

**Guidelines on Nangsid Lhengkha Semso Scheme (NLSS),
2018**

Nangsid Lhengkha Semso Scheme (NLSS), 2018

1. Introduction

In order that the Ministry of Home and Cultural Affairs provides for the welfare and well-being of staff and employees in times of need and to promote good relationships, *Nangsid Lhengkha Semso* Scheme (NLSS) is hereby adopted.

2. Title

- 2.1 This scheme shall be called as “*Nangsid Lhengkha Semso* Scheme”.
- 2.2 It shall be abbreviated as “NLSS”.
- 2.3 The NLSS, hereafter, shall be referred to as “Scheme”

3. Commencement

- 3.1 It shall come into force with effect from 1st of August 2018; and
- 3.2 The first monthly contribution was affected from the salary of October 2018.

4. Objective

The objectives of the Scheme are to:

- 4.1 Provide financial assistance in cash to assist members in times of death of a member and dependents of a member; and
- 4.2 Promote good relationship among the employees.

5. Membership

- 5.1 All employees including general and elementary personnel, contract and para-regular employees of MoHCA shall be a member of the NLSS and shall be entitled to *Semso* under this Scheme.

Henceforth, no trainees shall be included and entitled to *Semso* until appointed on regular or para-regular basis.

6. Finances

- 6.1 The members shall pay Nu. 300/- (Three Hundred) as one-time Registration fee at the time of registration along with the duly filled application form which shall be non-refundable.
- 6.2 A member shall contribute every month to the Scheme, as per the following rates:
 - I. Minister-Nu.1400/-
 - II. EX/ES-Nu.600/-
 - III. P1-P5/SS1-SS4-Nu.400/-

- IV. S1-S5-Nu.300/-
- V. O1-04- Nu.200/-
- VI. ESP/GSP-Nu.100/-

- 6.3 The members contribution shall be deducted from the monthly salary by the Finance Section and shall be deposited to NLSS bank Account not later than 3rd working day.
- 6.4 The members shall also contribute 2% each of the Leave Travel Concession to the scheme annually
- 6.5 The interest accrued from the bank on the scheme shall be deposited to the scheme.
- 6.6 The members may donate besides monthly contribution in the form of cash to the scheme.
- 6.7 In case of insufficient fund balance additional fund shall be deducted from each member.
- 6.8 A member who avails Extra Ordinary Leave shall deposit their contribution as follows:
 - i. At least 50% lump-sum in advance; and
 - ii. Balance upon joining from the Extra Ordinary Leave.
- 6.9 Failure to comply provision under Section 6.4, member on EOL shall not be entitled to *semso* until resumption of office.

7. Termination of Membership

- 7.1 Membership will cease in the event of death, superannuation, transfer (outside Ministry), compulsory retirement, resignation and termination from the service.

8. Benefits

The registered members shall be entitled to the following benefits:

- 8.1 In case of death of a registered member, the immediate family member shall be entitled for a compensation of Nu. 60,000/-.

- 8.2 In case of the death of a nominated dependent of a registered member, the registered member shall be entitled for compensation based on the following rates per occasion.
- I. Nu. 45,000 on demise of a spouse/parents/children
 - II. Nu. 40,000 on demise of spouse's parents
 - III. Nu. 40,000 on demise of a nominee, if the member does not have parents living during registration
- 8.3 In case of death of a registered member or a nominated dependent within Thimphu, the affected shall be provided with assistance in the form as mentioned below:
- I. The office shall arrange and provide man-power and vehicle, unless intimated as not necessary;
 - II. The concerned Department/Division Heads in consultation with the affected shall determine the requirement of manpower and vehicle; and
 - III. The officials of the Ministry shall be urged to attend the funeral where possible, if it is held in Thimphu.

9. Refund of Membership contribution

- 9.1 In the event of superannuation, transfer, compulsory retirement, resignation and termination of services or when he/she ceases his/her membership to the Scheme, 50% of his/her total contribution shall be refunded, if he/she has not availed any benefits from the Scheme.
- 9.2 In case of transfer or retirement or termination of a registered member who had availed benefits from the scheme earlier, the member shall not be entitled to a refund of contributions.

10. Management Committee

- 10.1 A Management Committee comprising of the Divisional Heads of the Secretariat shall be established. Director, Directorate Services shall be the Chairman of the Management Committee.
- 10.2 The following shall be the members of the Management Committee:
- I. Director, Directorate Services;
 - II. Chief Human Resource Officer, HR Division;
 - III. Chief Finance Officer; Finance Division;
 - IV. Chief Planning Officer, PPD; and

V. Chief ICT Officer, ICT Division.

10.3 The Committee shall:

- I. Vote and appoint a General Secretary and the Treasurer from amongst the members for a period of 1 year;
- II. Meet at least half yearly and all decisions taken by the committee shall be based on consensus;
- III. Submit a written report to HRC on an annual basis on the status of the Scheme;
- IV. Be responsible to ensure that the Accounting transactions are as per the provisions of the Financial Rules and Regulations;
- V. Approve and adopt the annual accounts; and
- VI. review the benefits and contributions from time to time.

10.4 The Account titled, “NLSS” shall be jointly operated by the General Secretary and the Treasurer of the Scheme.

11. Role and responsibilities of the Chairman

The Chairman shall:

- I. Be the overall in-charge of the scheme;
- II. Plan, organize, coordinate and direct the Committee for effective and prudent use of the scheme;
- III. Chair and preside over the meetings and proceedings of the scheme; and
- IV. Appoint a member to officiate during the Chairman’s absence.

12. Roles and responsibilities of the General Secretary

The General Secretary shall:

- I. Manage day to day transactions of the scheme and ensure that proper and up to date records are maintained;
- II. Ensure that the contributions are collected by the Treasurer and deposited in the Bank Account on or before 3rd working day following the date of disbursement;
- III. Be one of the signatories to the operation of the bank account of the scheme;
- IV. Prepare agenda and Call the meetings of the Committee and record its proceedings;
- V. Issue resolutions of the meetings and circulate yearly expenditure and the fund balance statement to the members;

- VI. Coordinate representatives to attend funeral in the event of death of a member and dependents of a member; and
- VII. Maintain a register/records of the members and their dependents.

13. Roles and Responsibilities of the Treasurer

13.1 The Treasurer shall:

- I. Account for all the money receipts received into the scheme;
- II. Shall maintain proper accounts periodically and submit a monthly report to the Committee;
- III. Maintain up-to-date accounts on receipt and payment and present the financial status of the scheme during the Committee meetings;
- IV. Ensure that the member's monthly contribution is deducted from the salary and deposited into NLSS account;
- V. Ensure that the *Semso* claims by the members/dependents are duly processed and disbursed within 3 working days from the date of receipt of the *Semso* claims; and
- VI. Be a co-signatory to the operation of the bank account of the scheme.

13.2 The contributions collected shall be directly deposited in a Bank Account of the Scheme not later than 3rd working day following the date of disbursement.

14. Roles and Responsibilities of Department and Division Heads under Secretariat

The Department and Division Heads under Secretariat shall:

- I. Certify and forward all applications of membership to the General Secretary;
- II. Certify and forward all the *semso* claims with a copy death certificate and application to General Secretary; and
- III. Inform the General Secretary of all transfers (out-side Ministry), resignation and death of a member.

15. Roles and Responsibilities of Internal Auditors

The Internal Auditors shall:

- I. Audit the books of accounts of the scheme annually;
- II. Submit audit report to the Chairman fourteen days after the completion of the audit; and
- III. Appraise the HR Committee on the findings of the audit in its first sitting following the submission of the audit report to the Chairman.

16. Procedures

- 16.1 A member to the scheme shall be registered through membership registration Form No.: *NLSS-Form I*.
- 16.2 A member shall declare the nominations of dependents through Nomination of dependent(s) Form No.: *NLSS Form II*.
- 16.3 A member shall submit duly filled Form No. *NLSS-Form III* to avail *Semso* grants for its nominated dependent.
- 16.4 In the case of the death of a member, the authorized nominee shall submit the duly filled Form No. *NLSS-Form IV* to avail the *Semso* grants.
- 16.5 In the case of the resignation/retirement/superannuation of a member, he/she shall submit the duly filled Form No. *NLSS-Form V* to avail the 50% of the total contribution made.
- 16.6 The member/beneficiary shall claim the *Semso* grants within 3 months from the date of the death of the member or the nominated dependent.
- 16.7 All the disbursements from the scheme shall be through bank cheque only.
- 16.8 All the disbursements from the scheme shall be done through Disbursement Form No. *NLSS-Form VI*.

17. Amendment & Interpretation

- 17.1 The provisions of the NLSS shall be reviewed for amendments from time to time to reflect the socio-economic changes and development.
- 17.2 The HRC shall be the sole authority to amend, revoke and repeal any articles of this Guideline in pursuance of submissions made by Management Committee.
- 17.3 A proposal for amendments shall be endorsed by two-third majority of HRC.
- 17.4 The HRC shall be the sole authority responsible to interpret this Guideline in the event of dispute.
- 17.5 The HRC shall be empowered to terminate the General Secretary and Treasurer in case of misconduct by them.

The General Secretary,
Nangsid Lhengkha Semso Scheme (NLSS),
Tashichhodzong, Thimphu.

Sub: MEMBERSHIP REGISTRATION

Sir/Madam,

I, Mr/Mrs/Ms _____, holding CID/Employee ID No. _____ do hereby declare that I have read and understood the rules and regulation of the NLSS. Having read this, I wish to become a registered member of NLSS.

I do also hereby declare that once I become a registered member of NLSS, I shall abide by the rules and regulations which may come into effect from time to time. In case, if I am found guilty of breaching the rules and regulation, I shall abide by the decision of the NLSS Management Committee.

I hereby authorize the Finance Division, DS to deduct my monthly contributions from my monthly salary as described in the rules of NLSS 2018.

Permanent/Home address:

Designation _____ Village: _____
Division/Department _____ Gewog: _____
Address: _____ Dzongkhag: _____

For Official Use only:

Mr/Mrs/Ms.....is hereby registered as the member of NLSS with effect from..... He/she has been allotted Registration No.....

**General Secretary
NLSS**

DECLARATION OF DEPENDANT(S)/NOMINATION(S)

I Mr./Mrs./Ms..... hereby declare that the names mentioned below are my living dependents/parents or nominees/children as per the Census & Registration.

1. Spouse..... Date of Birth.....CID. No.....

2. Children:

a. Date of Birth.....C.I.D. No.....

b. Date of Birth.....C.I.D. No.....

c. Date of Birth.....C.I.D. No.....

d. Date of Birth.....C.I.D. No.....

3. Father.....Date of Birth..... C.I.D. No.....

4. Mother.....Date of Birth..... C.I.D. No.....

5. One nominee (only if none of member’s parents are living at the time of registration)

Name.....Date of Birth..... C.I.D.No.....

6. Spouse’s Father.....Date of Birth.....C.I.D. No.....

7. Spouse’s Mother.....Date of Birth.....C.I.D. No.....

In the event of their demise, benefits as defined in the NLSS by-law may be given to me.

I hereby nominate and authorize Mr./Mrs./Ms.....holding CID No..... the right to receive the entire amount that may be payable to me by the NLSS in the event of my death.

I hereby declare that all the information given above is true and correct.

Date.....

Signature:

Full Name:

Present Address:



FORM FOR SEMSO CLAIM

- 1. Name of Member :
- 2. CID No./Employee ID No. :
- 3. Division/Department :
- 4. Mobile No. :
- 5. Address :
- 6. Semso to be availed for death of :

 - a. Name of deceased
 - b. Age of deceased :
 - c. CID No. :

- 7. Insurance/Death certificate to be enclosed :

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

Date:.....

Name & Signature of Applicant

(For Office use only)

I hereby certify that the detail submitted above by the applicant is true and recommended for payment of *Semso* grant.

Date: _____

(Name & Signature of Department Head)

I hereby certify that the reason submitted by the applicant is true as per our records and forwarded for necessary consideration. Therefore, recommended for the payment of *Semso* grant amounting to Nu. _____ (Ngultrum _____)

General Secretary, NLSS.

Approved/Not Approved
Chairman, NLSS

FORM FOR SEMSO CLAIM (Death of a Registered Member)

- 1. Name of the Beneficiary :
- 2. CID No. :
- 3. Address :
- 4. Mobile No. :
- 5. Semso to be availed for death of :
- a. Name of deceased :
- b. CID/Employee ID No. :
- 6. Insurance/Death certificate to be enclosed :

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

Date:.....

Name & Signature of Applicant

(For Office use only)

I hereby certify that the details submitted above by the applicant is true and recommended for payment of *Semso* grant.

Date:_____

(Name & Signature of Department Head)

I hereby certify that the reason submitted by the applicant is true as per our records and forwarded for necessary consideration. Therefore, recommended for the payment of *Semso* grant amounting to Nu._____ (Ngultrum_____)

General Secretary, NLSS.

Approved/Not Approved
Chairman, NLSS

The Hon'ble Chairman
NLSS,
Thimphu.

Date.....

Subject: Application for reimbursement of NLSS contribution.

Sir/Madam,

I,Mr./Mrs./Ms.....have resigned/retired//transferred from service
with effect from.....vide office order No.....dated.....

Therefore, I would request to kindly sanction the reimbursement (50% of my total contribution)
formonths from.....to..... A photocopy of my office order is
attached herewith for your reference.

Submitted for kind approval.

Yours faithfully,

(Signature)

Name :

Desig :

Mobile No. :

CONTROLLING OFFICER

Verified by the undersigned that the above applicant has resigned/retired/transferred from the
health department, therefore, it is hereby recommended that the reimbursement of his/her
contribution for.....months may kindly be sanctioned.

(General Secretary, NLSS)

Approved/Not Approved
Chairman, NLSS

Disbursement Form

Bank A/C No:	Voucher No:		
	Date:		
Name of Payee :			
CID/Employee ID No.:			
Particulars	Debit		Credit

Passed for Nu.....(Ngultrums.....)
 Advances Nu.....(Ngultrums.....)
 Net Payment Nu..... (Ngultrums.....)

Treasurer
 (Date, Name & Designation)

GENERAL SECRETARY
NLSS

Paid in Cash/by Cheque No.....

Received Payment
 Nu.

(Name, Signature & Date)