



STAFF WELFARE SCHEME

1. Objective:

- 1.1 To have a ready fund at disposal for the welfare of the staff at the time of transfer, resignation/superannuation/sickness/death of the member or any direct dependent.
- 1.2 To encourage participation of the larger group thereby maintaining the bond of BNCA staff as a family.

2. Scope

- 2.1 The scope of the Staff Welfare Fund Scheme shall be only applicable to the member staff of BNCA during their active service.
- 2.2 The scope **does not include** the facility of loan or lending by the staff for any particular term.
- 2.3 The scope does not include any personal contributions voluntarily made to the member for other occasions.

3. Fund Collection

- 3.1 The staff shall make a monthly contribution according to the position level of the member and the amount shall be directly deducted from monthly salary. The contribution shall be as follows with effect from 01/05/2021.

Monthly Deduction Table:

Position Level	Amount
EX/ES3-EX/ES1	800
P5-P1 and SS4-SS1	500
S5-S1	300
O4-O1, ESP/GSP	200

- 3.2 Initial contribution of Nu. 1000 shall be collected as seed money from all members.
- 3.3 New members joining SWS shall make an initial contribution of **Nu. 2000/-** upon filing the application form and which will be verified by the fund custodians.



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3.4 Old members shall use the same application for updating dependents whenever applicable.

3.5 A saving account shall be maintained and operated jointly by the disbursing officer and Accounts Officer.

3.6 The nominated custodians of SWS shall also responsible to make arrangement for disbursement to the beneficiary and monitor management of the SWS as per the section.

4. Fund Management

4.1 The Staff Welfare Scheme Committee shall serve as the Fund Management Committee.

4.2 There shall be at least two committee members as joint signatory for release of funds.

4.3 Members shall not withdraw from the scheme once registered except during death, transfer, resignation and superannuation.

5. Mode of Operation

5.1 The Human Resource Committee shall also function as the Staff Welfare Scheme Committee.

5.2 The Accounts of Staff Welfare Scheme shall be managed by the Accounts Section fo the Office.

5.3 The Administrative Assistant shall be the focal person for Staff Welfare Scheme.

5.4 For the information to the staff, details of transactions and the status of the SWS shall be presented during the staff meeting as and when required.

5.5 The Focal Person of the SWS shall also maintain the record for the beneficiaries with details of disbursement in the register.

5.6 At all time, a minimum amount of Nu. 50000/- (Fifty Thousand) should be maintained for the operation of the SWS. And if the amount to be disbursed is affecting the minimum fund balance, all the members shall make equal personal contribution to make up the required amount.

6. Benefits and Eligibility Criteria

6.1 Benefits shall be eligible under the following circumstances:

- During the death, illness or accident faced by the members.
- During the time of death or refers outside of the member's direct dependents.
- During the time of superannuation/resignation and transfer of the member.



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6.2 The benefits for the demise or illness of a member or his/her direct dependent shall be as follows;

Beneficiary Entitlement Table:

Sl.No	Description	Occasion/circumstance	Amount (Nu.)
1	Member	Death	60000/-
		Illness/sickness	3000/-
		Referral Outside	15000/-
2	Direct Dependent	Death	50000/-
		Referral Outside	10000/-
3	Farewell gift/present		
3.1	Superannuation	Gift/present	10000
3.2	Resignation	Gift/present	5000
3.3	Transfer	Gift/present	5000

6.3 In the event of death of a child below 2 years of age shall be entitled 50% of the entitlement reflected in the beneficiary table.

6.4 In case of transfer, resignation and superannuation of the member, he/she shall be entitled to refund of 50% of his/her contribution made till date if he/she has not claimed any benefits from the SWS.

6.5 In case of superannuation/resignation/transfer he/she shall be entitled the amount as gift/present as reflected in the beneficiary table. After one year of the individual membership, a sum of Nu. 1000/- shall be added annually to the entitled amount.

6.6 In the event a member resigns/transfer before his/her membership of one year, he/she shall be entitled to 50% of the farewell gift/present entitlement reflected in the beneficiary entitlement table.

7. Definition

7.1 **Member:** It refers to the staff of BNCA appointed through an office order

7.2 **Staff Welfare Scheme (SWS):** It refers to the sum of money collected through monthly contribution from members of SWFS, and initial contribution of Nu. 1000/- (One Thousand only) from each member.



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- 7.3 **Direct Dependent:** It refers exclusively to the parents or parent in-laws, spouse(s) and children of the member who are declared in the Dependent Declaration Form.
- 7.4 **Illness/sickness:** It refers to a patient where hospitalization is/was required or patient admitted to the hospital beyond 3 days/nights.
- 7.5 **Referral:** It refers to a patient referred outside the country by the Referral Committee of MoH.
- 7.6 **Active service:** It refers to the service period when the member is attending the offices and is on approved extraordinary/ study/medical leave for any duration in line with the BCSR 2018.