

CHARTER OF THE WANGDUEPHODRANG STAFF WELFARE ASSOCIATION (WSWA)

PREAMBLE

We, the civil servants of Wangduephodrang Dzongkhag Administration,

- **desirous of promoting friendship, understanding, unity and trust amongst ourselves;**
- **conscious that in an increasingly interdependent life, mutual understanding and meaningful co-operation need to be fostered;**
- **aware of the common problems, interests and aspirations;**
- **convinced that forming a welfare association is not only desirable but also beneficial and necessary;**

DO HEREBY AGREE to form a welfare association with the following objectives and institutional and financial arrangements:

ARTICLE 1 - OBJECTIVES

- 1.1 To provide financial and moral support in times of need.
- 1.2 To maintain unity and further ties among fellow CIVIL SERVANTS.

ARTICLE 2 - NAME OF THE ASSOCIATION

- 2.1 The name of the association shall be **WANGDUEPHODRANG STAFF WELFARE ASSOCIATION (WSWA).**

ARTICLE 3 - EXECUTIVE COMMITTEE

- 3.1 The association shall be managed by an EXECUTIVE COMMITTEE headed by the President/Vice President and shall comprise of the Secretary, Treasurer and five elected members which shall be elected from time to time.
- 3.2 While the Dzongdag shall be declared the President and Dzongrab as Vice President automatically. Similarly; HR Officer shall be the Member Secretary, the Treasurer shall be appointed from accounts section and five members shall be elected among sector/section heads for a term of one year.
- 3.3. The members will be eligible for re-election. In the absence of one of the above members, the President/Vice President will nominate one of the members to act on his behalf.
- 3.4. In the absence of the Dzongdag (President); Dzongrab (Vice President) will assume the post automatically.
- 3.5. The President/Vice President shall call an extraordinary meeting to elect a replacement of members within one or two days after post vacant. There shall be proper hand takings while the members are transferred/resigned/superannuated from the Dzongkhag.

- 3.6. All major decisions relating to the Association shall be taken by the Executive Committee in consultation with those members present at the meeting convened by the President/Vice President for that purpose.
- 3.7. The Executive Committee shall exercise every right to raise additional funds in the event that the available fund falls below required levels due to large number of disbursements over a short period of time or for any other reason.

ARTICLE 4 - MEMBERSHIP

- 4.1. All regular civil servants and ESP/GSP (Contract employees) under the Dzongkhag Administration's roof are entitled to be member of the Association and should fill up the **Registration Form (Form No.1/Form No. 2)** to be a member.
- 4.2. Any members opting to discontinue his membership can do so by filling up **Membership Opt-out Form (Form No. 5)**.
- 4.3. Upon the demise of a member, the applicable semso shall be paid to his/her nominee along with any advance payments that may have been made to the Association and his/her membership will be terminated.
- 4.4. Membership to the association shall be terminated by the Executive Committee, in consultation with the members, if a member:
 - (a) Repeatedly violates the rules of the association including making monthly contributions and attending association events;
 - (b) Conducts in a way that brings disrepute to the association;
- 4.5. Members being terminated from the Association shall not be eligible for any benefits.

ARTICLE 5 - CONTRIBUTION

- 5.1. The newly appointed and transferred in civil servants can become a member by contributing **Nu. 1000** as entrance fee which is non-refundable (one time contribution). Moreover, they will have to make monthly contributions thereafter.
- 5.2. **Nu. 200** (two hundred) only from each member shall be deducted at source by the treasurer as monthly contribution and will be deposited into the Association's account.
- 5.3. If a member is out of station on Extra-ordinary Leave (leave without pay), he/she shall inform the Treasurer of a nominee who will be responsible for all financial transactions during the member's absence.
- 5.4. If a member who has not availed any benefits and does not wish to continue as a member, his/her registration fee shall be forfeited and shall be refunded with 80% of his contribution. And, request for re-enrolment in the future will not be accepted.
- 5.5. If a member on (transferred/superannuation/resignation) has not availed any benefits. He/she shall be eligible for refund of 80% of his/her contribution.
- 5.6. A member cannot withdraw his/her membership after availing benefits for a period of three years. After withdrawal from membership, request for re-enrolment as a member in the future will not be accepted and no support shall be provided by the association.

- 5.7. The Scheme shall not cover the expenses on farewell and souvenir of Dasho Dzongdag/Dzonggrab on (transfer in/out, resignation and superannuation).

ARTICLE 6 - NOMINEE

- 6.1 All members shall fill up **Nomination/Update Form (Form No. 3)** to nominate a suitable nominee who shall receive the Semso on demise of the member.

ARTICLE 7 - BENEFITS

- 7.1 A member or his/her nominee shall receive the following benefits from the association upon the demise of the following family member or the members:

(a) Father/mother	Nu. 20,000/-
(b) Spouse	Nu. 30,000/-
(c) Children	Nu. 20,000/-
(d) Father/mother-in-law	Nu. 20,000/-
(e) Member	Nu. 50,000/-
(f) Referral treatment of Member outside Bhutan (duly endorsed by the JDWNRH, Thimphu)	Nu. 20,000/-

- 7.2 Payment of benefits shall be made only with respect to the nominees listed in the nomination form filed by the member at the time of enrolment which may be amended as and when changes occur. Spouses and children shall be only those recognized by a court of law.
- 7.3 Loan facilities of any kind shall not be disbursed from the association's fund.
- 7.4 All members shall fill up **Claim Form (Form No. 4)** for availing semso in the event of a death of a family member. All family members should be living during the time of nomination and the form can be updated annually.
- 7.5 Family members shall mean member's parents, spouse parents, spouse and their children.
- 7.6 In case of adopted children, members should produce documents legally approved by the court of law.
- 7.7 A civil servant who is transferred out/on superannuation/resignation shall be given farewell (tea & snacks) with gifts amounting Nu. 2500 in addition to the benefits cited in Article Section 5.5. Likewise, Civil Servants transferred in shall be welcomed with tea & snacks.
- 7.8 The President/Vice President shall have discretion to accord sanction of maximum Nu. 10, 000 based on the recommendation made by the executive committees.

ARTICLE 8 - RESPONSIBILITIES OF THE PRESIDENT/VICE PRESIDENT

- 8.1 The President shall be the supreme authority in all affairs related to the association.
- 8.2 The President shall allocate duties to every member of the Executive Committee.
- 8.3 The President shall preside over all meetings.
- 8.4 The President may call all the members for the amendment of the Charter if necessary.
- 8.5 The President has the power to expel members in consultation with the Committee if the member in question has not abided by the rules of the association.
- 8.6 The President shall inform in advance the need to raise additional fund as and when required.
- 8.7 The President has the authority to sign correspondences on behalf of the Association.
- 8.8 In absence of the President; the Vice President shall execute all the roles cited above.
- 8.9 All the disbursement shall be made either by the President or Vice President.

ARTICLE 9 - RESPONSIBILITIES OF THE SECRETARY

- 9.1. The Secretary shall assist the President/Vice President in all matters related to the Association.
- 9.2. He/She shall summon and keep records of all meetings.
- 9.3. He/She shall perform all duties entrusted to him by the President.
- 9.4. Secretary in consultation with the President/Vice President shall initiate the fund raising programme in line with the Article 3.6.
- 9.5. He/she shall coordinate meeting, process benefits, update nominations and keep proper record of files and documents.

ARTICLE 10 - RESPONSIBILITIES OF THE TREASURER

- 10.1 The Treasurer shall receive all contributions made by the members and deposit into the association's account.
- 10.2 He/She shall make all disbursements as per instructions of the President/Vice President and the Executive Committee.
- 10.3 He/She shall be responsible for maintaining cashbooks and other relevant documents.
- 10.4 He/She shall be responsible for giving quarterly financial statements or as and when required by the President/Vice President and the Executive Committee.
- 10.5 An auditor shall be appointed by the Executive Committee to inspect the accounts of the association and render advice on financial matters.

ARTICLE 11 - WITHDRAWAL OF FUND

- 11.1. The President/Vice President, Secretary, Treasurer and any members appointed by the Executive Committee for this purpose, shall jointly sign for all the withdrawals from the association fund.
- 11.2. All cheques shall be signed either by the President or Vice President (one compulsory) and either secretary or treasurer for all transactions.

ARTICLE 12 – AMENDMENT AND RULE MAKING

- 12.1. There shall be a general meeting once in a year.
- 12.2. Any amendment to this Charter shall be made at an Annual General Meeting which must be attended by at least 2/3rd of the members
- 12.2 The association may make rules and regulations for efficient administration and effective implementation of this Charter as and when necessary.



**DZONGKHAG ADMINISTRATION WANGDUEPHODRANG
STAFF WELFARE ASSOCIATION**



FORM NO. 1: MEMBERSHIP REGISTRATION FORM

This is to state that I, bearing EID No. working in(Sector/Section) under the Dzongkhag Administration, Wangduephodrang has voluntarily joined as the member of the Wangduephodrang Staff Welfare Association w.e.f. the launch of the scheme.

I pledge to abide by the terms and conditions of the scheme.

Place:

Date:

**Sd/
(Legal Stamp)
Signature**

Verified by the HR Officer

Date :
Name :
Signature :
Official Seal :

Approved by the President/Vice President

Date :
Name :
Signature :
Official Seal :



**DZONGKHAG ADMINISTRATION WANGDUEPHODRANG
STAFF WELFARE ASSOCIATION**



FORM NO. 2- REGISTRATION FORM (for fresh recruits and transferred in)

Upon appointment/transferred in this Dzongkhag Administration, Wangdue , I,
..... bearing EID #
working in (Sector/Section) has voluntarily joined as the
member of the Wangduephodrang Staff Welfare Association w.e.f.

I pledge to abide by the terms and conditions of the scheme.

Place:

Date:

**Sd/
(Legal Stamp)
Signature**

Verified by the HR Officer

Date :
Name :
Signature :
Official Seal :

Approved by the President/Vice President

Date :
Name :
Signature :
Official Seal :



**DZONGKHAG ADMINISTRATION WANGDUEPHODRANG
STAFF WELFARE ASSOCIATION**



FORM NO. 3 – Nomination/Update Form

1. Information about the member

Full Name:

EID #:

Position Title & Level:

Gender:

Sector/Section:

CID #

Email id:

Contact #:

Date of Birth:

Marital Status:

2. Information about the family members:

Sl. No.	Name	CID #	Relationship	Percentage
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*the percentage (%) of nomination is not necessary to be shared with all the family members

3. Undertaking:

I hereby do confirm that the above lists of nominees are my authenticated family member(s).

Place:

Date:

**Sd/
(Legal Stamp)
Signature**

Verified by the HR Officer

Approved by the President/Vice President

Date :
Name :
Signature :
Official Seal :

Date :
Name :
Signature :
Official Seal :



**DZONGKHAG ADMINISTRATION WANGDUEPHODRANG
STAFF WELFARE ASSOCIATION**



FORM NO. 4 – Claim Form

1. Information about the deceased

- Full name:
- CID #:
- Date of Birth (dd/mm/yyyy):
- Civil Servant? (Please tick) Yes ☐ No ☐
If yes, provide the information below:
- EID #:
- Agency:

2. Information of the claimant

- Full name:
- CID #:
- Relationship to the deceased:
- Civil Servant? (Please tick) Yes ☐ No ☐
If yes, provide information below
- EID #:
- Agency:
- e-mail id:
- Contact #:

3. Attach the following documents:

- ✓ Photocopy of the citizenship identity card of the claimant
- ✓ Photocopy of the citizenship identity card of the deceased
- ✓ Death certificate or a statement from the Gup certifying the death
- ✓ Birth Certificate in case of a claim is being made for an infant
- ✓ Marriage certificate in case of a claim is being made for the spouse
- ✓ Certificates for legally adopted from court

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 the HR Officer

Date :
Name :
Signature :
Official Seal :

Approved by the President/Vice President

Date :
Name :
Signature :
Official Seal :

Payment by the Treasurer

Paid to: Nu.
in cheque (no) Dated being
semso grant in favour of late bearing CID no.
.....

Name:
Signature:
Official Seal:



**DZONGKHAG ADMINISTRATION WANGDUEPHODRANG
STAFF WELFARE ASSOCIATION**



FORM NO. 5 – Membership Opt-out Form

This is to state that I, bearing EID No.
working under(Sector/Section) would like to exercise my option
not to become a member of the Wangduephodrang Staff Welfare Association (WSWA) of
Dzongkhag Administration, Wangduephodrang.

I understand that the membership is a one-time option and that I can never become the member
of the WSWA in the entire period in the Dzongkhag, nor avail of the benefits of this scheme as it
evolves.

Place:

Date:

**Sd/
(Legal Stamp)
Signature**

Verified by the HR Officer

Date :
Name :
Signature :
Official Seal :

Approved by the President/Vice President

Date :
Name :
Signature :
Official Seal :