

RULES AND REGULATIONS
OF
STAFF WELFARE FUND (SWF)
2023
(Effective from 01.07.2023)
Punatsangchhu - II Hydroelectric Project Authority
(PHPA-II)
Bjimthangkha : Wangdue

1. Introduction

- 1.2 Considering welfare as equally important as health and safety for PPHA-II staff, Punatsangchhu-II Hydroelectric Project Authority has initiated the Punatsangchhu-II Hydroelectric Project Staff Welfare Fund (SWF), whereby members and their dependents can receive financial relief in times of need;
- 1.3 The operation of the scheme and its membership rights and duties will be governed by this Rules and Regulations;
- 1.4 The activities of SWF, PPHA-II shall be limited to the employees of PPHA-II.
- 1.5 The Rules and Regulations of Staff Welfare Fund (SWF) 2023 shall come into force with retrospective effect from 01.07.2023 in supersession to SWF rule 2018

2. Objectives

- 2.1 Provide collective financial assistance/relief to a member when a personal tragedy such as death occurs in his/her family;

3. Sources of Fund

- 3.1 Membership fee (Initial Non-Refundable Deposit) of Nu. 1,000.00,
- 3.2 Monthly Membership Contribution of Nu. 300.00, and
- 3.3 Donations, interest etc.

3.3 Scope of payment:

1. Payment of semso as per the rules and regulations of the SWF 2023
2. Payments as per Clause 8.7 and Clause 8.10
3. Payment as per dissolution clause of the SWF scheme

4. Welfare Fund Management

- 4.1 A separate Savings Bank Account shall be opened and maintained with the partner financial institution (Bank of Bhutan Ltd., Wangdue) for management of the scheme;
- 4.2 The accounts of the Fund shall be operated by the Secretary and Treasurer;
- 4.3 The report on the scheme will be published annually;
- 4.4 The scheme shall be subject to audit by internal Auditor.
- 4.5 Schedule of monthly receipts, payments and bank reconciliation shall be maintained as per the prescribed format (Annexure - 1).

5. Membership and Coverage

- 5.1 Membership is for Bhutanese employees (secondment/contract of PHPA-II);
- 5.2 *On transfer (outside PHPA-II), resignation and retirement the member shall cease to be membership of SWF, PHPA-II. If a member has not claimed any benefits under the SWF scheme, the member shall be entitled for a refund of proportionate 75% amount which shall be calculated based on fund balance vis-à-vis the member's total contribution. For the purpose of calculating the refund amount, non-refundable membership fees amounting to Nu. 800,000.00 shall be kept aside i.e.,*

$$\text{Refund Amount} = \frac{75}{100} \times \left\{ \left[\frac{\text{Member's accumulated contribution}}{\text{All members' accumulated contribution}} \right] \times \left[\text{Fund Balance} - \text{Nu. 800,000} \right] \right\}$$

- 5.3 Voluntary termination of membership shall be allowed only after completion of 2 years as a member and the refund in which case shall be governed as in Para 5.2. Any such withdrawal from membership before this specified period shall result in forfeiture of his/her contribution to SWF and he/she shall not be allowed as a member of SWF again. One month advance notice in writing shall be given by the member to the Secretary, SWF, PHPA-II. the case shall be discussed in the Committee for such withdrawal of membership. A member who withdraws from the SWF, PHPA-II will not be allowed to join the SWF, PHPA-II again;
- 5.4 A person or persons intending to become a member (s) of SWF, PHPA-II shall submit acceptance letter to Personnel wing, PHPA-II to deduct one time membership fee of Nu. 1,000.00 and monthly contribution of Nu. 300.00 from monthly salary upon joining.
- 5.5 The member shall be expelled from SWF, PHPA-II by the welfare committee for one or more reasons mentioned below:
- 5.5.1 If he/she deceives SWF, PHPA-II;
- 5.5.2 If he/she is for any criminal offense;
- 5.5.3 If he/she causes any serious breach of the rules and regulations.
- 5.6 The scheme shall cover member's direct dependents. Members must nominate and indicate a primary nominee among the dependents to Personnel wing;
- 5.7 Those members who do not have any direct dependents can nominate at least one person as a representative to receive the admissible benefit upon his/her demise;
- 5.8 SWF member who has received a semso should compulsory remain as member till he/she leaves the project.

6. Benefits

- 6.1 In the event of death of a member, a Welfare Grant of the following amounts shall be paid to the living nominee of the member.
- 6.1.1 Nu. 80,000.00, if the member has held the membership for 5 years & above;
 - 6.1.2 Nu. 70,000.00, if the member has held the membership for more than 3 years and below 4 years
 - 6.1.3 Nu. 60,000.00, if the member has held the membership for 3 years & below.
- 6.2 A sum of Nu. 60,000.00 shall be payable in the event of the death of any of the following family members declared/enlisted in the Personnel Wing's record, PHPA-II. However, a maximum of only two claims shall be allowed in case of one/single SWF member.
- 6.2.1 His/her parents and/or his /her spouse's parents;
 - 6.2.2 His/her legal spouse; and
 - 6.2.3 His/her children above 9 years old.
- 6.3 A sum of Nu. 30,000.00 shall be payable in the case of demise of children aged 9 years and below (except abortion and miscarriage).
- 6.4 **If there are more than one SWF members from the same family (e.g., husband and wife, siblings) a maximum of three claims shall be allowed in total/together.**

7. **Claim procedures**

- 7.1 Claimant shall submit the application to the Secretary of SWF, PHPA-II duly recommended by his/her supervisor at AE and above level. Death certificate shall be submitted within 45 days failing which the semso amount shall be recovered from the employee's salary.
- 7.2 Secretary of SWF shall verify nominee declaration from the record maintained by Personnel wing and may approve or reject the claim/s.
- 7.3 The disbursement of Welfare Grant approved by the Secretary shall be made by the Treasurer on priority;
- 7.4 The Secretary, Treasurer and one of the committee members of SWF, PHPA-II shall be the signatories to the SWF, PHPA-II Account. The cheque shall be signed jointly by any two of these three signatories.

8. **Administration**

- 8.1 The Welfare Committee comprises of a Chairman, Secretary, Treasurer and six members. The committee members should be the members of SWF PHPA-II;
- 1.3 The day-to-day affairs of SWF, PHPA-II shall be managed by the Welfare Committee;
- 8.3 The Joint Managing Director, PHPA-II shall be the Chairman of the Welfare Committee who shall appoint Secretary, Treasurer and six members for three years term;
 - 8.3.1 Nomination of candidate will be done by the committee member and approved by the Chairman
 - 8.3.2 The nominated candidate shall be appointed through voting by SWF members.
 - 8.3.3 Selected committee members shall be submitted to Chairman for endorsement.
 - 8.3.4 In case vacation of office before the completion of tenure, the Secretary will submit the name to the chairperson for endorsement as per the earlier voting result or resort to selection of new member through voting.
- 8.4 An office bearer shall cease to hold office if he/she is found to be of unsound mind;
- 8.5 The Welfare Committee shall meet as and when necessity arises and all matters directly or indirectly related to SWF shall be resolved based on consensus of the committee. Any dispute concerning interpretation of provisions under its rules and regulations, business of SWF, shall be referred to chairman whose decision shall be final and binding;
- 8.6 The Welfare Committee shall fairly exercise all the powers of the SWF, PHPA-II and ensure that:
 - 8.6.1 All their transactions are in accordance with these Rules and regulations;
 - 8.6.2 Accurate and proper accounts of all money received and spent are maintained.
 - 8.6.3 A register of members is kept, revised and updated periodically;
 - 8.6.4 A statement of receipts and payment are prepared and laid before the committee annually;
 - 8.6.5 A procedure is strictly followed to examine the accounts, expenditure and to supervise the maintenance of the prescribed registers and to pass the annual reports;
 - 8.6.7 A procedure is followed in registration of an employee to the SWF, PHPA-II; and
 - 8.6.8 Promptness, efficiency and good will prevail throughout in operation of the SWF scheme.
- 8.7 The operating expenses as and when required shall be met from the SWF account on the approval of the Secretary, to a maximum of Nu. 15,000/- per annum;
- 8.8 The Committee shall meet twice a year to review the financial position of SWF;
- 8.9 The SWF Committee may, from time to time, amend the rules and Regulations as deemed necessary and fit;
- 8.10 Honorarium of Nu. 1,000 per month to the Treasurer shall be paid as approved by SWF committee on 3rd March 2016.

9. SWF Committee Members Terms of Reference

- 9.1 The Chairman shall be the supreme authority in all matters relating to the affairs and management of SWF, PHPA-II. The Chairman shall see that every member of the Welfare Committee is allocated duties and holds a post where he/she has to handle cash, books, papers, bank account (or any other property of SWF, PHPA-II in full righteously);
- 9.2 The Chairman shall preside over all meetings and shall transact the following business:
 - 9.2.1 Consideration of the Annual Report, the audit statement of accounts;
 - 9.2.2 Fixing of maximum limit of grant to be paid to a member in distress;
 - 9.2.3 Amendment of the Rules & Regulations;
 - 9.2.4 Expulsion of member and appeal thereon;
 - 9.2.5 Any other business relevant to SWF, PHPA-II; and
- 9.3 The powers and duties of the Secretary:
 - 9.3.1 Conduct the current business of the SWF, PHPA-II and perform all duties entrusted by the Welfare Committee;
 - 9.3.2 Summon the meetings of the committee and record their proceedings;
 - 9.3.3 Sign on the behalf of SWF, PHPA-II and conduct its correspondence and operate the SWF scheme;
 - 9.3.4 Incur contingent expenditure subject to the sanction of Committee and budget estimates;
 - 9.3.5 maintain correct and keep up-to-date register of members;
 - 9.3.6 be responsible for the proper and punctual maintenance of accounts including a cash book and ledger showing the accounts of SWF, PHPA-II; and
 - 9.3.7 Other works as may be entrusted by the chairman.
- 9.4 The powers and duties of the Treasurer:
 - 9.4.1 Treasure shall be In-charge of all money received by SWF, PHPA-II and shall make disbursement in accordance with the instruction of the Welfare Committee and the Chairman duly authorized on the behalf;
 - 9.4.2 be responsible for maintenance of cash book, bank accounts and relevant ledgers as decided by the Welfare Committee;
 - 9.4.3 to prepare and submit the annual Accounts to the Committee for examination before issuing the annual Reports for circulation to the members of SWF.

10. Dissolution of the scheme

The SWF scheme shall be operated till dissolution of PHPA-II. On dissolution, balance fund if any shall be donated to The His Majesty's Kidu Fund or Nyekhang of PHPA-II.

11. Forms

11.1 Acceptance letter to become member and claim form.

11.2 Claim form

A. Schedule of Monthly Receipts and Payments

Amount in Ngultrum

Sl. No.	Receipts			Payments		
	Particulars	Amount	Progressive Amount	Particulars	Amounts	Progressive Amount
1.						
2.						
3.						
TOTAL						

Note:

Under particulars, month wise total amount to be entered with brief description.

B. Quarterly Bank Reconciliation of PHPA - II SWF Account No.

Amount in Ngultrum

Sl.	Particulars	(Quarter 1)	(Quarter 2)	(Quarter 3)	(Quarter 4)
1.	Opening balance as per Bank				
2.	Add: Monthly receipts				
3.	Less: Monthly payments				
4.	Closing balance as per schedule of monthly receipts and payments				
5.	Closing balance as per Bank Statement				

Form 11.1

“Undertaking to become member”

To
Sr. Personnel officer
PHPA-II

Subject: **Confirmation to become SWF member and authorization to deduct membership and monthly contribution from the salary**

Dear Sir/Madam

I, Mrs./Miss.....Designation.....in PHPA-II
.....attached in the office ofdo hereby
declare that I have read and understood the “PHPA-II Staff Welfare Fund’s” Rules and
Regulations. Having read these, I wish to become a registered Member of the Fund.

I also hereby declare that once I become a registered Member of the Fund, I will abide by the
Rules and Regulations of the Fund. In case I am found guilty of breaching the Rules, I shall abide
by the decision of Welfare Committee of the Fund, as regards to the Penalty that would be
enforced.

The details of my dependent and nominee are as declared in the Personnel wing record and I
hereby authorize to deduct the membership fee and monthly contribution from my salary Spouse’s

Date.....

(Signature)

(For Office use only)

Mr./Mrs./Miss.....is hereby Registered as a Member of PHPA-II
Staff Welfare Fund effective from.....

Date.....

Sr. Personnel officer.
P&A wing

[Chairman]
PHPA-II Staff Welfare Fund
Thimphu: Bhutan

From 11.2

SWF CLAIM FORM (To be sent to Personnel wing for verification of dependent)

1. Information about the deceased

- Full name:
- CID no.:
- Date of death (dd/mm/yyyy):
- If member, provide the information below:
 - EID no.:
 - Tick ONLY one whichever is applicable:
 1. Member
 2. Member's parents/spouse's parent
 3. Member's legal spouse
 4. Member's child above 9 years
 5. Member's child 8 years & below (except abortion)

2. Information about the claimant

- Full name:
- Employee ID
- CID no.:
- Mobile no.:
- Relationship to the deceased:

3. Attach the death certificate if available else submit within 45 days of claim failure to submit will lead to recovery of the claim amount from your salary.

4. Undertaking:

I, hereby do confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for the action as per the law of land.

Place:

(Name)

Date:

Signature


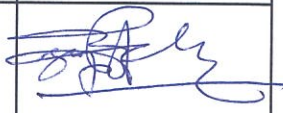


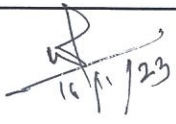
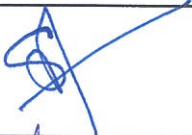
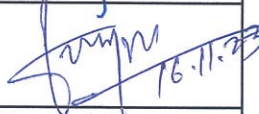



1. Verification of Supervisor/Incharge (AE and above AE level)

2. Verification by Personnel wing for record in personnel file

Secretary (SWF)

Attendance of SWF meeting

Dated: 22/08/2023

1.	Thinley Dorji	JMD	Management	Chairman	
2	Lhapchu	EE	O/o MD	Secretary	
3	Tshering Tshomo	Sr. CO	Environment wing	Treasurer	
4	Sonam Penjor	EE	MD Office	Member, left	left the Project
5	Ugyen Phuntsho	EE	E&M Circle	Member	
6	Sonam Yangchen	EE	Infra Wing	Member ,	could not attend
7	Sonam Yeozar	Work Supervisor	Infra Wing	Member	 16/11/23
8	Sonam Tshewang	Dy. CSO	Security & Fire Wing	Member	
9	Tashi Penjor	UDC	Geology Wing	Member	 16.11.23
10	Budhiman Rai	CFO	Finance	Invitee	
11	Kinga Om	SPO	Personnel wing	Invitee	
12	Damodhar Suberi	Civil engineer (Audit)	Internal audit	Invitee	
13	Ugyen Dorji	Adm officer	Administration	invitee	