



**STAFF & TRAINEES WELFARE SCHEME
TECHNICAL TRAINING INSTITUTE
CHUMEY: BUMTHANG**

Introduction:

In the institute, we live together as a family to support each other during the time of celebrations and also during the unavoidable, unfortunate circumstances when moral and financial support is needed. This is to be done by making financial contribution from the members and lending help whenever and whomever the circumstances demand. The institute will carry this practice not as a forced rule but as a sign of faith in the relationship with a professional counterpart.

1. Objectives

- 1.1 To provide financial help in the fields of unavoidable circumstances like death of member and their family.
- 1.2 To provide any other support when deemed necessary by members.
- 1.3 To initiate activities that will benefit the staff, trainees and people in the society.
- 1.4 To provide tokens to outgoing staff (when they get transferred or retire from job).
- 1.5 To provide financial help in the fields of health.

2. Staff Welfare Committee members:

- 2.1 The following members were appointed to the staff welfare committee on 26th July 2024
 1. Principal (Chairperson)
 2. Ms. Phub Lhamo (Coordinator)
 3. Ms. karma Dema (Member)
 4. Mr. Sajaindra Rai (Member)
 5. Ms. Dechen Choden (Member)
 6. Mr. Tenzin Yoezer (Member)
- 2.2 The chairperson will remain as permanent member while rest of the members will be changed after the term of one year through voting.
- 2.3 The Welfare Committee members jointly have the authority to make decision on disbursement of funds for activities approved.
- 2.4 The elected members will conduct meeting during emergencies.
- 2.5 The welfare secretary will prepare and present accounts and expenditure report to all the members after every six months.
- 2.6 It is also decided that during committee meeting if some members are absent, the majority member can conduct meeting and take decision for interest of the Institute.

Contribution:

Sl.no.	Degree of contribution	Contribution per head	IDF	Remarks
1	Choku / rimdo in staff's resident	P1-O4=350; ESP & GSP=250	nil	On invitation only
2	Visit of Patient (staff member, Legal Parents, Legal Parents in Law, legal spouse, legal children are hospitalized within the country. (Two nights and above)	Nu.300/- (All)	nil	Nu.300 per Head
3	Visit to Patient (staff member or his family members which include legal parents, legal spouse, legal children, legal parents-in-law is refereed outside the country for treatment.	Nu.500/- (All)		
4	House Consecration/ Inauguration/House warming.	P1-O4=300 GSP& ESP=200	Nil	On invitation Only
5	School Rimdo and Picnic/house warming invited by other organization.	P1-O4=200 GSP& ESP=100	Nil	Upon invitation only
6	Staff member's baby shower	Nu. 350	Nil	Compulsory (Date to be informed by the host staff)
7	Deceased of Welfare member.	Nu. 2,000	Nu. 20,000	Nu. 2,000 per head and additional Nu. 20,000 from IDF. With approval from the department.

8	Death of family member which include legal parents, legal spouse, legal children, legal parents in law.	Nu. 1,000		
9	Institute Rimdo	P1-P5/(SS4-SS1)=650 S5-S1=550 O1-O4=450 GSP & ESP=350 Trainees= 100 Note: Interested staff may contribute above the mentioned amount.		The additional budget will be met from IDF The trainees' contributions will be collected as a package during the time of admission
10	Farewell of the outgoing member (Transfer, resign)	All=400		Dinner will be given from the collected money. A gift worth 3500 from the institute. (For outgoing and resign only)
11	Farewell for staff on EoL and LTT	Collection: As per the expenditure incurred		Farewell Tea and Momo.
12	Staff promotion (Compulsory)	P1-O4=350 GSP & ESP=250		Individual staff should get a khaddar each to offer. For two or more staff organizing the gathering jointly, contribution needs to be done only for one and shared.
13	In case of death of trainees' legal parents.		Nu. 3,000/-	From the institute's saving account

14	Deceased of Trainees	Staff=Nu. 250 Trainees=Nu. 50	Nu. 5,000/-	From the institute's saving account
15	Permanent Disabilities of a member.	Nu. 2,000/-		
16	Miscarriage (Members, Legal Spouse)	Nu. 300/-		The collection will be directly given to the victim.
17	Procuring vehicle by members (Car Warming Party)	P1-O4=350 ESP & GSP=250		On invitation only
18	Legal Marriage	P1-O4=350 ESP & GSP=250		On invitation only
19	Hospitalized trainees		Nu. 3000	Based on the Severity committee & management will decide
20	Other natural calamities (Fire/ flood/earthquake/storm)	Nu. 1,000 Based on severity	Nu. 20,000	Major loss of belongings (with approval from the department)
21	Operation (For staff members only)	All -250		Visit/ online Pay
<i>Note: Nu.1000/- per head will be collected at the end of July and it shall be used for welfare purpose until the amount gets exhausted and the collection shall be made again.</i>				

1. Couple contribution:

- ✓ In case of decease/ Natural calamities/ hospitalization of family members, only one person from a couple shall make the contribution and similarly only one contribution will be made to the couple as well.
- ✓ Members not making the contributions: 1st Time: Gentle reminder in group and provide three days duration. If not, the defaulter shall be no longer the member of welfare.
- For the benefit of staff and the interest of the institute, the members of the staff welfare scheme jointly amended the guidelines on **26th July 2024** to avoid inconvenience in the future.

Endorsed on 26th July 2024 by:

Details of staff reported on 26th July 024

Sl. No	Name	Position Title	Signature
1	Sangay Tshewang	Principal	
2	Sonam Penjor	Sr. Instructor-II	
3	Choki Wangmo	Asst. Lecturer-II	
4	Sajindra Rai	Asst. Lecturer-II	
5	Phub Lhamo	Asst. Lecturer-II	
6	Ramesh Gurung	Sr. Instructor-I	
7	Ganga Ram Darjee	Instructor	
8	Lekey Dhendup	Asst. Instructor-I	TOT
9	Sonam Choden	Asst. Instructor-I	
10	Purna Maya Sanyasi	Asst. Instructor-I	
11	Leki Dorji	Asst. Instructor-I	
12	Tshering Jatscho	Asst. Instructor-I	
13	Deki Choden	Asst. Instructor-I	
14	Dechen Choden	Asst. Instructor-I	
15	Dorji Wangchuk	Asst. Instructor-I	TOT
16	Sonam Dendup	Asst. Instructor-I	"
17	Nima Dendup	Asst. Instructor-I	"
18	Purna Bdr. Ghaley	Asst. Instructor-I	"
19	Sangay Wangchuk	Asst. Instructor-I	"
20	Norbu Chogyel	Adm Asst. I	
21	Karma Dema	Library Asst. I	
22	Tenzin Yoezer	Driver	
23	Ugyen Dorji	Driver	
24	Tshewang Rabgay	Sr. cook	
25	Ngawang Jamtsho	Cook	
26	Leki Dema	Wet Sweeper	LD
27	Pema Dorji	Cook	
28	Choten Lhamo	Cook	
29	Thinley Choden	Care taker	A