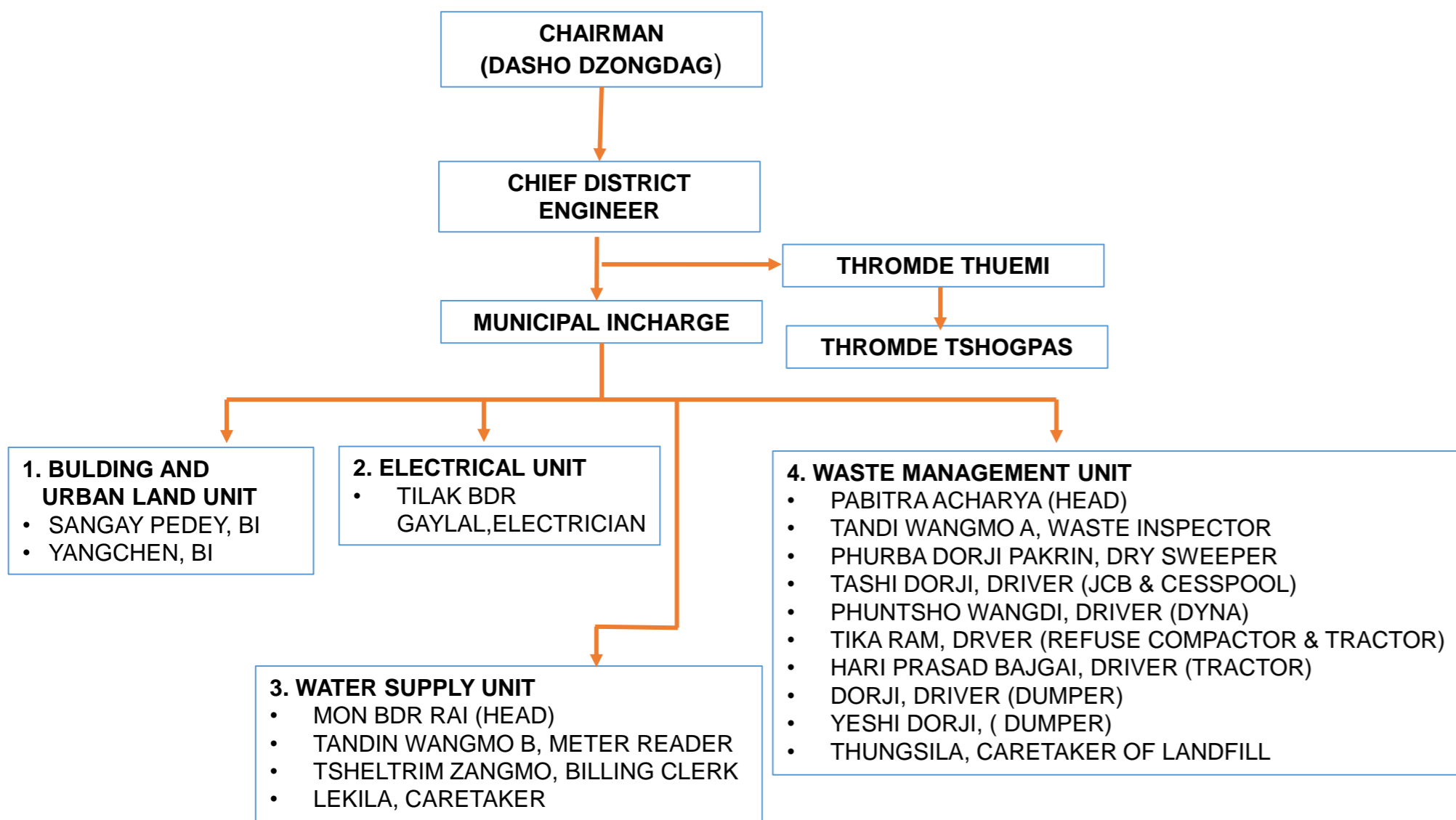


**NEW ROLES AND RESPONSIBILITIES OF  
MUNICIPAL SERVICES STAFFS**

# ORGANOGRAM



## DELEGATION OF JOB RESPONSIBILITIES AMONG MUNICIPAL STAFFS



### CHEKI WANGCHUK

DESIGNATION: MI/ URBAN  
PLANNER

CONTACT NO: 17331550  
Email: cwangchuk@Wangduephodrang.gov.bt

- I. RENDER NECESSARY SUPPORT TO THE NLCS AND DZONGKHAG LR SECTION IN DOCUMENTATION OR SURVEY OF THE URBAN LAND.
- II. PREPARATION OF STRUCTURE PLAN AND LOCAL AREA PLAN IN CLOSE CONSULTATION WITH THE DHS, MoWHS.
- III. MONITORING AND IMPLEMENTATION OF STRUCTURE PLAN AND LOCAL AREA PLAN OF WANGDUE THROMDE.
- IV. HANDLE ALL CORRESPONDING WORKS RELATED TO NOBING YENLAG THROM AND WANGDUE THROMDE.
- V. PROVIDE FEEDBACK TO THE MINISTRY ON LAND USE PLANNING.
- VI. ISSUE SITE PLAN
- VII. ISSUE PLANNING PERMIT
- VIII. MUNICIPAL SERVICES DELIVERY
- IX. ADMINISTRATION WORKS
- X. URBAN LAND MANAGEMENT



### SANGAY PEDEY

DESIGNATION: BUILDING INSPECTOR

CONTACT NO: 17541783  
Email: sangaypelday58@gmail.com

- I. REGULAR INSPECTION COVERING THE WHOLE URBAN/RURAL AREA TO STRICTLY CONTROL THE ILLEGAL CONSTRUCTION AND DEVIATION.
- II. RESPONSIBLE TO STOP ILLEGAL CONSTRUCTION OR DEVIATION ON SPOT AND ALSO TO ISSUE STOP ORDER.
- III. PROCESSING BUILDING APPROVAL
- IV. CHECK THE BUILDING LAYOUT



### PABITRA ACHARYA

DESIGNATION: SR. TECHNICIAN (WASTE INSPECTOR/ MTO).  
CONTACT NO: 17878387  
Email: rita80110@yahoo.com

- I. VENDOR'S FEE COLLECTION, ISSUING OF VENDORS RECEIPT
- II. MUSTER ROLL PREPARATION AND PAYMENT.
- III. MONITOR AND SUPERVISE THE WASTE MANAGEMENT IN WHOLE URBAN AREA INCLUDING GREENING, PLANTATION AND WEEDING ETC..

- IV. ENGAGEMENT OF DRIVERS AND LABOURERS IN PROPER WORKING PLACES.
- V. WASTE MANAGEMENT AT LAND FILL AND ECO PLANT.
- VI. SIGNING OF MOVEMENT ORDERS OF SERVICES VEHICLES.
- VII. TASKFORCE MEMBER OF ROUTINE INSPECTION IN CORE TOWN AREA.
- VIII. ANNUALLY SUBMIT THE PROCUREMENT LIST OF VEHICLES PART TO THE PROCUREMENT SECTION AND PROCURE AS PER THE REQUIREMENT.



### YANGCHEN

DESIGNATION: SR. TECHNICIAN (BUILDING INSPECTOR).  
CONTACT NO: 17711621  
Email: yangchenhamo@gmail.com

- I. REGULAR INSPECTION COVERING THE WHOLE URBAN/RURAL AREA TO STRICTLY CONTROL THE ILLEGAL CONSTRUCTION AND DEVIATION.
- II. RESPONSIBLE TO STOP ILLEGAL CONSTRUCTION OR DEVIATION ON SPOT AND ALSO TO ISSUE STOP ORDER.
- III. PROCESSING BUILDING APPROVAL
- IV. ASSIST LAND TRANSACTION.
- V. CHECK THE BUILDING LAYOUT
- VI. MUNICIPAL TAXATION
- VII. PRESENT MUNICIPAL DURING SURVEY OR DOCUMENTATION OF URBAN LAND BY NLCS OR DZONGKHAG LR SECTION.
- VIII. REVENUE COLLECTION



### MON BDR RAI

DESIGNATION: SR. TECHNICIAN (PLUMBER).  
CONTACT NO: 17680876  
Email: monbdr1983@yahoo.com

- I. REGULAR MAINTENANCE OF WATER SUPPLY AND ALSO ENSURE THE SAFETY STANDARD AS PER THE WATER SAFETY PLAN.
- II. O&M OF BORE WELL.
- III. ANNUALLY SUBMIT THE PROCUREMENT LIST OF PLUMBING ITEMS INCLUDING CHEMICALS TO PROCUREMENT SECTION & PROCURE AS PER THE REQUIREMENT.
- IV. REGULARLY MONITOR THE ILLEGAL CONNECTION & NECESSARY ACTION.
- V. ATTEND WATER COMPLAINTS.
- VI. TIMELY REPLACEMENT OF WATER METERS.
- VII. MONITOR THE DIRECT USE OF WATER PUMPS AND OVER FLOW OF WATER FROM THE OVERHEAD TANKS.
- VIII. MAINTAIN PROPER RECORD OF GOOD RECEIVED AND ISSUED OF PLUMBING ITEMS & FITTINGS.
- IX. COORDINATES CLEANING OF INTAKE TANKS, SEDIMENTATION TANK, RESERVIOR ETC AS AND WHEN REQUIRED.
- X. PROPER ARRANGEMENT OF WATER SUPPLY STORE.
- XI. PROPER WORK DISTRIBUTIONS TO PLUMBERS & CARETAKERS.



### TANDIN WANGMO B

DESIGNATION: TECHNICIAN (WATER METER READER).  
CONTACT NO: 17924168

- I. TIMELY TRAVEL TO ALL METER POINTS, TAKE CORRECT READINGS AND SUBMIT TO THE BILLING CLERK FOR BILL PREPARATION.
- II. MAINTAIN THE RECORD OF DEFECTIVE METER AND SUBMIT THE REPORT TO THE WATER SUPPLY SECTION FOR NECESSARY ACTION.
- III. TIMELY DISTRIBUTION OF BILLS.
- IV. ASSIST BILLING CLERK IN BILL PREPARATION.



### TILAK BDR GAYLAL

DESIGNATION: TECHNICIAN (ELECTRICIAN).  
CONTACT NO: 17878291  
Email: tokbdr@gmail.com

- I. TAKE UP ALL ELECTRICAL WORKS OF MUNICIPAL.
- II. TESTING AND RECORD KEEPING OF DRINKING WATER
- III. MONITOR THE SOP DEVELOPED FOR O & M OF TREATMENT PLANT
- IV. COORDINATE WITH THE LAB TECHNICIAN OF BAJO HOSPITAL IN CARRYING OUT MONTHLY WATER SAMPLE TESTING
- V. TAKE CARE OF EURO WATER TREATMENT PLANT OPERATIUN

- VI. TIMELY FEED DATA IN WASIS.
- VII. PROPER HANDLING OF RAW WATER PUMPS, BACK WAH PUMPS AND CHLORINE DOSING UNIT.
- VIII. TIMELY MONITOR THE ECCO SEWERAGE PLNT AND CARRYOUT REGULAR O & M WORK AFTER SEEKING NECESSARY APPROVAL FROM THE DZONGKHAG.
- IX. ANNUALLY SUBMIT THE LIST OF ELECTRICAL MATERIALS REQUIRED TO THE POCUREMENT SECTION FOR QUOTATION AND MAINTAIN THE PROPER RECORD OF THE ITEMS RECEIVED AND ISSUED.
- X. MAKE SURE THE TREATMENT PLANT'S CARETAKER TO KEEP SURROUNDING CLEAN.
- XI. O & M OF BORE WELL (ELECTRICALS)



### KINLEY DORJI

DESIGNATION: TECHNICIAN (MASON).  
CONTACT NO: 17254213  
Email: kilydo@gmail.com

- I. ASSIST ENGINEERS IN WORK SUPERVISION, ESP. IN RCC AND PCC WORK.
- II. RENDER NECESSARY SUPPORT IN SURVEYING AND MEASUREMENT OF THE WORK.
- III. INITIATE THE MINOR MAINTENANCE WORK OF URBAN INFRASTRUCTURE BY ENGAGING THE TECHNICIANS AND SWEEPERS OF MUNICIPAL OFFICE.
- IV. HELP PLUMBERS AND OTHER OFFICIALS DURING EMERGENCY..



### JANUKA DEVI SAMAL

DESIGNATION: SR. TECHNICIAN (MASON)  
CONTACT NO: 17622874

- I. MAINTAIN OFFCIE FILES AND PROPER FILLING OF THE DOCUMENTS.
- II. MAINTAIN PROPER RECORD OF THE STATIONERIES.
- III. SUBMIT THE LIST OF STATIONERIES REQUIRED TO PROCUREMENT SECTION ANNUALLY FOR QUATOTION CALL.
- IV. TO ASSIT THE ENGINEER IN ANY CONSTRUCTION RELATED WORKS.
- V. MINOR MAINTENANCE OF THE URBAN INFRASTRUCTURE
- VI. HELP WATER SUPPLY TEAM ASN AND WHEN REQUIRED
- VII. MONTHLY SETTLEMENT OF THE UTILITIES BILLS LIKE ELECTRICITY, WATER AND TELEPHONE ETC...



### TANDIN WANGMO A

DESIGNATION: TECHNICIAN (ASSISTANT WASTE INSPECTOR).  
CONTACT NO: 16907114  
Email: tandin38@gmail.com

- I. MONITOR AND TAKE NECESSARY ACTION REGARDING SWM.
- II. MUSTER ROLL PREPARATION AND PAYMENT TO LABOURERS.
- III. WASTE MANAGEMENT AT LAND FILL AND ECO PLANT.
- IV. ASSIST WATER TREATMENT PLANT.
- V. ASSIST VEHICLE INCHARGE



### TSHELTRIM ZANGMO

DESIGNATION: TECHNICIAN (BILLING CLERK).  
CONTACT NO: 17489937

- I. TIMELY PREPARATION OF CORRECT WATER BILL & SREVICE FEES COLLECTION.
- II. PREPARE & SUBMIT MONTHLY REPORT ON CD ACCOUNT TO THE DZONGKHAG AUTHORITY.
- III. TIMELY NOTIFY THE PLUMBER ON DEFECTIVE WATER METERS
- IV. KEEP THE RECEIPT BOOKLETS UNDER LOCK & KEY.
- V. RESPONSIBLE TO GET ISSUED OF THE RECEIPT BOOKS.
- VI. DEPOSITION OF SEVICES CHARGES TO THE CD ACCOUNT.



**LEKILA**

DESIGNATION: CARETAKER (WATER TREATMENT PLANT).  
CONTACT NO: 17512458

- I. RELEASING AND CLOSING OF WATER ON TIME.
- II. REGULARLY MONITOR THE WATER SUPPLY LINE, ILLEGAL CONNECTIONS AND INFORM WATER SUPPLY SECTION HEAD TO TAKE NECESSARY ACTION.
- III. ATTEND WATER COMPLAINTS.
- IV. TIMELY REPLACEMENT OF WATER METERS UPON THE INSTRUCTION OF PLUMBERS
- V. MONITOR THE DIRECT USE OF WATER PUMPS AND OVERFLOW OF WATER FROM THE OVERHEAD TANKS.
- VI. CLEAN THE WATER TREATMENT PLANT AREA INCLUDING PLANATATION AND GRASS CUTTING.
- VII. REGULAR MAINTENANCE OF WATER SUPPLY LINE.
- VIII. NOT PERMITTED TO RAISE CATTLE IN AND ARUND THE TREATMENT PLANT AREA



**THUNGSILA**

DESIGNATION: CARETAKER (LAND FILL UNDER ESP).  
CONTACT NO: 17240871

- I. TAKE CARE OF THE LANDFILL SITES INCLUDING THE STRUCTURES LIKE FENCING, GARAGE, GATE, ACCESS ROAD ETC..
- II. SHALL KEEP THE RAOD AND THE SURROUNDING OF THE LANDFILL CLEAN.
- III. SHALL NOT ALLOW THE CATTLE TO GRAXE IN LANDFILL.
- IV. WATER OUTLET FROM THE ROADS AND CARETAKER'S QUARTER SHALL BE DRAINED OUT PROPERLY.
- V. WASTE TRANSPORTED TO LANDFILL FROM MUNICIPALITY, PHPA AND OTHER AGENCY SHALL BE ADVISED TO DISPOSED PROPERLY IN DESIGNATED AREA.
- VI. CAREFUL WHILE IGNITING FIRE IN LANDFILL.



**TASHI DORJI**

DESIGNATION: DRIVER (CESSPOOL).  
CONTACT NO: 17936112

- I. HANDLE THE SEWR JETTING CUM SUCTION MACHINE
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- IV. VEHICLES SHALL PARKED IN THE GARAGE AFTER WORK.
- V. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VI. VEHICLES SHOULD BE IN CONDITION.



**PHUNTSO WANGDI**

DESIGNATION: DRIVER (DYNA).  
CONTACT NO: 17566603

- I. TIMELY COLLECTION OF WASTE AND PROPER DISPOSAL TO THE LANDFILL..
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- IV. VEHICLES SHALL PARKED IN THE GARAGE AFTER WORK.
- V. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VI. VEHICLES SHOULD BE IN CONDITION.



**HARI PRASAD BAJGAI**

DESIGNATION: DRIVER (TRACTOR).  
CONTACT NO: 17721038

- I. TIMELY COLLECTION OF WASTE AND PROPER DISPOSAL TO THE LANDFILL..
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- IV. VEHICLES SHALL PARKED IN THE GARAGE AFTER WORK.

- V. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VI. VEHICLES SHOULD BE IN CONDITION.



**TIKA RAM SIWAKOTI**

DESIGNATION: DRIVER (REFUSE COMPACTOR & TRACTOR).  
CONTACT NO: 17665842

- I. TIMELY COLLECTION OF WASTE AND PROPER DISPOSAL TO THE LANDFILL..
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- IV. VEHICLES SHALL PARKED IN THE GARAGE AFTER WORK.
- V. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VI. VEHICLES SHOULD BE IN CONDITION.



**DORJI**

DESIGNATION: DRIVER ON CONTRACT BASIS (DUMPER PLACER TRUCK).  
CONTACT NO: 17425493/77457361

- I. TIMELY COLLECTION OF WASTE AND PROPER DISPOSAL TO THE LANDFILL..
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. MAKE SURE THE LABOURERS COLLECTS ALL THE WASTE AROUND THE STEEL BINS WHILE LIFTING AND TRANSPORTING THE WASTE.
- IV. COVER ALL AREAS AND TRANSPORT ONLY THE FILLED BINS
- V. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- VI. VEHICLES SHALL PARKED IN THE GARAGE AFTER WORK.
- VII. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VIII. VEHICLES SHOULD BE IN CONDITION.



**YESHI DORJI**

DESIGNATION: DRIVER ON CONTRACT BASIS (DUMPER PLACER TRUCK).  
CONTACT NO: 17696922

- I. TIMELY COLLECTION OF WASTE AND PROPER DISPOSAL TO THE LANDFILL..
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. MAKE SURE THE LABOURERS COLLECTS ALL THE WASTE AROUND THE STEEL BINS WHILE LIFTING AND TRANSPORTING THE WASTE.
- IV. COVER ALL AREAS AND TRANSPORT ONLY THE FILLED BINS
- V. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- VI. VEHICLES SHALL PARKED IN THE GARAGE AFTER WORK.
- VII. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VIII. VEHICLES SHOULD BE IN CONDITION.



**PHURBA DORJI PAKRIN**

DESIGNATION: DRY SWEEPER UNDER ESP  
CONTACT NO: 17267019

- I. RESPONSIBLE FOR URBAN GREENING THAT INCLUDES PLANTATION, GRASS CUTTING, WEEDING, CLEANING ETC..
- II. ASSIST PLUMBERS AND MASON WHEN IT REQUIRED.
- III. CARRYOUT MINOR WORK CARPENTRY WORKS FOR MUNICIPAL OFFICE AND CARETAKER HOUSE.



**RAM BDR GHALLEY**

DESIGNATION: JCB DRIVER  
CONTACT NO: 17476476

- I. ANY TYPE OF WORKS THAT REQUIRED BACKHOE.
- II. RESPONSIBLE TO TAKE CARE OF THE VEHICLE INCLUDING THE SPARE PARTS AND TOOL SETS.
- III. SHALL WORK ON HOLIDAYS WHEN NEEDED.
- IV. VEHICLE SHALL PARKED IN THE GARAGE AFTER WORK.
- V. RESPONSIBLE FOR THE RENEWAL OF DOCUMENT, INSURANCE, FITNESS, ETC ON TIME.
- VI. VEHICLES SHOULD BE IN CONDITION.



**DAWA TSHERING**

DESIGNATION: NIGHT GUARD UNDER ESP  
CONTACT NO: 17626610

- I. GUARD THE URBAN AREAS AT NIGHT ESP THE GOVT. STRUCTURES.
- II. GUARD THE SERVICE VEHICLES PROPERLY AFTER PARKING IN THE GARAGE.
- III. HELP THE PLUMBERS AND MASON ON EMERGENCY IF NEEDED.
- IV. OFFICE MESSENGER.

**PREPARED BY;**

**CHEKI WANGCHUK,  
MUNCIPAL INCHARGE /  
URBAN PLANNER**

**ENDORSED BY;**

**CHIEF DISTRICT  
ENGINEER**

**DZONGKHAG HRO**

**DASHO DZONGRAB**

**DASHO DZONGDAG**

**NOTE:**

**THE ABOVE RESPONSIBILITIES OF THE TRANSFERRED OFFICIALS WILL BE TAKEN OVER BY HIS OR HER RELIEVR.**

**I HAVE AGREED THE ABOVE MENTIONED TASK AND WILL WORK DILIGENTLY AND PUNTUAL.**