

Minutes of 453rd MHRC Meeting

MINISTRY OF INFORMATION AND COMMUNICATIONS

Venue: MoIC Mini Conference Hall

Date: 16 March 2020

Time: 2:30 PM

Human Resource Division

453rd Human Resource Committee (HRC) Meeting Ministry of Information and Communications th March 2020

- 1. Adoption of Agenda**
- 2. Ratification of the Minutes of 452nd MHRC Meeting**
- 3. Action taken report of the 452nd MHRC Meeting**
- 4. Short Term Training**
- 5. Invitation/Offer**
- 6. Proposal to recruit Aerodrome Inspector, DoAT**
- 7. Administrative action against the two officials of RSTA Regional Office, Gelephu for administrative lapses**
- 8. Superannuation of Mr. Bhimlal Suberi, Chief Planning Officer, PPD, MoIC - Information sharing**
- 9. Request for contract extension of Ms. Sonam Yangden, Asst Information and Media officer, DoIM**
- 10. AoB**
 - 10.1: Reimbursement of Hotel expenses for Mr. Phub Gyeltshen, Dy. Chief Planning Officer, PPD and Ms. Tenzin Wangmo, Engineer, RSTA**

Members present: Secretary (Chair), Pemba Wangchuk, Director General, RSTA, Karma Wangchuk, Director, DoAT, Mrs. Monira AY Tsewang, Offtg. Director, DoIM, Phuntsho Dendup, Offg. Director, DoS, Phub Gyeltshen, Offtg Chief Planning Officer, PPD, Sonam Dorji, Legal Officer and Offtg. Chief HR Officer.

Members absent: Jigme Tenzing, Director, DITT

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

Agenda 1: Adoption of Agenda

(10) agenda items were tabled for deliberation with one additional agenda under AoB

Decision: MHRC adopted the agenda with an additional item under **agenda 10: AOB**

10.1 Reimbursement of Hotel expenses for Mr. Phub Gyeltshen, Dy. Chief Planning Officer, PPD and Ms. Tenzin Wangmo, Engineer, RSTA

Agenda 2: Ratification of the Minutes of the 452nd MHRC Meeting

The Draft Minutes of 452nd MHRC Meeting was circulated to the MHRC members via email on 9th March 2020 with a request for comments to be sent by 13th March 2020.

Decision:*The minutes of the 452nd MHRC meeting was ratified without any changes*

Agenda 3: Action Taken Report

Sl. No	Agenda: follow up of 452nd MHRC	Action taken report	MHRC further directives
	Agenda 5: Voluntary Resignation of Dechen Wangmo, Asst. ICT Officer, Application Division, DIT	<i>HRD issued separation order as per the decision of 452nd MHRC</i>	<i>Noted</i>
	Agenda 7: Approval to conduct selection interview for the post of Chief ICT Officer, Management and Information Service Division, RCSC	<i>HRD informed the panel members and HRD was informed that two representatives from RCSC is mandatory and that RCSC would propose a date for the selection interview as the focal commissioner had prior commitment on 13 March 2020.</i>	<i>Noted</i>

	<p>Agenda 8: Disbursement of Salary for Contract recruit centrally from DITT, MoIC under Digital Drukyul Flagship Program (MoH)</p>	<p><i>DoS resolved the issue in consultation with Finance and Ministry of Health on 16 March 2020</i></p>	<p><i>Noted</i></p>
	<p>Agenda 9: Request for immediate manpower requirement under Air Navigation & Service Division (DoAT)</p>	<p><i>HRD forwarded the proposal to RCSC for further deliberation and directives</i></p>	<p><i>Noted</i></p>
	<p>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</p>	<p><i>HRD has written to RCSC vide letter no. MoIC/HRM-34/2020/3030 dated 16th March 2020</i></p>	<p><i>Noted</i></p>
	<p>Agenda 4: No Objection Certificate for Lateral transfer of Mr. Sonam Dorji (EID: 20170107905),Engineer, TMD, RSTA</p>	<p><i>HRD issued NOC as per the decision of 452nd MHRC</i></p>	<p><i>Noted</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: National certificate level training Institute/Country: TTI, Chumey Bumthang Source of Funding: RGoB funding :In country training(DoAT) Start date and End Date/Duration: 6 months</p> <p>Nominations:</p> <p>1. Mr. Namgay EID: 20120100609, Technician , DoAT</p>	<p><i>Mr. Namgay has not availed any training for the past six months.</i></p> <p>HRD: No STT obligation as per HRD Record</p>	<p><i>The MHRC approved the training as it is in the same dzongkhag but subject to the training being held by the institute.</i></p>

4.2	<p>Course: Training under the Malaysian Technical Cooperation Program (MTCP) on 'Information Technology'</p> <p>Institute/Country: Malaysia</p> <p>Source of Funding: The 20% budget could be met from RGoB Budget. Cyber Security - training HRD (45.02)</p> <p>Start date and End Date/Duration: 20-28 June, 2020</p> <p>Nominations:</p> <p>1. Ms. Damchen Zangmo EID: 200901157 Sr. ICTO, DITT</p>	<p><i>Ms. Damchen Zangmo has attended WAN SUMMIT from 20-21 November, 2019 in Singapore</i></p> <p><i>She has been nominated by DITT</i></p> <p>HRD: No STT obligation as per HRD Record</p>	<p><i>The MHRC approved the training in principle depending on the situation of the COVID-19.</i></p>
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Agenda 5: Invitation/Offer

Sl. No	Agenda	Background/Recommendations/Last Trainings	MHRC deliberation & Decision
a	<p>Course: 20th Global Symposium for Regulators (GSR)</p> <p>Institute/Country: Geneva, Switzerland</p> <p>Source of Funding: ITU</p> <p>Start date and End Date/Duration: 1-3 September, 2020</p> <p>Nominations:</p>	<p>The invitation has been extended to the Ministry by ITU vide letter no. Circular BDT/DKH/RME/034 on 4th March, 2020</p>	<p><i>MHRC directed HRD to forward the nomination to DITT</i></p>

b	<p>Course: sixth meeting of the Telecommunication Standardization Advisory Group (TSAG) Institute/Country: Geneva, Switzerland Source of Funding: ITU Start date and End Date/Duration: 21-25 September, 2020 Nominations:</p>	<p>The invitation has been extended to Ministry by ITU vide letter no: TSB Collective letter 6 TSAG/BJ on 4th March, 2020</p>	<p><i>MHRC directed HRD to forward the nomination to DITT</i></p>
c	<p>Course: 2020 Session of the Council Institute/Country: Geneva Source of Funding: No Clarity in funding Start date and End Date/Duration: 9-19 June, 2020 Nominations:</p>	<p>The invitation has been extended to Ministry by ITU vide letter no: DM-20/1001 on 10th March, 2020</p>	<p><i>MHRC directed HRD to seek clarification from MoFA for the need and the level of participation.</i></p>

5.1:Information Sharing:

The Ministry received a Note verbale from the ITU,Geneva with regard to the postponement and rescheduling of the following for information:

1. The World Summit on the Information Society forum 2020 (WSIS), originally scheduled from 6- 9 April 2020, has been postponed to 31 August to 4 September 2020
2. The AI for good Global Summit originally scheduled from 4-8May 2020 has been postponed to 21 to 25 September 2020.
3. The Telecommunication Development Advisory Group (TDAG) originally scheduled from 24 to 27 March 2020 has been postponed to 2 to 5 June 2020
4. The Radiocommunication Advisory Group(RAG) originally scheduled from 6 to 9 April 2020 has been postponed to 25 to 27

May 2020.

Other meetings in Geneva will take place as scheduled and participants who would not travel will be offered the option for remote participation. Further information on the ITU events can be found at the <https://www.itu.int/en/events/Pages/Calendar-Events.aspx>.

Decision : *MRHC noted the information shared by HRD.*

Agenda 6: Proposal to recruit Aerodrome Inspectors

The Ministry has received a letter from DoAT vide no. DoAT/ADD/2019-20/ , dated 18th February 2020 regarding the recruitment of Aerodrome Inspector as they currently do not have a designated staff for daily inspection prior to the commencement of operation. Since the inspectors will have to report to the airport early and carry out inspection on a daily basis, the ADD has requested for immediate recruitment of two VTI graduates with Civil Engineering background to work on shift basis.

Currently the ADD has deputed two of their technicians to do the inspection as part of their additional duty which may affect the quality of their work. Airside inspection is a crucial activity and the immediate recruitment of the two VTI graduates will ensure the safety of operation in the Paro International Airport.

Note: *DoAT has taken over the responsibilities from the Indian Air Force*

Submitted to MHRC for deliberation and directives.

Decision: *The MHRC endorsed the proposal for the recruitment of two VTI graduates with civil engineering background keeping in view the urgency and recommendation of the Department. HRD was directed to write to RCSC.*

Agenda 7: Administrative action against the two officials of RSTA Regional Office, Gelephu for administrative lapses

The Ministry received a letter vide letter no. ACC/DoI-IV/Case 32/2019-2020/1727 dated 5th March 2020 requesting the Ministry to take administrative actions against the two controlling officials Mr. Sonam Chopel, Chief RTO, RSTA Gelephu and Mr. Kinga Gyeltshen, Sr. RTO, RSTA, Gelephu as deemed appropriate as well as proportionate to the gravity of their lapses with regard to the embezzlement of government revenue by Tshering Choden, Admin Assistant, RSTA, Gelephu Region.

ACC had completed the investigation into embezzlement of government revenue at RSTA Regional Office, Gelephu by the dealing official Ms. Tshering Choden, Admin Assistant during the period 2016 to 2018. As highlighted in the audit report, the main factors leading to the embezzlement was due to weak internal controls, lack of proper supervision and monitoring by the two controlling officials. The controlling officials failed to follow the diligent procedure for collection of government revenue that resulted in significant financial ramification to the government.

A committee of five individuals was formed to review the case and it was noted that the case of suspected embezzlement occurred largely during Mr. Kinga Gyeltshen's tenure and that Mr. Sonam Chopel had taken over the responsibilities from Mr. Kinga Gyeltshen.

It was noted that Mr. Sonam Chopel (who is currently under EoL from 20/01/2020 till 19/01/2022) was already issued a reprimand order vide letter no. MoIC/HRM-09/2019/1814 date 19th March 2019 and the committee felt this would suffice as administrative action against him.

Mr. Kinga Gyeltshen has voluntarily resigned from his service from 04/07/2019. Since the system lapses occurred mostly during his tenure, the committee recommended levying a fine of an amount not exceeding one month's salary as per clause 19.12.11 of the BCSR 2018.

As per Section 19.12.11 A minor penalty shall consist of actions such as:

19.12.11.1 Reprimand, which shall be generally issued for:

a. Irregular Attendance;

- b. Lack of Driglam Namzhag;
- c. Unbecoming etiquettes and manners;
- d. Poor performance; and
- e. Carelessness and/or negligence of duties.

19.12.11.2 Fine of an amount not exceeding one month's salary;

19.12.11.3 Withholding of STT;

19.12.11.4 Withholding of one/two annual increments; and

19.12.11.5 Three or more reprimands or minor penalties would lead to a major penalty.

As per section 19.12.12 A major penalty shall consist of:

19.12.12.1 Withholding of annual increment for a period of three to five years;

19.12.12.2 Reduction of salary below the existing pay level but with entitlement to normal increments on due dates;

19.12.12.3 Reassignment;

19.12.12.4 Withholding of promotion;

19.12.12.5 Demotion to a lower Position Level/Position;

19.12.12.6 Withholding of LTT;

19.12.12.7 Compulsory retirement from service with post-retirement benefits; and

19.12.12.8 Dismissal or termination of service without post-retirement and other benefits, except one's own contribution.

Submitted to MHRC for deliberation and directives

Decision: *MHRC endorsed the recommendation submitted by the committee and directed HRD to submit the Action Taken Report to ACC with a copy to RAA and further directed HRD to convey the decision of the MHRC to Mr. Kinga Gyeltshen, Sr. RTO, RSTA Gelephu and Mr. Sonam Chopel, Chief RTO, RSTA Gelephu.*

Agenda 8: Superannuation of Mr. Bhimlal Suberi, Chief Planning Officer, PPD, MoIC

Mr. Bhimlal Suberi, Chief Planning Officer, PPD, MoIC was appointed in civil service in the year 1st April 1984. The date of birth recorded in the service book is 13th March 1962. He has completed 36 years in the service. He will be superannuating from service with effect from 13th March 2020 but, he will be relieved from service with effect from 1st April 2020 in accordance with clause 20.2.1.4 which states that “Unless otherwise specifically provided by the Rule, the actual retirement on superannuation shall be effective on the first day of the month following the actual date of retirement”.

As per Chapter 20, clause 20.2.1.1 of the BCSR 2018, A civil servant shall retire from service upon completion of the following superannuation age:

1. Executive & Specialist Category 60 years
2. Professional & Management Category 58 years
3. Supervisor & Support Category
 - a. SS4-SS1 58 years
 - b. S5-S1 56 years
4. Operational Category 56 years

As per chapter 20, Clause 20.2.1.2 of BCSR 2018, the HRC of the Agency shall have the authority to issue separation orders for civil servants of P1 and below upon completion of superannuation age and clause 20.2.1.3, the date of birth recorded in the service record

at the time of initial appointment of a civil servant shall be the basis to determine the date of retirement”.

As per the HR record, the official has no service and financial obligation to the Government. His retirement benefits shall be as per the BCSR 2018.

Decision: *MHRC endorsed the superannuating date as well as the relieving date and he will be paid till end of March 2020.*

Agenda 9: Request for contract extension of Ms. Sonam Yangden, Asst Information and Media officer, DoIM

HRD received a contract extension proposal of Ms.Sonam Yangden, Asst Information and Media, DoIM. Her contract term from 1st July 2019 to 30th June 2020. DoIM has recommended the contract extension for another one year with effect from 1st July 2020 till 30th June 2021 for further submission to RCSC for approval.

- As per the clause 5.9.1, chapter 5 of BCSR 2018, States that the contract shall be extended/renewed with the consent of both the employer and employee for terms not exceeding two years at a time,
- and further clause 5.9.3 states that Approval for all extensions and renewal shall be sought from the RCSC three months before the expiry of the contract term except for operational category which shall be approved by the Agency’s HRC subject to a month’s notice before the expiry of the contract term.
- The extension shall be processed as per the contract extension form Form 5/3.
- As per the clause 5.9.4 The criteria for contract extension and renewal shall be based on the following:
 - 5.9.4.1 Performance rating and feedback;
 - 5.9.4.2 Availability of vacancy;
 - and 5.9.4.3 Clean service history which shall not contain any record of indiscipline, adverse report, a misdemeanor, financial

dishonesty, or any act that is considered as a violation of the Civil Service Values and Conduct and Administrative Discipline.

Submitted for MHRC endorsement for further submission to RCSC for approval

Decision: *MHRC endorsed the contract extension proposal as recommended by DoIM*

Agenda 10: AoB

10.1 Reimbursement of Hotel expenses for Mr. Phub Gyeltshen, Dy. Chief Planning Officer, PPD and Ms. Tenzin Wangmo, Engineer, RSTA

Decision: *MHRC endorsed the reimbursement taking into consideration the recent COVID-19 situation in the country and the travel advisory issued by the Government. MHRC directed Phub Gyeltshen, Dy. Chief Planning Officer, PPD and Tenzin Wangmo, Engineer, RSTA to submit a note sheet along with all supporting documents to the Management.*

1. Secretary (Chairperson)

2. Director General, RSTA

3. Director, DoAT

4. Monira AY Tsewang , Offtg, Director, DoIM

5. Director, DITT

6. Officiating Chief, PPD (Phub Gyeltshen)

7. Pem Tshering, Legal Officer(Member)

8. Offtg. CHRO (Member Secretary)