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BHUTAN STANDARDS BUREAU



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STAFF WELFARE SCHEME
(S W S)

2021



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BSB WELFARE SCHEME

WHEREAS in order to provide for the welfare of the employees of the Bhutan Standards Bureau (BSB) and to create resources to assist members in times of emergencies and distress.

1. Preliminary

- 1.1 This Scheme will be called as BSB Staff Welfare Scheme (hereinafter referred to as the Scheme);
- 1.2 It will be abbreviated as SWS;
- 1.3 It shall come into force and commenced with immediate effect;
- 1.4 The Scheme shall be legally binding on all its registered members.

2. Authority

- 2.1 The SWS Committee shall be the final authority in the interpretation of the Scheme;
- 2.2 The decision of the SWS Committee shall be final and binding.

3. Objective

- 3.1 Provide financial assistance to members and their direct dependents in times of need;
- 3.2 Take care of members while in service in BSB.

4. Scope

- 4.1. Cover the death of members and dependents as defined and declared;

5. Membership

- 5.1. The employees of the BSB shall be eligible for membership to the Scheme;
- 5.2. Membership to the Scheme (appointed prior to the launch of the Scheme) shall be one time opportunity to either become members of this Scheme by submitting **Form 1** or opt out using **Form 4**;
- 5.3. Members on long-term leave; study, secondment and EOL, prior to the launch of the Scheme will be given the same option as in section 5.2 upon rejoining service. However, non-confirmation of membership within the period of one month after resuming the service will result in default non-membership;
- 5.4. Members planning long-term absence have the following options;
 - 5.4.1. To remit the monthly contribution or make advance contribution for the entire period of absence to keep the membership alive. If death of the member were to occur prior to exhaustion of such a contribution, refund of the balance contribution shall be made along with the admissible payout grant;
 - 5.4.2. To temporarily discontinue membership for the duration of absence. No risk coverage shall be extended during the temporary discontinuation period. Membership can be reactivated upon resumption of office.
- 5.5. The Scheme shall cover member's direct dependants. Members must nominate and indicate a primary nominee among the dependents. Nomination of dependents and any updation should be done using **Form 2**;
- 5.6. Those members who do not have any direct dependents can nominate at least one person as a representative to receive the admissible grant upon his/her demise;

5.7. A newly recruited employee will be placed under the Scheme after the completion of the probation period (one year);

5.8. Contract employee shall not be eligible for membership.

6. Capital

6.1. Funds for the Scheme shall be generated through a monthly contribution from all its members;

6.2. Interest generated through Bank Interest.

7. Monthly contribution

7.1. The member shall contribute a sum of Nu. 200/- (Ngultrum Two Hundred only) every month which shall be deducted from the member's account;

7.2. The contribution shall be deducted at source by the partnered Bank and deposited into the SWS account;

7.3. The above contribution amount shall prevail until amendment of this Scheme;

8. Discontinuation of membership

Membership shall be terminated in the event of the following;

8.1. Death of the member;

8.2. Separation from the BSB/service by way of:

8.2.1. Superannuation;

8.2.2. Voluntary resignation;

8.2.3. Compulsory retirement;

8.2.4. Termination.

8.3. Member wishing to discontinue voluntarily;

8.4. Deceitful nominations, fraudulent claim, willful/deliberate failure and violation of any other provision of this Scheme shall result in commensurate administrative action as per the law of the land.

9. Refund

9.1. In the event of transfer (outside of BSB), superannuation, compulsory retirement or resignation, the members can claim 75% of the total contribution only when his/her contribution is more than or equal to Nu. 2000 (Two Thousand) and, applying the condition that the member has not made single claim;

9.2. In case of the demise of a member, the authorized nominee shall be paid full refund of his/her contribution or the benefit of the Scheme whichever is higher.

10. Eligibility and Benefits

10.1. All members shall be equal beneficiary of the Scheme;

10.1.1. Nu. 25,000/- in the event of the death of a dependent;

10.1.2. Nu. 50,000/- in the event of the death of member;

10.2. Only one payment will be made against a particular death, irrespective of the number of contributing members;

- 10.3. In the event of death of member and the primary nominee/dependent at the same time, only the coverage of the SWS member shall be made;
- 10.4. In the event of the death of a member who is also a dependant of another member, only one payment, whichever is higher, shall be made;
- 10.5. In the event of a death of a common dependent, the claim could be made by one of the members;
- 10.6. The amount of Nu. 5000/- and refreshment expenses shall be met from SWS account during the farewell of members.

11. Claim Procedure

- 11.1. Claimant submits the duly filled **Form 3** to the Treasurer. The claimant shall submit the death certificate after two months from the date of death;
- 11.2. Treasurer verifies the claim against the following;
 - 11.2.1. Citizenship identity card of the claimant (If not member);
 - 11.2.2. Citizenship identity card of the deceased (if not member);
 - 11.2.3. Marriage Certificate in case of the claim being made for the spouse. The original letter from the court would suffice in lieu of the Marriage Certificate to make the claim against the late spouse without MC;
 - 11.2.4. Birth Certificate/Health Card in the case of claim being made for the child below the age of one year;
 - 11.2.5. Legal adoption paper from the NCWC (for adopted child).
- 11.3. The Chairperson approves the claim;
- 11.4. The Treasurer shall process the claim upon the approval by the Chairperson;
- 11.5. The Treasurer deposits the admissible grant amount in the claimant's bank account;
- 11.6. The claim shall be closed and deemed complete when the partnered Bank deposits the money into the claimant's account;
- 11.7. Claimant may make the claim within 30 days from the date of death;
- 11.8. All claims for the dependents should be made by the member only;
- 11.9. In the event of death of a member, his/her benefit shall be made by the Committee to the primary nominee at the earliest possible;
- 11.10. In the event of member and all his/her dependents die at the same time, the Committee shall decide as to who shall receive the admissible grant;
- 11.11. Release of the admissible grant shall be made within 3 working days from the date of receipt of the claim form by the Treasurer;
- 11.12. The Treasurer report and Member Secretary shall update after successful disbursement of benefits;

12. Financial Management

- 12.1. The account shall be operated jointly by the Treasurer and the Chairperson subject to the following conditions;

- 12.1.1. The account shall be operated under the joint signatory system comprised of the Chairperson and Treasurer;
- 12.1.2. The Treasurer will give a copy of the contributions made from staff salary on annual basis to all the members;
- 12.1.3. A minimum of Nu. 150,000 (One Hundred Fifty Thousand) shall be reserved in the SWS account at all times to sustain the Scheme.
- 12.2. The SWS account will be subject to annual internal audit by a team appointed for the purpose by the Committee;
- 12.3. The Treasurer shall publish financial report of the Scheme at the end of every fiscal year and present during the Annual General Meeting to the members;
- 12.4. Adhoc expenses shall not be met from the SWS account irrespective of exigencies.

13. Administration

13.1. Staff Welfare Committee

- 13.1.1. The Committee shall be the apex authority with regard to the administration of the Scheme;
- 13.1.2. The Committee shall adjudicate on all matters arising from the Scheme. It shall have original jurisdiction over all issues related to administration of the Scheme. Issues not resolved by the Committee shall be forwarded to the BSB Management. BSB Management decisions can be appealed to the Court within 10 days from date of decision;

13.2. Composition of SWS Committee

- 13.2.1. The Committee shall comprise the Director General as the Chairperson and members from each Division;
- 13.2.2. The Committee shall have members representing different strata of positions;
- 13.2.3. The Committee shall have one of the Division's Head as the member of the Committee;
- 13.2.4. The Committee shall meet as and when required and as notified by the Member Secretary;
- 13.2.5. The Committee members shall be changed every after every year;
- 13.2.6. In times of premature exit of member from the Committee, BSB Management shall immediately appoint a replacement;
- 13.2.7. Annual General Meeting of the Scheme will be held on the last week of every fiscal year Chaired by the Chairperson.

13.3. Description of responsibility

13.3.1. Chairperson

As per the provisions of this Scheme, the Chairperson shall;

- a. Preside over the Committee meeting;
- b. Appoint office bearers to officiate during the absence of Chairperson;
- c. Appoint Member Secretary and Treasurer among the members of the Committee;
- d. Conduct any other business relevant to the Scheme.

13.3.2. Member Secretary

As per the provisions of this Scheme, the Member Secretary shall;

- a. Arrange meetings in consultation with Chairperson;
- b. Prepare meeting;
 - i. Preparation of Agenda;
 - ii. Circulation of documents.
- c. Record the decision taken in the meeting;
- d. Preparation of Minutes of Meeting;
- e. Update the information to the Committee;
- f. Monitoring of Staff Welfare Funds.

13.3.3. Treasurer

As per the provisions of this Scheme, the Treasurer shall;

- a. Manage overall financial affairs of the SWS; reconciling the bank statements, management of cash flow, check signing authority and others;
- b. Be prepared to explain and justify the expenses;
- c. Keep Committee apprised of status of SWS fund;

13.3.4. Committee Members

As per the provisions of this Scheme, the Committee members shall;

- a. Make decisions as a collective group and hold joint responsibility for decision and actions taken by the Committee;
- b. Be responsible for ensuring that the decisions are taken in the best interest of the Scheme;

14. Closure of the Staff Welfare Scheme

In the unlikely event of closure of the Scheme, the BSB Management shall;

- 14.1. Notify the members about the closure of the Scheme;
- 14.2. Refund the balance amount to its contributing members pro-rated to their contribution. However, only the members who have not made a single claim will be eligible for such a refund;
- 14.3. Members shall decide use of residual fund after making the refund as per clause 14.2;

14.4. The Committee shall not be liable for any lawsuit after the closure of the Scheme.

15. Amendment

15.1. The amendment of this Scheme in way of addition, variation or repeal shall be affected based on the decision of the BSB Management.

16. Forms

16.1. All relevant forms are attached herewith.

Definition;

- 1. Admissible claim:** a defined claim or grant amount payable in the event of death, permanent disability and Terminal illness
- 2. Common dependent:** when a person is declared as dependent by two or more members
- 3. Committee:** Committee of the Staff Welfare Scheme
- 4. Chairperson:** The Chairperson of the Staff Welfare Scheme of the BSB;
- 5. Deceitful nominations:** nominations made beyond the defined direct dependents
- 6. Direct dependents:** Member's own biological parents, a spouse, and children (including legally adopted) and spouse's biological parents.
 - 6.1. Members' Children:** A declared and legitimate child of a member including the stepchildren or legally adopted children;
 - 6.2. Member's Spouse:** Legal and declared wife/husband of a member.
- 7. Fraudulent claim:** claim made against a fictitious death or against a wrong dependent or a double claim
- 8. Member:** a regular employee of BSB who is contributing to this Scheme
- 9. Member Secretary:** Member of the Committee who assist in preparation and coordination of the Committee meeting and to monitor the Staff Welfare Funds;
- 10. Permanent disability:** when the member becomes physically handicapped which in turn effects his/her performance at work
- 11. Primary nominee:** a person identified by the member from his/her list of dependents to make the admissible claim in the event of the death of the member
- 12. Scheme:** means the Staff Welfare Scheme of the BSB;
- 13. Terminal illnesses:** any kind of illness that has been termed as terminal by a competent medical authority
- 14. Treasurer:** Member of the Committee who administer or manage the financial asset of the Staff Welfare Scheme
- 15. Willful failure:** the deliberate failure by the member to make the monthly contribution on time.



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FORM 1

MEMBER REGISTRATION FORM (NEW RECRUITS)

1. I Mr./Ms.do hereby declare that I have read and understood all the sections and clauses as enshrined in the BSB Staff Welfare Scheme , Bhutan Standards Bureau. Having read and understood, I wish to become a registered member of the said Scheme.
2. I do also hereby declare that once I become a member of this Scheme I shall abide and respect all the provisions of the Scheme In case I am found guilty of breaking the Scheme I shall abide and submit to the decision of the Management Committee.
3. I hereby authorize the Scheme to deduct Nu./- from my monthly salary towards the contribution.

Place:

Date:

Sd/
 (Legal Stamp)
 Signature

Verified by Treasurer

Date:

Name:

Signature:

Verified by Chairperson

Date:

Signature:

Official Seal:



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FORM 2

NOMINATION/UPDATE FORM

1. Information about the member

- | | |
|-------------------------|----------------|
| - Full Name: | - EID: |
| - Position Title/Level: | - Gender: |
| - Division: | - CID No.: |
| - Email ID: | - Contact No.: |

2. Information about direct dependents

Direct dependents comprise of one's own biological parents, a spouse, and child(ren), including legally adopted and spouse's parents.

(Dependents in sl.# 1 is the primary nominee)

S/N	Name	CID Number	Date of Birth	Relationship
1				
2				
3				
4				
5				

The member must attach the photocopy of the following documents:

1. Citizenship identity card of the member;
2. Marriage Certificate of the member;
3. Citizenship identity card of dependents (except for child below the age of 15 years);
4. Family Tree from the Dept. of Civil Registration & Census reflecting the CID number allotted to the child aged one year and above and 15 years and below;
5. Birth Certificate/Health Card of children (aged 1 year and below); and
6. Legal adoption paper from the NCWC (for adopted child);
3. Undertaking.

I hereby do confirm that the above list of nominees are my authentic dependents.

Place: sd/

Date: (Legal Stamp)

Verified by Treasurer

Date:

Signature:

Approved by Chairperson

Date:

Signature:



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FORM 3

CLAIM FORM

1. Information about the deceased

- Full Name:
- CID No.:
- Date of Death:
- Tick **ONLY** one whichever is applicable:

1. Member

2. Dependent

2. Information about the claimant

- Full Name:
- CID No.:
- Mobile No.:
- Relationship to the deceased:
- Bank Account No.:

3. Attach the death certificate OR a statement from the Gup certifying the death

4. Undertaking:

I hereby do confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for action as per the law of the land.

Place:

Date:

Sd/
 (Legal Stamp)
 Signature

Verified by Treasurer

Date:

Signature:

Approved by Chairperson

Date:

Signature:



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FORM 4

REIMBURSEMENT FORM

This form is only for those members who have not made single claim

a. Information about the member

- Full name:
- Position title:
- EID no.:
- Membership period:

Reason for withdrawal (tick wherever relevant)

1. Voluntary resignation:
2. Transfer:
3. Superannuation:
4. Other:

b. Refund

1. Name of the Bank:
2. Bank Account:
3. Branch:

Verified by Treasurer

Date:

Signature:

Approved by Chairperson

Date:

Signature:

