



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྫོང་ཁག་བདག་སྐྱོང་། དབང་འདུས་ལོ་བྱང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**WANGDUE PHODRANG**  
*Human Resource Section*



DAW/HRD-12/2019-2020/ 10236

1<sup>st</sup> April, 2020

**NOTIFICATION**

The Dzongkhag Administration, Wangdue Phodrang notifies to all that as per the Notification Letter No. RCSC/LS-2/2019-20/3482 dated 27/3/2020 from Chairperson, RCSC, the measures are being implemented to work from home (remote working) w.e.f 31<sup>st</sup> March, 2020 to ensure smooth and uninterrupted delivery of the services from our office to join the nation in its collective fight against COVID-19.

Therefore, all are asked to refer the category of services and do contact the concerned officials as per the contact details given below to avail the essential services from our sectors.

For more detail, please visit to [www.wangduephodrang.gov.bt](http://www.wangduephodrang.gov.bt) and Facebook page Dzongkhag Administration of Wangduephodrang.

(Sonam Jamtsho)

**DZONGDAG**

Cc:

1. All Sector Heads, DAW for information & dissemination to all employees
2. GAOs, all Gewogs for kind information.
3. Notice Board
4. Office copy

## **Agency Service Coordination Team, Wangdue Phodrang (ASCT)**

### **A. Formation of ASCT:**

1. Dasho Dzongdag (Chairperson)
2. Dasho Dzongrab (Dy. Chairperson)
3. Chief DEO
4. Principal DHO
5. Chief DE
6. Dy. Chief Environment Officer
7. Sr. Planning Officer
8. Sr. Internal Auditor
9. AFO
10. HR Officer (Member Secretary)

### **B. Resources required for the Essential service providers**

1. Computers, Printers, Photocopiers and Scanners (Available)
2. Internet Packages (Required) (Proposed for 999 data package Per Head)
3. Stationaries (Available)
4. Photocopier (Engineering Sector)
5. Safety gears (Waste Management Services)
6. Internet package including Teachers and Students (Proposed for 999 data package Per Head)

### **C. Communication Management Officer**

1. Mr. Passang Dorji, Sr. Planning Officer - **17257770**
2. Mr. Tenzin Phuntsho, HR Officer - **17814775**

### **D. Set up communication platforms, Social Apps**

1. Sector Heads Wechat Group



2. DAW Information Wechat Group
3. COVID-19 Wechat Group

#### **E. Compliant Management Officer**

1. Mr. Kuenzang Tharchen, Internal Auditor - **17260220**

#### **F. Service Categories**

##### ***1. Critical Services***

- 1.1 Health Services – always on standby
- 1.2 Water supply/Electricity supply
- 1.3 Sewerage & Waste Management
- 1.4 Animal Health & Disease Control Services
- 1.5 Disaster preparation & Response (other than covid-19)
- 1.6 Agriculture and Livestock Extension services
- 1.7 overall security and surveillance services
- 1.8 Kidu Services
- 1.9 Transportation and communication services

##### ***2. Essential/Routine/Remote Working***

- 2.1 Regulator AFD and Procurement Services
- 2.2 Administrative Services
- 2.3 HR Services
- 2.4 Monitoring and Evaluation of ongoing developmental activities
- 2.5 Clearance services
- 2.6 Education Services



2. DAW Information Wechat Group
3. COVID-19 Wechat Group

#### **E. Compliant Management Officer**

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##### **2. Essential/Routine/Remote Working**

- 2.1 Regulator AFD and Procurement Services
  - 2.2 Administrative Services
  - 2.3 HR Services
  - 2.4 Monitoring and Evaluation of ongoing developmental activities
  - 2.5 Clearance services
  - 2.6 Education Services
- 



2.7 Engineering services

2.8 ICT Services

2.9 Statistical Activities/Services

2.10 Loans and Advances Services

2.11 Protocol Services

2.12 Land Record Services (Loan & Land ownership Services)

2.13 Census Services

2.14 NCWC Related Cases

***3. Service that can be deferred for the time being***

3.1 Regular Cultural Services

3.2 Electoral Services

3.3 New Developmental Activities including deposit works

3.4 DT Services

3.7 Permit and license services

3.6 Regular Procurement Services

3.7 Beautification Services

3.8 Workshops/Seminars/ Trainings/Study Tours and Meetings

3.9 Tourism Activities

3.10 Planned Internal Audit Services

3.11 Building Inspection & Billing Services

A blue ink signature or scribble, consisting of several overlapping loops and a long diagonal stroke extending upwards and to the right.

### Three Service Categories (Dzongkhag Administration, Wangdue)

1	Critical Services	Name	Designation	Mobile No	Email
1	Health Services – always on standby	Ms. Zangmo	Chief DHO	77364050	zangmo@wangduephodrang.gov.bt
2	Water supply/Electricity supply	Ms. Sangay Lhamo	Municipal Engineer	17630122	slhamo@wangduephodrang.gov.bt
3	Sewerage & Waste Management	Mr. Ugyen	DLO	17755934	ugyen@wangduephodrang.gov.bt
4	Animal Health & Disease Control Services	Mr. Passang Dorji	Sr. Planning Officer	17257770	passangd@wangduephodrang.gov.bt
5	Disaster preparation & Response (other than covid-19)	Mr. Dhodo	Dy. Chief D A O	77457980	dhodo@wangduephodrang.gov.bt
6	Agriculture and Livestock Extension services	Mr. Sacha Gyeltshen	Sr. Culture Officer	17658174	sgyeltshen@wangduephodrang.gov.bt
7	Security and surveillance of cultural heritage	Mr. Jampel Choda	Procurement Officer	17846042	jchoeda@wangduephodrang.gov.bt
8	Kidu Services	Mr. Tenzin Phuntsho	HR Officer	17814775	tenzinp@wangduephodrang.gov.bt
9	Transportation and communication services				
2	Essential/Routine/Remote Working				
1	Regular AFD and Procurement Services	1. Mr. Tshetrim Dorji 2. Mr. K. Tenzin Dorji	AFOs	17706534 17699664	ydorji@wangduephodrang.gov.bt ktdorji@wangduephodrang.gov.bt
2	Administrative Services	Mr. Tenzin Phuntsho	HR Officer	17814775	tenzinp@wangduephodrang.gov.bt
3	HR Services				
4	Monitoring and Evaluation of ongoing developmental activities	Mr. Passang Dorji	Sr. Planning Officer	17257770	passangd@wangduephodrang.gov.bt
5	Clearance services	Mr. Rinchen Penjor	Dy. Chief Envt. Officer	17748584	rpenjor@wangduephodrang.gov.bt
6	Education Services	Mr. Pema Dorji	Chief DEO	17914232	pdorji@wangduephodrang.gov.bt
7	Engineering services	Mr. Tshering Chopel	Chief DE	17627590	tchopel@wangduephodrang.gov.bt
8	ICT Services	Mr. Laxman Pradhan	Offtg. ICTO	17868512	lpradhan@wangduephodrang.gov.bt
9	Statistical Activities/Services	Mr. Tashi Dorji	DSO	17611891	tdorji@wangduephodrang.gov.bt
10	Loans and Advances Services	Mr. Karma T Dorji Mr. Jigme Dorji Mr. Tenzin Phuntsho	AFO Sr. P O HR Officer	17699664 17766404 17814775	ktdorji@wangduephodrang.gov.bt jigmed@wangduephodrang.gov.bt tenzinp@wangduephodrang.gov.bt
11	Protocol Services	Mr. Sacha Gyeltshen Mr. Gyembo	Sr. Culture Officer Sr. LRO	17658174 17634539	sgyeltshen@wangduephodrang.gov.bt gyembo@wangduephodrang.gov.bt
12	Land Services (Loan & Land ownership Services)				
13	Census Services	Mr. Dechen Wangdi	Census Officer	17560598	dechenw@wangduephodrang.gov.bt
14	Legal Services	Mr. Damcho Wangmo	Legal Officer	17663735	dwangmo@wangduephodrang.gov.bt

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A hand-drawn diagram of a hyperbola on a light blue grid background. The hyperbola has two branches, one opening to the left and one opening to the right. Two straight lines, representing the asymptotes, intersect at the origin (0,0) and pass through the corners of the grid squares. The hyperbola branches approach these asymptotes as they extend away from the origin.