

ELECTION COMMISSION OF BHUTAN



RULES ON ELECTION COMMISSION STAFF WELFARE SCHEME, 2024

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 will encompass all personnel employed by the Election Commission of Bhutan, which includes those working 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 October 2010, second revision 2019 & third amendment is 16th July, 2024.

1.2.2. The first monthly contribution was affected from the salary of November 2010, revised contribution shall commence from the end of July month 2024.

1.3. Extent:

1.3.1. The scheme shall extend to all the staff of the Election Commission of Bhutan.

Chapter 2

2. Finances of the Scheme

- 2.1. The members shall pay Nu.500/- as one time Registration fee at the time of registration.
- 2.2. All members shall contribute to the scheme at the rate of Nu.300/- per month.
- 2.3. The member contribution shall be deducted from the individual account. The Treasurer/General Secretary shall send a letter to the Bank to set up the Standing Instruction to deduct on a monthly basis from the individual saving account.
- 2.4. The members shall contribute 1% of net pay to the scheme in June every year. The Dzongkhag Electoral Officers shall be responsible to collect the amount from the Dzongkhag staff and remit to the ECSWS bank account under intimation to the concerned official at the ECB within the first week of July.
- 2.5. The interest accrued from the bank on the scheme shall be deposited to the scheme.
- 2.6. The interest accrued from loan shall be deposited to the scheme.
- 2.7. Any cash prizes received by the Commission shall be deposited to the Scheme.
- 2.8. The members may donate besides monthly contributions in the form of cash to the Scheme.

Chapter 3

3. Management of the Scheme

- 3.1 There shall be a Committee comprising a Chairperson and four members elected from among 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 members by the Committee.



3.4 The Management team comprising General Secretary and Treasurer shall be appointed by Committee to manage the day-to-day activities of the scheme.

3.5 A member can hold only one portfolio at one point of time.

3.6 The Dzongkhag Electoral Officer shall be the Focal Person in the respective Dzongkhag.

3.7 Functions of Chairperson

3.7.1 The Chairperson shall be the overall in-charge of the scheme.

3.7.2 The Chairperson shall plan, organize, coordinate and direct the Committee and the Management team for effective and prudent use of the Scheme.

3.7.3 The Chairperson shall chair the meetings and proceedings of the scheme.

3.8 Functions of Committee

3.8.1 The Committee's interpretation of the rules shall be final and binding in the event of dispute.

3.8.2 The Committee shall be responsible for managing of finance, investment, loan, administration, and any other matter related to the scheme.

3.8.3 The Committee shall review the benefits and contributions from time to time.

3.8.4 The Committee shall be empowered to terminate the services of the Auditors, General Secretary or the Treasurer in case of misconduct by them.

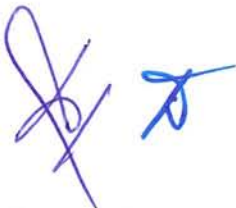
3.9 Functions of Auditors

3.9.1 The Auditors shall audit the books of account of the scheme every after three years.

3.9.2 The Auditors shall be appointed from the Royal Audit Authority/Internal Team amongst the members.

3.9.3 The Auditors shall submit an audit report to the Chairperson fourteen days after the completion of the audit.

3.9.4 The Auditors shall advise the Chairperson, Committee and the Management team on the findings of the audit.




3.10 Functions of General Secretary

- 3.10.1 The General Secretary shall manage the day-to-day transactions of the scheme.
- 3.10.2 The General Secretary shall be one of the signatories to the operation of the bank account of the scheme.
- 3.10.3 The General Secretary shall arrange or call meetings of the Committee.
- 3.10.4 The General Secretary shall prepare the agenda of the meetings.
- 3.10.5 The General Secretary shall keep the minutes of the meetings.
- 3.10.6 The General Secretary shall issue resolutions of the meetings to the members.
- 3.10.7 The General Secretary shall present the expenditure and the fund balance statement during the Election Commission of Bhutan's conference to all the members.
- 3.10.8 The General Secretary shall maintain a register of members and their dependents.

3.11 Functions of Treasurer

- 3.11.1 The Treasurer shall account for all the receipts received into the scheme.
- 3.11.2 The Treasurer shall make disbursements from the scheme.
- 3.11.3 The Treasurer shall maintain the following accounts:
 - 3.10.3.1 Cash Book to record the daily transactions into and from the scheme.
 - 3.10.3.2 Individual Record Register to record the receipts and disbursements of the scheme for individual registered members.
- 3.11.4 The Treasurer shall be a co-signatory to the operation of the bank account of the scheme.
- 3.11.5 The Treasurer shall prepare accounts and financial statements of the scheme.
- 3.11.6 The Treasurer shall present the financial status of the scheme during the Management Committee meetings.



- 3.11.7 The treasurer shall be entitled for a monthly allowance of Nu.500/- for handling the cash.

Chapter 4

4. Procedures

- 4.1. A member of the scheme shall be registered through membership registration form No. *ECSWS – Form I*.
- 4.2. A member shall declare the nominations of dependents through Nomination of dependent(s) form no. *ECSWS – Form II*.
- 4.3. A 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 disbursements from the scheme shall be through bank cheque only.

Chapter 5

5. Benefits from the Scheme

5.1 A member shall be entitled to the following benefits:

- 5.1.1 In case of death of a member, the immediate family member (nominated) shall be entitled for a compensation of Nu.75,000/-.
- 5.1.2. In case of death of a nominated dependent of a member, the member shall be entitled for a compensation of Nu.45,000/- per occasion. A nominated dependent shall mean and include any of the following:
 - 5.1.2.1. Spouse of a member
 - 5.1.2.2. Children of a member
 - 5.1.2.3. Parents of a member

5.1.2.4. Parents of spouse

5.1.3. In case of death of a member or a nominated dependent within Thimphu, the affected shall be provided with physical assistance in the form as mentioned below:

5.1.3.1. The office shall provide physical assistance from among the office staff, unless intimated as not necessary.

5.1.3.2. The concerned Department/Division Head in consultation with the affected shall determine the requirement of physical assistance.

5.1.3.3. The Staff of Election Commission of Bhutan Head Office shall as far as possibly attend the cremation, if it is held in Thimphu.

5.1.4. Any member can avail Welfare Loan from the Welfare Fund as follows:

5.1.4.1. The Welfare Loan shall be subject to the availability of funds.

5.1.4.2. The Welfare Loan shall be availed by and made available to any member in the event of death of nominated dependents, medical emergencies and natural calamities.

5.1.4.3. The maximum ceiling of the welfare loan shall be Nu.75,000/-.

5.1.4.4. The welfare loan shall be recovered in full in 12 equal installments from the salary of the member availing loan.

5.1.4.5. The welfare loan may be repaid in lump sum.

5.1.4.6. No fresh loan shall be released unless the earlier loan is fully paid.

5.1.4.7. A member shall not avail the Welfare Loan twice until all other members have had an opportunity to avail Welfare Loan.

5.1.5. A member is entitled to interest charged loan as given here under:

5.1.5.1. The disbursement of the interest charged loan shall be subject to availability of funds which should be always maintained at Nu.500,000/-.

5.1.5.2. The maximum ceiling of the interest charged loan shall be Nu.75,000/- per occasion.

- 5.1.5.3. A simple interest @8 % per annum shall be charged.
- 5.1.5.4. The interest charged loan shall be recovered in full in 12 equal installments from the salary of the loanee.
- 5.1.5.5. In the event of failure to liquidate the loan amount within 12 months, 8% penalties shall be charged on the remaining amount on a monthly basis until the entire amount is liquidated.
- 5.1.5.6. Loan defaulters shall not be eligible for availing loans from the scheme for a period of minimum of one year.
- 5.1.5.7. The interest charged loan may also be repaid in lump sum including the 8% interest charge on the number of months he/she repays the loan.
- 5.1.5.8. 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/resignation or termination or death of a member who had not availed any benefits from the scheme earlier, the member shall be entitled to 75% of his/her total contributions.
- 6.2 In case of transfer or retirement/resignation or termination or death of a member who had availed benefit(s) from the scheme earlier, the member shall be entitled to refund contributions as follows:
 - 6.2.1 A member who had claimed the benefits once and had been contributing to the scheme for five years or more shall be entitled to withdraw 50% of the total contributions.
 - 6.2.2 A member who had claimed the benefits twice or more shall not be entitled for withdrawal of the contribution.

Chapter 7

7. Utilization of Fund

7.1. The Fund accumulated shall be used as follows:

- 7.1.1. When there is a need to donate or make a contribution in case of disaster or natural calamity.
- 7.1.2. Contribution to any other events as approved by the Commission.
- 7.1.3. Farewell tea and gifts worth Nu.15,000/- shall be spent on resignation/separation of any employee.
- 7.1.4. Expenses for Rimdo of Employees of ECB shall be met from this fund.

Chapter 8

8. Termination of Membership

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

Chapter 9

9. Review and Amendment

- 9.1 The provisions of the ECSWS shall be reviewed for amendment once every 2 years to reflect the socio-economic changes and development.
- 9.2 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.
- 9.3 A proposal for amendment shall be endorsed by two-third majority of the entire staff of the Commission.



Adopted on the 16th of July 2024 corresponding to the 10th Day of the 6th Month of the Wood Male Dragon Year in the Bhutanese Calendar.



Election Commissioner



Election Commissioner



Chief Election Commissioner

The revisions made to the ECSWS rules, 2019 are as follows:

Chapter 2

- 2.1. The members shall pay Nu. 200/- to Nu.500/- 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/- to Nu.300/- per month.
- 2.4. The members shall contribute 1% of net pay to the scheme in June every year. The Dzongkhag Electoral Officers shall be responsible to collect the amount from the Dzongkhag staff and remit to the ECSWS bank account under intimation to the concerned official at the ECB within the first week of July. (New clause in place of 1% LTC contribution from employee & USD 20 contribution from the officials on ex-country trips)

Chapter 3

- 3.9.1. The Auditors shall audit the books of account of the scheme every after three years.
- 3.9.2. The Auditors shall be appointed from the Royal Audit Authority/Internal Team amongst the members. (New clause)

Chapter 5

- 5.1.1. In case of death of a member, the immediate family member (nominated) shall be entitled for a compensation of Nu.50,000/- to Nu.75,000/-.
- 5.1.2. In case of death of a nominated dependent of a member, the member shall be entitled for a compensation of Nu.30,000/- to Nu.45,000/- per occasion.
- 5.1.4.3. The maximum ceiling of the welfare loan shall be Nu.50,000/- to Nu.75,000/-.
- 5.1.5.2. The maximum ceiling of the interest charged loan shall be Nu.50,000/- to Nu.75,000/- per occasion.
- 5.1.5.5. In the event of failure to liquidate the loan amount within 12 months, 8% penalties shall be charged on the remaining amount on a monthly basis until the entire amount is liquidated. (New clause)
- 5.1.5.6. Loan defaulters shall not be eligible for availing loans from the scheme for a period of minimum of one year. (New clause)
- 5.1.5.7. The interest charged loan may also be repaid in lump sum including the 8% interest charge on the number of months he/she repays the loan. (Added 8% interest making it

clear on the repayment)

Chapter 7

8.1.3. Farewell tea and gifts worth Nu.15,000/- shall be spent on resignation/separation of any employee. (New clause, in place of cash rewards based on number of years in ECB)

8.1.3. Expenses for Rimdo of Employees of ECB shall be met from this fund. (New clause)

NB:

Forms were also revised as per the revision made to the ECSWS rules such as undertaking form, 8% loan interest for the loan defaulters.



(ECSWS - Form I)

Date:.....

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, 2024 and I am privileged to become a member of the ECSWS as a staff of the Election Commission of Bhutan.

I do also hereby declare that; I shall abide by the rules and regulations which may be revised from time to time. In case I am found guilty of breaching the rules, I shall abide by the 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. Similarly, I shall make the contributions from my 1% net pay, as prescribed in the rules, in a timely manner.

Present Address:

Permanent Address:

Name :

Designation :

Account No :

Signature :

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 a member of ECSWS with effect from.....He/she has been allotted Registration No.

General Secretary
Election Commission Staff Welfare Scheme
Thimphu

(ECSWS-Form II)

Date:.....

DECLARATION OF DEPENDENTS/NOMINATIONS

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

1. Father

Name.....ID Card No.....D.o.B.....

2. Mother

Name.....ID Card No.....D.o.B.....

3. Spouse Details

Name.....Date of Birth.....ID Card No.....

3. Father of Spouse

Name.....ID Card No.....D.o.B.....

4. Mother of Spouse

Name.....ID Card No.....D.o.B.....

5. Children

Name.....ID Card No.....D.o.B.....

Name.....ID Card No.....D.o.B.....

Name.....ID Card No.....D.o.B.....

Name.....ID Card No.....D.o.B.....

Name.....ID Card No.....D.o.B.....

Note: You cannot substitute other than the above-mentioned nominees irrespective of late or alive.

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

I hereby nominate Mr/Mrs/Ms.....and authorized to receive the entire amount that may be payable to me by the ECSWS 2024 in the event of my death.

Name.....

Designation:.....

Signature:.....

Address:.....

(ECSWS - Form III)

Date:.....

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 (For HQ).

Chief Administrative Officer, AFD/DzEO

Recommended for the payment of welfare grant amounting to Nu.....

(Ngultrum.....) only

Treasurer, ECSWS

General Secretary
EC Staff Welfare Scheme

CHAIRMAN,
EC Staff Welfare Scheme

4

ECSWS - Form IV

Date:.....

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

LOAN APPLICATION/UNDERTAKING FORM (Members of ECSWS)

Sir/Madam,

I,, bearing CID No:....., a registered member of the Election Commission Staff Welfare Scheme, holding Employee ID: accept and having understood the rules of the ECSWS, would like to avail loan amount of Nu..... only for the purpose.....

The entire loan amount, with interest, will be liquidated in full within 12 months from,.....toat a monthly installment of Nu..... from my monthly salary.

I, hereby undertake that, if I am unable to repay the loan during my active service, the outstanding or full loan amount shall be recovered from my service benefits. This recovery will occur upon my superannuation, resignation, separation, or termination from the service. In the event of loan default, a monthly penalty of 8% shall be paid to the remaining loan balance or the lump sum amount until the loan is fully liquidated as well recovered during the exit from the service.

I stand by this undertaking and hold myself fully responsible and accountable.

Yours faithfully,

Legal stamp
& Signature

Witness:

Name :
Designation & Grade :
Current Address :
Saving Account, No :
Contact Number :

Name :
CID No. :
Designation & Grade :
Current Address :
Contact Number :

4

(For Office use only)

He/she has his/her net salary enough to deduct the monthly ECSWS loan installment.

Treasurer, ECSWS

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

General Secretary
EC Staff Welfare Scheme

Approved/Not Approved
CHAIRMAN, ECSWS



Disbursement Form

Name of Payee: Registration No:	Voucher No: Date:
Particulars	Amount

Passed for Passed

Nu.....(Ngultrums.....)

.....)

Treasurer, ECSWS
 (Date, Name & Designation)
ECSWS
 Paid in Cash/by Cheque No:

GENERAL SECRETARY

Chairman, ECSWS

Received Payment
 Nu.

(Name, Signature & Date)



