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ROYAL GOVERNMENT OF BHUTAN  
**MINISTRY OF WORKS & HUMAN SETTLEMENT**  
**Department of Roads**  
*ROADS STAFF WELFARE SCHEME (2<sup>nd</sup> Edition)*

**Background :**

The DoR Staff Welfare Scheme was started on 1<sup>st</sup> January 1998 to encourage comradeship among DoR personnel and help the DoR staff to access financial support in times of emergencies and distress.

**BY LAWS**

**1.0 Introduction:**

- 1.1 The “DoR Staff Welfare Scheme 1998” (hereinafter referred to as RSWS) By-laws described hereunder shall be legally binding on all members of the scheme.
- 1.2 The RSWS shall be effective from 1<sup>st</sup> January 1998.
- 1.3 The RSWS shall be governed by the rules described here under and the same shall be subject to revision/amendment when necessary.
- 1.4 The RSWS shall be managed by a Management Committee as per the roles and responsibilities described under clause 8.

**2.0 Objectives of the Welfare Scheme:**

The Objective of the RSWS shall be to :-

- a) Provide financial assistance in times of emergencies and distress brought about due to the death of spouse/children/parents;
- b) Encourage members to save money;
- c) Strengthen comradeship among its members.

**3.0 Capital:**

The RSWS capital shall be composed of:-

- a) Monthly contribution from individual staff member/subscriber, and
- b) Interest accrued on deposits in the saving scheme.

**4.0 Membership:**

(Endorsed by 13<sup>th</sup> DoR Monthly Meeting held on 4<sup>th</sup> Feb. 2004)



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4.1 All regular employees are hereafter referred as the “Subscriber” of the Department of Roads, is required to contribute and subscribe to the RSWS.

4.1.1 All regular employees are those falling in the following categories:

- a. National employees on regular roll,
- b. National employees on contract roll employed by RCSC, and
- c. National employees on consolidated pay scheme employed by RCSC.

**5.0 Monthly Contribution:**

5.1 All regular staff as described under clause 4.1.1 shall be required to contribute Nu. 100 per month

5.2 The monthly contribution shall be deducted at source from the salary of the subscriber and collected by:-

- a) AFD, MoWHS in case of headquarter staff and
- b) The Executive Engineers in case of Field Roads Maintenance Divisions
- c) Regional Managers in case of regional Mechanical Workshops.

5.3 The monthly contributions so deducted shall be forwarded to the Treasurer, RSWS in the form of bank draft, from the field divisions and by cheque in case of DoR HQ, payable to the “ Roads Staff Welfare Scheme A/C” on or before the 15<sup>th</sup> of the following month.

**6.0 Termination of membership:**

6.1 On transfer (outside the Department), resignation, or retirement, the member shall be reimbursed 75% of principal contributions.

6.2 A member may be expelled from the RSWS by the managing committee for one or more of the following reasons;

- a) Deceiving the RSWS
- b) Being held responsible for any criminal offences
- c) Attempting to weaken the financial credibility of the RSWS

6.3 Members so expelled shall forfeit their monthly contributions accrued and may be referred to the Department of Roads’ Eithics Committee.

6.4 Incase if the member from the management committee of the RSWS who by chance attempts to weaken RSWS then it should be dealt as per the Ethics’ committee of the Ministry in line with RCSC and financial rules.

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**7.0 Management Committee:**

- 7.1 The RSWS shall be operated and managed by the RSWS Management Committee. The Management Committee shall comprise of a Chairman, a Vice Chairman, Manager, Treasurer and other members.
- 7.2 The Chairman of the RSWS shall be Director, DoR
- 7.3 The Joint Director, Mechanical Division, DoR – Vice Chairman
- 7.4 The Chairman and Vice Chairman shall nominate and appoint/the Treasurer and other members of the Management Committee.
- 7.5 The Management Committee shall then elect a Manager, who shall be the member secretary to the RSWS.
- 7.6 The members of the RSWS Management Committee shall comprise of the following officials:-
  - The Superintending Engineer (Bridge)
  - The Joint Director, Mechanical Division
  - The Superintending Engineer (Roads)
  - The Superintending Engineer (Design & Planning)
  - The Dy. Chief Finance Officer, AFD/MoWHS be the treasurer
  - The Executive Engineer, FRMD, Thimphu
- 7.7 The Management Committee shall meet at least twice a year and all decisions taken by the committee shall be on consensus. Differences and disputes concerning the interpretation of the rules of these bye-laws and the business of RSWS shall be referred to the Management Committee and the decision of the Chairperson on such issues shall be final and binding.

**8.0 Roles and Responsibilities of the Management Committee:**

The Management Committee shall exercise all the powers of the RSWS and ensure that:

- a. All transactions are in accordance with the by-laws;
- b. Accurate and true accounts are maintained on all money received and payments made therfo;
- c. The statement of receipts and disbursements are prepared and published together with the balance sheet, and bank reconciliation statements be circulated to all quarterly
- d. RSWS funds are invested and in ventures that yield profitable returns, and

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- e. Efficiently and goodwill prevail all round

**9.0 Roles and Responsibilities of the Chairperson:**

The Chairperson shall be the supreme authority in all matters pertaining to the affairs of the management of the RSWS.

The Chairman shall:-

- a. Preside over all Management Committee Meetings
- b. Ensure that the members of the Management Committee are assigned duties and responsibilities and that they are discharged in full righteousness
- c. Oversee the expulsion of members and consider their appeals
- d. Conduct any business relevant to the RSWS
- e. Order the auditing of the accounts

**10.0 Roles and Responsibilities of the Manager:**

RSWS Manager shall:

- a) Conduct the current business of RSWS
- b) Summon the meeting of the Management Committee when ever necessary and record its proceedings
- c) Sign on behalf of the RSWS, conduct its general correspondence
- d) To ensure that contributions are received every month from the members and are deposited in time to the designated bank as specified under Clause



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- e) Ensure that proper and up to date accounts are maintained
- f) He/She shall countersign all cheques for payments and
- g) Perform any other duties as may be entrusted by the Chairman

**11.0 Roles and Responsibilities of the Treasurer:**

The Treasurer shall be responsible for:

- a. Be responsible for all the money received by the RSWS
- b. Making disbursement and maintaining proper accounts periodically
- c. Preparing payment vouchers and processing approvals for payment
- d. Maintaining up to date accounts on receipt and payments
- e. Assisting the Manager for day – to – day operation of the account
- f. He/She will sign all cheques for payments
- g. To ensure that contributions are deposited within the stipulated period as per clause 5.3
- h. Provide audited statement to the members through the EEs concerned and
- i. The Treasurer (DCFO) should make handing taking note on transfer and should inform the management accordingly.

**12.0 Roles and Responsibilities of Division Heads:**

- a. Certify and forward applications of all staff under their respective administrative control

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- b. Maintain a current register of all the staff, their declared dependents and beneficiaries within their respective administrative control
- c. Recover and forward monthly contributions from the salary of staff under their administrative control
- d. Certify and assure that all welfare claims are genuine
- e. Inform the manager of all transfers, resignations and death/birth of nominee

**13.0 Welfare Payments:**

- 13.1 Upon the demise of a declared dependent (RSWS 1.0) of a subscriber of the welfare scheme, RSWS shall pay the members benefits according to the following schedule:
- a. Nu. 15,000( Ngultrum Fifteen Thousand) on demise of a legal spouse
  - b. Nu. 10,000(Ngultrum Ten Thousand) on the demise of the subscriber's parents
  - c. Nu. 5,000(Ngultrum Five Thousand) on the demise of children including
  - d. Nu. 20,000 on the death of the subscriber/staff, the welfare grant shall be paid to the spouse/parents/children as per the declaration form submitted by the member (RSWS 1.0)
  - e. Child should be 3 yrs old to qualify to receive the benefits.

13.2.1 Where no claim has been made by the subscriber during his/her tenure with DoR, 75% of his/her principal contributions (without interest) to the RSWS will be refunded on transfer, resignation and retirement. While remaining 25% of the contribution, members unanimously agreed to contribute to the scheme.



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#### **14.0 PROCEDURES**

All procedures described hereunder for the operations of the RSWS shall be enforced strictly.

##### **14.1 Membership**

All members should complete Forms RSWS/1.0 and Form RSWS/2.0 and submit them to DoR headquarters. The forms shall be accompanied by the following documents:

1. Copies of citizenship ID card of member's spouse and parents
2. EEs and RMs should note and certify the forms and forward them to the RSWS Manager
3. EEs and RMs should maintain register of members and their dependents for all RSWS members within their respective Divisions and administrative control as the case may be

##### **14.2 Monthly Contributions**

1. All EEs and RMs should deduct the monthly contributions of the members from their salaries and forward them to the Treasurer RSWS before 15<sup>th</sup> of the following month
2. All field officials should maintain records of members contribution that have been collected
3. The RSWS Treasurer shall acknowledge the receipt of the monthly contributions promptly

##### **14.3 Welfare**

Application for benefit claim should be submitted to the Manager RSWS through the concerned EEs/RMs not later than three months after the demise of a dependent

Benefit shall be disbursed promptly by the RSWS Manager upon being notified of the demise of dependents' nominee

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Within three months the beneficiary/member should submit form RSWS/1.0 through the EEs/RMs along with the following documents

1. Death verification certificate from Gup OR
2. Death certificate from Dzongkhag OR
3. Death certificate from medical officer

#### 14.4 Transfers

1. The EEs and RMs should inform/provide a copy of transfer/relieving order to the RSWS Manager as soon as the transfers are effective

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**FORM RSWS/1.0**

**DECLARATION OF DEPENDENT FORM**

1. I, Mr/Mrs/Ms....., holding Citizenship ID No....., RCSC Employee ID No....., Village....., Geog....., Dzongkhag....., do hereby declare that the names mentioned below are my dependents:-
  - a. Spouse .....
  - b. Date of Birth.....
  - c. Citizenship ID No.....
2. Children
  - a. ....Date of Birth.....
  - b. ....Date of Birth.....
  - c. ....Date of Birth.....
  - d. ....Date of Birth.....
  - e. ....Date of Birth.....
3. Father:-.....Age .....
- Citizenship ID No.....
4. Mother:-..... Age .....
- Citizenship ID No.....
5. In the event of their demise, benefits as defined in the RSWS bye-laws may be paid to me.
6. I hereby nominate and confer on Mr./Mrs./Ms.....the right to receive the entire amount that may be payable to me by the RSWS in the event of my death. I hereby declare that all the information given above is true and correct and I commit full responsibility thereof and I shall be liable for action as deem fit under the bylaws of RSWS 1998.

Dated.....

Name & Signature of RSWS Member  
Affix Nu.10 legal stamp.

Verified by (Signature, Name of Head of Division & Seal) to be used

.....  
.....

**FORM RSWS/2.0**

(Endorsed by 13<sup>th</sup> DoR Monthly Meeting held on 4<sup>th</sup> Feb. 2004)



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**VERIFICATION FOR BENEFIT CLAIM**

**IMPORTANT:** This Form is to be submitted within three months for the release of benefit with death certificate issued by Health/Dzongkhag/Gup.

- 7. Name of Member/Beneficiary:.....
- 8. Present Address :.....
- 9. Village:.....Geog:.....Dzongkhag:.....
- 10. RCSC Employee I.D.No:.....
- 11. Claim for (Tick the relevant one below)  
 Death of Spouse/Child/Father/Mother/Member  
 Name:.....  
 Age:.....Citizenship ID No.....
- 12. Document enclosed :
  - 1. Verification Certificate from Gup, OR
  - 2. Death Certificate from Dzongkhag, OR
  - 3. Death Certificate from Medical Officer

I hereby declare that all the information provided here is true and accurate

\_\_\_\_\_  
**Signature of the applicant**

.....  
**Verification by Field Officer/EE/PC/PM/CE/LO**

I hereby declare that information provided by the applicant is true to the best of my knowledge. Further certified that, the applicant is regular contributor of RSWS fund and has not availed the RSWS benefit earlier.

Name:.....  
Date:.....  
Signature with Office seal:.....

\_\_\_\_\_  
**Verification by Director General/RSWS Manager**

I hereby declare that information provided by the applicant is true to the best of my knowledge and as per the record maintained in this office.

Name:.....  
Date:.....  
Signature with Office seal:.....