

**RENEWABLE NATURAL RESOURCES RESEARCH
AND DEVELOPMENT CENTER**

**BAJO STAFF WELFARE SCHEME
(BSWS)**

BYE-LAWS

AND

**PROCEDURES 2015
(AMENDED)**

26 DECEMBER 2015

TABLE OF CONTENTS

INTRODUCTION.....	2
CHAPTER-1.....	2
PRELIMINARY.....	2
TITLE	2
COMMENCEMENT	2
REPEAL	2
EXTENT AND SCOPE.....	2
CHAPTER-2.....	3
FINANCES OF THE SCHEME	3
SOURCES OF CONTRIBUTIONS TO BSWs ACCOUNT	3
CHAPTER-3.....	3
SCHEME MANAGEMENT	3
ESTABLISHMENT AND COMPOSITION OF OFFICE BEARERS	3
TENURE OF THE OFFICE BEARERS	4
FREQUENCY OF MEETINGS	4
QUORUM.....	4
FUNCTIONS OF EXECUTIVE COMMITTEE	4
FUNCTIONS OF CHAIRPERSON	4
FUNCTIONS OF GENERAL SECRETARY	5
FUNCTIONS OF TREASURER.....	6
FUNCTIONS OF AUDITORS	6
FUNCTIONS OF GENERAL BODY MEETING	6
FUNCTIONS OF REGISTERED MEMBERS	7
CHAPTER-4.....	7
ELIGIBILITY AND FINANCING.....	7
BENEFITS FROM THE SCHEME.....	7
LOAN FACILITIES	8
SPECIAL “SEMSO” CONTRIBUTION	8
EXPENDITURES FROM THE SCHEME.....	8
CHAPTER-5.....	8
REFUND OF MEMEBRSHIP CONTRIBUTION	8
REFUND OF CONTRIBUTION.....	8
CHAPTER-6.....	9
PROCEDURES	9
REGISTRATION AND DISBURSEMENT PROCEDURES.....	9
CHAPTER-7.....	9
MEMBERSHIP TERMINATION.....	9
TERMINATION.....	9
FORMS	9
MEMBERSHIP REGISTRATION FORM	10
DEPENDENTS AND NOMINEE NOMINATION/UPDATE FORM	11
REGISTERED MEMBER DEATH WELFARE GRANT FORM.....	12
DEPENDENT DEATH WELFARE GRANT FORM.....	13
PERMANENT DISABILITY GRANT FORM.....	14
EX-COUNTRY REFERRAL GRANT FORM	15
MEMBERSHIP CONTRIBUTION REFUND FORM.....	16
LOAN FORM.....	17
CONTRIBUTION FORM	18
DISBURSEMENT FORMAT	19
ANNEXURE.....	20
ANNEX-1: REGISTERED MEMBER & DEPENDENTS REGISTER FORMAT	20
ANNEX-2: REGISTER FORMAT FOR MEMBERS ON IN-COUNTRY TRAININGS	20
ANNEX-3: REGISTER FORMAT FOR MEMBERS ON EX-COUNTRY TRAININGS	20

INTRODUCTION

The objectives of the BSWS are to:

Build a strong social cohesiveness among the staff,

Provide welfare grant to the staff in times of need such as during death of registered members and their nominated dependents,

Provide financial assistance in the form of loan to the registered members and other benefits like refund of contribution when leaving the center and financial assistance when referred ex-country on medical ground, and

Provide financial support to those registered members if rendered with permanent disability,

The RDC-Bajo Staff Welfare Scheme is hereby amended and adopted by the General Staff Meeting held on 26 December 2015.

CHAPTER-1 PRELIMINARY

TITLE

1. The Welfare Scheme shall be called as “**THE RDC-BAJO STAFF WELFARE SCHEME (AMENDED) 2015** and abbreviated as **BSWS**.”

COMMENCEMENT

2. The amended BSWS shall come into force with effect from 2nd Day of the January Month of 2016, corresponding to 23rd Day of 11^h month of Wood Female Sheep Year 2016 of the Bhutanese Calendar.

REPEAL

3. Any provisions in the Bye-Laws, Rules and Regulations pertaining to BSWS, if any need arises, shall be repealed by the General Body Meeting.

EXTENT AND SCOPE

4. The BSWS shall cover the staffs of the RDC-Bajo, RDSC-Tsirang and ADTC-Chimipang who are registered members.
5. All the staff joining the RDC-Bajo administration shall automatically become member to the BSWS.
6. The BSWS and the members shall function in accordance with the BSWS Bye-Laws and Rules framed by the members.

CHAPTER-2

FINANCES OF THE SCHEME

SOURCES OF CONTRIBUTIONS TO BSWs ACCOUNT

7. All members shall contribute monthly to the scheme at the rate based on position levels prescribed as under:

#	Position levels	Amount (Nu)
1	Executives/Specialists	300.00
2	P1 to P5	200.00
3	S1 to S5	150.00
4	O1 to O4	125.00
5	ESP/GSP	100.00

8. The member contribution shall be deducted from the monthly salary by the Finance Section and remit on monthly basis to BSWs bank account number **10201361509520018** maintained with BoB, Wangdue.
9. A monthly contribution of Nu 500.00 shall be made by a registered member who operates the RDC Bajo canteen.
10. Any registered members attending in-country formal training for duration more than of 5 days shall contribute Nu 500.00 to the scheme.
11. Any registered members attending ex-country trainings or study tours or seminars or workshops or meetings irrespective of any number of days shall contribute Nu 1,000.00 per occasion to the scheme.
12. The BSWs shall maintain a minimum balance of Nu 100,000.00 for all times to come unless unavoidable circumstances arise to make the disbursement for welfare grants such as payment upon death of members or nominees or nominated dependents.
13. The interest accrued from the bank shall be deposited to the BSWs bank account
14. The members may donate besides monthly contribution in the form of cash to the scheme.
15. The proceeds from any fund raising activities carried out for the purpose shall be deposited to the Scheme.

CHAPTER-3

SCHEME MANAGEMENT

ESTABLISHMENT AND COMPOSITION OF OFFICE BEARERS

16. There shall be an Executive Committee comprising of a Chairperson, General Secretary, Treasurer and two members elected from among the registered members of the scheme.
17. There shall be an Auditing Team appointed by the General Body Meeting from among the registered members of the scheme.

18. A registered member can hold only one portfolio at one point of time.

TENURE OF THE OFFICE BEARERS

19. The tenure of the Office Bearers shall be for one year.

FREQUENCY OF MEETINGS

20. The Executive Committee meeting shall be held quarterly.

21. The General Body Meeting shall be held annually organized by the Executive Committee in the first week of January every year.

QUORUM

22. A minimum of two-third of the registered members shall constitute a quorum to convene the General Body Meeting, the registered members of ESPs/GSPs being represented by two ESPs/GSPs (one male and one female) each from RDC-Bajo, RDSC-Tsirang and ADTC-Chimipang.

23. A simple majority among the registered members present in the General Body Meeting shall constitute a quorum to take decisions, amend, revoke and repeal any clauses of this scheme.

24. A minimum of three-fourth of the Executive Committee members shall constitute a quorum to convene Executive Committee meeting and take decisions.

FUNCTIONS OF EXECUTIVE COMMITTEE

25. Shall be the highest decision making body of the scheme where decisions are taken in concurrence to the authorities granted by the Bye-Laws.

26. The Executive Committee shall be the executive body to making financing, disbursal and any other decisions for the scheme.

27. Shall be responsible to propose to the General Body Meeting to amend, revoke and repeal any clauses of this scheme.

28. Shall implement the resolutions emanated from the General Body Meetings.

29. Executive Committee's interpretation of the clauses of Bye-Laws shall be final and binding in the event of disputes.

30. Shall review the benefits and contributions from time to time and put up to the General Body Meeting for endorsement.

31. Shall explore meaningful investment opportunities of the Scheme money.

FUNCTIONS OF CHAIRPERSON

32. Be the overall In-Charge of the scheme and oversee the works of the BSWS secretariat.

33. Direct the Executive Committee for effective and prudent use of the scheme.
34. Preside over the General Body Meeting and Executive Committee meetings and proceedings of the scheme.
35. Approve disbursement of welfare grants and other benefits including purchase of basic stationeries for the BSWS management.
36. Call on special meetings as and when necessary.
37. Review and deal with any complaint made against the registered members.
38. Shall prepare and hand over the complete charges of the BSWS management including “No Due Assurance” to the new management in the event of change in Office Bearer or transfer of service or resignation or superannuation or termination or when on long term study tour or on EOL.

FUNCTIONS OF GENERAL SECRETARY

39. Shall manage the day-to-day transactions of the Scheme.
40. Shall be one of the joint signatories to the operation of the bank account of the scheme.
41. Shall plan, organize, coordinate and arrange meetings of the Executive Committee and General Body Meetings and under the direction of the Chairperson.
42. Shall prepare agenda and maintain minutes of all the meetings, and circulate the same including annual expenditure and balance sheet to all the registered members of the scheme.
43. Shall maintain a register of members with registration number and their dependents and update accordingly using the format given in **Annex-1**.
44. Shall orient the new incoming staff about the scheme and process for registration to the scheme.
45. Shall maintain the lists of those members who have attended in-country training of more than 5 days and ex-country trips (Training or tours or seminars or workshops or meetings) in collaboration with the Administration Section using the format given in **Annex-2** for in-country and **Annex-3** for ex-country trainings.
46. Shall remind, collect and hand over the contributions collected from those members who have attended in-country trainings of more than 5 days, ex-country trainings or study tours or workshops or seminars or meetings including the monthly contributions from the RDC Canteen operator.
47. Shall prepare and submit quarterly and annual reports to the Chairperson.
48. Shall prepare and hand over the complete charges of the BSWS documents and activities including “No Due Assurance” to the new General Secretary in the event of change in Office Bearer or transfer of service or resignation or superannuation or termination or when on long term study tour or on EOL.

FUNCTIONS OF TREASURER

49. Shall account for all the fund receipts received into the scheme.
50. Issue cash receipts to those contributing to the scheme.
51. Shall make disbursement from the scheme.
52. Shall maintain the following books of accounts:
 - 52.1 Cash book - to record the daily transaction into and from the scheme.
 - 52.2 Individual Record Register - to record the details of receipts of different form of contributions.
 - 52.3 Maintain records on details of disbursements made from the scheme to for various purposes.
53. Shall be a co-signatory to the operation of the bank account of the scheme.
54. Shall prepare monthly accounts and financial statements of the scheme and circulate the same to the all the members every month.
55. Shall present the financial status of the scheme during the Executive Committee and General Body Meetings.
56. Shall prepare and hand over the complete charges of the BSWS accounts to the new Treasurer in the event of change in Office Bearer or transfer of service or resignation or superannuation or termination or long term study tour or on EOL.

FUNCTIONS OF AUDITORS

57. Shall audit the books of accounts of the scheme annually or as and when needed.
58. Submit audit report to the Chairperson seven days after the completion of the audit.
59. Shall advise the Chairperson and the Executive Committee on the findings of the audit.
60. Prepare and submit annual audit report to the Chairperson
61. Shall make presentations on the audit findings to the General Body Meeting.
62. Shall prepare and hand over the complete charges of the BSWS audited accounts and documents to the new Auditors in the event of change in Office Bearer, transfer of service, resignation, superannuation, termination or on long term study tour or on EOL.

FUNCTIONS OF GENERAL BODY MEETING

63. Terminate the services of any Office Bearers in case of misconducts.
64. Change or appoint the Office Bearers.

65. Endorse and approve the proposal submitted by the Executive Committee members for amendment and repeal of clauses of the Bye-Laws.

66. Review and deal with any complaint made against the Chairperson.

FUNCTIONS OF REGISTERED MEMBERS

67. Shall abide by the Bye-Laws with honesty, dignity and integrity.

68. Shall ensure timely remittance of the contributions and repayment of the loan.

69. Shall attend the meetings as and when called by the Executive Committee members.

70. Shall make timely remittance of any contributions that are reflected in the Bye-Laws.

71. Shall submit the updated lists of dependents and nominees to the Executive Committee for update.

CHAPTER-4 ELIGIBILITY AND FINANCING

BENEFITS FROM THE SCHEME

72. A registered members shall be entitled to the following benefits:

72.1 In case of death of a registered member, the immediate family member shall be entitled for a welfare grant of Nu 20,000.00 for which the registered members shall designate one among the nominated dependents as the immediate family member to avail this welfare grant.

72.2 In case a registered member succumbs to permanent disability, he/she shall be granted a sum of Nu. 20,000.00 at the time of resignation or quitting office. Permanent disability shall mean an individual who is totally incapacitated to work for a decent living after his resignation.

72.3 In case a registered member on health ground is on ex-country referral cases, he/she shall be given a onetime grant of Nu 5,000.00.

72.4 In case of death of a nominated dependent of a registered member, the registered member shall be entitled for a welfare grant of Nu 15,000.00 per occasion. A nominated dependent shall mean and include any of the following:

72.4.1 Parents (Father or nominee & Mother or nominee) of a registered member.

Nomination for father and mother is not allowed if the registered member has already availed the grants earlier from the BSWs scheme.

72.4.2 Spouse of a registered member.

72.4.3 Children (Sons/Daughters/legally adopted children) of a registered member. Legally adopted children shall mean children adopted through court verdict.

73. In case of death of a registered member or a nominated dependent within Wangdue, Tsirang and Chimipang or the deceased being cremated in the nearby crematorium, the affected shall be provided with physical assistance and attend funeral rites.

LOAN FACILITIES

74. A registered member shall be entitled a loan amount of Nu 10,000.00 at the interest rate of 6% per annum with repayment made through deduction from monthly salary.

75. Acquittal to such loan shall be done in one year.

SPECIAL “SEMSO” CONTRIBUTION

76. In case of a death of the registered member or registered member’s nominated dependents, a special contribution shall be made by the registered members through separate collection as under:

#	Deceased category	Contributor category	Amount (Nu)
1	Death of registered member	General staff	200.00
		ESPs/GSPs	100.00
2	Death of registered member’s dependents	General staff	100.00
		ESPs/GSPs	50.00

EXPENDITURES FROM THE SCHEME

77. Expenditures from the scheme shall be done only for the following purposes:

- 77.1 Welfare grants and other financial supports to the registered members as reflected in Clauses 72.
- 77.2 Simple working lunch and refreshment during the General Body Meetings.
- 77.3 Procurement of basic stationeries to run the BSWS office management.

CHAPTER-5 REFUND OF MEMEBRSHIP CONTRIBUTION

REFUND OF CONTRIBUTION

78. In case of transfer or resignation or superannuation or termination of the services of a registered member who had not availed any form of benefits from the scheme earlier, the member shall be entitled to a refund of 80% of his/her total contribution.

CHAPTER-6 PROCEDURES

REGISTRATION AND DISBURSEMENT PROCEDURES

79. A member shall be registered using registration form No **BSWS Form-1**.
80. A registered member shall declare the nominations of his dependents using form No **BSWS Form-2**. The same form shall be used for updating the dependent members.
81. An immediate family member of the deceased registered member shall avail welfare grant using form No **BSWS Form-3**
82. A registered member shall avail welfare grant for nominated dependents using form No **BSWS Form-4**.
83. A registered member shall avail permanent disability grant using form No **BSWS Form-5**.
84. A registered member shall avail ex-country referral grant using form No **BSWS Form-6**.
85. A registered member shall avail 80% refund using form No **BSWS Form-7**.
86. A registered member shall submit dully filled form **BSWS Form-8** to avail loan.
87. The registered members who have availed more than 5 days in-country training and ex-country trainings or study tours or workshops or seminars or meetings shall make their contributions in the prescribed form No **BSWS Form-9**. The same form shall be used for contribution made by the RDC Canteen Operator.
88. Contributions collected from the sources reflected in Clause 87 shall be issued a printed cash receipt.
89. All disbursements from the scheme shall be done through Disbursement Form No **BSWS Form-10**
90. All required documents as specified in the BSWS Forms are to be submitted by the claimants for availing welfare grants and other financial supports.
91. All disbursement from the scheme shall be done through bank cheque only.

CHAPTER-7 MEMBERSHIP TERMINATION

TERMINATION

92. The membership of the scheme will cease to exist in the event of death or superannuation or transfer or resignation or termination from service of a registered member.

FORMS

MEMBERSHIP REGISTRATION FORM

The Chairperson, RDC-Bajo Staff Welfare Scheme, RNR RDC Bajo, **Wangude**

Sub: Membership Registration

Sir/Madam,

The following are my details along with other dully filled forms to enroll as registered member to the BSWS.

Bio-data		Permanent address	
Name		Dzongkhag	
Designation			
EID No.		Gewog	
CID No.			
e-Mail ID		Village	
Contact No.			
BSWS joining date			

I have read and understood the BSWS Bye-Laws 2015 and declare that I become a registered member. In case, I am found guilty of breaching the Bye-Laws, I shall abide by the decision of the BWFS committee. I hereby authorize the AFD/Finance Section of the RDC Bajo Administration to deduct the monthly contribution from my monthly salary.

Affix Legal
Stamp

Signature & Date

For BSWS Official Use Only

The above member is registered and provided with Registration No. and a copy is forwarded to the Treasurer for deduction with effect from(d/m/y)

(GENERAL SECRETARY, BSWS)

Monthly deduction of Nu per month is started from (d/m/y)

(TREASURER, BSWS)

ENDORSEMENT:

(CHAIRPERSON, BSWS)

DEPENDENTS AND NOMINEE NOMINATION/UPDATE FORM

I Mr/Mrs/Ms..... hereby declare that the names mentioned hereunder are my living dependents and nominees or updated dependents and nominees:

#	Dependents	Name	CID No	DoB	Documents required
1	Spouse				CID and MC copies
2	Children-1				CID copy
	Children-2				CID copy
	Children-3				CID copy
	Children-4				CID copy
	Children-5				CID copy
	Legally adopted children-1				CID and Court evidence copies
	Legally adopted children-2				CID and Court evidence copies
3	Father				CID copy
	Nominee of father*				CID copy
4	Mother				CID copy
	Nominee of mother*				CID copy

**Nominees in lieu of father and mother is allowed only if grant was not availed earlier from BSWS*

In the event of any of my dependents become deceased, benefits as defined in the Bye-Laws may be given to me.

I hereby nominate Mr/Mrs/Ms. the right to receive the entire amount that may be payable to me by the Bye-Laws 2015 in the event of my death.

Affix Legal Stamp

Signature & Date

For BSWS Official Use Only

The above dependents are recorded in the BSWS register and a copy is given to Treasurer.

(TREASURER)

(GENERAL SECRETARY, BSWS)

ENDORSEMENT:

(CHAIRPERSON, BSWS)

REGISTERED MEMBER DEATH WELFARE GRANT FORM

(To be claimed by authorized family member only)

#	Details	Documents required
1	Name of the deceased registered member	Produce death certificates either from the Gup or Hospital
2	Date of death	

I hereby declare and assure that all the information provided above is true and accurate.

Date:

Signature of the Authorized Claimant

For BSWS Official Use Only

VERIFICATION:

The documents of the above deceased registered member bearing EID No, CID No and bearing Registration No are all checked and verified. Accordingly, his membership from BSWS is deregistered on (d/m/y) and a grant of Nu may be approved for the disbursement.

(GENERAL SECRETARY, BSWS)

APPROVAL:

Approved and considered for the disbursement of Nu to the above authorized claimant.

(CHAIRPERSON, BSWS)

DISBURSEMENT:

A sum of Nu (in words) is disbursed to Mr/Mrs vide Cheque No dated on (d/m/y).

DISBURSED BY:

RECEIVED BY:

(TREASURER)

(Name, Date & Signature of Claimant with revenue stamp)

DEPENDENT DEATH WELFARE GRANT FORM

(To be claimed by registered member only)

#	Details	Documents required
1	Name of the deceased dependent	Produce death certificates either from the Gup or Hospital
2	Date of death	

I hereby declare and assure that all the information provided above is true and accurate.

Date:

Signature of the Registered Member**For BSWS Official Use Only****VERIFICATION:**

The documents of the above deceased dependent of Mr/Mrs (Registered member) bearing EID No, CID No and bearing Registration No are all checked and verified. Accordingly, deceased dependent is delisted on (d/m/y) and a grant of Nu may be approved for the disbursement.

(GENERAL SECRETARY, BSWS)**APPROVAL:**

Approved and considered for the disbursement of Nu to the above registered member.

(CHAIRPERSON, BSWS)**DISBURSEMENT:**

A sum of Nu (in words) is disbursed to Mr/Mrs vide Cheque No dated on (d/m/y).

DISBURSED BY:**RECEIVED BY:****(TREASURER)****(Name, Date & Signature of
Claimant with revenue stamp)**

PERMANENT DISABILITY GRANT FORM

(To be claimed by registered member only)

#	Details	Documents required
1	Name of the registered member	Produce medical certificates from the Hospital
2	Start of disability (Date)	
3	Disability details	
4	Date of resignation	Produce approved resignation order of the HRMD

I hereby declare and assure that all the information provided above is true and accurate.

Date:

Signature of the Disabled Registered Member

For BSWS Official Use Only

VERIFICATION:

The documents of the above registered member bearing EID No, CID No, Registration No and approved resignation order Nodated of the HRMD are all checked and deregistered. Accordingly, a grant of Nu may be approved for the disbursement.

(GENERAL SECRETARY, BSWS)

APPROVAL:

Approved and considered for the disbursement of Nu to the above disabled registered member.

(CHAIRPERSON, BSWS)

DISBURSEMENT:

A sum of Nu (in words) is disbursed to Mr/Mrs vide Cheque No dated on (d/m/y).

DISBURSED BY:

RECEIVED BY:

(TREASURER)

(Name, Date & Signature of Claimant with revenue stamp)

EX-COUNTRY REFERRAL GRANT FORM

(To be claimed by registered member only)

#	Details	Documents required
1	Name of the registered member	Produce approved documents of the Medical Board
2	Treatment purpose	
3	Date of approval by Medical Board	

I hereby declare and assure that all the information provided above is true and accurate.

Date:

Signature of the Registered Member**For BSWS Official Use Only****VERIFICATION:**

The documents of the above registered member bearing EID No, CID No, Registration No and approved referral order Nodated of the Medical Board are all checked and verified. Accordingly, a grant of Nu may be approved for the disbursement.

(GENERAL SECRETARY, BSWS)**APPROVAL:**

Approved and considered for the disbursement of Nu to the above registered member.

(CHAIRPERSON, BSWS)**DISBURSEMENT:**

A sum of Nu (in words) is disbursed to Mr/Mrs vide Cheque No dated on (d/m/y).

DISBURSED BY:**RECEIVED BY:****(TREASURER)****(Name, Date & Signature of Claimant with revenue stamp)**

MEMBERSHIP CONTRIBUTION REFUND FORM

(To be claimed by registered member only)

#	Details	Documents required
1	Name of the registered member	Produce transfer or resignation or superannuation or termination order
2	Availed any form of grants from BSWS (Yes or No) Refer Clause 78*	
3	Reason for 80% refund	

*If availed any form of grants earlier, please do not proceed further.

I hereby declare and assure that all the information provided above is true and accurate.

Date:

Signature of the Registered Member**For BSWS Official Use Only****VERIFICATION:**

Having found the claimant not availed any form of grants earlier, the documents of the above registered member bearing EID No, CID No, Registration No and approved transfer/resignation/superannuation/termination order No dated of the HRMD are all checked and verified. Accordingly, 80% refund of his/her total contribution worked out from (d/m/y) to (d/m/y) is Nu which may be approved for the disbursement.

(GENERAL SECRETARY, BSWS)**APPROVAL:**

Approved and considered for the disbursement of Nu to the above registered member.

(CHAIRPERSON, BSWS)**DISBURSEMENT:**

A sum of Nu (in words) is disbursed to Mr/Mrs vide Cheque No dated on (d/m/y).

DISBURSED BY:**RECEIVED BY:****(TREASURER)****(Name, Date & Signature of Claimant with revenue stamp)**

LOAN FORM

(To be applied by registered member only)

#	Details	Documents required
1	Name of the registered member	-
2	Availed loan earlier? (Yes or No)	Submit loan clearance certificate from Treasurer and General Secretary
3	If availed earlier, have you acquitted? (Yes or No)*	-
4	Purpose of loan	-
5	Amount applied for (Nu)	-

**If availed earlier and not acquitted yet, please do not process further.*

I hereby declare and assure that all the information provided above is true and accurate.

Date:

Signature of the Registered Member

For BSWS Official Use Only

VERIFICATION:

The above registered member bearing EID No, CID No, Registration No has not availed loan earlier or has availed loan earlier and acquitted. Accordingly, a loan amounting Nu may be approved for the disbursement.

(GENERAL SECRETARY, BSWS)

APPROVAL:

Approved and considered for the disbursement of Nu to the above registered member towards his/her loan request.

(CHAIRPERSON, BSWS)

DISBURSEMENT:

A sum of Nu (in words) is disbursed to Mr/Mrs vide Cheque No dated on (d/m/y).

DISBURSED BY:

RECEIVED BY:

(TREASURER)

(Name, Date & Signature of
Claimant with revenue stamp)

CONTRIBUTION FORM

(To be submitted by registered members)

 The Chairperson, RDC-Bajo Staff Welfare Scheme, RNR RDC Bajo, **Wangude**
Sub: Contribution to BSWS

Sir/Madam,

I am pleased to contribute a sum of Nu to the BSWS for the purposes explained hereunder:

1	Name of the registered member	
2	Donation details (Tick as relevant)	
	2.1 In-country training (>5days)	
	2.2 Ex-country training/study tour/workshops/seminar	
	2.3 Donating 80% refund of total contribution made	
	2.4 RDC Canteen operation contribution for(d/m/y)	
3	Amount contributed (Nu)	

Date:

Signature of the Contributor

For BSWS Official Use Only
ACKNOWLEDGEMENT:

Received with thanks of Nu from the above member.

(CHAIRPERSON, BSWS)

DOCUMENTATION:

The above contribution is documented and is being forwarded to Treasurer for accounting into the BSWS account.

(GENERAL SECRETARY, BSWS)

ACCOUNTING:

The above amount of Nu is credited to the BSWS Account No vide deposit reference No..... dated on (d/m/y).

(TREASURER)

DISBURSEMENT FORMAT

(To be used by Treasurer only)

Bank Account No:	Voucher No:		
Cash book Page No.	Date:		
Name of Payee:			
Registration No:			
Cash in Hand/at Bank:			
Particulars	Debit		Credit

Passed for Nu. (Ngultrums:
)

Net payment Nu (Ngultrums:
)

TREASURER
 (Date and Name)

GENERAL SECRETARY

Paid in Cash/Cheque No: Received Payment
 Nu.

(Name, Signature & Date)

ANNEXURE

ANNEX-1: REGISTERED MEMBER & DEPENDENTS REGISTER FORMAT

#	Name of registered member	Registration No.	Date of joining the BSWs membership	Position title	Position level	Center (Bajo/RD SC/ADTC)	CID No	EID No	Monthly contribution (Nu)	Name of dependents & nominees	Relationship to dependents	CID No of dependent & nominees	Contact No of dependent & nominees	What benefits availed as on Dec 2015	Amount of benefits availed (Nu)
										1.					
										2.					

ANNEX-2: REGISTER FORMAT FOR MEMBERS ON IN-COUNTRY TRAININGS

#	Name of registered member	Registration No.	Training Location	Training types (Training or study tour or seminar or workshop)	Duration		Total days	Amount to contribute (Nu)	Remarks
					From (d/m/y)	To (d/m/y)			
								500	

ANNEX-3: REGISTER FORMAT FOR MEMBERS ON EX-COUNTRY TRAININGS

#	Name of registered member	Registration No.	Training Location	Training types (Training or study tour or seminar or workshop)	Duration		Total days	Amount to contribute (Nu)	Remarks
					From (d/m/y)	To (d/m/y)			
								1000	