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རྫོང་ཁག་བདག་སྐྱོང་།  
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**Royal Government of Bhutan**  
**DZONGKHAG ADMINISTRATION**  
**TSIRANG**



Ref.No.TD/HR-13/2017-2018/ 475

Date:7/8/2017

**Notification**

The Dzongkhag Administration, Tsirang would like to notify all civil servants working within the Dzong Premises and Municipal Office that the Tsirang Dzongkhag Scheme for 'Farewell' for Civil servants moving out on Transfer, Resignation and Superannuation, 2017 will come into force with immediate effect.

The Terms and Conditions of the Scheme will be governed by the Scheme for 'Farewell' for Civil servants moving out on Transfer, Resignation and Superannuation, 2017 which will be circulated to all the staff.

We would like to thank you all for the continued support and cooperation to this important scheme.

(Ngawang Pem)  
Dzongdag

CC:

- 1. Dzongrab, Dzongkhag Administration, Tsirang for information
- 2. All Sector Heads, Dzongkhag Administration, Tsirang for information.
- 3. Office Copy.
- 4. Notice Board.



**Scheme for 'Farewell' for Civil servants  
moving out on Transfer, Resignation and  
Superannuation, 2017**

**Dzongkhag Administration**

**Tsirang**

**Task Force Members:**

- 1. Ngawang Pem, Dzongdag ( The Chairperson)**
- 2. Namgay Dorji, Sr. Dzongrab**
- 3. Tshering Dorji, ICTO**
- 4. Jangchu Dorji, Legal Officer**
- 5. Sonam, Offtg. DAO**
- 6. Prakash Chandra, Accounts Assistant**
- 7. Kinley Choden, Asst. HRO**

### ***Preamble***

Whereas, the Dzongkhag Administration considers the welfare as equally important as health and safety, this administration has initiated the scheme “of, by and for” civil servants working in the Dzong premises and the municipal office; and decided to review the on-going practices of providing these scheme during the general staff coordination meeting held on July 06, 2017; do hereby enacts this bye-law, here-in-after to be called and referred to as the “Scheme for ‘Farewell’ for Civil servants moving out on Transfer, Resignation and Superannuation, 2017” as follows.

#### **Article 1: Purpose**

This Dzongkhag Scheme on Transfer, Resignation and Superannuation 2017 shall apply to all the civil servants who shall “*go on transfer or resignation or superannuation*” but currently working in the “*Dzong premises*” and municipal office under the direct supervision of Dzongda, or as the case maybe Dzongrab or Sector Head, and shall come into force with immediate effect.

Provided that the civil servants undertaking Extra Ordinary Leave or Studies, whether short-term or long-term, shall not be eligible under this rule. However, upon joining the service, the entitlement shall remain *status quo* and shall be eligible whatever benefits therein.

#### **Article 2: Membership**

All the civil servants “*Working in Dzong Premises and municipal office*” shall be a member. The membership shall remain recorded after his/her appointment order *per se*.

Provided that this scheme shall not apply to those civil servants working in Gewog, Basic Health Units, Hospital and other institution that has been delineated and stationed in their respective working place.

However, the member shall cease to be a member upon transfer or suspension or resignation or termination, whichever is applicable.

### **Article 3: Admissibility of Dzongkhag Scheme on Transfer, Resignation and Superannuation**

Notwithstanding anything contained in Article 2 of this Rule, all the civil servants, whose tenure while serving in the Dzongkhag Administration, shall be eligible for the following scheme categorized as “**Schedule I**” and “**Schedule II**” here under.

#### **3.1. Schedule I**

All the civil servants falling under O, SS, P&M and Ex/Es category as provided under Bhutan Civil Service Rules and Regulations (BCSR), 2012 shall be covered up in schedule I and shall be payable as follows:

**i. Category A: Less than two year**

The member civil servants falling under this category shall be eligible for one's own contribution only in addition to farewell party by offering Simple refreshment.

**ii. Category B: Two Years to Less than five years**

The member civil servants falling under this category shall be paid a sum of Nu. 10,000.00 (Ten Thousand Only) in addition to farewell party by offering Simple refreshment.

**iii. Category C: Five Years and above**

The member civil servants falling under this category shall be paid a sum of Nu. 15,000.00 (Fifteen Thousand Only) in addition to farewell party by offering Simple refreshment.

#### **3.2. Schedule II**

All the civil servants falling under ESP and GSP category as provided under Bhutan Civil Service Rules and Regulations (BCSR), 2012 shall be covered up in this schedule and be payable as follows:

**i. Category 1: Resignation**

Schedule II civil servant who resigns before the superannuation age shall be paid a sum of Nu. 10,000.00 (Ten Thousand Only) in addition to simple refreshment

**ii. Category II: Superannuation**

Schedule II civil servant superannuates after serving in the civil service age shall be paid a sum of Nu. 20,000.00 (Twenty Thousand Only) in addition to simple refreshment.

#### **Article 4: Deductions**

The respective accountant, under the juristic control of the Accounts Officer as the disbursement officer, shall deduct the "equivalent net amount payable *cum* expenses incurred there under from schedule I members" to the civil servant who is on transfer or resignation or superannuation as applicable.

Provided that such deductions shall be notified to all the members whose money has been deducted from his/her monthly salary.

Provided further that "the members in schedule II of this rule shall pay 20% of the amount deducted from the schedule I members in this rule".

#### **Article 5: Co-ordination**

The Human Resource Officer (HRO), in whose absence the officiating HRO as the case maybe, shall coordinate the program in close consultation with relevant Sector Head.

#### **Article 6: Orientation of New Member (s)**

Any new member, upon joining this agency, shall be oriented on this rule by the Human Resource section and the concerned Sector Head.

#### **Article 7: Amendment**

The amendment of this Rule by way of addition, variation or repeal shall be affected on the decision of Dzongda (The Chairperson) and the committee (*ad hoc committee*) constituted thereon.