



Staff Welfare Scheme
Department of Geology and Mines
Ministry of Economic Affairs: Thimphu



ARTICLE OF STAFF WELFARE SCHEME

PREAMBLE

Realizing that the most difficult times of our life are caused by the experiences and trauma of illness and death, the staff of Department of Geology and Mines (DGM) forms a scheme hereafter known as “**Staff Welfare Scheme of Department of Geology and Mines (SWS-DGM)**” to help each other during times of such need. The assistance from SWS-DGM shall be in form of financial, logistics and moral support. A Working Committee shall be constituted to oversee the day to day functioning of the SWS-DGM under this Article known hereafter as “**Article of SWS-DGM (AoS)**”.

ARTICLE I

NAME, EFFECTIVE DATE AND EXTENT

- i. The instituted system shall be called “Staff Welfare Scheme” of the Department of Geology and Mines (SWS-DGM).
- ii. The Article of SWS-DGM (which shall be referred hereafter as “AoS”) adopted shall come into effect from 1st March 2002.
- iii. The SWS-DGM is a voluntary scheme for the employees of DGM.

ARTICLE II

MEMBERSHIP

- i. All staff of DGM shall be eligible to join the SWS-DGM.
- ii. The membership of the SWS-DGM shall come into effect upon the payment of



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membership fee.

- iii. New appointees in the department who are interested in joining the SWS-DGM should apply within one year and/or completion of their probation period.
- iv. Interested staff must fill up the **Membership Application Form (Form A)** with correct information and submit to the Working Committee.
- v. Staff other than new appointees shall be restricted till further decision by the members during Annual General Meeting (AGM) of SWS-DGM, in consideration of enough time frame provided to them for joining the SWS-DGM in the past.
- vi. The membership of old staff or non-new recruits shall be allowed on the following conditions:
 - a. The effective date for all new members joining the scheme shall be determined from October 2017 for the purpose of determining the premium to be paid upfront hence. This shall apply to old DGM employees whose service was regularized prior to 2017 and who wish to join the scheme hereafter.
 - b. Minimum remaining service years required is 20 years.
 - c. An exception shall be made to regular employees on joining DGM on lateral transfer and new Head of the Department.
 - d. Contract employees joining DGM are not eligible for membership.

ARTICLE III
WORKING COMMITTEE

- vii. To manage the activities of the SWS-DGM, Working Committee comprising of the following five members shall be elected during AGM:



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Chairman - 1

Vice Chairman - 1

Secretary - 1

Treasurers - 2

- viii. The Working Committee shall serve for tenure of 2 years, after which, new Working Committee members shall be elected in the AGM. However, the same committee members if re-elected shall continue for a maximum of one term only.
- ix. All Regional Coordinators shall also be the focal person of SWS-DGM for their respective region and shall be responsible to carry out the task assigned by the working committee. The working committee shall verify the bills submitted by regional offices related to hospital or condolences visits.

ARTICLE IV

FINANCING, CONTRIBUTION AND FEES

- i. Fund of the SWS-DGM shall be managed by the Working Committee
- ii. Joint account shall be maintained in the name of SWS-DGM for financial transactions concerning activities of SWS-DGM.
- iii. The Membership Fee is revised at **Nu. 2,500/-**, which is non-refundable.
- iv. The Membership Fee maybe revised every after 5years.
- v. Every member of the SWS-DGM shall without fail, contribute a sum of **Nu.350/-** (Ngultrum three hundred fifty only) on monthly basis on or before 15th day of the



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following month, failing to which a penalty of **24% per annum** shall be imposed.

- vi. Being the membership of SWS-DGM shall imply authorization of monthly contribution from their salary by the Accountant of DGM.
- vii. Fund shortage resulting from increased frequency of claims, the Working Committee shall work out a reasonable rate of monthly contribution for recovery. The same shall be notified to the members in advance.
- viii. A minimum of **Nu.200,000/-** shall be maintained in the joint account of SWS-DGM, to avoid fund shortage issues during the incidence of several benefit claims and thereby to not result in more monthly deductions and feel financial burdens.

ARTICLE V

NOMINEES, BENEFICIARIES AND PROCEDURE TO CHANGE THEIR NAMES

- i. The spouse and children of member of SWS-DGM shall become direct beneficiaries.
- ii. Where a member has more than one spouse, he/she can register only one spouse.
- iii. Apart from direct beneficiaries, member can nominate four other family members as indirect beneficiaries.
- iv. Member can change the direct and indirect beneficiaries by applying in **Change of Beneficiary Form (Form B)** under the following circumstances:
 - v. if the member was not married when joining SWS-DGM.
 - vi. if member remarries during their active membership in SWS-DGM, which shall be



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subject to submission of legal proof. Member can replace indirect beneficiaries for those unclaimed indirect beneficiaries only.

ARTICLE VI

BENEFITS AND PROCEDURE FOR CLAIMS FROM THE WELFARE SCHEME

BENEFITS:

a. Member requirement medical treatment

- i. If a member is hospitalized and admitted, the Working Committee shall organize a visit to the hospital with shopping worth of **Nu.1500/-** (Ngultrum one thousand five hundred only).
- ii. Referred case of a member for medical treatment outside the country shall be entitled for a onetime benefit of **Nu.50,000/-** (Ngultrum fifty thousand only) upon producing referral letter from JDWNRH.

b. Demise of a member or beneficiaries

- iii. For a member, the nominee of the member shall be paid **Nu.100,000/-** (Ngultrum one hundred thousand only).
- iv. For beneficiaries with 7 years and above, the member shall be paid **Nu.35,000/-** (Ngultrum thirty-five thousand only).
- v. For beneficiaries with age below 7 years, the member shall be paid **Nu.15,000/-** (Ngultrum fifteen thousand only).



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- vi. For demise of a member or beneficiary, the Working Committee shall organize a condolence visit with shopping worth up to **Nu. 5,000/-** (Ngultrum five thousand only) from the entitled benefit amount as applicable.

c. Fire disaster

- vii. A member shall be entitled a Semso of **Nu. 15000/-** (Ngultrum fifteen thousand only) if his/her current residing place is destroyed by fire disaster. During such times, it shall be obligatory for all other members of SWS-DGM to render assistance to the affected member.

d. Transfer, Termination, Resignation, Superannuation of a member and Withdrawal from membership.

- viii. A member superannuating, resigning, transferred, or withdrawing from SWS-DGM shall be entitled for **50% refund** of his total contribution to SWS-DGM provided he/she has not made any claim and has been a member for minimum of 7 years.

PROCEDURE FOR CLAIMS

- ix. All claims shall be made using **Benefit Claim Form (Form C)** with supporting document(s) within the **first 30 days** of the case. The Working Committee shall not entertain any claim after first 30 days. All documentations shall be completed and submitted to SWS-DGM Working Committee within 60 days of the case.
- x. The following documents need to be submitted for claiming benefits:



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a. Member requiring medical treatment

- xi. Referral letter from JDWNRH.

b. Demise of a member and beneficiaries

- xii. Members are not required to submit a copy of Citizenship Identity Card while making benefit claims but are required to mention CID number and Date of Birth correctly in the application forms and other forms.
- xiii. Copy of Death Certificate either from hospital or Geog Administration.

c. Transfer, Termination, Resignation, Superannuation of a member

- xiv. Office Order from HRD.
- xv. The claimant, who wishes to claim benefits by their representative, are required to submit “Letter of Authorization”.

ARTICLE VII

CESSATION OF MEMBERSHIP

- i. No member shall be allowed to withdraw from the SWS-DGM at his/her will if he/she has made claim.
- ii. If a member, who has not made any claim from the SWS-DGM, desires to withdraw his/her membership, he/she must submit a written application to the Working Committee for further decision. The Working Committee shall then notify the decision accordingly to the member concerned.



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- iii. Membership once ceased with the SWS-DGM shall not be allowed to apply for his/her membership in future.
- iv. Member superannuating, terminated, planning to resign, or transferred shall obtain '**No Due Clearance**' from the Working Committee of SWS-DGM.

ARTICLE VIII
MEETINGS, GATHERINGS AND EVENTS

- i. Considering the maximum number of members present at the HQ, AGM of the SWS-DGM shall be convened in the month of **September**.
- ii. General meetings and emergency meetings shall be called as and when necessary by the Chairman of the Working Committee.
- iii. For all kind of decisions in AGM and other meetings on amendments of AoS, consensus of 3/4th majority of the members present shall prevail. All the decisions of SWS shall be taken based on majority or show of hands by members.
- iv. For minor approvals, the Working Committee shall circulate through emails and the decision shall be made on the majority based on the number of response received.
- v. The SWS-DGM fund shall not be mixed with other activities including DGM Rimdo.
- vi. As a farewell ceremony for outgoing (transfer, resigning, superannuating and termination from service) member(s), a simple tea ceremony shall be organized by the Working Committee. A gift worth **Nu. 5,000/-** (Ngultrum five thousand only) shall be given irrespective of number of years served as SWS-DGM member. Expenditure on tea and



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snacks shall be borne by SWS-DGM.

ARTICLE IX
FINES AND PENALTIES

The following fines and penalties shall apply:

False claims

- i. False benefit claim detected shall result in a refund of the amount with interest of 24% p.a. If the claimant fails to refund within the deadline set by the working committee, he or she is liable to face the criminal charge as per the law of the kingdom. His or her membership termination shall be decided by the working committee based on the determination of implications of such termination to the SWS.

Failure to submit documents:

- ii. Failure to submit complete set of supporting documents within stipulated time as mentioned under Article VI shall be liable for refund of the claim amount within one month.
- iii. Failure to submit the documents within **90 days** shall be considered as false claim and Working Committee shall apply Clause a (1) of Article IX. In such case, Clause b (1) of Article IX shall be nullified.
- iv. In case of member(s) who claimed their benefit from the SWS-DGM and resigns, superannuates or terminates from service prior to recovering of the amount claimed and/or fails to submit the required supporting documents, the Working Committee shall



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have the authority to recover the amount claimed from their service benefit.

ARTICLE X

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE MEMBERS

General functions and responsibilities of the Working Committee shall include coordination of assistance during emergency cases, providing information to members, granting new membership approving withdrawal from membership. The specific roles and responsibilities of the individual Working Committee member shall be as follows:

Chairman

The chairman shall:

- i. Be responsible for the overall management of the Scheme as approved by the AGM;
- ii. Consider and approve the applications for Semso/Benefits as recommended by Working Committee members
- iii. Monitor, evaluate, arrange for auditing and verifying monthly cashbook closing, annual reports and financial statements;
- iv. Call for meeting as and when required and preside over it;
- v. Coordinate all the welfare activities

Vice-Chairman:

- i. Assist the Chairman in his function and officiate in Chairman's absence.



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Secretary:

- i. Organize AGM and Working Committee meetings as and when called by the Chairman;
- ii. Maintain a Registry of members along with their nominees, verify the dependents and update regularly;
- iii. Maintain records of meetings and disseminate the decisions or information to the members.

Treasurers

The Treasurer shall:

- i. Maintain up-to-date Registry of the Members and their dependents given to him/her by the Secretary;
- ii. Be responsible for timely collection and deposit of contribution into the bank account of the welfare scheme;
- iii. Prepare payment vouchers and process for approval;
- iv. Make disbursements based on necessary approvals as per the provisions of AoS;
- v. Maintain up-to-date accounts on receipts and payments regularly on a monthly basis; (the cashbook should be reconciled and closed at the end of every month). He/she should obtain verification on the cashbook from Chairman and either Vice-Chairman or Secretary.
- vi. The Treasurers and Secretary need to maintain information of members and claims and update to Working Committee every quarterly to ensure transparency and maintaining the information up to date. During the quarterly meeting, the information will be signed, and the signed hardcopy will be filed in the files.
- vii. Assist the Secretary whenever required; and
- viii. Perform duties assigned by the Secretary.



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ARTICLE XI

DISPUTE RESOLUTION

- i. In the event of dispute arising from the AoS, individual member and the concern Working Committee shall first attempt to settle the matter amicably.
- ii. In the event of failure to settle the dispute as per Article XI Clause 1, the matter shall be referred to the Head of the DGM, whose decision shall be final and binding.

ARTICLE XII

DISSOLUTION OF THE SWS-DGM

- i. If a situation so arises which may lead to the dissolution of SWS-DGM, such a matter shall be discussed in an Extraordinary General Meeting of SWS-DGM called upon by the Chairman.

ARTICLE XIII

AMENDMENT OF ARTICLES

- i. The AoS shall be subjected to review and change from time to time as deemed necessary by the situation and amendments shall be done in the AGM or General Meetings.

In witness and in acceptance of the above AoS, all members of SWS-DGM have here-under put in their signature with a commitment to uphold any decision(s) taken by the Working Committee on behalf of the SWS-DGM.

By expressing one's wish to the noble aims and objectives and joining SWS-DGM, all members



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are assumed to have read, understood and agreed to all the Clauses under each AoS. By doing this, the members are also assumed to have agreed and accepted for any kind of action(s) taken against them by the Working Committee for not abiding to AoS of SWS-DGM.

All members of SWS-DGM also hereby agree to be available at all the times to be able to render help and support to fellow member in times of need.