardener) , DoAT.</b>	<i>The representative of DoAT informed the MHRC members that there are no outstanding dues and MHRC approved the voluntary resignation of Ms.Ana Radha Subba (CID: 11711000983) ESP ( Gardener) , DoAT HRD issued separation order vide letter no. MoIC/HRM-07/2020/2081 dated 02/03/2020</i>	<i>Noted</i>
<b>3.4</b>	<b>Transfer proposal of the Security Assistant from Paro international Airport to Bumthang Domestic Airport, DoAT.</b>	<i>MHRC approved the transfer proposal as per the decision of DHRC, DoAT. HRD issued transfer order vide letter no. MoIC/HRM-06/2020/2072 dated 28/02/2020</i>	<i>Noted</i>

<p><b>3.5</b></p>	<p><b>Preparatory leave for Mr. Bhimlal Suberi, Chief Planning Officer, PPD in order to prepare for his superannuation.</b></p>	<p><i>MHRC directed Chief Planning Officer to handover all transport related matters pertaining to SAARC, BIMSTEC and BBIN agreements and also matters relating to the ongoing stakeholder consultations properly to Sonam Dorji, Legal officer and Sithar Dorji, Dy. Chief Planning Officer to ensure continuity and seamless transition. MHRC also directed HRD to issue the Preparatory Leave order to be effective from 13 March 2020, along with the appointment of the Officiating Chief for PPD.</i></p> <p><i>HRD issued preparatory leave order vide letter no. MoIC/HRM-06/2020/1091 dated 28/02/2020</i></p>	<p><i>Noted</i></p>
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3.6	<b>Extra Ordinary Leave proposal of Mrs. Tashi Lhamo (EID:20120104378), Asst, Airport Manager, Bumthang Domestic Airport, DoAT.</b>	<i>MHRC approved the EoL proposal of Ms.Tashi Lhamo, Asst.Airport Manager, Bumtghang, DoAT for 24 months. HRD issued EOL order vide letter no. MoIC/HRM-24/2020/2070 dated 28/02/2020</i>	<i>Noted</i>
3.7	<b>Request for reimbursement of airfare for two officials who had attended the BBIN meeting in Delhi as observers</b>	<i>MHRC approved the reimbursement of airfare for booking it from the RGoB funding. The MHRC also approved their travel retrospectively as per the note submitted by PPD. HRD informed Finance accordingly</i>	<i>Noted</i>
3.8	<b>Requesting for legal representative in Royal Court of Justice, Thimphu</b>	<i>The MHRC directed that the decision taken by Chief RTO, Phuntsholing is in the interest of the office and the legal support in this case should be supported by the Ministry. In this regard the two legal officers of PPD Mr. Sonam Dorji, Legal Officer and Mr. Pem</i>	<i>Noted</i>

		<p><i>Tshering, Legal Officer are to make representation in the Thimphu District Court. RSTA to provide all the background documents to the legal officers.</i></p> <p><i>The legal officers were informed accordingly.</i></p>	
<b>3.9</b>	<b>Mr.Gyem Dorji, Executive Engineer's pending case (DoAT)</b>	<p><i>MHRC directed HRD and DoAT to issue an office order for Mr. Gyem Dorji to reinstate his service w.e.f from 15 March 2020 as per the email received from RCSC dated February 18 2020.</i></p> <p><i>HRD is yet to discuss with DoAT on this matter.</i></p>	<i>Noted</i>
<b>3.10</b>	<b>Medical Leave of Mr. Karma Kuenzang (EID: 2007065), Sr. ICT Technical Associate II, DITT</b>	<p><i>MHRC directed HRD to refer the case of Mr. Karma Kuenzang to the Wellbeing Division, RCSC.</i></p> <p><i>HRD in consultation with RCSC has been informed to share a copy of the medical leave order with RCSC for further monitoring by</i></p>	<i>Noted</i>

		<i>RCSC.</i>	
<b>3.11</b>	<b>Contract extension proposal of Mr. Sonam Penjor (EID 20180311592), Driver of Bumthang Domestic Airport, DoAT</b>	<i>MHRC approved the contract extension of Sonam Penjor (EID 20180311592), Driver of Bumthang domestic airport, DoAT for another two years. HRD issued contract extension order vide letter no. MoIC/HRM-03/2020/2071 dated 28/02/2020</i>	<i>Noted</i>
<b>3.12</b>	<b>Extra Ordinary Leave proposal of Mr.Yeshey Needup, (EID:200901134), Sr.ICT Officer, DITT</b>	<i>The MHRC approved the extraordinary leave of Mr.Yeshey Needup, (EID:200901134), Sr.ICT Officer, DITT HRD issued EoL order vide letter no. MoIC/HRM-12/2020/2066 dated 27/02/2020</i>	<i>Noted</i>



**Agenda: 4 Short Term Training**

<b>Sl. No</b>	<b>Agenda</b>	<b>Background/Recommendations/Trainings attended in the last 6 months</b>	<b>MHRC Deliberation and Decision</b>
4.1	<p><b>Course:</b> 5G and Emerging Technologies Training</p> <p><b>Institute/Country:</b> Washington, DC</p> <p><b>Source of Funding:</b> The candidate will be supported with travel, accommodation and per diem by USTTI</p> <p><b>Start and End Date/Duration:</b> 1st April to 14th April 2020</p> <p><b>Nominations:</b></p> <ol style="list-style-type: none"> <li>1. Thuenzang Chophel, (EID: 20170107951) Engineer, Telecom &amp; Space Division, DITT</li> </ol>	<p>Mr. Thuenzang has attended “Training workshop on the the role of Earth Observation in Multi Hazard Disaster Risk Assessment and Monitoring Targets of the Sendai Framework” from 4-8 December, 2019 in India.</p> <p><b>HRD: No STT obligation as per HRD Record</b></p>	<p><i>The MHRC did not approve the nomination due to the outbreak of coronavirus and the travel advisory issued by the Government and Ministry for strict compliance</i></p>

**Agenda 5: Voluntary Resignation of Dechen Wangmo, Asst. ICT Officer, Application Division, DITT**

HRD received the Voluntary resignation proposal of Dechen Wangmo (EID: 20141005757) , Asst. ICT Officer (Contract) DITT , dated 26th February 2020, for domestic reasons. The resignation proposal has also been recommended by the Department for replacement.

- Date of Appointment: 15th October 2020
- Date of Separation after one month notice period: 25th March 2020
- Position Title: Asst. ICT Officer
- Position Level: P5 A
- 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.”

*Submitted for MHRC Approval*

**Decision:** *The MHRC approved the voluntary resignation as proposed and as per the recommendation of the Department*

### **Agenda 6: Proposal to Open up for the post of Chief ICT Officer under ICT Division, MoAF**

The Ministry received a proposal vide letter no. MoAF/HRD/SEC/11/2020/4197 dated 26th February 2020 requesting to open the for Chief ICT Officer under ICTD, MoAF. There is an approved slot for the Post of Chief ICT Officer unde ICTD as reflected in the 11 FYP Staffing pattern of the Ministry and the post of Chief ICT Officer has been vacant till date. DITT recommended opening up for the post of Chief ICT officer to head the Division.

Section 13.7. of the BCSR 2018 Chapter 13 Promotion and Upgradation

13.7.1 : The Agency after the assessment on the vacancy conducted by the Parent Agency concerned shall announce the vacant position in its website and/ or media as and when a vacancy arises and provide at least two weeks for candidates to submit their application.

13.7.2 : For post vacancy in position P1, the Agency shall make the announcement as per the approved staffing pattern.

**HRD recommendation:** HRD recommends opening for the post of Chief ICT Officer under ICT Division, MoAF

**Decision:** *MHRC endorsed the proposal to open up the post of Chief ICT Officer under ICT Division, MoAF as per the proposal submitted by ICT Division, MoAF. HRD was directed to announce the post accordingly.*

### **Agenda 7: Approval to conduct selection interview for the post of Chief ICT Officer, Management and Information Service Division, RCSC**

As per the endorsement of the 447th MHRC meeting held on 29th January 2020, HRD had announced the vacancy for Chief ICT Officer under MISD, RCSC on 31st January 2020. Since HRD received only one application, the vacancy was reannounced on 20th February 2020 and the last date for submission of application was on 28th February 2020.

Position Title: Chief ICT Officer

- Position Level: P1 A
- Criteria : Bachelors in IT/Bsc. IT/BCA
- No. of slot: 01
- Place of Posting: Management Information and Service Division, RCSC
- No. of Applications received: 1
- No of shortlisted applicants: 1

Proposed panel members;

1. Commissioner, RCSC, MoIC Focal (Chair)
2. Director, RCSC Secretariat (Member)
3. Director General, RSTA (Member)
4. Director, DITT (member)
5. Director, DoAT(Member)

Proposed date and Venue for selection interview;

- 13<sup>th</sup> March 2020
- Venue: Mini Conference Hall, MoIC

***Decision:*** *MHRC endorsed the selection interview date as proposed by HRD. HRD was directed to inform the panel members accordingly.*

**Agenda 8: Disbursement of Salary for Contract recruit centrally from DITT, MoIC under Digital Drukyul Flagship Program (MoH)**

The Ministry of Health recruited one Asst. ICT Officer on regular contract and one Asst. Program officer on consolidated contract under Digital Drukyul Flagship Program.

However the components under the flagship are carried out as Deposit work by component owners and there are no provisions to disburse salary for contract recruits from ePEMS. For the Deposit work arrangement, OBC are restrictive and have no provisions to deduct Health Contribution and other standard deductions causing salary disbursement issues. The Ministry of Health has requested the Ministry and DITT being the central agency for the Digital Flagship Program to disburse the salary of the contract recruits. The recruits will however be placed in their respective agency.

***Decision:** The MHRC noted with concern that the contract recruits were not paid till date and further directed DoS to resolve the issue at the earliest.*

**Agenda 9: Request for immediate manpower requirement under Air Navigation & Service Division (DoAT)**

HRD received a request for immediate manpower requirement under Air Navigation and Service Division vide letter no.DoAT/ADD /2019-2020/447, dated 20th February 2020, Since the Department (DoAT) took over the entire Air Traffic Control (ATC) Management from the Indian Airforce from 27th February 2020 and in order to fully take up the responsibilities and smooth functioning of the ATC, Department requires additional manpower for immediate recruitment. The required list are as follows:

SL.No	Position Title	Position Level	Qualification	No.requested	Remarks
1	Communication officer	P4	B.E Electronics & Communication (ECE)	1	Maintenance Engineer for surveillance and ATS systems
2	Assistant ATC Officer	P5	PGDPA	1	Shift head and planning
3	Assistant AIS Officer	P5	PGDPA	1	Briefing head and planning
4	Air Traffic Controller	S1/S2	Bachelors of Degree in any field	6	For Area Control Center and shift duty at Paro
5	AIS Assistant	S1/S2	Degree in IT	4	For Briefing and NOTAM
6	Communication Assistant	S2	Diploma in ECE	4	1 at Yonphula and 1 at Gelephu and 2 at Paro for maintenance and operation of CNS/ATS systems
7	Communication Operator	S4	Class XII with Computer knowledge	2	For operation of AMHS and FIDS at Paro Communication center
<b>Total requested</b>				<b>19</b>	

Submitted for MHRC endorsement for further submission to RCSC for approval.

**Decision:** The MHRC noted the manpower requisition from DoAT and further directed HRD to submit the requisition to RCSC for approval.

**Agenda 10:AoB**

**10.1:** Submission of the HR requirement to RCSC for the establishment of New Base Transport Offices at Wamrong, Tashicholing and Panbang in the FY 2020-21

RSTA has submitted requisition for two MVIs each for the establishment of the new base offices at Wamrong, Tashicholing and Panbang.

*Decision:* The MHRC was informed of the HR requirement for the establishment of the New Base Transport Offices Wamrong, Tashicholing and Panbang in the FY 202-2021. MHRC recommended submitting the proposal to RCSC for appropriate intervention.

**10.2: MHRC informed all the Departments to cancel all their in-country travels until further notice.**

*Decision:* MHRC members deliberated on the in-country travels proposed by DoIM to continue as planned as long as there is no public gathering and the advocacy is carried out in the ongoing classroom setting.

1. Secretary (Chairperson)

2. Director General, RSTA

3. Director. DoAT

4. Monira AY Tsewang , Offtg, Director, DoIM

5. Director, DITT

6. Chief, PPD

7. Pem Tshering, Legal Officer(Member)

8. Offtg. CHRO(Member Secretary)