

Mongar Dzongkhag Staff Welfare Scheme

Background

The Dzongkhag Administration, Mongar, has initiated a welfare scheme called **Mongar Dzongkhag Staff Welfare Scheme (MD-SWS)** in past years for the staff working in the Dzongkhag Office only. This scheme is a self help scheme wherein the members remit a fixed monthly contribution as a security coverage for his/her family members against death as defined in the Bye law.

The Staff Welfare Scheme under Mongar Dzongkhag was started a long time back to encourage comradeship among the staff and help to access financial support in times of emergencies & distress. Before, the monthly contribution amount was Nu. 200 and Nu.150 for different categories. However, the benefits for every category were paid equally without consideration of the position level. Such practice seems rationally unfair to some members. In absence of written Bye- Laws, it was a challenge for every member and coordinators while initiating such noble practices. In order to overcome such challenges, upon the instruction from hon'ble Dasho Dzongdag (Lungten Jamtsho), this written Bye-Law is being drafted, discussed with all the Staff working in Mongar Dzongkhag office. With support from all the staff during the consultation meeting held on 20th October 2023 in Old DT hall, this Bye-Law was approved for the implementation from 1st November, 2023 respectively.

Bye Laws

1.0 Introduction

- 1.1 The **"Mongar Dzongkhag Staff Welfare Scheme 2023"** (hereinafter referred to as **MD-SWS 2023**) shall be legally binding on all the members of the scheme.
- 1.2 **These revised guidelines will replace the earlier bye-laws / guidelines with effect from 1st November 2023.**
- 1.3 The MD-SWS shall be governed by the rules described hereunder and the same shall be subject to revision / amendment as and when necessary.
- 1.4 The MD-SWS shall be managed by a Management Committee as per the roles & responsibilities described under **Clause 8**.

2.0 Objectives of the MD-Staff Welfare Scheme:

The Objective of the MD-SWS shall be to:

- a) Provide financial assistance in times of emergencies & distress brought about due to the death of spouse / children / parents / in-laws;

3.0 Capital

The MD-SWS capital shall be composed of:

- a) Monthly contribution from individual staff members / subscriber, and
- b) Interest accrued on deposits in the saving scheme.

4.0 Membership:

4.1 All regular and contract employees of the Mongar Dzongkhag Office are required to subscribe to the scheme and contribute to the MD-SWS.

4.2 Regular and Contract employees are those falling in the following categories:

- a) National employees on regular roll,
- b) National employees on contract roll employed by RCSC, and
- c) National employees on consolidated pay scheme employed by RCSC.

5.0 Monthly Contribution:

5.1 All employees as described under clause 4.1 & 4.2 shall be required to contribute **Nu. 300/ per month**

5.2 The monthly contribution shall be remitted to the MD-SWS account from the member's savings account through submission of Standing Instructions (SI) by members only.

5.3 The monthly contributions shall be credited into the MD-SWS Saving Bank Account **101790276** maintained with the Bank of Bhutan Ltd., Mongar Branch.

6.0 Termination of membership:

6.1 Separated from the Dzongkhag Office due to transfer, Resignation, Termination, superannuation, death etc.....

6.2 A member may be expelled from the MD-SWS by the Management Committee for one or more of the following reasons:

- a) Deceiving the MD-SWS
- b) Being held responsible for any criminal offenses
- c) Attempting to weaken the financial credibility of the MD-SWS

6.3 Members so expelled shall forfeit their monthly contributions accrued & may be liable for administrative action.

- 6.4 In case if the member from the Management Committee of the MD-SWS who by chance attempts to weaken the MD-SWS, then it should be dealt with as per rules & regulations of Bhutan.

7.0 Management Committee:

- 7.1 The MD-SWS shall be operated & managed by the Management Committee. The Management Committee shall comprise a Chairman, Staff Secretary, Treasurer & other members.
- 7.2 The Chairman of the MD-SWS shall be the Dasho Dzongrab, Mongar Dzonkhag.
- 7.3 The Chairman shall nominate & appoint the Treasurer, member secretary and other members (if required) of the Management Committee.
- 7.4 The members of the MD-SWS Management Committee shall comprise of the following officials:
- a) Dzongrab, Dzonkhag Administration- Dasho Jamyang Cheda
 - b) Focal Accountant, Treasurer, Finance Division- Mr. Kinley Tenzin
 - c) Staff Secretary- Mr. Sonam Penjor, Adm. Asst
 - d) Human Resource Officer-Mrs. Wangchuk Lhamo
- 7.5 The Management Committee shall meet at least twice a year and all decisions taken by the committee shall be on consensus. Differences & disputes concerning the interpretation of the rules of these bye-laws and business of the MD-SWS shall be referred to the Management Committee and the decision of the Chairperson on such issues shall be final & binding.

8.0 Roles & Responsibilities of the Management Committee:

The Management Committee shall exercise all the powers of the MD-SWS and ensure that:

- a) All transactions are in accordance with the bye-laws;
- b) Accurate & true accounts are maintained on all money received and payments made thereof;
- c) The statement of receipts & disbursements are prepared & published together with the balance sheet, and bank reconciliation statements is presented in the Staff meetings;
- d) MD-SWS funds are invested in ventures that yield profitable returns, and
- e) Efficiency and goodwill prevail all round.

9.0 Roles & Responsibilities of the Chairperson:

The Chairperson shall be the supreme authority in all matters pertaining to the affairs of the management of MD-SWS. The Chairperson shall:

- a) Preside over all Management Committee meetings;
- b) Ensure that the members of the Management Committee are assigned duties & responsibilities and that they are discharged in full righteousness;
- c) Oversee the expulsion of members and consider their appeals;

- d) Conduct any business relevant to the MD-SWS;
- e) Order the auditing of the accounts.
- f) He/She shall counter-sign all cheques for payments

10.0 Roles & Responsibilities of the Staff Secretary:

The MD-SWS Manager shall:

- a) Conduct the current business of MD-SWS;
- b) Summon the meeting of the Management Committee whenever necessary & record its proceedings;
- c) Sign on behalf of the MD-SWS, conduct its general correspondence;
- d) Ensure that the contributions are received every month from the members and are deposited in time to the designated bank as specified under clause 5.3
- e) Ensure that proper & up-to-date accounts are maintained;
- f) He/She shall counter-sign all cheques for payments, and
- g) Perform any other duties as may be entrusted by the Chairperson

11.0 Roles & Responsibilities of the Treasurer:

The Treasurer shall be responsible for:

- a) All the money received by the MD-SWS;
- b) Making disbursements and maintaining proper accounts periodically;
- c) Preparing payment vouchers & Cheques;
- d) Making up-to-date accounts of receipts & payments;
- e) Assisting the Manager for day-to-day operation of the account;
- f) Ensure that all contributions are deposited within the stipulated period as per clause 5.3
- g) The Treasurer should execute a proper handing taking note on transfer and should inform the management accordingly.

12.0 Welfare payments:

12.1 Upon the demise of a declared dependent (MD-SWS 1.0) of a member of the welfare scheme, MD-SWS shall pay the members, benefits according to the following schedule:

Category	Welfare benefit Amount (Nu.)
1) Demise of Parents	25,000
2) Demise of in-laws	25,000
3) Demise of Children	25,000
4) Demise of Member	40,000
5) Medical Referral benefits	50,0000

Parents refer to only the biological ones.

Inlaw refers to biological parents of one's spouse.

Note: The above welfare benefit rates are in force w.e.f. 1st December 2023 till

12.2 Where no claim has been made by the subscriber during his/her tenure with Mongar Dzongkhag, 75% of his/her principal contribution to the MD-SWS (without interest) will be refunded on transfer, resignation and retirement/superannuation.

12.3 The remaining 25% of the contribution will remain in the scheme.

13.0 Other Payments from MD- SWS

13.1 Medical Benefit: Shall pay One Time Nu:50,000.00 as a medical welfare irrespective of N numbers of travels/ referrals made. It is payable only if a **member** is referred for medical treatment outside Bhutan upon production of a referral letter issued by the recognized medical institute of Bhutan. Must submit the complete MD-SWS form No.4

14.0 Procedures:

All procedures described hereunder for the operations of the MD-SWS shall be enforced strictly.

14.1 Membership:

All members should complete Form MD-SWS 1.0 & Form MD-SWS 2.0 and submit them to the Finance Division, MD. The forms shall be accompanied with a copy(ies) of Citizenship ID Card of member, Spouse, Marriage Certificate and Family Tree;

14.2 Welfare:

- a) Application for benefit claim should be submitted to the Manager, MD-SWS through the concerned Sector Head, and not later than three months after the demise of a dependent.
- b) Benefit shall be disbursed promptly by the MD-SWS Manager upon being notified of the demise of dependents' nominee.
- c) Within three months the beneficiary / member should submit Form MD-SWS 1.0 with the following documents:
 - a) Death verification certificate from Gup, OR
 - b) Death Certificate from Dzongkhag, OR
 - c) Death Certificate from Medical Officer /Hospital.

14.3 Transfers

- a) The member who is separating from the Mongar Dzongkhag office should submit the MD-SWS Form No. 3.0 before leaving the office officially.

14.4 Medical Benefit Claims

- a) A member who is referred outside Bhutan for medical treatment must submit the MD-SWS Form No.4 before departure or not later than 15 days after the arrival from medical treatment.

2. In the event of their demise, benefits as defined in the MD-SWS bye-laws, may be paid to me.
3. I hereby nominate and confer on _____, CID No. _____ the right to receive the entire amount that may be payable to me by the MD-SWS in the event of my death.

I hereby declare that the information given above are true and correct and I commit full responsibility thereof and I shall be liable for action as deem fit under the byelaws of MD-SWS (3rd Edition July 2023)

Date: _____



[Name & Signature]

Verified by: **Dzongkhag Census Officer**

(Signature, Name & Seal) to be used.

Approved by: **Staff Secretary**

(Signature, Name & Seal) to be used.

Benefit Claim & Verification

IMPORTANT: This Form is to be submitted within three months for the release of benefit with a death certificate issued by Hospital / Dzongkhag / Gup.

1. Name of Member: _____
2. Present Address : _____
3. Village: _____ Gewog: _____ Dzongkhag: _____
4. CID.No: _____ Contact # _____
5. Claim for (Tick the relevant one below)
Death of: Spouse / Child / Father / Mother / Father-in-law / Mother-in-law / Member
Name: _____; Age: _____ CID No. _____
6. Beneficiary Account # : _____
7. Document enclosed : [Tick the relevant one]
 - a) Verification Certificate from Gup, OR
 - b) Death Certificate from Dzongkhag, OR
 - c) Death Certificate from Medical Officer
 - d) Marriage Certificate
 - e) Family Tree

I hereby declare that all the information provided here is true and accurate

Signature of the applicant

Verification by Sector Head

I hereby declare that information provided by the applicant is true to the best of my knowledge and as per the record maintained in this office.

Name: _____

Date: _____

Signature with Office seal: _____

Approved by MD- SWS Staff Secretary

FORM MD-SWS - 3.0

Verification for Benefit Claim on Transfer / Resignation / Retirement

IMPORTANT: This Form is to be submitted within three (3) months for the release of benefit with transfer order / relieve order / resignation acceptance order / retirement order issued by the concerned competent authority.

1. Name of Member / Beneficiary: _____
2. RCSC EID. No: _____; CID No: _____
3. Present Address : _____
4. Village: _____Gewog: _____ Dzongkhag: _____
5. Date of Joining MD-SWS: _____ Contact #: _____
6. Total contribution made from the start to date: _____ (Please use a separate sheet to work out the details).
7. Claim for (Tick the relevant one below)

Transfer / Resignation / Retirement

Name: _____

Age: _____ Citizenship ID No _____
8. Beneficiary Account # : _____
9. Document enclosed : Tick the appropriate one
 1. Resignation acceptance order, OR
 2. Transfer Order, OR
 3. Retirement Order

I hereby declare that all the information provided here is true and accurate

Signature of the applicant

Verification by Sector Head

I hereby declare that information provided by the applicant is true to the best of my knowledge and as per the record maintained in this office.

Name: _____

Date: _____

Signature with Office seal: _____

Approved by MD- SWS Staff Secretary

FORM MD-SWS - 4.0

Verification on Medical Benefit Claim

IMPORTANT: This Form is to be submitted before departure or not later than 15 days after the arrival in Bhutan from medical treatment.

10. Name of Member : _____

11. RCSC EID. No: _____; CID No: _____

12. Present Address : _____

13. Village: _____ Gewog: _____ Dzongkhag: _____

14. Beneficiary Account # : _____

15. Hospital Referred By: _____

16. Country & Hospital Name (Referred To) : _____

17. Document enclosed : **Medical referral letter**

I hereby declare that all the information provided here is true and accurate

Signature of the applicant

Verification by Sector Head

I hereby declare that information provided by the applicant is true to the best of my knowledge and as per the record maintained in this office.

Name: _____

Date: _____

Signature with Office seal: _____

Approved by MD- SWS Staff Secretary

Definition

1. **Member:** All regular and contract employees of Mongar Dzongkhag Office who have subscribed to this welfare scheme and contributed to MD-SWS on a monthly basis.
2. **Member's Parents:** Refers to the father and mother of the member only and **their census must be together with the member (Evidence from Family Tree)**. In case, if one or both the parents expired, the member can declare anyone from his/her family member as a member's parent provided the benefits were not claimed before.
3. **Member's in-laws:** Refers to father and mother of the member's spouse only and **their census must be together with the Spouse (Evidence from Family Tree)**. In case, if one or both the member's in-laws expired, the member can declare anyone from his/her Spouse family member as a member's in-laws provided the benefits were not claimed before.
4. **Step-Children:** Belongs to member/member's spouse's son or daughter substantiated by the census document and must be declared.