



དཔལ་ལྷན་འབྲུག་གཞུང་།
 རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་ བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-7/2023-2024/

31st July 2023

SHORTLISTED NOTICE

The Dzongkhag Administration, Samdrup Jongkhar is pleased to announce the shortlisted candidates for the NCT/Substitute Teachers, Admin Asst, Lib Asst, Lab Asst, LabScience/IT, Bolero/Bus Drivers, Tingtidungmi, Cook, Cleaner and Sweeper as per the details below:

List of shortlisted candidates for the post of NCT/Substitute Teachers, Admin Asst, Lib Asst, Lab Asst Science/IT

SI No	CID	Name	Post applied	Interview Date
1	10709001909	Kezang Tshering	NCT/Physics	7.8.2023
2	11501000556	Yeshy Tshomo	NCT/Physics	7.8.2023
3	11504004721	Namgay Wangmo	NCT/Physics	7.8.2023

1	10706002288	Rinchen Norbu	NCT (IT)	7.8.2023
2	11102006819	Khenrab Yoesel	NCT (IT)	7.8.2023
3	11514005914	Ngwang Yeshey	NCT (IT)	7.8.2023

1	10401000580	Tshering Yangchen	NCT (General)	7.8.2023
2	10709001909	Kezang Tshering	NCT (General)	7.8.2023
3	10712001995	Tshewang Yuden	NCT (General)	7.8.2023
4	11102004166	Thinley Norbu	NCT (General)	7.8.2023
5	11216002482	Ashish Biswa	NCT (General)	7.8.2023
6	11504004721	Namgay Wangmo	NCT (General)	7.8.2023
7	11603001343	Chorten Gyeltshen	NCT (General)	7.8.2023
8	11607002396	Kuenzang Tenzin	NCT (General)	7.8.2023
9	12006001530	Tshewang Wangchuk	NCT (General)	7.8.2023

1	10203003453	Gaki	NCT (Maths)	7.8.2023
2	10301001189	Kirtiman Rai	NCT (Maths)	7.8.2023
3	10503000047	Nob Tshering	NCT (Maths)	7.8.2023
4	10710000638	Sonam Dorji	NCT (Maths)	7.8.2023
5	11103000360	Pema Yoezer	NCT (Maths)	7.8.2023
6	11108000456	Kanti Maya Dhakal	NCT (Maths)	7.8.2023
7	11206001030	Sangay Wangchuk	NCT (Maths)	7.8.2023
8	11501001091	Pema Yangdon	NCT (Maths)	7.8.2023
9	11508002130	Singye Wangchuk	NCT (Maths)	7.8.2023
10	11603002310	Sonam Zangpo	NCT (Maths)	7.8.2023
11	11606001089	Thinley Dorji	NCT (Maths)	7.8.2023

1	11514005914	Ngwang Yeshey	Substitute (IT)	7.8.2023
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1	10305002873	Jigdrel Tashi Dorji	Substitute (General)	7.8.2023
2	11102004166	Thinley Norbu	Substitute (General)	7.8.2023
3	11501001091	Pema Yangdon	Substitute (General)	7.8.2023
4	11504004721	Namgay Wangmo	Substitute (General)	7.8.2023
5	11911000376	Sonam Wangmo	Substitute (General)	7.8.2023
6	12006001530	Tshewang Wangchuk	Substitute (General)	7.8.2023

1	10301001189	Kirtiman Rai	Substitute (Maths)	7.8.2023
2	10710000638	Sonam Dorji	Substitute (Maths)	7.8.2023
3	11205000813	Bishnu Lal Dhakal	Substitute (Maths)	7.8.2023
4	11501001091	Pema Yangdon	Substitute (Maths)	7.8.2023
5	11508002130	Singye Wangchuk	Substitute (Maths)	7.8.2023
6	11603002310	Sonam Zangpo	Substitute (Maths)	7.8.2023

1	10603001526	Tenzin Wangmo	Substitute (Dzo)	7.8.2023
2	10715001425	Sonam Wangda	Substitute (Dzo)	7.8.2023
3	11603001343	Chorten Gyeltshen	Substitute (Dzo)	7.8.2023
4	11902001348	Chado Dem	Substitute (Dzo)	7.8.2023
5	12007000659	Kinley Ngedup	Substitute (Dzo)	7.8.2023
6	12007001870	Dorji Gyeltshen	Substitute (Dzo)	7.8.2023

1	11102006819	Khenrab Yoesel	Substitute (Eco)	7.8.2023
2	11501001091	Pema Yangdon	Substitute (Eco)	7.8.2023
3	11801002734	Bhim Bahadur Basnet	Substitute (Eco)	7.8.2023

1	11505000980	Kinley Wangchuk	Substitute (Eng)	7.8.2023
2	11904000705	Dorji Tenzin	Substitute (Eng)	7.8.2023
3	12001003460	Yeshey Choden	Substitute (Eng)	7.8.2023

1	11104003669	Dechen Dorji	NCT (Dzo)	7.8.2023
2	12005002889	Dorji Wangchuk	NCT (Dzo)	7.8.2023
3	12007001870	Dorji Gyeltshen	NCT (Dzo)	7.8.2023

1	10104000367	Pema Yangzom	Lib Asst	7.8.2023
2	10702002253	Jamphel Lhazom	Lib Asst	7.8.2023
3	10911000095	Rinchen Pemo	Lib Asst	7.8.2023
4	11501002322	Chador Wangdi	Lib Asst	7.8.2023
5	11513001911	Tsheten Tshering	Lib Asst	7.8.2023
6	11601002058	Tashi Yangzom	Lib Asst	7.8.2023
7	11811001981	Karma Dorji	Lib Asst	7.8.2023

1	10601005593	Dawa Zangmo	Lab Asst (IT)	7.8.2023
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2	11102006000	Yeshey Dorji	Lab Asst (IT)	7.8.2023
3	11810000988	Bhim Maya Dhungana	Lab Asst (IT)	7.8.2023

1	11206001648	Amrita Acharya	Admin Asst	7.8.2023
2	11506003339	Kezang Wangmo	Admin Asst	7.8.2023
3	11810000988	Bhim Maya Dhungana	Admin Asst	7.8.2023

1	10308003781	Pem Namgay Waiba	Lab Asst (Science)	7.8.2023
2	10709004193	Neten Zangmo	Lab Asst (Science)	7.8.2023
3	10902000428	Sonam Wangmo	Lab Asst (Science)	7.8.2023
4	11105000260	Ngawang Lhamo	Lab Asst (Science)	7.8.2023
5	11107007194	Rinchen Lhaden	Lab Asst (Science)	7.8.2023
6	11107007637	Kezang Dema	Lab Asst (Science)	7.8.2023
7	11201002070	Arun Lepcha	Lab Asst (Science)	7.8.2023
8	11512000611	Lungten Wangmo	Lab Asst (Science)	7.8.2023
9	12002001121	Dechen Wangmo	Lab Asst (Science)	7.8.2023

List of shortlisted candidates for the post of Bolero/Bus Drivers, Tingtidungmi, Cook, Cleaner, Sweeper

Sl No	CID	Name	Post applied	Interview Date
1	10711000781	Dawa Penjor	Bolero Driver	8.8.2023
2	10716002192	Tshering Tobgyel	Bolero Driver	8.8.2023
3	11101001842	Tashi Norbu	Bolero Driver	8.8.2023
4	11102004312	Phuntsho Wangdi	Bolero Driver	8.8.2023
5	11104000391	Jigme Thinley	Bolero Driver	8.8.2023
6	11104000794	Tandin Wangdi	Bolero Driver	8.8.2023
7	11104004384	Tashi Phuntsho	Bolero Driver	8.8.2023
8	11105001120	Pasang Dorji	Bolero Driver	8.8.2023
9	11107001316	Karma Dendup	Bolero Driver	8.8.2023
10	11107006590	Kezang Wangchuk	Bolero Driver	8.8.2023
11	11108001600	Sangay Wangchuk	Bolero Driver	8.8.2023
12	11307002478	Ram Bahadur Pitakoti	Bolero Driver	8.8.2023
13	11509001030	Sonam Jamtsho	Bolero Driver	8.8.2023
14	11515003775	Kinga Wangdi	Bolero Driver	8.8.2023
15	11602002597	Ugyen Sonam	Bolero Driver	8.8.2023

1	10711000781	Dawa Penjor	Bus Driver	8.8.2023
2	11104000391	Jigme Thinley	Bus Driver	8.8.2023
3	11515003775	Kinga Wangdi	Bus Driver	8.8.2023

1	10605001015	Sonam Tshomo	Cook (Hospital)	8.8.2023
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2	10712001989	Tshering Yuden	Cook (Hospital)	8.8.2023
3	10715000213	Tshering Choden	Cook (Hospital)	8.8.2023
4	11101003580	Ngawang Zangmo	Cook (Hospital)	8.8.2023
5	11102003523	Choki Lhamo	Cook (Hospital)	8.8.2023
6	11108000332	Tashi Wangdi	Cook (Hospital)	8.8.2023
7	11203003316	Melam	Cook (Hospital)	8.8.2023
8	11508003423	Kelzang Choden	Cook (Hospital)	8.8.2023
9	11910000556	Sigyel Mo	Cook (Hospital)	8.8.2023
10	11910001465	Thinley Dorji	Cook (Hospital)	8.8.2023

1	10605001015	Sonam Tshomo	Cook (School)	8.8.2023
2	11102000390	Dorji Gyeltshen	Cook (School)	8.8.2023
3	11102005697	Thinley Lhendup	Cook (School)	8.8.2023
4	11107007795	Dechen Dema	Cook (School)	8.8.2023
5	11506002990	Sonam Dema	Cook (School)	8.8.2023
6	11512004145	Kinzang Pelden	Cook (School)	8.8.2023
7	11904001534	Tandin Zam	Cook (School)	8.8.2023
8	11909000706	Sonam Jamtsho	Cook (School)	8.8.2023
9	11910000556	Sigyel Mo	Cook (School)	8.8.2023
10	11910001465	Thinley Dorji	Cook (School)	8.8.2023

1	10203000380	Yeshi Loday	Caretaker	8.8.2023
2	10605001015	Sonam Tshomo	Caretaker	8.8.2023
3	10704001400	Ugyen Tshomo	Caretaker	8.8.2023
4	10714001799	Jigme Singye	Caretaker	8.8.2023
5	11102003467	Dawa Gyeltshen	Caretaker	8.8.2023
6	11107003190	Cheki Lhamo	Caretaker	8.8.2023
7	11107003340	Sangay Norbu	Caretaker	8.8.2023
8	11107007795	Dechen Dema	Caretaker	8.8.2023
9	11111002435	Kinzang Choden	Caretaker	8.8.2023
10	11503000468	Karma Thinley	Caretaker	8.8.2023
11	11506002042	Karma Tshomo	Caretaker	8.8.2023
12	11506002990	Sonam Dema	Caretaker	8.8.2023
13	11514003889	Karma Choden	Caretaker	8.8.2023
14	11603002086	Nima Dema	Caretaker	8.8.2023
15	11604001548	Sonam Choden	Caretaker	8.8.2023
16	11605001958	Sangay Wangmo	Caretaker	8.8.2023
17	11701002241	Gyeltshen Dhendup	Caretaker	8.8.2023
18	12001002339	Sangay Thinley	Caretaker	8.8.2023
19	12007000569	Choki Wangmo	Caretaker	8.8.2023

1	10203000380	Yeshi Loday	Tingti dungmi	8.8.2023
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2	10714001799	Jigme Singye	Tingti dungmi	8.8.2023
3	11102002692	Tashi Zangpo	Tingti dungmi	8.8.2023
4	11104000794	Tandin Wangdi	Tingti dungmi	8.8.2023
5	11206005570	Shiva Lal Adhikari	Tingti dungmi	8.8.2023
6	11910001465	Thinley Dorji	Tingti dungmi	8.8.2023

1	10605001015	Sonam Tshomo	Cleaner	8.8.2023
2	10714001799	Jigme Singye	Cleaner	8.8.2023
3	10715000213	Tshering Choden	Cleaner	8.8.2023
4	11102000186	Kunzang Wangmo	Cleaner	8.8.2023
5	11104003673	Tashi Tshomo	Cleaner	8.8.2023
6	11104004059	Thukten Choden	Cleaner	8.8.2023
7	11105002060	Tendi Zangmo	Cleaner	8.8.2023
8	11105003734	Jigme Wangmo	Cleaner	8.8.2023
9	11111000631	Pema Rinzin	Cleaner	8.8.2023
10	11206006113	Sangay Choden Doya	Cleaner	8.8.2023
11	11502001868	Pema Yangzom	Cleaner	8.8.2023
12	11504004606	Sangay Pema	Cleaner	8.8.2023
13	11506002042	Karma Tshomo	Cleaner	8.8.2023
14	11506002990	Sonam Dema	Cleaner	8.8.2023
15	11603002086	Nima Dema	Cleaner	8.8.2023
16	11909000706	Sonam Jamtsho	Cleaner	8.8.2023
17	11914001379	Dorji Lham	Cleaner	8.8.2023

NOTE:

1. All the selected candidates should report for interview as per the date specified above at 9.00AM.
2. They should produce all original documents during the time of interview.
3. For the candidate shortlisted for more than one post, preference will be given to opt for one post and the candidates will be allowed to sit for interview only for one post.
4. For Drivers, practical test will be conducted in addition to selection interview.

For any clarification, kindly contact HRO during office hours @07-251400.

(Chime Tenzin)

Dy. Chief HR Officer

1. ICT to upload in Dzongkhag's website.
2. Notice Board

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2022-2023/

20th January 2023

The Manager
National Pension Board
Samdrup Jongkhar

Subject: Forwarding of Enrollment Form

Sir,

Please find enclosed herewith the dully filled Enrollment Form for National Pension & Provident Fund Forms of following new appointees under this Dzongkhag Administration appointed from 1st January 2023.

1. Galey Tshering, Staff Nurse III, Samdrup Jongkhar Hospital
2. Dawa Penjor, Staff Nurse III, Samdrup Choeling Hospital
3. Mani Prasad Gurung Staff Nurse III, Samdrup Jongkhar Hospital
4. Tashi Yangchen Staff Nurse III, Jomotshangkha Hospital
5. Dawa Tshering, Ophthalmic Tech, Samdrup Jongkhar Hospital
6. Sonam Kuenga Rai, Health Asst, Orong BHU

Attached their appointment orders.

Yours sincerely,

(Chime Tenzin)
Dy. Chief HR Officer

Copy to:

1. Office copy

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2022-2023/

Date: 31/8/2022

Chief HRO
Ministry of Agriculture & Forests
Thimphu

Subject: *Forwarding of Transfer proposal*

Sir,

As per the decision of the 112th HRC meeting held on 30th August 2022, we are forwarding the following transfer proposal documents in respect of Mr. Ugyen Chophel (EID 200407268), Sr. Forest Ranger serving as Beautification Officer of this Dzongkhag. The reason for seeking his transfer to Sarpang/Tsirang Forest Division is found to be genuine as stated in his transfer application form. Therefore, the HRC had recommended his transfer.

1. Dully filled transfer application form
2. Supporting documents

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

1. Person concerned.
2. Office copy.



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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2022-2023/

August 1, 2023

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling/Jomotshangkha

Subject: **Forwarding of service documents**

Dasho,

Please find enclosed herewith the service documents of new appointees Samdrup Choeling and Jomotshangkha Hospitals under this Dzongkhag Administration appointed from 1st January 2023.

Samdrup Choeling Dungkhag

1. Dawa Penjor, Staff Nurse III, Samdrup Choeling Hospital
 2. Dawa Tshering, Ophthalmic Tech, Samdrup Choeling Hospital
- Appointment orders of Choki Wangmo HA II, Chechay Dorji, Asst EMR of S/Choeling Hospital Pema Dechen, HA II of Martshala BHU.

Jomotshangkha Dungkhag

1. Tashi Yangchen, Staff Nurse III, Jomotshangkha Dungkhag
- Appointment order of Karma Namgay, Ham Lauri BHU

Kindly acknowledge the receipt of above documents.

Yours faithfully,

(Chime Tenzin)
Dy. Chief HR Officer

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2022-2023/

Date: 20/07/2022

HR Officer
Dzongkhag Administration
Trongsa

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mr. Pema Wangda (EID 20140103171), Statistical Investigator Asst IV of this Dzongkhag who has been transferred to Trongsa Dzongkhag and relieved vide Relieving Order No. SDA/HRS-03/2022-2023/0106, dated 8/7/2022.

1. Personal file - 1 No.
2. Service book - 1 No

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་གི་བསམ་པ་བྱུང་སྟེང་སྐབས་ལྟར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 25/04/2022

Chief HRO
JDWNR Hospital
Thimphu

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mrs. Tashi Dema (EID 20180111245), Pharmacist of Samdrup Jongkhar Hospital who has been transferred to JDWNR Hospital and relieved vide Relieving Order No. SDA/HRS-03/2021-2022/4399, dated 14/04/2022.

3. Personal file - 1 No.
4. Service book - 1 No

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་གི་བསམ་བློས་ལྷན་ཁང་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 21/4/2022

Chief HRO
Ministry of Home & Cultural Affairs
Tashichho Dzong
Thimphu

Subject: Forwarding of Service Documents

Madam,

Please find enclosed herewith the following service documents of Dasho Tashi Wangmo (EID 2001076) transferred from Gelephu Thromde to Samdrup Jongkhar Dzongkhag as per the transfer Order No. RCSC/ESMD/1/COMMISSION/2022/35157 dated 15th March 2022 of the RCSC, Thimphu and Relieving Order No. GT/HRM-06/2021-2022/2473 dated 19th March 2022 of the Gelephu Thromde.

5. Personal File - 1 No.
6. Service Book - 3 Nos (vol I, II & III)

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

3. Dasho Dzongdag, Samdrup Jongkhar Dzongkhag for kind information.
4. Offtg. Executive Secretary, Gelephu Thromde.
5. Office copy.



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་པོ་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 21/04/2022

Chief HRO
Jigme Dorji Wangchuk National Referral Hospital (JDWNRH)
Thimphu

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mrs. Karma Euden (EID 20120700469), Dispatcher of Samdrup Jongkhar Hospital who has been transferred to JDWNR Hospital and relieved vide Relieving Order No. SDA/HRS-03/2021-2022/4393, dated 14/04/2022.

7. Personal file - 1 No.
8. Service book - 1 No

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 5/4/2022

Chief HRO
Ministry of Health
Thimphu

Subject: *Forwarding of Transfer proposal in respect of Dispatcher*

Madam,

As per the decision of the 104th HRC meeting held on 5th April, we are forwarding the following transfer proposal documents of Mrs. Karma Euden (EID 20120700469), Dispatcher of Samdrup Jongkhar Hospital. Her husband had been working in Thimphu and she had been working here since her initial appointment. The HRC had recommended her transfer/appointment on the ground of marital ground as the case is genuine.

3. Transfer form
4. Marriage certificate.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

6. CMO/DHO, Samdrup Jongkhar Hospital.
7. Person concerned.
8. Office copy.



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Chief HR Officer
Ministry of Health
Thimphu

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mr. Kuenzang Wangchuk (EID No. 9605008), Menpa I of S/Jongkhar Hospital who has been transferred to Dewathang Hospital and relieved vide Relieving Order No. SDA/HRS-03/2021-2022/3520, dated 29/12/2021.

- 9. Personal file - 1 No.
- 10. Service book - 2 Nos. (Vol. I & II)

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Human Resource Officer
Dzongkhag Administration
Wangdue Phodrang

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mr. Pema Wangda (EID No. 20050520), Sr. Sr. Cultural Officer II of this Dzongkhag who has been transferred to Wangdue Phodrang Dzongkhag and relieved vide Relieving Order No. SDA/HRS-03/2021-2022/3892, dated 28/02/2022.

- 11. Personal file - 1 No.
- 12. Service book - 2 Nos. (Vol. I & II)

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་གི་བསམ་བློ་བྱེད་སྡེ་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Regional Director,
Regional Livestock Development Centre (RLDC),
Tshimasham, Chukha Dzongkhag.

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mrs. Muna Giri (EID No. 200507127), Sr. Extension Supervisor II who has been transferred to your Centre and relieved vide Relieving Order No. SDA/HRS-03/2021-2022/3893, dated 28/02/2022.

- 13. Personal file - 1 No.
- 14. Service book - 1 Nos.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་ བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Dasho Dungpa
Dungkhag Administration
Jomotshangkha.

Subject: **Forwarding of service documents**

Dasho,

Please find enclosed herewith the service documents of newly appointed employee under health sector and placed to Zangthi BHU.

1. Jigme Tenzin (202201921045), HA II, Zangthi BHU
 1. Service book - 1 No.
 2. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

3. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་ས། བསམ་གྲུབ་སྐྱོང་ས་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



Tele (PABX): +975 07251080, 251011, 251191, (Dzongdag) 251131, (Dzongrab) 251132
Fax: - 251158/251119 Website: www.samdrupjongkhar.gov.bt email: dz.sjongkhar.hr@gmail.com



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་ བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling

Subject: **Forwarding of service documents**

Dasho,

Please find enclosed herewith the service documents of following employees of health employees transferred to this Dzongkhag and placed to Samdrup Choeling Dungkhag.

2. Ugyen Wangchuk (20180110739), Staff Nurse III, Samdrup Choeling BHU
 1. Service book - 1 No.
 2. Personal file - 1 No.
3. Ugyen Thinley (9603012), Health Assistant I, Martshala BHU II.
 1. Service book - 1 No.
 2. Personal file - 2 Nos. (vol I & II)

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

4. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་ བསམ་གྲུབ་ཇོང་མ་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-02/2021-2022/

Date: 01-Aug-23

Chief HRO (HRMD)
Royal Civil Service Commission
Thimphu

Subject: **Proposal for promotion**

Sir/Madam,

The Dzongkhag Administration, Samdrup Jongkharis pleased to promotion proposals of following Health Officials (doctors career path) for promotion due falling on 1st January 2022.

1. Dr. Ugyen Thinley (EID No. 20150105147)

1. Valid security clearance certificate.
2. Valid audit clearance certificate.
3. Moderation result for FY 2020-2021 (FY 18-19, 19-20-updated in system)

2. Dr. Sonam Choki (EID No. 20150105142)

1. Valid security clearance certificate.
2. Valid audit clearance certificate.
3. Moderation result for FY 2020-2021 (FY 18-19, 19-20-updated in system)

Their promotion proposals were endorsed in 100th HRC meeting held on 19th October 2020 and HRC had recommended their promotion as per the BCSR 2018.

Yours faithfully,

(Chime Tenzin)
Offtg. Dzongdag

Copy to:

9. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 5/10/2021

Chief HRO
Ministry of Home & Cultural Affairs
Thimphu

Subject: *Forwarding of Transfer proposal in respect of Dispatcher, Samdrupcholing.*

Madam,

As discussed over the phone, we are once again forwarding the transfer proposal of the excess dispatcher Mrs. Karma Youden of Samdrup Choeling Dungkhag. She has been working for Samdrupcholing Dungkhag since 2012. The Dzongkhag HRC deployed her temporarily as an in charge of Samdrupcholing guesthouse (without post) owing to her domestic problems and sharing of reluctance to move to rest of the places as supported by the Dzongkhag authority. She has been inflexibly insisting her transfer proposal merely within Thimphu offices and rest of the places denied explicitly as her husband works in Thimphu.

Therefore, as per the 99th HRC meeting held on 5/10/21, we would once again request Ministry to transfer her to places as indicated by her in transfer format attached.

Anticipating prompt support and considerations as always

Yours sincerely,

(Pema Dorji)
Sr. Dzongrab

Copy to:

10. Dasho Dungpa, Samdrup Choeling Dungkhag.
11. Person concerned.
12. Office copy.

Tele (PABX): +975 07251080, 251011, 251191, (Dzongdag) 251131, (Dzongrab) 251132
Fax: - 251158/251119 Website: www.samdrupjongkhar.gov.bt email: dz.sjongkhar.hr@gmail.com



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་གི་བསམ་བློ་བྱེད་མ་ཁམས་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 24/09/2021

Chief HRO
Ministry of Finance
Thimphu

Subject: **Forwarding of Transfer proposal**

Sir,

As per the decision of the 98th Dzongkhag HRC Meeting held on 22/09/2020, we are pleased to forward dully filled transfer application form in respect of Mrs. Budhi Maya Subba (EID No.20180110254), Accounts Assistant of this Dzongkhag Administration, Samdrup Jongkhar. Her family stays in Thimphu and she is seeking transfer on marital ground.

Therefore, we would like to request the Ministry to kindly look into matter and transfer as per the places option mentioned in her application. Her reliever/suitable substitute may be provided by the Ministry.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

13. Finance Officer, Dzongkhag Administration, S/Jongkhar.
14. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་གི་བསམ་བློ་བྱེད་སྡེ་ཁག་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of newly appointed Clinical Nurses at S/Jongkhar Hospital and placed S/Choeling Dungkhag under your Dungkhag.

4. Sonam Deki, Clinical Nurse IV
 1. Service book - 1 No.
 2. Personal file - 1 No.
5. Dorji Pema, Clinical Nurse IV
 1. Service book - 1 No.
 2. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

5. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇིང་ཁག་འདུག་སྐྱོང་མ། བསམ་གྲུབ་སྐྱོང་མ་ཁམ་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 24/09/2021

Chief HRO
Ministry of Finance
Thimphu

Subject: **Forwarding of Transfer proposal**

Sir,

As per the decision of the 98th Dzongkhag HRC Meeting held on 22/09/2020, we are pleased to forward dully filled transfer application form in respect of Mrs. Budhi Maya Subba (EID No.20180110254), Accounts Assistant of this Dzongkhag Administration, Samdrup Jongkhar. Her family stays in Thimphu and she is seeking transfer on marital ground.

Therefore, we would like to request the Ministry to kindly look into matter and transfer as per the places option mentioned in her application. Her reliever/suitable substitute may be provided by the Ministry.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 15. Finance Officer, Dzongkhag Administration, S/Jongkhar.
- 16. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

Date: 24/09/2021

Chief HRO
Ministry of Health
Thimphu

Subject: **Forwarding of Transfer proposal**

Sir,

As per the decision of the 98th Dzongkhag HRC Meeting held on 22/09/2020, this administration would like to forward dully filled transfer application form with supporting documents in respect of Mr. Mitra Bahadur Karki (EID No.201107395), Health Asst II of Lauri BHU under Jomotshangkha Dungkhag. He had been serving in the Dungkhag for the last 9 years and he is eligible for transfer.

Therefore, the Ministry may kindly transfer him with suitable substitute/reliever to do handing/taking and enable to us to relieve him.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 17. Dasho Dungpa, Dungkhag Administration, Jomotshangkha.
- 18. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

01-Aug-2023

Chief HRO
Ministry of Finance
Thimphu

Subject: Forwarding of Transfer documents

Sir,

As per the decision of the 97th Dzongkhag HRC Meeting held on 31/08/2020, this administration would like to forward dully filled transfer form and application of Mr. Sangay Dorji (EID No.200207190), Accounts Asst. of Jomotshangkha Dungkhag. He had been serving in the Dungkhag since 10/2/2014 and he had completed minimum required number of years in his present work place and he is eligible for transfer.

Therefore, we would like to request the Ministry to kindly look into matter and transfer him. His reliever/suitable substitute may be provided by the Ministry.

Yours faithfully,

(Pema Dorji)
Sr. Dzongrab

Copy to:

19. Dasho Dungpa, Dungkhag Administration, Jomotshangkha.
20. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2021-2022/

01-Aug-2023

Chief HRO
Ministry of Works & Human Settlement
Thimphu

Subject: Forwarding of Transfer documents

Sir,

As per the decision of the 96th Dzongkhag HRC Meeting held on 10/08/2020, this administration would like to forward transfer application of Mr. Preeti Rai (EID No.20140103490), Assistant Engineer of Jomotshangkha Dungkhag under this Dzongkhag. He had been serving in the Dungkhag since 1/1/2014 and he had completed minimum required number of years in his present work place and he is eligible for transfer.

Therefore, we would like to request the Ministry to kindly look into matter and transfer him. His reliever/suitable substitute may be provided by the Ministry as the Dzongkhag is in shortage of engineers.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

21. Dasho Dungpa, Dungkhag Administration, Jomotshangkha.
22. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Human Resource Officer
Dzongkhag Administration
Haa

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mrs. Muna Giri (EID No. 200507127), Sr. Extension Supervisor II who has been transferred to your Centre and relieved vide Relieving Order No. SDA/HRS-03/2021-2022/3893, dated 28/02/2022.

- 15. Personal file - 1 No.
- 16. Service book - 1 Nos.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 1. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་ས། བསམ་གྲུབ་སྐྱོང་ས་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



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Fax: - 251158/251119 Website: www.samdrupjongkhar.gov.bt email: dz.sjongkhar.hr@gmail.com



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Human Resource Officer
Thromde Office
Samdrup Jongkhar

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Ms. Ngawang Choden (EID No. 20131203554), ICT Technical Associate I who has been transferred to ICT Cluster Services, S/Jongkhar Thromde and relieved vide Relieving Order No. SDA/HRS-03/2020-2021/0026, dated 1st July 2021.

- 17. Service book - 1 No.
- 18. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 6. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་ས། བསམ་གྲུབ་ཇོང་ས་མཁར།
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SAMDRUP JONGKHAR



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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

Human Resource Officer
Thromde Office
Samdrup Jongkhar

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Ms. Kezang Yuden (EID No. 20190113037), Asst ICT Officer who has been transferred to ICT Cluster Services, S/Jongkhar Thromde and relieved vide Relieving Order No. SDA/HRS-03/2020-2021/0025, dated 1st July 2021.

- 19. Service book - 1 No.
- 20. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 7. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2021-2022/

August 1, 2023

HR Officer
Dzongkhag Administration
Mongar

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mr. Sherab Tenzin (EID No. 9607007), Chief Dzongkhag Engineer who has been transferred to your Dzongkhag and relieved vide Relieving Order No. SDA/HRS-03/2020-2021/5680, dated 18th June 2021.

1. Service book - 2 Nos. (vol. I & II)
2. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. HR Officer

Copy to:

8. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-24/2020-2021/

August 1, 2023

Chief HRO (HRDD)
Royal Civil Service Commission
Thimphu

Subject: **Submission of critical HRD requirement (Annual Priority Areas) for ling term.**

Sir,

As per your email dated 3rd March, 2021, please find attached herewith the critical HRD requirement (Annual Priority Areas) for ling term (excel format) of this Dzongkhag Administration, Samdrup Jongkhar.

This is submitted as per the 89th HRC meeting held on 6th April 2021,

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

9. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-20/2020-2021/

August 1, 2023

Chief HRO (HRMD)
Royal Civil Service Commission
Thimphu

Subject: **Submission of HR requisition for PMC and SSC.**

Sir,

As per the letter No. RCSC/HRMD/26/2021/2654, dated 3rd March, 2021 and subsequent decision of the 89th HRC meeting held on 6th April 2021, we are pleased to submit the following revised HR requisition of both PMC and SSC of this Dzongkhag Administration, Samdrup Jogkhar.

- | | |
|--------------------------|-----|
| 1. DT Secretary (PMC) | - 1 |
| 2. Architect (PMC) | - 1 |
| 3. Store Assistant (SSC) | - 1 |

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

10. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་གི་བསམ་པ་བྱུང་སྐྱོང་མ་ཁམས་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-25/2020-2021/

August 1, 2023

Chief HRO
Ministry of Home & Cultural Affairs
Thimphu

Subject: Forwarding of LTT nomination for MA in Cultural Studies

Sir,

As per the notification RCSC/HRD-A1.1/2021/3088, dated 1st April, 2021 and subsequent decision of the 89th HRC meeting held on 6th April 2021, we are pleased to forward the following documents in respect of Mr. Pema Wangda (EID 200505020), Cultural Officer the Dzongkhag Administration, Samdrup Jogkhar for MA study under GOI scholarship.

21. LTT nomination form 9/7
22. Class XII mark sheet
23. Degree statement of mark sheet
24. Bachelor of Arts (Language & Culture) certificate
25. Medical fitness certificate
26. STT nomination review form 9/C

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

11. Chief HRO, HRDD, Royal Civil Service Commission, Thimphu.
12. Person concerned
13. Office copy

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དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2020-2021/

August 1, 2023

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mr. Norbu Jamtsho (EID No. 9807071), Sr. HA who has been transferred from Samtse Dzongkhag and placed at Samrang Subpost under your Dungkhag.

- 27. Service book - 2 Nos. (vol. I & II)
- 28. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

- 14. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་ཇོང་ཁ་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2020-2021/

December 15, 2020

Chief HRO
Ministry of Finance
Thimphu

Subject: Transfer request

Sir,

As per the decision of the 84th Dzongkhag HRC Meeting held on 15/12/2020, this administration would like to forward transfer application of Mrs. Thinley Choden (EID No. 200807276), Accounts Assistant III of this Dzongkhag Administration. She had opted Sarpang Dzongkhag for her transfer and the reason for seeking transfer is genuine on her personal domestic problem.

Therefore, the concerned Ministry may kindly look into matter and transfer her to Sarpang Dzongkhag with the suitable substitute.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 23. Accounts Officer, Dzongkhag Administration, S/Jongkhar.
- 24. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་ས། བསམ་གྲུབ་ཇོང་ས་མཁར།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-19/2020-2021/

01-Aug-2023

Dasho Dungpa
Jomotshangkha Dungkhag
Samdrup Jongkhar

Subject: Promotion documents

Dasho,

The last promotion date of Mr. Tashi Phuntsho (EID 201101232), Assistant Engineer IV of your Dungkhag was on 1st January 2018. He is in S1A position level and he will be eligible for promotion only after 5 years active service from the date of his last promotion. As such, we are returning his documents.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

25. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-02/2020-2021/

01-Aug-23

Chief HRO
HRMD
Royal Civil Service Commission
Thimphu

Subject: **Proposal for promotion**

Sir,

Please find attached herewith the following documents in respect of Dr. Narayan Rizal (EID No. 20140103215) of this Dzongkhag Administration for processing his promotion (doctors career path) for due falling on 1st January 2021. The proposal is endorsed in 82nd HRC meeting held on 10th November 2020.

1. Moderation result for FY 2017-2018, 2018-2019 and 2019-2020.
2. Valid security clearance certificate.
3. Valid audit clearance certificate.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

26. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འབྲུག་རྒྱུང་སྤྱི་བསམ་མཁུ་གྲུབ་རྫོང་སྤྱི་མཁུ་མཁུ་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-02/2020-2021/

01-Aug-23

Chief HRO
HRMD
Royal Civil Service Commission
Thimphu

Subject: **Proposal for meritorious promotion**

Sir,

Please find attached herewith the following documents in respect of Mr. Wangchuk (EID No. 200701169) of this Dzongkhag Administration for processing his meritorious promotion with effect from 1st January 2021. The proposal is endorsed in 82nd HRC meeting held on 10th November 2020.

4. Dully completed supplementary meritorious promotion form.
5. Outstanding performance moderation result for FY 2017-2018, 2018-2019 and 2019-2020.
6. Valid security clearance certificate.
7. Valid audit clearance certificate.
8. Recommendation letter from head of the agency.
9. Job description detail for current position and proposed position.

He is sincere, dedicated, hardworking and capable of shouldering responsibilities of higher position. Therefore, we strongly recommend his meritorious promotion as requested above.

Yours faithfully,

(Tharchin Lhendup)
DZONGDAG

Copy to:

27. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-02/2020-2021/

01-Aug-23

Chief HRO
Ministry of Agriculture & Forests
Thimphu

Subject: **Requirement of RNR Extension staff.**

Sir,

As communicated Dasho Dungpa of Samdrup Choeling Dungkhag vide letter No. SDCA/HR-04/2020-2021/1763, dated 14th October 2020, Samrang Gewog have been grappling without RNR Extension staff. The services required by the Gewog, catered by Pemathang RNR staff on rigid conditional basis.

On the above basis, Mr. Tshering Norbu, Extension Supervisor of Pemathang has resigned recently on genuine personal ground. Samrang Gewog will be further hampered of RNR services.

Therefore, we would like to request the Ministry to arrange suitable replacement at the earliest possible.

Yours faithfully,

(Pema Dorji)
Sr. Dzongrab

Copy to:

28. Dasho Dzongdag, Dzongkhag Administration, Samdrup Jongkhar.
29. Dasho Dungpa, Dungkhag Administration, Samdrup Choeling Dungkhag
30. Dy. Chief DAO, Dzongkhag Administration, S/Jongkhag
31. Gup, Samrang Gewog.
32. Office copy

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2020-2021/

October 30, 2020

Chief HRO
Ministry of Home & Cultural Affairs
Thimphu

Subject: **Transfer proposal**

Sir,

This is to inform the Ministry that there are two Dispatchers in Samdrup Choeling Dungkhag and one of them need to be transferred immediately owing to one excess in the Dungkhag. As such, one of them Mrs. Karma Eudon (EID No.20120700469) is seeking her service transfer within Thimphu Dzongkhag/Thromde on material ground as her husband is working in Thimphu. She had been serving in the Dungkhag since her appointment in 2012.

Therefore, we would like to recommend her transfer within Thimphu Dzongkhag as she had completed minimum required number of years in her present work place to be eligible for transfer. Copies of application from applicant and Dungkhag are enclosed for your kind reference.

Yours faithfully,

(Pema Dorji)
Sr. Dzongrab

Copy to:

- 33. Dasho Dungpa, Dungkhag Administration, Samdrup Choeling Dungkhag.
- 34. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-03/2020-2021/

August 06, 2020

Chief HRO
Ministry of Works & Human Settlement
Thimphu

Subject: Transfer request

Sir,

As per the decision of the 79th Dzongkhag HRC Meeting held on 27/07/2020, this administration would like to forward transfer application of Mr. Preeti Rai (EID No.20140103490), Assistant Engineer of Jomotshangkha Dungkhag under this Dzongkhag. He had been serving in the Dungkhag since 1/1/2014 and he had completed minimum required number of years in his present work place and as per BCSR 2018 he is due for transfer.

Therefore, we would like to request the Ministry to kindly look into matter and transfer him to Phuntsholing of Samtse with the suitable substitute.

Yours faithfully,

(Chime Tenzin)
Sr. HR Officer

Copy to:

- 35. Dasho Dungpa, Dungkhag Administration, Jomotshangkha.
- 36. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2020-2021/

October 06, 2020

The HR Officer
Central Regional Referral Hospital
Gelephu

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Dr. Sangay Wangchuk (EID No. 20150705814), GDMO who has been transferred to your Hospital and relived vide Order No. SDA/HRS-03/2020-21/610, dated 18/08/2020.

- 29. Service book - 1 No.
- 30. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

- 15. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་སྤེལ་ བསམ་གྲུབ་ལྗོངས་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-10/2020-2021/

July 14, 2020

The Head
National Pension Board
Samdrup Jongkhar

Subject: Forwarding of Enrollment Form

Sir,

Please find enclosed herewith the dully filled Enrollment Form for National Pension & Provident Fund Plan of Mr. Kezang (EID No. 20200116910), Technician of Engineering Section under this Dzongkhag Administration who has been appointed from 1st January 2020.

Yours sincerely,

(Chime Tenzin)
Human Resource Officer

Copy to:

16. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་ས། བསམ་གྲུབ་ཇོང་ས་མཁར།
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SAMDRUP JONGKHAR



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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-15/2019-2020/

June 26, 2020

Chief HRO, HRMD
Royal Civil Service Commission
Thimphu

Subject: Submission of documents for Contract Extension

Sir,

Please find enclosed herewith the following documents in respect of Mr. M. Dev Kumar (EID No. 9509004) Sr. Teacher of Garpawoong MSS under Samdrup Jongkhar Dzongkhag.

1. Contract extension forms - 3 sets
2. IWP (2018 & 2019) - 2 sets
3. Moderation result 2019 - 1 copy
4. Audit clearance certificate - 1 copy
5. Recommendation letter - 1 copy
6. Willingness letter from employee - 1 copy

This is as per the decision of the 77th HRC meeting held on 25/6/2020.

Yours faithfully,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

1. Chief HRO, MoE, Thimphu.
2. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་ཇོང་ཁ་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-25/2019-2020/

June 26, 2020

Chief HRO, HRDD
Royal Civil Service Commission
Thimphu

Subject: **Submission of documents for LTT**

Sir,

Please find enclosed herewith the following documents in respect of Mr. Ngawang Jigme (EID No. 20140704532), Asst Engineer IV of Jomotshangkha Dungkhag under this Dzongkhag Administration to pursue Bachelor of Civil Engineering (B.Tech-Civil Engg-Lateral Entry)-Program at Parul University, Limda, Gujarat, India for the academic year 2020-2021.

7. Admission award letter
8. Application

This is as per the decision of the 77th HRC meeting held on 25/6/2020.

Yours faithfully,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

3. Chief HRO, MoWHS, Thimphu.
4. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་འདུག་སྐྱོང་མ་གཅིག་ བསམ་གཏུག་རྒྱུ་མཁའ་ལྷན་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-20/2019-2020/

May 14, 2020

Chief HRO
Ministry of Health
Thimphu

Subject: Shortage of Clinical Staff

Sir,

This is to bring to your kind notice that Jomotshangkha BHU Gr-I under this Dzongkhag is run by one GDMO, two HAs, six Nurses and one Pharmacy Technician. Due to the present COVID-19 response activities, the hospital administration is having difficulty in delivering the smooth services to the general public. The Dzongkhag is also facing the staff shortage and could not re-deploy required additional clinical staff in the Dungkhag due to the same reason.

The matter was discussed in 75th HRC meeting held on 13/5/2020 and decided to write the Ministry to request following clinical staff on temporary basis till the COVID-19 pandemic is over.

1. GDMO/Clinical Officer - 1
2. Nurse - 1
3. Pharmacy Technician - 1

Therefore, we would like to request the Ministry to kindly look into the matter and post additional clinical staff to fill the gap.

Yours faithfully,

(Pema Dorji)
Sr. Dzongrab

Copy to:

37. Sr. DHO, Dzongkhag Administration, Samdrup Jongkhar.
38. Office copy

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-20/2019-2020/

May 14, 2020

Chief HRO
Ministry of Health
Thimphu

Subject: Annual Graduate Requisition

Sir,

As per the letter No. MoH/HRD-2/2020/11413, dated 5th March 2020 of the Ministry of Health, Thimphu and subsequent decision of the 74th HRC meeting held on 21/4/2020, we would like to submit Annual Graduate Requisition (Form I & II for P&M) 2021 of Health Sector, Samdrup Jongkhar Dzongkhag.

Yours faithfully,

(Pema Dorji)
Sr. Dzongrab

Copy to:

1. Chief HRO, HRMD, Royal Civil Service Commission, Thimphu.
2. Sr. DHO, Dzongkhag Administration, Samdrup Jongkhar.
3. Office copy

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-4/2019-2020/

March 17, 2020

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling Dungkhag

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mr. Pema Dorji (EID No. 200607064), JE who has been transferred from Samtse Dzongkhag and placed under your Dungkhag.

- 31. Service book - 1 No.
- 32. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

- 17. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-15/2019-2020/

March 17, 2020

Chief HRO
Ministry of Health
Thimphu

Subject: **Submission of documents for LTT**

Sir,

Please find enclosed herewith the following documents in respect of Dr. Narayan Rizal (EID No. 20140103215), Medical Officer of Jomotshangkha Hospital under this Dzongkhag Administration for in-service candidates for July 2020 intake for MD Pediatrics.

9. Copies of certificates and transcripts for Masters, Bachelors and Class XII
10. Moderation result/IWP rating for FY 2017-2018 & 2018-2019
11. CID copy
12. CSIS generated CV copy
13. Security clearance certificate
14. Audit clearance certificate

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

18. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-15/2019-2020/

March 11, 2020

Chief HRO
Ministry of Health
Thimphu

Subject: **Submission of documents for LTT**

Sir,

Please find enclosed herewith the following documents in respect of Dr. Ugyen Thinley (EID No. 20150105147), Medical Officer of S/Choeling Hospital under this Dzongkhag Administration to pursue LTT study in Masters Program in General Practitioner at KGUMSB, Thimphu.

15. Applicant application for course applied for
16. Copies of certificates and transcripts for Masters, Bachelors and Class XII
17. Moderation result/IWP rating for FY 2017-2018 & 2018-2019
18. CID copy
19. CSIS generated CV copy
20. Recommendation/no objection letter from health sector

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to:

19. Office copy

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ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-10/2019-2020/

March 9, 2020

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling Dungkhag

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mr. Kamal Dev Khatiwara (EID No. 8604055), Sr. Basic Health Worker II transferred from Dewathang Hospital to your Dungkhag.

- 33. Service book - 1 No.
- 34. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Sr. Human Resource Officer

Copy to :

- 20. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-10/2019-2020/

March 6, 2020

Human Resource Officer
Thromde Office
Samdrup Jongkhar

Subject: Forwarding of Service Documents

Sir,

Please find enclosed herewith the following service documents of Mr. Ugyen Sonam (EID No. 201109020), Surveyor III of this Dzongkhag Administration who has been transferred to your Thromde.

- 35. Service book - 1 No.
- 36. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Human Resource Officer

Copy to :

- 21. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་རྫོང་མ་ཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-10/2019-2020/

March 6, 2020

Chief HR Officer
Ministry of Finance
Thimphu

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mr. Sonam Dorji (EID No. 9504021), Accounts Asst IV of this Dzongkhag Administration who has been transferred to your RBA, Wing No. X, Dewathang.

- 37. Service book - 2 Nos (Vol I & II)
- 38. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Human Resource Officer

Copy to :

- 22. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་འདུག་སྐྱོང་མ་གཅིད་སྡེ་རྒྱུ་ལྷན་ཁག་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-14/2019-2020/

February 20, 2020

Dasho Dungpa
Dungkhag Administration
Samdrup Choeling

Dasho,

Please find enclosed herewith the letter No. NLCS/HRD/(06)219-20/001540, dated 13th February 2020 of the Hon'ble Secretary, National Land Commission, Thimphu in regard to reimbursement of 10 months salary of Mr. Yeshey Wangchuk, Land Record Asst I working under Samdrup Choling Dungkhag.

Therefore, Dasho may kindly take further appropriate action from the Dungkhag Administration.

Yours sincerely,

(Pema Dorji)
Sr. Dzongrab

Copy to :

1. Concerned person.



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་ཇོང་ཁ་མཁར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-10/2019-2020/

February 20, 2020

Chief HR Officer
Ministry of Foreign Affairs
Thimphu

Subject: **Forwarding of Service Documents**

Sir,

Please find enclosed herewith the following service documents of Mr. Dawa Gyeltshen (EID No. 2107023), Sr. DHO of this Dzongkhag Administration who has been transferred to your Ministry.

- 39. Service book - 1 No.
- 40. Personal file - 1 No.

Kindly acknowledge the receipt of above documents.

Yours sincerely,

(Chime Tenzin)
Human Resource Officer

Copy to :

- 23. Office copy



དཔལ་ལྷན་འབྲུག་གཞུང་།
ཇོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་སྐྱོང་མ་ཁམར།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SDA/HRS-15/2019-2020/

February 20, 2020

Chief HRO
HRMD
Royal Civil Service Commission
Thimphu

Subject: Contract term extension

Sir,

Please find enclosed herewith the following contract extension documents of Mrs. Karma Yangchen (EID No. 20190514885), Physiotherapist of Samdrup Jongkhar Hospital under this Dzongkhag Administration.

21. Dully filled contract extension forms – 3 copies
22. Valid security clearance certificate – 1 copy
23. Valid audit clearance certificate – 1 copy
24. Moderation result for FY 2018-2019 – 1 copy
25. Willingness letter from concerned person – 1 copy
26. Recommendation letter from working agency – 1 copy
27. CID copy – 1 copy

Therefore, we would like to request RCSC to kindly extend her next contract term of two years.

Yours sincerely,

(Chime Tenzin)
Human Resource Officer

Copy to :

24. Office copy

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