



དཔལ་ལྷན་འབྲུག་གཞུང་།
གསོ་བ་ལྷན་ཁག།
ཐིམ་ཕུ།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HEALTH
THIMPHU : BHUTAN
P.O. BOX : 726



Ref. No. MoH/HRM/Circular/37/2008/ 671

12th August, 2008
13

EXECUTIVE ORDER

As per the recommendation of 2nd Monthly Progress Review and Coordination Meeting, the Human Resource Committee of the Ministry of Health has approved the segregation of Human Resource functions to relevant departments and divisions.

Therefore, the following functions/roles that used to be performed/executed by the Human Resource Division are segregated/separated and transferred to Administration and Finance Division, Policy and Planning Division and Departments under Ministry of Health with immediate effect.

Administration and Finance Division

- Issue all release orders for officials whose service books are maintained in the Ministry;
- Request Dzongkhags and others for release of health staff and others who would engage in health and health related activities;
- Issue release order for long term trainings only on the recommendations of HRD since there are many formalities which the concern officials need to be completed with HRD;
- Put up the release order of Director General, Director and others at par to Hon'ble Secretary for signatory;
- Forward a copy of release order to HRD which will be maintained in the personnel file of the official/staff concerned;
- Maintain service books of staffs who are drawing their pay from the Finance Division of the Ministry;
- Record leave, pay fixation, LTC, annual increment of the staff in lieu of point (e) above;
- Receive, sort and forward letters to the concerned Department/Division/Units of the Ministry;
- Air ticketing.

Human Resource Division

- Maintain personnel files of all those who are employed with the Ministry.

Department/Division/Unit/Institution:

- Will not only be responsible for the Visa/Work permit but also in coordinating the visit from receiving and leaving the country pertaining to their work;
- Will share a copy with Administration Division so that this Division if need be provide transport and compile the list of consultants/guest of the Ministry;
- Will liaise with the Administration Division for necessary logistic arrangements;



དཔལ་ལྷན་འབྲུག་གཞུང་།
གསོ་བ་ལྷན་ཁག།
ཐིམ་ཕུ།


ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HEALTH
THIMPHU : BHUTAN
P.O. BOX : 726



Policy and Planning Division:

- Will be responsible for coordination guests who do fall under the purview of Department/Division/Units/Institution;
- Will also liaise and share a copy with the Administration Division for necessary logistic arrangement;

This is issued to streamline the functions of Human Resource Division and ensure overall efficiency and effectiveness of the Ministry.


(Dr. Gado Tshering)
SECRETARY

Enclosed: Copy of Minutes of Human Resource Committee Meeting held on 4th July, 08 on segregation of functions of Human Resource Division.

To be distributed to:

- Director General, Department of Medical Services, Ministry of Health.
- Director, Department of Public Health.
- Executive Director, Bhutan Health Trust Fund, Thimphu.
- The Registrar, Bhutan Medical and Health Council, Thimphu.
- Medical Director, JDWNRH, Thimphu.
- Directors, RIHS and ITMS, Thimphu.
- Medical Superintendent, ERRH, Mongar and CRRH, Gelephu.
- All Chiefs/Program Director (PPD, HRD, AFD, HIDP, Internal Audit, ICB, QASD, and PHED for information and necessary action.
- All DHOs (Bumthang, Chukha, Dagana, Gasa, Haa, Lhuntse, Mongar, Paro, Pemagatshel, Punakha, Samdrup Jongkhar, Samtse, Sarpang, Tashigang, Tashiyangtse, Thimphu, Trongsa, Tsirang, Wangdue and Zhemgang for information and necessary action.

Copy to:

Hon'ble Minister, Ministry of Health for kind perusal.