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ཚོང་ཁག་བདག་སྐྱོང་།
ཚི་རང་།



Royal Government of Bhutan
Dzongkhag Administration
Tsirang

TD/DzongkhagWelfareScheme/2022-2023/ 198


21 July, 2021

Notification

The Dzongkhag Administration, Tsirang would like to notify all the civil servants working within the Dzong and Dzongkhag Veterinary Hospital that ,the Dzongkhag Semso Scheme 2022 will come into force with effect from 26th July 2022.

The terms and Conditions of scheme will be governed by the **Dzongkhag Semso Scheme 2022 By-Laws** which will be circulated to all staff and copy shall be uploaded in the Dzongkhag website.

The Administration would like to thank you all for the continued support and cooperation to this importance scheme.


(Karina Dorji)
Offtg. Dzongdag

CC:

- 1/ All Sector Heads, DAT for necessary action.
- 2/ ICTO, DAT to upload in Dzongkhag Website
- 3/ Office Copy



Dzongkhag Welfare Scheme, 2022

**Dzongkhag Administration
Tsirang**

Preamble

Whereas, the Dzongkhag Administration considers welfare as equally important as health and safety, this administration has initiated the Dzongkhag welfare scheme “of, by and for” civil servants working in the Dzong premises and zongkhag Veterinary Hospital. The Dzongkhag staff and staff working under Dzongkhag Veterinary Hospital decided to review the protocol of the scheme. This bye-law was enacted , here-in-after to be called and referred to as the **Dzongkhag Welfare Scheme** with effect from 26th July, 2022.

Article 1: Purpose

This Dzongkhag Semso Scheme shall apply to all the civil servants during the demise of:

1. The member himself or herself; or
2. The spouse of the member; or
3. The biological children of the member (only the live births in case of child delivery incidents)
4. The biological parents of the member; or
5. The biological parent-in law (if both husband and wife is the member of this scheme both are eligible for the semso)

The civil servants on Extra Ordinary Leave (EOL) and Study Leave shall be covered by this scheme only if their contribution to the scheme continues.

Article 2: Membership

The civil servants working in the Dzong premises, Dzongkhag Veterinary Hospital and municipal office shall be a member by default. However, they can opt out of the scheme by submitting a written application to the Head of the Agency routing through their sector head. Withdrawals will be accepted with the condition that the individual must refund the amount received with the deduction of the total contribution made if the individual has received the semso.

This scheme shall not apply to those civil servants working in Gewog, Basic Health Units, Hospital and other institutions that have been delineated and stationed in their respective working place.

However, an individual shall cease to be a member upon transfer or resignation or termination, whichever applicable.

Article 3: Admissibility to Dzongkhag Welfare Scheme

All members of the scheme shall be eligible for the following categories of semso depending on the incident



- i. **Category A: Demise of the member**
a sum of Nu. 75,000.00 (Ngultrum Seventy five thousand only) only be paid as a semso.
- ii. **Category B: Demise of the member's spouse**
a sum of Nu. 50,000 (Ngultrum Fifty thousand only) only be paid as a semso.
- iii. **Category C: Demise of the member's biological children**
a sum of Nu. 30,000((Ngultrum thirty thousand only) only be paid as a semso.
- iv. **Category D: Demise of the member's biological parents**
a sum of Nu. 30,000 ((Ngultrum thirty thousand only) only be paid as a semso.
- v. **Category D: Demise of the member's parent-in-law**
a sum of Nu. 30,000 ((Ngultrum thirty thousand only) only be paid as a semso.
- vi. **Category E: Both Husband and wife are member of semso scheme**
If husband and wife are members of this semso scheme, a sum of Nu. 60,000((Ngultrum sixty thousand only) only be paid as a semso.

Article 4: Claim Process

1. Members shall apply to the Head of Agency in the event of demise of his/her dependent specified in this scheme along with a death certificate and household information duly signed by the Census Officer .
2. The HR Section shall disburse semso amount within 7 days only upon receipt of all the required documents.



Article 5: Fund Management

The Administration and Finance Division Head (AFD), Dasho Dzongrab and the Human Resource Officer shall administer the joint account that will be maintained with Bank of Bhutan limited. A sum of Nu. 1000(one thousand) each shall be collected from every member by Sector heads concerned, and deposited in the account as seed money by the end of July 2022. A monthly contribution of Nu 300 each shall be deducted from the monthly salary of every member. Any new members joining the scheme through appointment and transfer shall have to deposit Nu. 1000 as membership fee in the welfare account and provide SI for deduction of Nu 300 from their salary every month beginning 26th of the joining month.

The expenditure incurred for semso shall be booked from the Dzonkhag Semso Scheme account maintained with the Bank of Bhutan. Since, the amount collected caters to both Dzonkhag Semso Scheme as well as Farewell Scheme, the committee has the right to collect additional money if the payable amount exceeds the actual collection.

Article 6: Coordination

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 7: Orientation of new Member (s)

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

Article 8: Amendment

The Amendment of this rule by way of addition, variation or repeal shall be affected on the decision of Dzonгда (The Chairperson) and the committee (ad hoc committee) constituted thereon.

