

**Rules on Election Commission
Staff Welfare Scheme,
2015**

ELECTION COMMISSION OF BHUTAN

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Introduction

In order that the Election Commission of Bhutan, as a responsible and humane organization, provides for the welfare of staff and employees in times of need, the Election Commission Staff Welfare Scheme (ECSWS) is hereby adopted.

The ECSWS shall cover all the staff of the Election Commission of Bhutan, including the staff in the Dzongkhag Election Offices.

CHAPTER 1

1. Title, Commencement and Extent

1.1. Title

1.1.1. The staff welfare scheme shall be called as “The Election Commission Staff Welfare Scheme”.

1.1.2. The Election Commission Staff Welfare Scheme shall be abbreviated as “ECSWS”.

1.1.3. The ECSWS, hereafter, shall be referred to as “Scheme”.

1.2. Commencement

1.2.1. The scheme shall come into force from 1st of October 2010.

1.2.2. The first monthly contribution was effected from the salary of November 2010.

1.3. Extent

1.3.1. The scheme shall extend to all the staffs of Election Commission of Bhutan who are registered members.

CHAPTER 2

2. Finances of the Scheme

- 2.1 The members shall pay Nu. 200/- as one time Registration fee at the time of registration.
- 2.2 All members shall contribute to the scheme at the rate of Nu. 200/- per month.
- 2.3 The member contribution shall be deducted from the monthly salary by the Finance Section and remit on monthly basis to ECSWS bank account.
- 2.4 The members shall contribute 1% each of the Leave Travel Concession (LTC) to the scheme annually.
- 2.5 All members travelling outside country besides India shall contribute USD 20 from the Daily Subsistence Allowance.
- 2.6 The interest accrued from the bank on the scheme shall be deposited to the scheme.
- 2.7 The interest accrued from loan shall be deposited to the scheme.
- 2.8 Cash prizes received by the Commission shall be deposited to the scheme.
- 2.9 The members may donate besides monthly contribution in the form of cash to the Scheme.
- 2.10 The proceeds from fund raising activities shall be deposited to the scheme.

CHAPTER 3

3. Management of the Scheme

- 3.1 There shall be a Committee comprising of a Chairperson and four members appointed from among registered members of the scheme.
- 3.2 The Committee shall be the executive body to make financing, investment and any other decisions for the scheme.
- 3.3 There shall be an Auditing team appointed from among the registered members of the scheme by the Committee.
- 3.4 The Committee shall appoint the General Secretary and Treasurer to manage the day-to-day activities of the scheme.
- 3.5 A registered member can hold only one portfolio at one point of time.
- 3.6 Functions of Chairperson
 - 3.6.1 The Chairperson shall be the overall in-charge of the scheme.
 - 3.6.2 The Chairperson shall plan, organize, co-ordinate and direct the Committee for effective and prudent use of the Scheme.
 - 3.6.3 The Chairperson shall chair the meetings and proceedings of the scheme.
- 3.7 Functions of Committee
 - 3.7.1 The Committee shall be the highest decision making body of the scheme.
 - 3.7.2 The Committee's interpretation of the rules shall be final and binding in the event of dispute.

- 3.7.3 The Committee shall be responsible for managing of finances, investment, loan, administration, and any other matter related to the scheme.
- 3.7.4 The Committee shall review the benefits and contributions from time to time.
- 3.7.5 The Committee shall be empowered to terminate the services of the Auditors, General Secretary or the Treasurer in case of misconduct by them.

3.8 Functions of Auditors

- 3.8.1 The Auditors shall audit the books of account of the scheme.
- 3.8.2 The Auditors shall submit audit report to the Chairperson fourteen days after the completion of the audit.
- 3.8.3 The Auditors shall advise the Chairperson, Committee and the Management team on the findings of the audit.

3.9 Functions of General Secretary

- 3.9.1 The General Secretary shall manage the day-to-day transactions of the scheme.
- 3.9.2 The General Secretary shall be one of the signatory to the operation of the bank account of the scheme.
- 3.9.3 The General Secretary shall arrange or call meetings of the Committee.
- 3.9.4 The General Secretary shall prepare agenda of the meetings.
- 3.9.5 The General Secretary shall keep the minutes of the meetings.

- 3.9.6 The General Secretary shall issue resolutions of the meetings to the members and circulate yearly expenditure and the fund balance statement to the members.
- 3.9.7 The General Secretary shall maintain a register of members and their dependents.

3.10 Functions of Treasurer

- 3.10.1 The Treasurer shall account for all the receipts received into the scheme.
- 3.10.2 The Treasurer shall make disbursements from the scheme.
- 3.10.3 The Treasurer shall maintain the following accounts:
 - 3.10.3.1 Cash Book to record the daily transactions into and from the scheme; and
 - 3.10.3.2 Individual Record Register to record the receipts and disbursement of the scheme for individual registered member.
- 3.10.4 The Treasurer shall be a co-signatory to the operation of the bank account of the scheme.
- 3.10.5 The Treasurer shall prepare accounts and financial statements of the scheme.
- 3.10.6 The Treasurer shall present the financial status of the scheme to during the Management Committee meetings.
- 3.10.7 The Treasurer shall be entitled for monthly allowance of Nu. 500/- for handling the cash.

CHAPTER 4

4. Procedures

- 4.1. A member to the scheme shall be registered through membership registration Form No.: ECSWS-Form I.
- 4.2. A registered member shall declare the nominations of dependents through Nomination of dependent(s) Form No.: ECSWS-Form II.
- 4.3. A registered member shall submit duly filled ECSWS-Form III to avail Welfare Grants.
- 4.4. Any type of loan from the scheme shall be applied through Loan Application Form No.: ECSWS-Form IV.
- 4.5. All the disbursements from the scheme shall be done through Disbursement Form No.: ECSWS-Form V.
- 4.6. All the disbursements from the scheme shall be through bank cheque only.

CHAPTER 5

5. Benefits from the Scheme

- 5.1. A registered member shall be entitled to the following benefits:
 - 5.1.1. In case of death of a registered member, the immediate family member shall be entitled for a compensation of Nu. 30,000/-.
 - 5.1.2. In case of death of a registered member who had not availed any benefits from the scheme earlier, the immediate family member shall be entitle to withdraw 75% of the contributions made or Nu. 30,000/- whichever is higher.
 - 5.1.3. In case of death of a nominated dependent of a registered member, the registered member shall be entitled for a compensation of Nu. 20,000/- per occasion. A nominated dependent shall mean and include any of the following:
 - 5.1.3.1. Parents of a registered member
 - 5.1.3.2. Spouse of a registered member
 - 5.1.3.3. Children of a registered member
 - 5.1.3.4. Parents of spouse.
 - 5.1.4. In case of death of a registered member or a nominated dependent within Thimphu, the affected shall be provided with physical assistance in the form as mentioned below:
 - 5.1.4.1. The office shall provide physical assistance from among the office staff, unless intimated as not necessary.
 - 5.1.4.2. The concerned Department/Division Heads in consultation with the affected shall determine the requirement of physical assistance.

- 5.1.4.3. The staff of Election Commission of Bhutan shall attend the funeral, if it is held in Thimphu.
- 5.1.5. Any registered member can avail Welfare Loan from the Welfare Fund.
 - 5.1.5.1. The Welfare Loan shall be subject to the availability of fund.
 - 5.1.5.2. The Welfare Loan shall be availed by and made available to any registered member in the event of death of nominated dependents, medical emergencies and natural calamities.
 - 5.1.5.3. The maximum ceiling of the Welfare Loan shall be Nu. 20,000/-.
 - 5.1.5.4. The Welfare Loan shall be recovered in full in 12 equal installments from the salary of the registered member availing loan.
 - 5.1.5.5. The Welfare Loan may be repaid in lump sum.
 - 5.1.5.6. No fresh loan shall be released unless the earlier loan is fully paid.
 - 5.1.5.7. A registered member cannot avail the Welfare Loan twice until all other registered members have had an opportunity to avail Welfare Loan.
- 5.1.6. A registered member is entitled to interest charged loan.
 - 5.1.6.1. The disbursement of the interest charged loan shall be subject to availability of fund which should be always maintained at Nu. 200,000/-.

- 5.1.6.2. The maximum ceiling of the interest charged loan shall be Nu. 20,000/- per occasion.
- 5.1.6.3. A simple interest @ 10 % per annum shall be charged.
- 5.1.6.4. The interest charged loan shall be recovered in full in 12 equal installments from the salary of the loanee.
- 5.1.6.5. The interest charged loan may also be repaid in lump sum.
- 5.1.6.6. At the time of transfer/superannuation/termination of the member from ECB, he/she has to pay the full loan amount with interest.

CHAPTER 6

6. Refund of the Membership Contribution

- 6.1. In case of transfer or retirement or termination of a registered member who had not availed any benefits from the scheme, the member shall be entitled to refund of 75% of his/her total contributions.
- 6.2. In case of transfer or retirement or termination or death of a registered member who had availed benefit(s) from the scheme earlier, the member shall be entitled to refund of contributions as follows:
 - 6.2.1. A registered member who had claimed the benefits once and have been contributing to the scheme for five years or more shall be entitled to withdraw 50% of the total contribution.
 - 6.2.2. A registered member who had claimed the benefits twice or more shall not be entitled for withdrawal of the contribution.

CHAPTER 7

7. Termination of Membership

- 7.1. The membership to the scheme will cease to exist in the event of death, superannuation, transfer, resignation and termination from service of a registered member.

CHAPTER 8

8. Review and Amendment

- 8.1. The provisions of the ECSWS shall be reviewed for amendments once every 3 years to reflect the socio-economic changes and development.
- 8.2. The review of the ECSWS shall be undertaken by the management and any proposal for amendment shall be subjected to endorsement of the staff of the Commission.
- 8.3. A proposal for amendment shall be endorsed by two-third majority of entire staff of the Commission.

Adopted on this 25th of June 2015 corresponding to the 9th Day of the 5th Month of the Wood Female Sheep Year in the Bhutanese Calendar.



Election Commissioner



Election Commissioner



Chief Election Commissioner

(ECSWS-Form I)/2015/

The General Secretary
EC Staff Welfare Scheme
Election Commission of Bhutan
Thimphu

Sub: Membership Registration

Sir/Madam,

I Mr./Mrs./Ms..... do hereby declare that I have read and understood the Rules on Election Commission Staff Welfare Scheme, 2010. I wish to become a registered member of ECSWS.

I do also hereby declare that once I become a registered member of ECSWS, I shall abide by the rules and regulations which may come into effect from time to time. In case, if I am found guilty of breaching the rules, I shall abide by decision of ECSWS Management Committee.

I hereby authorize the AFD, Election Commission of Bhutan to deduct my monthly contributions and loan recoveries from my monthly salary as mentioned in the rules of ECSWS

Present Address:

Permanent Address:

Date:

Signature

Full Name:

Cc:

The Chief Administrative Officer, AFD, Election Commission of Bhutan.

For Official Use Only:

Mr./Mrs/Ms.....is hereby registered as member of ECSWS with effect from..... He/she has been allotted Registration No.

General Secretary
Election Commission Staff Welfare Scheme
Thimphu

DECLARATION OF DEPENDENTS/NOMINATIONS

I Mr/Mrs/Mshereby declare that the names mentioned below are my living dependents.

1. Spouse..... ID Card No..... Date of Birth

2. Children/Direct Dependents

a.ID Card No.....D.o.B.....

b.ID Card No.....D.o.B.....

c.ID Card No.....D.o.B.....

3. Father or Nominee

a.ID Card No.....D.o.B.....

4. Mother or Nominee

a.ID Card No.....D.o.B.....

In the event of the demise of any of my dependents, benefits as defined in Rules of ECSWS may be given to me.

I hereby nominate Mr/Mrs/Ms.....the right to receive the entire amount that may be payable to me by the ECSWS 2010 in the event of my death.

Date.....

Signature:

Name:

Address:

FORM FOR WELFARE GRANT

- 1. Name of Member/Beneficiary :
- 2. Registration No. :
- 3. Employee ID No. :
- 4. Department/Division :
- 5. Citizenship ID Card No. :
- 6. Welfare Grant availed for the death of :
 - a. Name of deceased :
 - b. Age of Deceased :
 - c. Citizenship ID Card No. :

I hereby declare and assure that all the information provided above is true and accurate.

Date.....

Signature of Applicant

Enclose a photocopy of Insurance/Death Certificate of the deceased

(For Office use only)

I hereby certify that the reason submitted by the applicant is true as per our records and forwarded for necessary consideration.

Chief Administrative Officer, AFD

Recommended for the payment of welfare grant amounting to Nu.
(Ngultrum.....) only.

Treasurer, ECSWS

I hereby certify that the reason submitted by applicant is true and recommended for kind approval.

Chief of Head of Division

Executive Secretary
EC Staff Welfare Scheme

Approved/Not Approved

CHAIRMAN, ECSWS

The General Secretary
EC Staff Welfare Scheme
Election Commission of Bhutan
Thimphu

APPLICATION FOR LOAN

Sir/Madam,

I am member of the Election Commission Staff Welfare Scheme. My registration No. is..... I have read all the Rules of ECSWS, and having understood the terms and conditions, I wish to apply for a loan of Nu.....only for reasons given below:

.....
.....
.....

My Gross Pay is Nu.....and my Net Pay is Nu..... only. The entire loan amount with interest will be liquidated in full within 12 months w.e.fat monthly installments of Nu..... from my monthly salary.

A copy of Citizenship I.D. Card of deceased and undersigned enclosed.
Yours Faithfully
Date:.....

Signature, Name and Address

(For Office use only)

I hereby certify that the reason submitted by the applicant is true as per our records and forwarded for necessary consideration.

Chief Administrative Officer, AFD

The applicant has no loan against his name, therefore, the loan applied for may be approved as per his terms and conditions mentioned above for an amount of Nu..... (Ngultrum.....) only.

Treasurer, ECSWS

I hereby certify that the reason submitted by applicant is true and recommended for kind approval.

Chief of Head of Division

Executive Secretary
EC Staff Welfare Scheme

Approved/Not Approved

CHAIRMAN, ECSW

Disbursement Form

Bank Account No:	Voucher No:				
Cash Book Page No:	Date:				
Name of Payee:					
Registration No:					
Cash in Hand/at Bank:					
Particulars		Debit		Credit	

Passed for Nu..... (Ngultrums.....)

Net Payment Nu..... (Ngultrums.....)

Treasurer, ECSWS
(Date, Name & Designation)

GENERAL SECRETARY
Election Commission Staff Welfare Scheme

Paid in Cash/by Cheque No.:

Received Payment
Nu.

(Name, Signature & Date)