



Standard Operating Procedures



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Green Bhutan Corporation Limited





འབྲུག་རྒྱལ་ལས་འཛིན་ཚད།

Green Bhutan Corporation Limited
(State Owned Enterprise)
Semtokha, Thimphu
"Green is a way of life"



GBCL/ADM-05/2017/ 592

13th November 2017

FOREWARD

The management has developed this Standard Operating Procedure (SOP) 2017 in order to set a written guidelines to be followed by the division, section and an individual employee in the company. It details the regular recurring work processes that are to be conducted or followed within the company. It also provides guidance on the way activities to be performed to facilitate consistent performance requirements and to support quality service delivery. It describes processes and procedures to ensure compliance with policies, rules and regulations, systems etc.

All employees are hereby directed to comply and follow the guidelines in order to minimize variation, errors and miscommunication and to enhance efficiency and effectiveness in achieving company's objectives and goals.

This document is a living document and any additional information and changes can be proposed and incorporated as and when required with prior discussion and approval from the Management. The Management would like to solicit all employees to fully familiarize themselves with this document and adhere with all provisions.

The Standard Operating Procedure (SOP) 2017 shall come into effect from 1st December 2017.

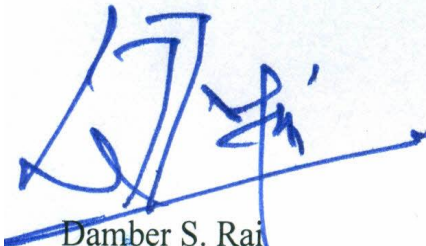

Damber S. Rai
Chief Executive Officer



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Introduction

This Standard Operating Procedure (SOP) is a set of written guidelines that documents a routine or repetitive activities followed by the division, section and individual employee in Green Bhutan Corporation Limited (GBCL). It is documented processes that a GBCL has in place to ensure services and/or products are delivered consistently by employees all times.

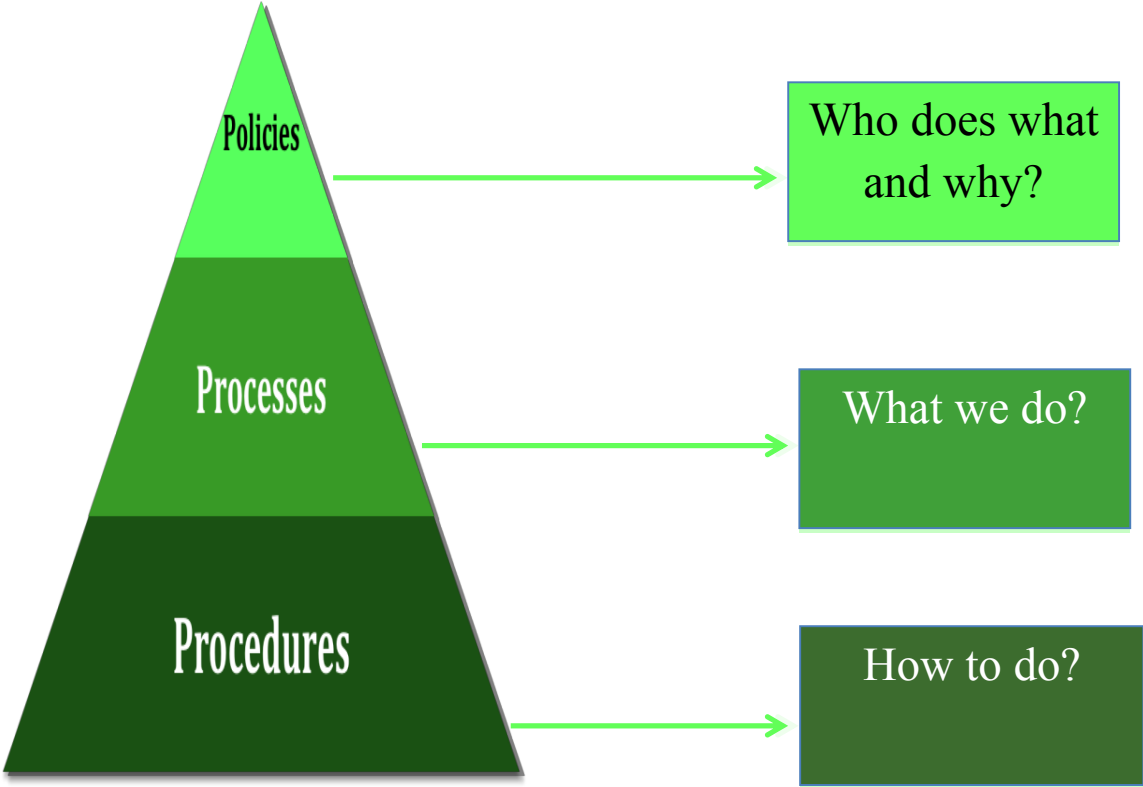
The development and use of SOPs is an integral part of a successful quality system as it provides divisions, sections, units and an individual employee with the information to perform a task properly, and facilitates consistency in the quality and integrity of a service delivery or end-result. The term “SOP” may not always be appropriate and terms like guiding strategies is also used in this document.

Purpose

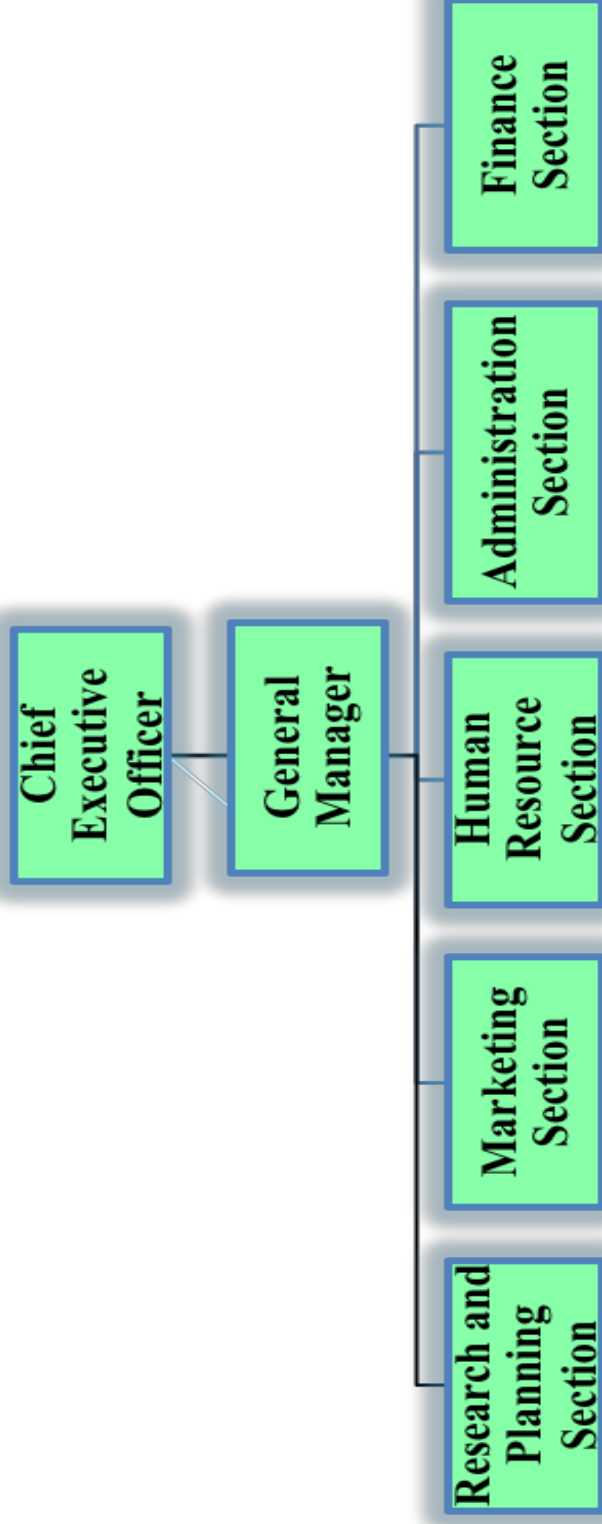
Standard Operating Procedures details the regularly recurring work processes that are to be conducted or followed within the company. It provides guidance on the way activities to be performed to facilitate consistent performance requirements and to support quality service delivery. It describes processes and procedures to ensure compliance with systems, rules and regulations

Proper use of SOPs minimizes variation and promotes efficiency and effectiveness through consistent implementation of a process or procedure within the company, even if there are temporary or permanent changes of employees. SOPs can indicate compliance with organizational requirements and can be used as a part of a employee training program for newly appointed employees, since they should be provided with detailed work instructions. It minimizes chances for miscommunication and can address safety concerns. In addition, SOPs are frequently used as checklists by the regulatory and law enforcement authorities to monitor compliances.

Operating Standard Procedures



Organogram of Human Resource, Administration, Finance and Marketing Division



1. Human Resource Section

1.1 Recruitment, Selection and Appointment

Green Bhutan Corporation Limited (GBCL) is committed for selection and appointment of an employee with the greatest promise and of highest quality. Currently, the core human resource of GBCL is only few regular staff and majority is on contract under Direct Employment Scheme (DES) through Ministry of Labour & Human Resources (MoLHR). The core human resource of GBCL in the future would be more regular and fewer contract staff, which has to be carefully, nurtured and developed.

| Sl. No | Activity | Functions | | Guiding strategies |
|--------|------------------|---|---|---|
| | | Board/HR Committee/Management | HR Section | |
| 1 | Staffing pattern | <p>Overall Planning:</p> <p>1. The Board, based on the Management's proposal will approve the overall staffing pattern.</p> <p>2. All new recruitment shall be approved by HRC based approved staffing pattern</p> | <p>1. Propose the staffing pattern in consultation with Divisions and Sections.</p> <p>2. Initiate annual HR recruitment plan.</p> <p>3. Initiate the recruitment and selection as per delegation of authority mentioned in SRR 2017.</p> | HR Section will carry out the recruitment and selection, based on HR Master Plan and approved staffing pattern. |

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| 2 | Vacancy Announce ment | All vacancy announcement shall be carried out based on HRC approval | Advertise the vacant position through open media (print media, BBS and GBCL's website) providing sufficient time for applicants to submit their application (<i>at least two weeks</i>) | An interested and qualified candidates applying for a vacant position shall be required to submit the following documents 1. GBCL Employment Application Form; 2. Academic Transcript & Certificates 3. Security Clearance Certificate 4. Medical Fitness Certificate 5. Curriculum Vitae 6. Any other documents specified in ToR. |
| 3 | Short- listing of applicants | HR Committee | | <p>Short-listing of applicants:</p> <ol style="list-style-type: none"> 1. Short-list applicants based on the eligibility criteria for mentioned in ToR during the time vacancy announcement; 2. If the number of applicants is still large even after the short-listing, the HR Committee shall further short-list applicants based on the merit ranking of marks obtained in the academic/relevant training as per the requirement specified in the ToR and SRR 2017. 3. Academic Marks for shortlisting shall be computed as per <i>section 4.13.3 of the SRR 2017</i>. 4. Academic and/or relevant training weightage shall be considered only on the minimum qualification required for the entry positions. All relevant transcripts shall be required as documentary evidence. 5. HR Section shall announce short-listed candidates with |

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|---|-------------------------|---|--------------------------------------|---|
| | | | | details of date and venue for interview and declaration of results. |
| 4 | Selection procedure | | | <i>Selection process shall be strictly as per section 4.16 & sub-section 4.16.1, 4.16.2 & 4.16.3 of the SRR 2017</i> |
| 5 | Recruitment & Selection | HR Committee shall constitute interview committee | | <p>Selection Committee:</p> <p>1. The HR Committee comprising at least 4 relevant members including chairperson shall be constituted as Interview Committee and conduct the interview in bi-lingual, Dzongkha and English (<i>Annexures 4.2 for grade 8 & above and annexure 4.3 for grade 9 & below</i>).</p> <p>2. The committee members shall be properly briefed by HR Manager on the eligibility criteria for the position and the applicant's resume details prior to the interview.</p> <p>3. The Committee shall observe the Code of Conduct and Ethics as enshrined in the SRR 2017 including declaration of "Conflict of Interest" as per format <i>Annexure 4.4</i></p> |
| 6 | Contract Appointment | Execute Contract Agreement between Management & contract employee within 2 weeks from the date of appointment (<i>Annexure 4.6</i>) | Prepare contract agreement documents | All terms and conditions for contract employees shall be guided by clauses prescribed in contract agreement. |

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| 7 | Contract Extension | Extend, renew or terminate the contract based on performance and contract agreement executed during the time of appointment. | |
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1.2 HR Training and development

GBCL is committed in recruiting suitable and qualified staff and to provide effective and appropriate induction and continue training and development programmes. The policy of staff development applies to all staff including Direct Employment Scheme (DES) employees.

The policy of Staff Development in HR Master Plan 2018-2022 is intended to:

1. Enable all employees to acquire knowledge, skills and awareness, which will allow them to fulfill current responsibilities more effectively.
2. Help employees in developing skills and to gain qualifications that will equip them to meet the changing roles and demands of organizational, technological change, and to prepare them for new roles and responsibilities.
3. Equip employees to meet new challenges set out in Corporate Business Plan and HR Master Plan.
4. To enable individuals in their own career development and to realize their full potential.
5. Benefit individuals by encouraging the enhancement of skills, knowledge and practices and the use of the employee's evaluation to identify ways of improving effectiveness of performance.
6. Promote the integration of training and development into the workplace in order to enhance practice and performance.

1. Help employees work more effectively together as a team.

| Sl. No. | Activity | Functions | | Guiding strategies |
|---------|---------------------------------------|---|---|---|
| | | HR Section | HR committee | |
| 1 | Annual training and development plan. | Prepare short-term and long-term training proposals based on HR Master Plan in consultation with Sections and Divisions | The HR Committee will review and approve training program considering relevancy. | As per HR Master Plan and ad-hoc program based on relevancy and budget availability. |
| 2 | Short-term | Review recommendations and nomination submitted by Sections and Divisions and propose in HRC meeting. | HRC will review and approve or reject proposals submitted based on relevancy and financial implication. | <ol style="list-style-type: none"> 1. Strictly follow the short-term training guidelines prescribed in SRR 2017. 2. A candidate, upon completion of training should submit the joining report along with training report, feedback and present way forward plans and programs in HRC meeting within one (1) month after completion of training program. |
| 3 | Long-term training | | The Management based on of HRC decision shall propose the long-term training programs to the Board for approval | <ol style="list-style-type: none"> 1. The standard selection for long –term scholarship will be as per the eligibility criteria of SRR 2017. 2. Relevant ad-hoc offers may be adjusted in the HR Master Plan and annual training programs |

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| 4 | Receiving nominations/ recommendations/ verification of documents | Verify all documents based on relevancy | Conduct selection interview and seek approval of the Board | The HRC shall conduct selection interview based on following criteria and as per provisions for long-term training mentioned in SRR 2017 and seek Board's approval. 1. PE ratings for last two years; 2. Relevancy; 3. Seniority etc. |
| 5 | Letter of Award | Upon approval of candidature by the Board, HR Section will issue Letter of Award within one week after Board's approval. | | Letter of Award shall issued only after receiving copy of security clearance and audit clearance certificate and clearance from concerned division. |
| 6 | Processing Visa and other relevant documents, if required | Process approval of Ministry of Foreign Affairs and relevant agency to process visa and other relevant documents | | |
| 7 | Relieving order and Pre-departure formalities | HR Manager will provide detailed pre-departure briefing to candidate. | | The following documents should be completed during pre-departure meetings: 1. Copies of dully signed undertaking 2. Pre-departure points 3. Departure intimation form 4. CID copy of guarantor • The candidate upon joining the University should |

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| | | <p>submit the course joining report.</p> <ul style="list-style-type: none"> • The candidates shall submit the semester progress report to the Chief Executive Officer. • A candidate, upon completion of training should join within two weeks from the date of declaration result and submit the joining report along with training report, feedback and present way forward plans and programs to HRC meeting. |
| 8 | Joining Report | <p>Upon completion a candidate should join office within 2 weeks from the date of completion of long-term training course with the following documents;</p> <ol style="list-style-type: none"> 1. Joining report 2. Feedback form 3. Training Certificate etc. |

1.3 Performance Management System

GBCCL shall explicitly continue to emphasize the developmental needs of the employees. The outcome of the employee performance rating shall be important basis for promotion, training, contract renewable etc. GBCCL will continue rigorous use of the performance management system in promoting competency, meritocracy, productivity, and morale of its staff and enable fairness in career advancement.

| Sl. No. | Activity | Functions | | Guiding strategies |
|---------|------------------------|---|---|---|
| | | Board/division/Section | HR Section | |
| 1 | Annual Compact of CEO | CEO signs annual compact with Chairman, Board | | Based on annual work plan approved by the Board |
| 2 | Annual compact of GM | Head of Divisions signs annual compact with CEO | | Within 2 weeks from the date of CEO's compact signing. The main components and activities of Division Head's compact shall be cascaded from CEO's compact. |
| 3 | Annual compact signing | Head of the division and section are accountable for setting of annual compact of all employees | <ol style="list-style-type: none"> HR Section will take custody of the compact and performance appraisal forms. Ensure that every employee and his manager use the appraisal instruments at all times Ensure that the forms are properly completed | <ol style="list-style-type: none"> The performance management system will cover all employees including Direct Employment Scheme (DES) and GSC employees. The respective of divisions and section shall carry out performance planning or target setting and signing of the compact and accordingly appraisal authority mentioned in (serial 3), are accountable for not submitting compact. Annual compact and appraisal of an employee shall be conducted by competent authority <i>as per section 6.5 & 6.6 of the SRR 2017</i>. The Performance Management calendar shall strictly as per the |

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| | | at the end of each appraisal cycle; | section 6.9 of the SRR 2017. |
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1.4 PROMOTION

The purpose of the performance review process is not simply to support the promotion and training, its primary purpose is to allow employees to have quality of their work reviews and shall be basis for considering promotion to higher position and grade. The management will continue to promote fairness, equity and meritocracy in the company through open competitive promotion systems, and provide equal career advancement opportunities to retain the best employees.

| Sl. No. | Functions | | Guiding Strategies |
|---------|---|---|---|
| | HR Section/Sections/ Divisions | HR Committee | |
| 1 | <p>Normal Promotion: HR Section shall notify the list employees who are due for promotion within 30th May and 30th November.</p> | Review and approve | <p>Promotion shall normally be approved with effect from 1st January or 1st July respectively.</p> <p>However, promotion of contract employee shall be proposed as per the contract renewable date.</p> <p>The promotion proposal should be submitted with the following documents;</p> <ol style="list-style-type: none"> 1. Promotion Form 2. Performance Ratings for last three consecutive years 3. Audit Clearance Certificate 4. Security Clearance Certificate etc |
| 2 | Divisions will identify outstanding performers | Review and approve/reject and seek Board's approval | The meritorious promotion proposal should be submitted along with |

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| | and recommend for meritorious promotion. | based on authority level prescribed in <i>section 9.5 of the SRR 2017</i> | following documents: 1. Promotion Form 2. Performance Ratings for last two consecutive years 3. Audit Clearance Certificate 4. Security Clearance Certificate 5. Meritorious form and recommendation letter |
| 3 | Issuance of Promotion Order | HR Manager will fix pay and issue office order within five (5) working days from the date of approval. | |

1.5 Leave

Leave shall be granted to an employee to enable genuine task, but leave shall not be claimed as a matter of right.

1.5.1 Casual Leave (CL)

| Sl.No | Functions | | | | Guiding strategies |
|-------|----------------------------------|--|---|--|--|
| | Employee | Immediate Supervisor/Division Head | HR Section | Chief Executive Officer | |
| 1 | Submit Leave Application Form in | 1. Division Heads sanction CL of Section Heads 2. Section Heads | 1. Verify CL balance 2. Update CL records in personal file and HRIMS within last working day | Sanction CL of Division Heads/RM/CL/PA | All employees availing leave should fill up <i>leave application form annexure 8.1</i> |

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| | prescribed format <i>annexure 8.1</i> | sanction CL of supporting staff | of each month. | | | |
| 2 | Casual Leave Record | | Compile CL record of all employees with 31 st December | | | |

1.5.2 Earned Leave (EL)

| Sl.No | Functions | | | | Guiding strategies | |
|-------|--|--|-------------------|--|--------------------|--|
| | Employee | Immediate Supervisor/Division Head | HR Section | Chief Executive Officer | HR Committee | |
| 1 | Submit EL application form at least three (3) days before availing EL in | 3. Division Heads sanction EL supporting staff | Verify EL balance | Sanction EL of Division Heads/RM/CL/PA | | <p>1. All employees availing leave should fill up leave <i>application form annexure 8.1</i></p> <p>2. Employee on probation period shall not be entitled for EL</p> <p>3. Submit EL application form at</p> |

| | | | | | | | |
|---|---------------------------------------|--|---|--|--|--|---|
| | prescribed format <i>annexure 8.1</i> | | | | | | least three (3) days before availing EL |
| 2 | | | Update EL record within one week in personal file and HRIMS | | | | Encash earned leave if leave balance is 30 days or more once in a financial year. |

1.5.3 Bereavement Leave (BL)

| Sl.No | Functions | | | | | Guiding strategies |
|-------|--|---|---|--|--------------|--------------------|
| | Employee | Immediate Supervisor/Division Head | HR Section | Chief Executive Officer | HR Committee | |
| 1 | Submit BL application form in prescribed format <i>annexure 8.1 and other supporting documents</i> | Division Heads sanction BL supporting staff | Issue sanction order within one day after receiving application | Sanction BL of Division Heads/RM/CL/PA | | |
| 2 | | | Update BL record within one week in personal file and HRIMS | | | |

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|---|--|--|--|--|--|---|
| 3 | Submit joining report after completion of BL | | | | | Submit dead certificate or letter from competent authority when resuming office |
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1.5.4 Paternity Leave (PL)

| Sl.No | | Functions | | | | Guiding strategies | |
|----------|--|---|---|--|--------------|---|--|
| Employee | | Immediate Supervisor/Division Head | HR Section | Chief Executive Officer | HR Committee | | |
| 1 | Submit PL application form in prescribed format <i>annexure 8.1 along with birth certificate</i> | Division Heads sanction PL supporting staff | Issue sanction order within one day after receiving application | Sanction PL of Division Heads/RM/CL/PA | | Submit Leave Application Form and Child's Birth Certificate | |
| 2 | | | Update PL record within one week in personal file and HRIMS | | | | |
| 3 | Submit joining report after | | | | | | |

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|--|------------------|--|--|--|--|--|
| | completion of BL | | | | | |
|--|------------------|--|--|--|--|--|

1.5.5 Maternity Leave (ML)

| Sl.No | Functions | | | | Guiding strategies | | |
|-------|---|---|---|--|--------------------|--|--|
| | Employee | Immediate Supervisor/Division Head | HR Section | Chief Executive Officer | HR Committee | | |
| 1 | Submit ML application form in prescribed format <i>annexure 8.1</i> | Division Heads sanction ML supporting staff | Issue sanction order within one day after receiving application | Sanction ML of Division Heads/RM/CL/PA | | | Submit leave application form with child's birth certificate |
| 2 | | | Update ML record within one week in personal file and HRIMS | | | | |
| 3 | Submit joining report after completion ML | | | | | | |

1.5.6 Medical Leave (ML)

| Sl.No | Employee | HR Section | Chief Executive Officer | HR Committee | Guiding strategies |
|-------|---|---|--|--|--|
| 1 | Submit ML application form in prescribed format <i>annexure 8.1 with prescription</i> | Issue sanction order within one day after receiving application | Sanction ML all employees up to 6 months | | <p>Medical leave will be sanctioned based on Doctor’s prescription up to 3 days;</p> <p>2. Exceeding 3 days and up to one month, an employee shall produce:</p> <p>2.1. Medical leave will be sanctioned only based on prescription of medical rest by competent Medical Doctor in prescription; or</p> <p>2.2. If individual produces “ To whom it may concern letter or medical certificate” from competent Medical Doctor;</p> |
| 2 | | HR Section submit ML proposal beyond 6 months to HRC | | HRC after verification seeks Board’s approval for ML beyond 6 months | |

| | | | | | |
|---|---|---|--|--|---|
| 3 | | Update ML record within one week in personal file and HRIMS | | | |
| 4 | Submit joining report after completion ML | | | | Submit medical fitness certificate for ML beyond three (3) months |

1.5.7 Extra Ordinary Leave (EoL)

| Sl.No. | Functions | | | | | Guiding strategies |
|--------|--|---|--|-------------------------|---|--------------------|
| | Employee | Immediate Supervisor/Division Head | HR Section | Chief Executive Officer | HR Committee | |
| 1 | Submit EoL application form in prescribed format <i>annexure 8.1 with all supporting documents</i> | Recommend or reject application after thorough verification | Submit in HRC meeting after verifying the authenticity of documents | | HRC after verification seeks Board's approval for EoL | |
| 2 | | | Issue sanction order within one day after receiving Board's approval | | | |
| 3 | | | Update EoL record within one week in personal file and HRIMS | | | |
| 4 | Submit joining report after completion of EoL | | | | | |

1.5.8 Study Leave (SL)

| Sl.No. | Functions | | | | | Guiding strategies |
|--------|------------------------------------|-------------------------------------|---|-------------------------|---|---|
| | Employee | Immediate Supervisor/ Division Head | HR Section | Chief Executive Officer | HR Committee | |
| 1 | Submit application for study leave | Recommend or reject | Put to HRC after through verification of eligibility criteria prescribed in SRR and relevancy of the course | | HRC after verification seeks Board's approval for study leave | 1. Application 2. University Acceptance Letter |
| 2 | | | Issue study leave sanction order within week after receiving Board's approval | | | The following documents should be completed: 1. Copies of dully signed undertaking 2. CID copy of guarantor |
| 3 | | | Update study leave record within one week in personal file and HRIMS | | | |

| | | | | | |
|---|---|--|--|--|--|
| 4 | Submit joining report after completion of study leave | | | | |
|---|---|--|--|--|--|

1.5.9 Station Leave

All field employees should seek station leave approval from immediate supervisor before they avail station leave during weekends and government holidays.

1.6 Transfer

The company will facilitate mobility among staff so their services are best utilized in the interest of the company.

| Sl.No | Functions | | Guiding Strategies |
|-------|--|-----------------------------|--|
| | HR Section | HR Committee | |
| 1 | Compile list employees due or required to transfer in consultation with Division Heads | | Documents required 1. Family -Marriage certificate required 2. Medical -Medical certificate/recommendation from competent medical doctor 3. Home posting -should have more than one year but less three due for superannuation 4. Based on skills and need of the company |
| 2 | Put up transfer proposal to HRC for approval | Review and approve transfer | |

| | | | |
|---|---|--|--|
| 3 | Issue transfer order within one week from date HRC's approval | | <p>Transferee shall undertake complete handing taking of charges such as:</p> <ul style="list-style-type: none"> a) Files b) Documents c) Email correspondence d) Office equipment e) Proper introduction with principal companies and relevant stakeholders <p>Transferee will join new place of posting within 5 working days after issuance of relieving order</p> |
|---|---|--|--|

1.7 Resignation and superannuation

The company shall retire its employees with grace, respect and mutual appreciation upon reaching superannuation age. The company will take responsibility for accepting resignation at all levels.

| Sl.No | Functions | Guiding Strategies |
|-------|--------------------------------|---|
| | Chief Executive Officer | |
| 7.1 | Review and approve resignation | <ol style="list-style-type: none">1. The date of birth recorded at the time of appointment shall be the basis for deciding the retirement.2. The resignation notice should be 1 month for regular employee and 2 months for the contract employees from either party3. The authority to approve voluntary resignation is vested with the Chief Executive Officer4. Acceptance of the resignation shall ensure that all service obligations of SRR 2017, such as both short-term and long-term trainings. |

1.7.1 Retirement Benefits

Employees on superannuation and voluntary are eligible for the following post retirement benefits as per service rules and regulations:

1. Gratuity
2. Pension
3. Provident Fund
4. Group Insurance Scheme
5. Travel Allowance
6. Transfer Grant
7. Transport Charge of Personal Effects

8. Encashment of accumulated leave balance
9. An employee shall be eligible for reimbursement of SWS contribution provided he/she has not claimed even once during the entire service with the Company.

1.7.2 Process and procedures for Separation

| Sl. No | Activity | Responsibility Official | Timeframe |
|--------|--|-------------------------|---|
| 1 | Generate list of employees who are due for superannuation | HR Manager | |
| 2 | Issue notification to the superannuating employee | HR Manager | 3 months prior to superannuation date |
| 3 | Issue separation order to superannuating employees after seeking note sheet approval from the Chief Executive Officer | HR Manager | Immediately after approval |
| 4 | Seek note sheet approval from the Chief Executive Officer for voluntarily retiring employees and issue separation order | HR Manager | Immediately after approval |
| 5 | Furnish the following documents for the purpose of post retirement benefits <ol style="list-style-type: none"> 1. Audit clearance 2. Security clearance 3. Tax clearance 4. Credit Information Bureau (CIB) report/loan clearance | HR Manager | HR Manager shall ensure all documents (serial No. 1-4) are submitted before issuing relieving order |
| 6 | Complete the following formalities: <ol style="list-style-type: none"> 1. Handing Notes 2. No Due Certificate duly signed by all division heads, relevant unit heads | HR Manager | HR Manager shall ensure all documents (serial No. 1-2) are submitted before issuing relieving order |

| | | | |
|----|--|-----------------------------|---|
| 7 | <p>Provident Fund and Pension Documents required for processing Provident Fund and Pension</p> <ol style="list-style-type: none"> 1. Forwarding letter from Employer 2. Provident Fund Form (downloaded from www.nppf.org.bt) 3. Pension Form (downloaded from www.nppf.org.bt) 4. Retirement order 5. Relieving order 6. Last pay certificate 7. Audit clearance 8. Tax clearance certificate 9. Photocopy of the CID card (member) 10. Photocopy of the CID card (Spouse) 11. Marriage certificate | HR Manager | HR Manager shall ensure all forms are dully filled and all documents are submitted before employee exits from the company |
| 8 | <p>General Insurance Claim (GIS) Documents required from GIS claim from Royal Insurance Corporation Limited (RICBL)</p> <ol style="list-style-type: none"> 1. Last pay certificate 2. Insurance Claim Form downloadable from www.ricb.bt 3. Photocopy of the CID card 4. Relieving order | HR Manager | HR Manager shall ensure all forms are dully filled and all documents are submitted before employee exits from the company |
| 9 | <p>Relieving Order and Last Pay Certificate</p> <ol style="list-style-type: none"> 1. Issue relieving order and Last Pay Certificate | HR Manager /Finance Manager | <ol style="list-style-type: none"> 1. HR Manager shall ensure that relieving order and Last Pay Certificate are issued immediately after submitting all documents 2. HR Manager shall follow-up and facilitate in processing relevant documents on time |
| 10 | Organizing farewell | Administrative Officer | |

| | | | |
|----|--------------------------------------|--|---|
| 11 | Calculate post retirement benefits | HR Manager | Within one day after issuance of relieving order |
| 12 | Process all post retirement benefits | HR Manager | Within five (5) working days after issuance of relieving order |
| 13 | Update all details in personal file | HR Manager | Within one week after issuing relieving order |
| 14 | Release all post retirement benefits | GM, HR/Admin/Finance & Marketing Division | Within thirty (30) working days after issuance of relieving order |

1.7.3 Checklist for processing retirement benefits

Required documents Yes (✓) N/A (✓)

1. Separation Order
2. Relieving Order
3. Audit Clearance Certificate
4. Security Clearance Certificate
5. Tax Clearance Certificate
6. Credit Information Bureau (CIB) Report
/Loan Clearance
7. No Dues Certificate
8. Last Pay Certificate
9. CID (member)
10. CID (Spouse, in case of nominee)
11. Marriage Certificate

1.8TRAVEL

| SL.No | Functions | Guiding strategies |
|--------------|---|--|
| 1 | Tour approval CEO: Division Heads, RMs/PA/CS/IA Division Head: supporting staff | 1. It is mandatory for every employee to submit report within 2 weeks after his/her return from tour. 2.It is also mandatory for every employee to claims travel entitlements within one month after his/her return from tour. 3.All employees will submit monthly travel claims |

2 Administration Section

2.1 Staff Attendance

| Sl. No | Functions | Guiding strategy |
|--------|---|---|
| 1.1 | Attendance Register by Administrative Officer/HR Manager in Head Office and concerned Assistant Plantation in field | <p>1. The normal office timings are from 09:00 AM to 05:00 PM from Monday to Friday with 1 hour lunch break from 01 PM to 02 PM.</p> <p>2. In the morning, time for signing attendance register is from 9:AM -9:15 AM and late coming of up to 15 minutes may be relaxed keeping in view of the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day.</p> <p>3. Similarly, in the evening, time for signing attendance register at 5 PM.</p> <p>4. When an officer/staff is required to go for an official meeting or tour in another office directly from home or proceed in the late afternoon from where he/she is not likely to return to office, an intimation to this effect needs to be furnished in advance to HR Manager/Administrative Officer through email in below format.</p> |

| Sl. No | Name of Officer | Date/Time | | Purpose of Meeting/tour | Remarks |
|--------|-----------------|-----------|----|-------------------------|---------|
| | | From | To | | |
| | | | | | |

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|--|--|---|
| | | <p>5. In exceptional cases like visiting hospital/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer.</p> <p>6. Arrival in the office after 9:15 AM or departing from office before 5 PM (more than 3 times in a month) will be considered as half day casual leave. This will be applicable till casual leaves are available in the account of official. If casual leave of official is exhausted, it will be considered as absent and leave without pay will be sanctioned.</p> <p>7. HR Manager/Administrative Officer will prepare monthly attendance report and submit to Finance Manager for the purpose salary disbursement and the Management for further action and information.</p> |
|--|--|---|

2.2 STAFF WELFARE SCHEME

The objective is to provide financial assistance as cash grants and assist members in times of emergencies and distress and to strengthen relation among staffs.

| Sl. No | Members (Eligibility) | Deduction | Welfare Amount | Guiding Strategies |
|--------|--|--|---|--|
| 2.1 | Parents of the employee, spouse, legitimate children | Monthly deduction shall be made from salary at source by FAS | Nu. 30,000 in the event of the death of a member; Nu. 20,000 in the event of the death of a nominated dependant; | <p>Documents to be submitted for Claims</p> <ol style="list-style-type: none"> 1. Death Certificate issued from JDWNRH/District hospital 2. Death Certificate issued from Gewog/ RICB <p>Welfare Scheme Committee</p> <ol style="list-style-type: none"> 3. Administrative Officer, Member Secretary & Finance Manager, Treasurer. 4. The Executive Secretary of Welfare Scheme Committee will update Management Committee on Welfare Scheme twice a year (i.e. July and December). <p>5. Procedures</p> <ol style="list-style-type: none"> a. All members shall complete Registration Forms and submit to the Executive Secretary (Administrative Officer). b. All the payment due to member shall be released jointly by the Management Committee - |

| | | | | |
|--|--|--|--|--|
| | | | | Chairperson, Executive Secretary, Treasurer and the <i>cheque signatories</i> from GBCL Welfare Scheme account by Bank cheque/ Cash toward payment to the beneficiaries. |
| | | | | c. Proper records such as Cash Book, ledgers, register etc. shall be maintained by the Treasurer to record all receipts and payments. |

2.3. Procurement of works, goods and services shall be based on Procurement Rules

2.3.1 Minimum Time limits for Submission of Bids

| Minimum Time Limits | Open Bidding | Limited Bidding | Limited Enquiry | Direct Contracting |
|---------------------------|--------------|-----------------|-----------------|---------------------|
| From Date of Notification | 30 days | 14 days | 5 days | By mutual agreement |

2.3.2 Procurement Threshold

| | Open Tender/Bidding | Limited Tender/Bidding | Limited Enquiry |
|---------------------------------------|---------------------|--|------------------|
| Works | Above Nu.1, 000,000 | Above Nu.200, 000 and up to Nu.1,000,000 | Up to Nu.200,000 |
| Goods and consultancy services | Above Nu.200,000 | Above Nu.100, 000 and up to Nu. 200,000 | Up to Nu.100,000 |

2.3.3 Procedures for invitation of Bids

Depending on the method chosen for procurement, invitations for bids shall be notified to the bidders as follows:

| Activity | Methods |
|---------------------------------------|---|
| Open Tender Bidding | The notification for invitation of bids shall be published in a mass circulated newspaper and where applicable/feasible announced on the company website, TV, and other mass media. In addition, the notification shall be displayed on the notice board of the Company. |
| Limited Bidding | The invitations for bids shall be sent by registered post or any other means of delivery, as long as it is ensured that the documents are dispatched at the same time to the potential bidders selected by the Company. Notice shall not be given to one potential bidder in advance of notification to others. |
| Limited Enquiry or Direct Contracting | The Company may directly approach the bidder/s from whom it intends to solicit quotations. |
| Direct Contracting Method | In the case of purchases up to a maximum of Nu. 20, 000.00 for the purposes of the day-to-day administration |

2.3.3. Contract Agreement for new creation and maintenance of plantation works

2.3.3.1 The standard Contract Agreement *annexed-10* shall be followed all new creation and maintenance of plantation works unless amended and approved other clauses by the Management.

2.4 Fixed Asset Register

| Activity | Functions | | Guiding strategies |
|----------------------------------|--|--|--|
| | Office Assistant | Administrative Officer | |
| Maintaining Fixed Asset Register | Update Fixed Asset Register within 5 working days from the date receipt of goods | Administrative Officer will write the asset code on each item with permanent marker pen for the purpose of proper management and identification of location. | <p>The Fixed Asset Register will contain the following details:</p> <ol style="list-style-type: none"> 1. Asset Code 2. Asset account Code 3. Class and description of asset <ol style="list-style-type: none"> a. Make/Manufacturer b. Supplier and Model number c. Date of purchase 4. Quantity 5. Location and Department using the asset 6. Value of asset (gross block, net block) 7. Useful life of Asset and depreciation rate 8. Unit of Measurement 9. Depreciation (accumulated depreciation and depreciation for the year) 10. Details of transfer and disposal |
| Physical verification of | | | The following team members will conduct annual physical verification and submit the report to the CEO and the |

| | | | |
|-------------|--|--|---|
| Fixed Asset | | | Management Committee within 31 st January of following year. |
|-------------|--|--|---|

3. Accounts and Finance Section

3.1 Receipt of Bills

| Activity | Functions | | | | Guiding strategies |
|-----------------------|-----------------|--|-------------------------|-------------------------------|---|
| | Finance Manager | Store In charge/ Section Head /Division Head Concerned | General Manager, AFD | Chief Executive Officer | |
| Entry of bills | | Entry bill shall be made with details of the bills received date, date of invoice, name of supplier, date of invoice, description in the invoice, amount | | | <p>The following documents should be attached while proposing final claims</p> <ol style="list-style-type: none"> 1. Sanction order 2. Contract agreement legal stamp affixed 3. Copy of administration approval 4. Copy of technical sanction 5. Copy tender document 6. Spot quotation documents 7. Work Measurement Book 8. Bills 9. Challan 10. Cash memo 11. Money receipt with revenue stamp affixed |

| | | | |
|---|--|---|--|
| <p>12. Copy of Citizenship Identity Card 13. All supporting documents should be properly verified and signed by relevant all officials and individuals.</p> | | | |
| <p>Stock Entry</p> | <p>1. Store In charge shall enter details of materials, equipment, tools etc in the stock register with quantity, value and serial number given in the stock register. 2. Concerned Division/Manager at the site enter details of works in Work Measurement Book</p> | <p>Seek approval for bill from Chief Executive Officer further processing</p> | |
| <p>Verification & checking of documents</p> | <p>1.Ensure that all necessary supporting documents are attached with the bill 2.Finance Manager will verify and check approved bills with all details</p> | <p>General Manager, AFD will further check necessary documents during time of payment</p> | <p>Process payment within 5 working days from receipt of all documents</p> |

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| | | | | | | | | | |
| Entering approved bills in books of accounts/system | within 2 days from the receipt of bills | Ensured that the entry of the bills will be made within 2 working days of receipt of bills | | | | | | | |
| Preparing payment approval note/voucher | Prepare approval note/voucher for payment | | | | | | | | Finance Manager will ensure that the approval note/voucher is duly signed by the relevant authorities. (General Manager, AFD, Finance Manager and CEO) |
| Approval note/voucher | Finance Manager will submit the approval note/voucher to the CEO along with all supporting document for approval | | | | | | | | |
| Issue of Cheques | Upon receipt of approval of CEO, the Finance Manager will prepare the cheque on the basis of approval note/voucher signed by the relevant authorities (General Manager, Finance Manager & CEO) | | | | | | | | |
| Payment Vouchers | | | | | | | | | a) Preparation of payment notes on basis of supporting |

| | | | | | |
|---------------------|---|--|--|--|---|
| | | | | | documentation such as Agreement, Purchase order, Approvals etc. b) Ensure payment note is signed by relevant authorities c) Entry of payment notes after obtaining copy of signed cheque from the authorized signatory. |
| Dispatch of Cheques | | | | | The cheques should be dispatched on the same day or next day |
| Cash payments | | | | | 1. Cash payments should be avoided as far as possible. 2. No cash payments above Rs 20,000 should be made against a single bill. 3. Cash payment may be done for the following petty expenses: a. Expenditure for refreshments during official meetings in field. b. Staff official conveyances. c. Printing & Stationary of petty nature d. Any Other Petty Expense. |
| Staff Salary | Prepare staff salary every 2 nd working day of the 4 th week of every month | | | | a) Prepare staff salary on the basis of attendance and leave records of the employees. b) Consider TDS deduction, any |

| | | | | | | |
|---------------------|--|--|--|--|--|---|
| | | | | | | <p>adjustments for any advances taken by the employee from company.</p> <p>c) In case of new employee's appointment letter and other relevant documents.</p> <p>d) Deduct all other remittance such as loan, GIS, PF, Health contribution etc.</p> |
| Salary Advances | Ensure the advance is being adjusted on a monthly basis before disbursement of salaries considering the period of recovery | | | | | <p>a) Salary advances shall be sanctioned based on approval of CEO as per SRR 2017.</p> <p>b) Salary advance may be sanctioned up to a maximum of three months' basic pay to an employee recoverable within 12 months period from the date of disbursement of an advance as per the section 10.5 of SRR 2017.</p> |
| Bank Payments | Before signing the cheque, Finance Manager shall ensure that there is adequate balance in the account. | | | | | |
| Bank Reconciliation | Finance Manager should carryout bank account is updated and carryout bank reconciliation on a | | | | | |

| | | | | | |
|--|---|--|--|--|---|
| | <p>weekly basis (every Friday)</p> | | | | <p>Book keeping</p> |
| | <ol style="list-style-type: none"> 1. Ensure books of accounts are updated till date. 2. Ensure all payment entries made till date 3. Ensure proper narrations are entered in the books of accounts. 4. Ensure all debtors and creditor balances are reconciled every month <p>Ensure all bank accounts are reconciled till date.</p> | | | | <p>Ensure books of accounts and systems are updated as per the reconciliation</p> |

| | | | |
|------------------------------|---|--|--|
| <p>Statutory Compliances</p> | <p>1. Ensure that the compliance of relevant statutory provisions of various Acts, Regulations such as Income Tax, Sales Tax etc</p> <p>2. Calculate the tax liability of the employees on the salary and suppliers proportionately and deduct the TDS.</p> <p>3. Ensure that statutory payments such TDS are made on time.</p> <p>4. Filling company taxes</p> | | |
| <p>Compliance of Audit</p> | <p>To provide clarifications and inputs to Royal Audit Authority and Statutory Auditors and proper coordination.</p> | | |
| <p>Financial Statements</p> | <p>To prepare the financial statements on a quarterly basis.</p> | | |

4. Marketing and Research

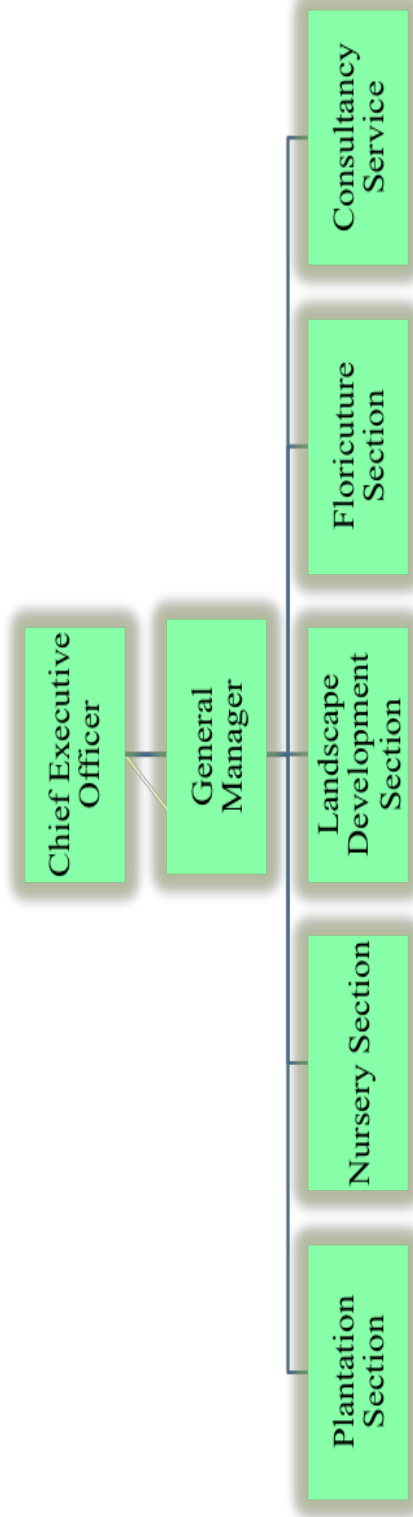
| Activities | Guiding Strategies |
|------------------------|--|
| Product identification | Decide on a potential product or service for business. It does not need to be a totally new product or service, just something you believe would be a viable business. |
| Market Analysis | <ol style="list-style-type: none"> 1. Who will buy it? 2. Where are these buyers? 3. What price would these buyers willing to pay? 4. Is there competition and if so, what would make your product or service preferable to that of your competition? 5. In terms of people, what will it take to make the product or provide the service? |
| Marketing Plan | <ol style="list-style-type: none"> 1. Primary market research 2. Secondary market research 3. Market economics 4. Detailed products and services information 5. Who are the potential customers? 6. Who are your competitors producing the same or similar products? 7. Compare your product/service to that of your competitors 8. Define your marketing strategies - to penetrate in the market and consume the major market share 9. Demand, supply and gap analysis 10. Comparative marketing strategies of competitors' and project's 11. Target market segment and target market area |
| Sales Forecast | Your sales forecast will determine the true scope of your business and will affect almost every facet of it; |

| | |
|-------------------------------|--|
| | especially the staffing level needed and the financial resources required. |
| Operational Plan | <p>Based on sales forecast, need to prepare a detailed outline (bullet points) of Operational Plan. This addresses the day-to-day anticipated operation. All of the following topics must be addressed:</p> <ul style="list-style-type: none"> a. Production b. Location c. Legal Environment /policies d. Manpower requirement e. Inventory f. Suppliers g. Overhead cost h. Process/ methods involved in rendering the proposed services or products i. Production forecast (calculate projected year-wise production of the proposed product- it should match with sales forecast) j. Management & Organization k. Professional & Advisory Support |
| Expenses & Capitalization | Conduct financial analysis |
| Profit & Loss Statement (P&L) | After completing Marketing Plan, Sales Forecast, Operational Plan, analyzing expenses and capitalization need to generate a projected P&L for the first five years of your business. |
| Projected Cash Flow | Study projected cash flow statement |

| | |
|--|--|
| Projected balance sheet | Study the projected balance sheet |
| Breakeven analysis and investment analysis | Study the breakeven analysis and investment analysis |
| Executive Summary | Work executive summary |

Operations Division

Organogram of Operations Division



5. New Creation of Plantation

| Activities | Functions | | | | Guiding strategies |
|---|---|---|---|--|---|
| | Assistant Plantation Manager | Operations Division | HR, Admin, Finance & Marketing Division | Chief Executive Officer/Management Committee | |
| Site Selection for new creation of plantation | In consultation with Division Forest Office will identify new creation of plantation by September | Propose site identified by Assistant Plantation Managers to the Management | | Finalize site recommended by Operations Division | <ul style="list-style-type: none"> Obtain NOC from Gewog Administration Consult with wider relevant stakeholders On the other hand, proposed plantation area should be potential for growing forestry crops choices. |
| Conducting site survey and producing | In consultation with Division Forest Office shall conduct site survey within October Produce GPS map along based coordinates | Review site maps and other relevant document submitted by Assistant Plantation Managers | | | The site survey estimates should be included in the estimates. |

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|---|--|--|--|--|--|
| Preparing Estimates | Prepare estimates | Review estimates submitted by Assistant Plantation Managers and submit SFED, DoFPS | | | Norms and standards for Nursery and Plantation (revised version 2016) |
| Verification and confirmation of seedling stock as per the requirement in technical estimates | Assistant Plantation Managers or Site In-charges should ensure confirmation of seedlings stock and report to Operations Division | Operations Division will ensure availability of seedlings for all new creation of plantation | | | |
| Choosing of species | Assistant Plantation Managers or Site In-charges should ensure right species | | | | Select right choice of species for a given locality, which is easily adaptable to the site condition. The characteristics of species and the ecology of the sites need to be considered. |
| Plantation Seasons | | | | | Planting seasons depend on locality factors like geographical situation, climate conditions, choice of species and conditions. Planting in right season will have huge impact on the growth and establishment of |

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|---|---|--|---|--|--|--|
| | | | | | | seedlings. It is always recommended to go for early planning before the new shoots begin to “flush”. |
| Technical Sanction | | | Operations Division will follow-up technical sanction with SFED, DoFPS | | | |
| Fund Release | | | Operations Division will seek fund release from respective funding agencies | | | |
| Bids for plantation works | Wherever possible Assistant Plantation Managers will float limited tender within locality | | | Provide guidance and support for completing tender formalities | | Adhere all terms and conditions prescribed in Contract Agreement for new creation and maintenance of plantation work (<i>Annexure-9</i>) |
| Sign contract Agreement with contractor | Assistant Plantation Managers or Site In-charges will sign contract Agreement | | | | | Contract Agreement for new creation and maintenance of plantation work (<i>Annexure-9</i>) |

| | | | | | | |
|--------------------------------------|--|--|--|--|--|---|
| Administrative Approval | | | | | The Management will issue administrative approval once Assistant Plantation Managers submit the contract agreement | Based on contract agreement |
| Work Order | Assistant Plantation Managers or Site In-charges will provide work order based administrative approval | | | | | Ensure all terms and condition specified in contract agreement. |
| Procurement of Barbed wire & U nail. | | | | AFD will ensure procurement of barbed wire on time | | |
| Collection of fencing | Assistant Plantation Managers or Site | | | | | Fencing poles shall be procured from NRDCL or collect from |

| | | | | | |
|---|---|--|--|--|--|
| poles | In-charges will ensure collection of fencing poles on time | | | | nearest site wherever possible after getting approval from DoFPS |
| Fencing | Assistant Plantation Managers or Site In-charges should ensure proper and quality fencing materials | | | | Barbed wire fencing with 4 or 5 stands should be fenced to protect against animals. |
| Transportation of seedlings from nursery to planation | Assistant Plantation Managers or Site In-charges should ensure proper care and handling to seedlings at site. | | | | |
| Plantation Technique | Assistant Plantation Managers or Site In-charges should know the right plantation technique | | | | <ul style="list-style-type: none"> ● Right planting methodologies/technologies for a given site condition should be followed. ● Different planting methodologies prescribed in the norms and standards should be followed depending on the |

| | | | | | |
|--------------------------------------|---|--|--|--|---|
| | | | | | species as appropriate to site conditions. |
| Spacing and pit size | Assistant Plantation Managers or Site In-charges should ensure proper spacing | | | | <p>1. Normal spacing 2.5 m x 2.5 m with pits size of 30 cm x 30 cm</p> <p>2. Large pit size of 45 cm x 45 cm for difficult sites and harsh climate conditions</p> |
| Fire line or fire breaks | <p>Assistant Plantation Managers or Site In-charges should ensure that fire line or firebreaks are constructed.</p> <p>The fire line budget should be included in estimates wherever necessary.</p> | | | | Fire line or firebreaks should be constructed specifically in dry conifer zone. |
| Maintenance and Casualty replacement | Assistant Plantation Managers or Site In-charges should ensure replacement | | | | <p>1. Maintenance up to 5th year after creation of plantation should ne continued.</p> <p>2. Frequency of weeding and</p> |

| | | | | | | |
|-------------------------------------|---|--|--|--|--|--|
| | of casualty and proper maintenance are carried out | | | | | tending operation is more in subtropical areas due to heavy growth of weeds, creepers and climbers requiring at least three times of weeding. 3. Replacement of casualties should be carried out in same year or in subsequent year to ensure uniform growth. |
| Technical specification of seedling | Assistant Plantation Managers or Site In-charges should ensure proper specification of seedlings | | | | | 1. Seedling raised in nursery should have attained at least 45 cm in height at the time of planting. 2. Seedling should be disease free. |
| Staking | Assistant Plantation Managers or Site In-charges should ensure staking are done for all seedlings planted | | | | | Staking should be done using sticks of 3-4 ft. length. |
| Removing of polythene tubes | Assistant Plantation Managers or Site | | | | | Ensure polythene tubes are carefully removed from poly- |

| | | | | | | |
|--------------------|--|--|--|--|--|--|
| | In-charges should ensure proper removal and collection of used poly pots from the sites and dump in proper place | | | | | pot seedlings without breaking the earth-ball while planting. The removed polythene should be collected and dumped in proper place. |
| Planting seedlings | Assistant Plantation Managers or Site In-charges should ensure seedlings are properly planted | | | | | 1.Planted seedlings should be pressed firmly for stability of roots and moisture retention. 2.Ensure collar region of seedlings are maintained at the ground level to avoid stem decay. |
| Plantation Journal | Assistant Plantation Managers or Site In-charges ensure proper and daily maintenance of plantation journal right from site survey. | | | | | |
| Handing Taking | Assistant Plantation Managers or Site | | | | | |

| | | | | | |
|--------------------------------|--|--|--|--|--|
| | In-charges should initiate proper handing taking and submit work completion report | | | | |
| Submission of final bill | | | | | <p>Documents required:</p> <ol style="list-style-type: none"> 1. Copy of contract agreement 2. Administrative approval 3. Work order 4. Handing note 5. Work completion report 6. Detailed quotation documents 7. CID copy of contractor 8. Mobile Number of contractor 9. All bills and documents dully verified by Assistant Planation Manager, Technicians and further verified Operations Division. 10. Any other relevant documents. |
| All other terms and conditions | <p>All level of functions will ensure strict compliance of norms and standards for nursery and planation (Revised version 2016) and all terms and conditions prescribed in Contract Agreement for new creation and maintenance of plantation work (Annexure-9).</p> | | | | |

6. Maintenance of Plantation Works

| Activities | Functions | | | | Guiding strategies |
|---------------------|-------------------------------------|--|--|---|---|
| | Assistant Plantation Manager | Operations Division | HR, Admin, Finance & Marketing Division | Chief Executive Officer/Management Committee | |
| Preparing Estimates | Prepare estimates | Review estimates submitted by Assistant Plantation Managers and submit SFED, DoFPS | | | Norms and standards for Nursery and Plantation (revised version 2016) |
| Technical Sanction | | Operations Division will follow-up technical sanction with SFED, DoFPS | | | |
| Fund Release | | Operations Division will seek fund release from respective funding agencies | | | |
| Verification | Assistant Plantation | Operations Division | | | |

| | | | | | |
|--|---|--|---|--|--|
| and confirmation of seedling stock as per the requirement in technical estimates | Managers or Site In-charges should ensure confirmation of seedlings stock and report to Operations Division | will ensure availability of seedlings for all maintenance work | | | |
| Bids for plantation works | Wherever possible Assistant Plantation Managers will float limited tender within locality | Provide guidance and support for completing tender formalities | | Adhere all terms and conditions prescribed in Contract Agreement for new creation and maintenance of plantation work (<i>Annexure-9</i>) | |
| Sign contract Agreement with contractor | Assistant Plantation Managers or Site In-charges will sign contract Agreement | | | Contract Agreement for new creation and maintenance of plantation work (<i>Annexure-9</i>) | |
| Administrative Approval | | | The Management will issue administrative approval once Assistant Plantation | Based on contract agreement | |

| | | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|---|--|
| | | | | | | | | | |
| Repairing and maintenance of fencing | Assistant Plantation Managers or Site In-charges should ensure proper maintenance of fencing | | | | | | | | |
| Fire line or fire breaks | Assistant Plantation Managers or Site In-charges should ensure that fire line or firebreaks are constructed. The fire line budget should be included in estimates wherever necessary. | | | | | | | Fire line or firebreaks should be constructed specifically in dry conifer zone. | |
| Maintenance and Casualty replacement | Assistant Plantation Managers or Site In-charges should ensure replacement of casualty and proper maintenance | | | | | | | 4. Maintenance up to 5 th year after creation of plantation should ne continued. 5. Frequency of weeding and tending operation is more in | |

| | | | | | | |
|-----------------------------|---|--|--|--|--|---|
| | are carried out | | | | | subtropical areas due to heavy growth of weeds, creepers and climbers requiring at least three times of weeding. 6. Replacement of casualties should be carried out in same year or in subsequent year to ensure uniform growth. |
| Weeding | Assistant Plantation Managers or Site In-charges should ensure proper weeding works in order to maintain better survival and establishment of seedlings | | | | | <ul style="list-style-type: none"> ● Carryout weeding periodically (1-3) times in a year based on forest type. ● 2 times for conifer ● 3 times for broad leaf |
| Removing of polythene tubes | Assistant Plantation Managers or Site In-charges should ensure proper removal and collection of used poly pots from the sites and dump in proper place | | | | | Ensure polythene tubes are carefully removed from poly-pot seedlings without breaking the earth-ball while planting. The removed polythene should be collected and dumped in proper place. |

| | | | | | |
|--------------------------------|--|--|--|--|--|
| Submission of final bill | | | | | <p>Documents required:</p> <ol style="list-style-type: none"> 1. Copy of contract agreement 2. Administrative approval 3. Work order 4. Handing note 5. Work completion report 6. Detailed quotation documents 7. CID copy of contractor 8. Mobile Number of contractor 9. All bills and documents dully verified by Assistant Planation Manager, Technicians and further verified Operations Division. 10. Any other relevant documents. |
| All other terms and conditions | <p>All level of functions will ensure strict compliance of norms and standards for nursery and planation (Revised version 2016) and all terms and conditions prescribed in Contract Agreement for new creation and maintenance of plantation work (Annexure-9).</p> | | | | |

EMPLOYEE CODE OF CONDUCT UNDERTAKING

I holding CID No..... from Village:..... Gewog:.....Dzongkhag:..... having been appointed as the employee of Green Bhutan Corporation Limited hereby pledge to serve the Company with **Tha Damtsi** upholding the values and true patriotism. I also pledge to abide by the all laws and rules and regulations including code of conduct and ethics while discharging my responsibilities.

I have read and understood the code of conduct as well as the disciplinary actions that I will be liable for if I violate the code of conduct.

In doing so, I also declare that I have obtained a place in the company on the basis of my own merit. In the event I am found guilty of furnishing false or forged testimonials, I shall be liable to:

- a) Termination from the company;
- b) Forfeiture of all my testimonials by the company; and
- c) For prosecution in the court of law.

In presence of the Administrative Officer/HR Manager, a representative of company on I sign this Employee Code of Conduct and Ethic Undertaking and accordingly, not to dishonor it at any time. I append my name in writing hereto.

Date:

Place:

(Affix Legal Stamp)

Signature

Name of the employee

LEAVE REQUEST AND APPROVAL FROM

To:.....

From: Name.....Position Title.....

Kindly grant me leave as follows:

| Sl. No. | Type of Leave | Select to Avail | Duration | | | Remarks |
|---------|---------------------|-----------------|------------|----------|-------|-----------------|
| | | | Start Date | End Date | Total | |
| 1 | Earned Leave | | | | | |
| 2 | Casual Leave | | | | | |
| 3 | Bereavement Leave | | | | | |
| 4 | Maternity Leave | | | | | Attach evidence |
| 5 | Paternity Leave | | | | | Attach evidence |
| 6 | Medical Leave | | | | | Attach evidence |
| 7 | Extraordinary Leave | | | | | |

***Submit reasons:**

.....

Signature of Applicant

*Until today,..... (date).....(month), (year), the applicant hasdays of **earned leave** anddays of **casual leave** balance.

HR Manager

Approved

Not approved

Concerned GM/Chief Executive Officer

**GREEN BHUTAN CORPORATION LIMITED
POOL VEHICLE REQUISITION FORM**

| Name of Division/Section: | | | | |
|--|-------|----|---|---------|
| Requisition details | | | | |
| Type of Vehicle:..... No. of Vehicle(s) | | | | |
| Date | Place | | Name of the Official(s) | Purpose |
| | From | To | | |
| | | | | |
| Requisitioned submitted by (Head of Division /Section) | | | Signature : | |
| | | | Name : | |
| | | | Designation: Date..... | |
| Vehicle condition: | | | Signature of Assistant Administrative Officer | |
| Vehicle No: | | | | |
| Name of Driver:..... | | | | |
| Recommended by General Manager, AFD & Marketing | | | Signature:..... | |
| | | | Date:..... | |
| Approved by Chief Executive Officer | | | Signature: | |
| | | | Date: | |

Annexure-4

EQUIPMENT INVENTORY FORMAT

| Sl. No | Name | Location | Division/ Unit | Make | Model | Monitor/ Laptop Serial No. | CPU Serial No. | Keyboa rd Serial No. | Mouse Serial No. | Acquisition Year | Assessed Value | Remark |
|---------------|-------------|-----------------|---------------------------|-------------|--------------|---|-------------------------------|---|---------------------------------|-----------------------------|---------------------------|---------------|
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Annexure-5

FURNITURE INVENTORY FORMAT

| SIN | Name | Location | Division/Unit | Type | Acquisition Year | Acquisition Cost | Assessed Value | Remarks |
|-----|------|----------|---------------|------|------------------|------------------|----------------|---------|
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Annexure-6

| LAND INVENTORY FORMAT | | | | | | | | | | | | | | | | | | | |
|------------------------------|-------------|-----------------|--------------|--------------------------|------------------|-----------------|-------------|-------------|-------------------------|-------------------------|----------------|--|--|--|--|--|--|--|--|
| Sl. No | Name | Location | Gewog | Dzongkhag/Thromde | Thram No. | Plot No. | Area | Type | Acquisition Year | Acquisition Cost | Remarks | | | | | | | | |
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Annexure-8

REPORT ON SURPLUS, OBSOLETE & UNSERVICEABLE PROPERTIES

| Sl. No. | Name of the property (specification) | Folio No. (Page No. of the register/ledger) | Unit | Quantity | Original Value (Nu.) | Date of acquisition | Condition | Depreciated Value (Nu.) | Recommendation of the physical verification team/property inspection committee |
|---------|--------------------------------------|---|------|----------|----------------------|---------------------|-----------|-------------------------|--|
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Verifying/reporting officer Physical verification team/property inspection committee

Name: 1. Name & Signature
 Date: 2. Name & Signature
 Signature: 3. Name & Signature

**CONTRACT AGREEMENT FOR NEW CREATION AND MAINTENANCE OF
PLANTATION WORK**

THIS CONTRACT AGREEMENT is executed on the(day),.....(month) and..... (year).

Between

- a. Green Bhutan Corporation Limited (GBCL) (hereinafter called “the Purchaser”),
and
- b. [*insert name of contractor*], CID No..... (hereinafter called “the contractor”).

WHEREAS the GBCL invited bids for new creation ofhectares of plantation at(name of site).....(Gewog)(Dzongkhag) and has accepted a Bid by the contractor at sum of [*Nu. insert contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to;
2. The following documents shall constitute the Contract between GBCL and the Contractor and each shall be read and construed as an integral part of the Contract, viz.;
 - 2.1 This Contract Agreement;
 - 2.2 Terms and Conditions;
 - 2.3 Technical Requirements (including Schedule of New Creation of Plantation Work and Technical Specifications);
 - 2.4 The Contractor Bid and original Price Schedules;
 - 2.5 The form of Performance Security;
 - 2.6 [*Insert here any other document(s) forming part of the Contract*];
 - 2.7 This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. Contract Period

3.1 Contract period shall bemonths and the work should start as per the Work Order.

3.2 Contractor shall start the work within 10 (ten) days upon issuance of the Work Order.

3.3 Time extension shall not be allowed since plantation work is seasonal.

4. Work description, quantity and amount

4.1 GBCL and Contractor has agreed with the below mentioned detailed work description, work quantity and amount:

| Sl. No | Description of activity | Unit | Quantity | Rate (Nu.) | Rate in word (Nu.) | Total Amount (Nu.) |
|--------------------------|-------------------------|------|----------|------------|--------------------|--------------------|
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| Total Amount (Nu) | | | | | | |

Total Amount in words (Ngultrum):.....

4.2 The Contractor has visited entire plantation site to fully satisfy himself/herself with the working environment and negotiated the item wise rate at reasonable and acceptable market rate. The quantities shown against the item of works are negotiated as per actual specifications desired in terms of quality and quantity and the rates are negotiated for all items of work as specified in the tender document.

5. Performance Security

5.1 The Contractor shall be required to submit a performance security of 10% of the contract value in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, to be furnished before signing the contract. Performance security shall be valid till the end of contract period and will be returned after the end of satisfactory completion of work.

6. Quality Control:

6.1 GBCL, Divisional Forest Office, Social Forestry and Extension Division (SFED) under Department of Forest and Park Services (DoFPS) and other relevant agencies will conduct strict and continuous supervision of work progress and quality;

6.2 Continuous rectification of plantation work during contract period shall be carried out by the Contractor and additional cost for such corrections will not be entertained unless particular activity is an additional work;

6.3 The plantation works shall be carried out to the satisfaction of GBCL, Divisional Forest Office, SFED under DoFPS in accordance with the technical specifications of the bidding document

7. Termination of Contract

GBCL may, by written notice, terminate the contract agreement in whole at any time for its convenience:

7.1 If the contractor fails to start the work within 10 (ten) days after issuance of work order, the GBCL shall review the case & disqualify the contract forfeiting his/ her Security Deposit through notification and award the work to second lowest bidder without delay;

7.2 If the Contractor fails to perform any other terms and conditions specified in the contract agreement;

7.3 If the Contractor does not take any remedial action within a period of 10 (ten) days after receipt of a notice of default from GBCL specifying the nature of the default(s).

8. Payment

8.1 In consideration of the payments to be made by the GBCL to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the GBCL to provide the works and to remedy defects therein in conformity in all respects with the provisions of the Contract and technical specifications;

- 8.2 The final payment of the bill shall be sanctioned by GBCL, within 30 (thirty) days upon completion of work and completion report by contractor, submission of handing taking note, original bills and TPN number/CID copy, against the actual work quantities carried out by Contractor;
- 8.2 If Contractor fails to complete the work specified in technical specification within contract period, defect liability of 0.01% of the contract value per day shall be levied up to maximum of 10% of contract value;
- 8.3 The final payments shall be made on completion of work on physical verification by GBCL based on contract agreement. However, in case of any lapses in execution of work, the concerned contractor has to rectify within 15 (fifteen) days at his/her own cost.
- 8.4 Tax Deduction at Source (TDS) of 2%.
- 8.5 Liability Security Deposit of 10% and liability period shall be 6 months from the date of work completion report submitted by the contractor.
- 8.6 Liability security shall be maintained for the following works;
- 8.6.1 Fencing;
- 8.6.2 Pit digging (non-compliance of specification as per contract agreement);
- 8.6.3 Drying of seedling due to wrong planting techniques.

9. General terms

- 9.1 Transportation of seedlings from road head to plantation site should be done by the contractor under strict supervision of GBCL staff. Necessary precaution should be taken to avoid seedlings damages during transportation. It is advisable to use bamboo or plastic baskets or wooden crate for safe transportation;
- 9.2 The contractor shall have no right to use the land in any form other than raising plantation and will have no ownership rights over the land and the forest products;
- 9.3 The contractor shall carry out the work in close consultation with the GBCL staff who shall monitor and clarify the specifications and immediate rectification should be carried out by contractor in case of work not in compliance with the contract agreement;
- 9.4 Any additional work or any work that deviated from technical specification or contract agreement shall be carried out by the contractor only on issuance of formal office order from GBCL;

9.5 In order to maintain the quality and technical specifications of all the items of work, the contractor shall have to carry out the work under strict supervision of GBCL staff;

9.6 The contractor shall not sub-contract the work;

10 . Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication /arbitration in accordance with laws of the kingdom of Bhutan.

We carefully read the above Terms & Conditions and fully satisfied and agreed to execute the given work on time.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the(day),.....(month) and(year) indicated above.

For GBCL:

For Contractor:

Affix
Legal
Stamp

Name & Signature

Name & Signature

CID No.

Mobile Number

Date:

Date:

Witness

Witness

