

Minutes of the 1st Section and Sector Heads Coordination Meeting

Date: 28th September, 2021

Venue: DT Hall

Present: Dasho Dzongdag, Sr. Dzongrab and all the Section and Sector Heads

The meeting began with the welcoming of Dasho Dzongdag, Dzongrab and all the Section and Sector Heads to the meeting by the Human Resource Officer (HRO). Subsequently, Dasho Dzongdag congratulated all the Section and Sector Heads involved in the inauguration program of the Desuung Water Project at Phulingsum under Guma Gewog for the first successful event of high profile conducted in the Dzongkhag after his joining in the Dzongkhag. Dasho commended that such outcome characterizes the harmonious relation and cooperation we have been sharing in the Dzongkhag and we should continue to foster more such conducive and cooperative team spirit as an Organization. Accordingly, the following agendas were discussed and agreed as mentioned below:

Sl.No.	Agenda	Sector	Decisions	remarks
1	Timeline for Section and Sector Heads Coordination meeting	Dasho Dzongdag	The Section and Sector Heads decided to conduct Section and Sector Heads Coordination meetings quarterly. The quarterly coordination meeting will be conducted on every Tuesday of the 3rd Month. However, if there are any pressing/urgent issues to be discussed in the Section/Sector Heads Coordination meeting, HR Section may convene a meeting anytime to address the issues at the earliest.	HR Section to conduct the coordination meeting
2	Approval on EDATs for Section and Sector Heads for the TA/DA	Dasho Dzongdag	All the Section and Sector Heads in the meeting unanimously agreed that they will put up their TA/DA for approval to Dasho Dzongdag before Wednesday and Dasho will approve their Authorization and claim on every Wednesday.	
3	HOPA approval on EGP	Dasho Dzongdag	The Chief District Engineer agreed to put up the approval	Chief D.E. to instruct all the



			on EGP from HOPA before Friday and Dasho will accordingly approve on the EGP system on every Friday.	Engineers to put up the approval from HOPA on EGP before every Friday.
4	Line of reporting of the Section and Sector Heads	Dasho Dzongdag	As mentioned in the Organogram, the Finance, HR, Procurement and Legal Officer should report to Dasho Dzongdag and other Section and Sector Heads to directly report to Dasho Dzongdag for any approval. However, on the legal issues and grievances which need immediate action, the Legal Officer may directly report or get approval from Dasho Dzongdag. Accordingly, all the employees under the respective Sections and Sectors should report to their Supervisor. Section and Sector Heads are also responsible to manage their subordinates and take care of all the wellbeing of their subordinates.	
5	Mandatory to get approval for station leave	Dasho Dzongdag	All the Section and Sector Heads should get approval for station leave when they travel outside Punakha Dzongkhag from Dasho Dzongdag or Dzongrab as per the line of reporting. Similarly, all the employees must get approval for the station leave from their supervisor when they go out of the Dzongkhag.	All employees under this Administration must consider that you are on paid leave during weekends and government holidays and you should not think that it is free for you to travel anywhere.
6	Streamline various Groups in different Social Media platforms	Dasho Dzongdag	Dasho informed all the Section and Sector Heads gathered in the meeting that Dasho will be present only in the Section and Sector Heads Group on telegram. Similarly, the attendees were also asked to see the relevancy of the	

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			members in the group and streamline other groups on social media accordingly.	
7	Need to use uniform format and style for Note sheet and Official correspondence	Dasho Dzongdag	Dasho reiterated that all the Section, Sector Heads and employees must use "uniform Note Sheet and Official Correspondence format and style" shared by the HR Section.	Section/Sector Heads can bring only one copy for the note Sheet -when they come for the signing. However, there should be two copies for the official correspondences - With the name, designation and signature of the proponent on one copy to be filed as office copy.
8	Endorsement of Technical Review Committee	Dasho Dzongdag	The Planning Officer made a presentation on the Terms of References for the Technical Review Committee under the directives of Dasho Dzongdag. All the Section and Sector Heads present in the meeting unanimously agreed with the Terms of Reference of the Technical Review Committee and consented to provide full support to the committee. However, Chief D.E. apprised Dasho that the Engineering Sector has a separate Technical Review Team(TRT) to technically provide the backstopping to the site Engineers. On this, Dasho instructed Chief D.E. and Planning Officer to sit together and ensure that the mandates and responsibilities of the two Committees do not overlap each other.	<p>The Committee Members are:</p> <ol style="list-style-type: none"> 1. Dzongrab-Chairperson 2. Chief District Engineer-Member 3. Planning Officer-Member Secretary 4. Finance Officer-Member 5. Environment Officer-Member 6. Relevant Sector Head-Member 7. Concerned Site Engineer-member <p>The ToR is</p>

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				annexed for reference
9	Need to have all the Committee Members of the Dzongkhag Environment Committee at the site for verification and field visit	Dasho Dzongdag	Dasho Dzongdag asked the Environment Officer to do a brief presentation on the mandates and responsibilities of the Dzongkhag Environment Committee (DEC). After listening to the presentation, Dasho instructed the Environment Officer to ensure that all the Committee Members are at the site for verification or field visit to have proper understanding of the situation. Dasho tasked the Environment Officer to include Culture Officer in the DEC. In the same line, Dasho informed everybody in the meeting that they should first consult every Member of any Committee before issuing an office order and must ensure that all Members of any Committee attend the field visit or verification. Dasho informed that he will accord approval only after the verification and recommendation/report of the Committee Members after visiting the site.	If the Member could not make it for the field visit or verification, he/she should send someone on his/her behalf to ensure that everyone is on board.
10	Ensure that there is no pending issues/ proposals related to land	Dasho Dzongdag	Dasho told the Principal Land Arbitrator that there should not be any pending proposal/issues related to land on the table. He was also assigned to appoint a focal person from the Land Sector to follow-up on the pending issues and proposals to provide effective and efficient public service delivery to the public.	Unless those land under Punakha LAP, there should not be any pending issues related to land and must resolve them immediately.
11	Must ensure that all pre-requisite documents are verified before making a payment.	Dasho Dzongdag	Dasho informed the Finance Officer that he should instruct his Accountants to ensure that all the pre-requisite documents are verified and attached before	

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			paying the bills. No payment should be done without verifying and attaching the required documents like approved requisition form, supply order to avoid audit observations later on.	
12	Need to monitor the Turn-Around-Time for Sections and Sectors	Dasho Dzongdag	The Planning Officer and Human Resource Officer were assigned to do the monitoring of the Turn-Around-Time of the services provided by the Sections and Sectors. The Section and Sector Heads are asked to share their latest updated TAT to the Planning Unit for monitoring purposes.	Planning Officer with the support from IT Section should upload the TAT on the Dzongkhag Website to improve the Public Service Delivery
13	Need to maintain attendance register for all the employees	Dasho Dzongdag	Dasho instructed the HR Section to maintain two separate attendance registers for all the Employees to sign in the morning and in the evening after the office hour to ensure proper attendance.	All the employees should sign the attendance register before 9:15 A.M in the morning and after 5:00 P.M in the evening. HR Section should strictly follow the timing
14	Management of pool vehicles	Dasho Dzongdag	Dasho Dzongrab will continue as the MTO. Approving authority for pool vehicles within the Dzongkhag will be Dasho Dzongrab while approval must be obtained from Dasho Dzongda for vehicles travelling out of the Dzongkhag. Vehicle requisition should be put up a day prior to performing the tour. To streamline the vehicle maintenance, a Committee composed of three senior drivers will be formed by HRO to verify the vehicle maintenance proposals.	
15	To improve the service delivery amongst the	Dasho Dzongdag	The concerned Section/Sector Heads who have put up any	Planning and HR Officers to monitor

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	Section/Sectors		documents for remarks or approval should have a date and seal on the documents to fast track the services. Accordingly, Section and Sector Head should provide date and signature on the date of receipt of the documents to trace and provide the services within the turn-around-time.	the turn-around-time of the service delivery of various Section/Sector
16	Pine leaf collection	Beautification Officer	As recommended by the Beautification Officer to have turf instead of pine leave for the Chadri purpose, Dasho Dzongda instructed Dasho Dzongrab to review the possibility and cost implications.	
17	Cattle grazing within Dzong premises	Beautification Officer	The Livestock Sector has agreed to study and find out the owners of the cattle grazing in the Dzong premises and put up the recommendation within a week's time for further action.	
18	Monthly cleaning campaign to resume	Environment Officer	As recommended by the Dzongkhag Waste Management Committee, Section and Sector Heads unanimously agreed to carry out a monthly cleaning campaign on the 2nd day of every month.	Environment Officer to coordinate the cleaning campaign
19	Need to conduct quarterly review meeting for the capital activities	Planning Officer	To complete the projects on time, the Planning Officer is mandated to do a presentation on the progress of the capital activities during the Quarterly Section and Sector Heads Coordination Meeting.	Planning Officer to compile the quarterly progress of the capital activities from the Section and Sector Heads.
20	Need to update monthly progress report of the capital activities on the excel sheet uploaded on the Dzongkhag website	Planning Officer	Section/Sector Heads are instructed to update their monthly physical and financial progress of the capital activities on the excel sheet uploaded on the Dzongkhag Website.	Planning Officer to compile and report to Dasho Dzongdag.
21	Need to validate the APA	Planning	Section/Sectors heads have	Planning Officer to

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	targets and description of the respective Sectors for Dzongkhag APA and Sector APA	Officer	agreed that they will validate their APA targets and descriptions for the Dzongkhag APA and Sector APA during the review period. Concerned Section/Sectors will also be held responsible and accountable for whatever target and descriptions they have provided in the Dzongkhag and Sector APA.	remind and inform Section/Sector heads when the review is going on for the Dzongkhag and Sector APA to do the necessary changes and review of the Targets and descriptions.
22	Need for coordination meeting between Section/Sector Heads and Gewog Administration Officers(GAOs)	Planning Officer	Dasho and the Section/Sector Heads in the meeting had a consensus to have two coordination meetings with GAOs in one financial year - one in the beginning of the Financial Year and one towards the end of the financial year	Planning Officer to coordinate the coordination meeting
23	Concerned Section/Sector Heads to spearhead and initiate the Small Development Projects (SDP)	Planning Officer	As was the practice in the past, concerned Section/Sector Heads were reminded to spearhead and initiate to implement the SDP activities once the project is approved by the GNHC. SDP Focal Officer (Assistant Monitoring and Coordination Officer) will be responsible to facilitate and follow up with GNHC for funding support and reporting.	Once the project is approved, the SDP Focal Officer must inform the concerned Section/Sector to implement the activity.
24	Procedure for handing-taking over of the work/activity	Chief Engineer	Once the work/activity is completed, the Chief Engineer through his concerned Site Engineer will submit a technical completion report to the concerned Section/Sector. After receiving the technical completion report from the Chief Engineer, the concerned Section/Sector Head & CDE should propose to the DTC for the handing-taking over of the work/activity.	Chief Engineer to submit a technical completion report through the concerned Site Engineer to the concerned Section/Sector head to proceed with the handing-taking program.
25	Deviation of the work up to 20% to be decided by	Chief Engineer	After discussion and review of the Procurement Rules and	Chief D.E. to put up any deviation

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	Chief District Engineer		Regulations, the meeting decided that it will be done through the DTC as deviation would have different understanding and scope to consider.	of any works to DTC for approval before implementing at the site.
26	Mismatch/ no activities in the EGP system	Chief Engineer	If the activity is not found in the EGP system, Engineers can select "own fund" to proceed with tendering procedures on the EGP system.	If there are more to clarify, Chief Engineer and Procurement Officer can sit together and discuss the way forward.
27	Not be able to create Annual Procurement Plan in EGP system when the budget is less than the estimate	Chief Engineer	Since this can be resolved in a bilateral meeting between Chief Engineer and Procurement Officer, two of them have agreed to discuss in a bilateral meeting.	Chief Engineer and Procurement to look for a day and resolve it immediately
28	Consideration to execute the work value less than Five Hundred Thousand (500000) via Note Sheet rather than putting it up in the DTC for approval	Chief Engineer	As this would come into conflict with Procurement Rules and Regulations 2019, the meeting decided that it will be put up in the DTC for approval.	Chief Engineer to put up in the DTC
29	Need to maintain the list of Performing Contractors to ease the implementation of activities	Chief Engineer	Dasho shared that having a list of performing contractors would be good and DTC will go by the recommendation provided by the Engineering Sector. Since everyone shared the same concern, the Engineering Sector was assigned to maintain a list of performing contractors to fast track the implementation of works in the Dzongkhag.	Chief Engineer to maintain a list of performing contractors and recommend to DTC, wherever necessary.
30	Officials provided with Office Order are not turning up for tour	Chief Engineer	Dasho highlighted that once the Office Order is signed, concerned Officials should respect and take it seriously. If more such issues arise in the future, concerned Section/Sector should put up the list to Dasho Dzongdag for	Concerned Section/Sector should first consult the concerned Official about his/her availability before issuing an Office Order. Once

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			further action.	the Office Order is issued, the concerned Official must ensure that he is adhering to the Order.
31	Need to improve the transparency in the IWP moderation	Chief Engineer	Although it will be difficult to satisfy every employee by the Moderation Committee, the Moderation Committee must have clear rubrics/ criteria before doing the assessment. The HR Section must ensure that every Section/Sector is consulted for the rubrics/ criteria to be used during the Moderation exercise before finalising the rubrics/criteria. Moreover, the HR Section is also tasked to declare the Outstanding Employee of the Year on the Dzongkhag Website for everyone to draw inspiration and learn.	Outstanding Employees will be declared on the Dzongkhag Website. However, results for those employees in other categories will be shared personally to respect and uphold dignity and moral values and respect privacy.
32	Need to take Inventory Management seriously by respective Section/Sector Heads	Procurement Officer	As recommended by the Procurement Officer, Section/Sector Heads should take Inventory Management Seriously and should adhere to the requirements thereof. Section/Sector Heads are also instructed to share the importance of Inventory Management with their subordinates and provide necessary support and cooperation to the Procurement Section.	Procurement Officer to maintain clear inventory and share the format with Section/Sector Heads to prepare the pre-requisites.

Prepared by:

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