

## **Guidelines for Work from Home (WFH) for Tsirang Dzongkhag**

This guideline for Working from Home (WFH) has been developed with reference to the guideline for WFH developed by RCSC. The guideline will help guide employees at Tsirang Dzongkhag to deliver the services to clients and relevant stakeholders effectively.

### **Objective of working from Home**

This guideline for remote working from home is for all Civil Services under Tsirang Dzongkhag as a measure to reduce spread of COVID-19. It has now become imperative to be prepared for the eventuality of disruptions to our normal work, to whatever degree it may unfold. In light of occurrence of such events, it can bring our services and workforce to a standstill with physical distancing and other measures like the possibility of lockdowns. In such situations, the health and safety of staff as well as clients should be accorded the highest priority. Building an effective remote team would enable us to operate beyond the confines of a physical office and facilitate continuity of essential services.

The guideline outline the protocols of official communications and reporting, fixing accountability, protocol on document movement and protocol on use of government resources for work from home. However, Taskforce members may not necessarily work from home as they are designed to work from Emergency Operation Centre located at Damphu Municipal Office during Blackout and Lockdown Period. In addition, the Taskforce members can move within Dzonkhag to cater services and monitor Blackout and Lockdown period observation.

### **A. Resources Requirement for WFH**

For WFH to work more effectively following resources are must haves:

1. Laptop/ Desktop (with wireless facility)
2. Printer
3. Smart Phones

### **B. Communication Protocol**

1. All WFH information will be accessible from Tsirang Dzongkhag Website and Facebook page
2. Personal Details and Contact Number of Sector Heads and GAOs in Tsirang Dzongkhag is available on Dzongkhag website and facebook page
3. Primary Communication channel (ICT Tool Box) for Tsirang Dzongkhag would be as follows:
  - i. Email
  - ii. Whatsapp group
  - iii. Telegram group
  - iv. Google meet
  - v. Zoom meet
  - vi. Phone call and SMS

#### 4. Internal Communication

- i. All internal communication hierarchy within the organization will be as per the existing delegation of authority.
- ii. Sectors heads are expected to set a clear target and clear deadline;
- iii. Sector heads are required to manage their Task through their own task management tool, for keeping track of task and to get status update from members.
- iv. Sector Heads shall create their own internal protocol (Ground rules) on how and when the teams will coordinate and meet depending on their nature of work, and also how tasks will be managed.
- v. Sector Heads shall also maintain document movement and equipment movement log for their own division.

#### 5. External Communication

- i. All external communication will either be signed by Dasho Dzungdag/ Dasho Dzunggrab/Sector Heads depending on the existing delegation of authority.
- ii. All outgoing letters dispatch numbers to be fetched and recorded in the online dispatch number management system.
- iii. The scanned copy of the letter should be reverted back to the person concerned by email or Whatsapp and the person concerned.
- iv. And the hard copies should be filed and given back to office once WFH is lifted

Contact details of Sector Heads and GAOs under Tsirang Dzongkhag:

S L N o.	Name	Position Title	Contact No.	Mail ID
1	Pema	Dzungdag	17989818	<a href="mailto:pema@tsirang.gov.bt">pema@tsirang.gov.bt</a>
2	Namgay Dorji	Sr. Dzunggrab	17699248	<a href="mailto:ndorji@moe.gov.bt">ndorji@moe.gov.bt</a>
3	Kintu	Chief Engineer	17993385	<a href="mailto:kintu@tsirang.gov.bt">kintu@tsirang.gov.bt</a>
4	Rinchen Gyeltshen	Chief Education Officer	17967002	<a href="mailto:rgyeltshen@moe.gov.bt">rgyeltshen@moe.gov.bt</a>
5	Gyem Tshering	Dy. Chief Livestock Officer	17692064	<a href="mailto:gyemtshering@tsirang.gov.bt">gyemtshering@tsirang.gov.bt</a>
6	Dorji Wangdi	Dy. Chief Environment Officer	17807474	<a href="mailto:dorjiwangdi@tsirang.gov.bt">dorjiwangdi@tsirang.gov.bt</a>
7	Dorji Gyeltshen	Sr. Agriculture Officer	17612857	<a href="mailto:dorjigyeltshen@tsirang.gov.bt">dorjigyeltshen@tsirang.gov.bt</a>
8	Lobzang Tshering	Sr. Health Officer	17151676	<a href="mailto:ltshering@tsirang.gov.bt">ltshering@tsirang.gov.bt</a>
9	Kelzang Jamtsho	Sr. Culture Officer	17160926	<a href="mailto:kjamtsho@tsirang.gov.bt">kjamtsho@tsirang.gov.bt</a>
10	Tshering Dorji	Sr. Information and Communication Technology Officer	17609150	<a href="mailto:tdorji@tsirang.gov.bt">tdorji@tsirang.gov.bt</a>
11	Sonam Yoezer	Sr. Census Registration Officer	17871277	<a href="mailto:syodzer@tsirang.gov.bt">syodzer@tsirang.gov.bt</a>
12	Sonam Phuntsho	Sr. Dzongkhag Tshogdu Secretary	17888883	<a href="mailto:sphuntsho@tsirang.gov.bt">sphuntsho@tsirang.gov.bt</a>
13	Langa Dorji	Sr. Economic Development Officer	17947641	<a href="mailto:langadorji@moea.gov.bt">langadorji@moea.gov.bt</a>
14	Kinley Choden	Human Resource Officer	17847869	<a href="mailto:kinleyc@tsirang.gov.bt">kinleyc@tsirang.gov.bt</a>
15	Karma Wangmo	Sr. Planning Officer	17508179	<a href="mailto:karmawangmo@tsirang.gov.bt">karmawangmo@tsirang.gov.bt</a>
16	Chhimi Dorji	Sr. Beautification Officer	17994373	<a href="mailto:Chhimidorji@moaf.gov.bt">Chhimidorji@moaf.gov.bt</a>
17	Achu Doya	Dzongkhag Land Registrar	17449176	<a href="mailto:adoya@tsirang.gov.bt">adoya@tsirang.gov.bt</a>
18	Karma Tshering	Procurement Officer	77196224	<a href="mailto:ktshering@tsirang.gov.bt">ktshering@tsirang.gov.bt</a>
19	Dawa Dem	Asst. Finance Officer	17586795	<a href="mailto:ddem@tsirang.gov.bt">ddem@tsirang.gov.bt</a>

20	Karma Sonam	Offtg Election Officer	17660214	ksonam@ecb.gov.bt
21	Pema Jamphel	Sr. Dzongkhag Statistical Investigator II	17602157	pjamphel@tsirang.gov.bt
22	Ugyen Lhamo	PA to Dzongdag	17814696	ulhamo@tsirang.gov.bt
<b>GAOs</b>				
Sl. No	Name	Position Title	Contact no.	Gewog
1	Dorji Dema	Gewog Administrative Officer	17744850	Barshong
2	Mindu Wangzom	Gewog Administrative Officer	17878846	Gosaling
3	Dorji Dema	Gewog Administrative Officer	17311766	Kikorthang
4	Pema Dragay	Gewog Administrative Officer	17242344	Mendelgang
5	Yeshey Rinzin	Gewog Administrative Officer	17867850	Patshaling
6	ChetenGyeltshen	Gewog Administrative Officer	17289772	Phuntenchu
7	Ugyen Tshomo	Gewog Administrative Officer	17489895	Rangthaling
8	Kaluen Zangpo	Gewog Administrative Officer	17600146	Sergithang
9	Kinley Wangmo	Gewog Administrative Officer	77326349	Shemjong
10	Sherab Gyeltshen	Gewog Administrative Officer	17719467	Tsholingkhar
11	SonamPhuntsho	Gewog Administrative Officer	17616091	Dunglagang
12	Tsewang Tamang	Offtg. Gewog Administrative Officer	17578725	Tsirangtoe

### C. General Tips for WFH

1. Be responsive and active in responding to calls, SMS, Whatsapp messages by checking your mail and internal communication system time to time
2. Show your work, Make sure that everyone on your team gets an update on what you have done and it is as detailed as possible.

### D. General Do's and Don'ts

Do	Don't
Stay Home and limit the number of visitors coming into your space to only very essential visitors.	Organise or attend social gathering like dinner parties, meeting up with friends or make unnecessary visits to hospitals and other public places
Plan gainful engagements or pursue hobbies like reading, listening to music, writing or giving time to family and children.	Get into alternate employment/engagements like operating businesses, driving taxis, manning shops or working in any commercial establishments etc.
Maintain at least 6 feet distance from others when going out to do essential errands such as buying food, get necessary health care, take care of relatives, etc.	Engage in contact sports like playing football, volleyball, or other group games like Khuru/Archery etc where there is possibility to come into close contacts with others

Maintain personal hygiene like washing hands frequently for at least 20 seconds and using hand sanitizer.	Leave the duty station without informing immediate supervisor
Keep yourself healthy through exercise like solitary walks or jogs and having a balanced diet.	Change contact addresses or contact numbers without prior information to your immediate supervisor
Keep updated about organisational activities and be ready to be called to duty at any time.	Use public transportation (Bus, Taxis) unnecessarily
Update yourself with the news and follow BBS, the Ministry of Health Facebook page and website and PMO's facebook page and twitter handle for updates on Covid 19 outbreak.	Spread rumours and fake news which might lead to unnecessary fear and panic amongst the public.
Seek appropriate medical assistance if you develop flu like symptoms	