



TECHNICAL TRAINING INSTITUTE CHUMEY



Staff Welfare Scheme



Staff Welfare Scheme



Introduction:

Here we are together as a family to support each other during the times of celebration and also during the unavoidable, unfortunate circumstances when moral and financial support is needed. This is to be done by making financial contribution from the members and going to the needy staff member whenever situation demands. The Institute will carry this practice not as a forced rule but as a sign of faith in the relationship with a professional counterpart.

1. OBJECTIVES

- 1.1 To provide financial help in the fields of unavoidable circumstances like death of member and their family.
- 1.2 To provide any other support when deemed necessary by members.
- 1.3 To initiate activities that will benefit the Chumey TTI staffs and for benefit of others.
- 1.4 To provide tokens to outgoing staff (when they get transferred or retire from Job)
- 1.5 To provide financial help in the fields of health.

2. Staff Welfare Committee:

- 2.1 The following members have been identified and appointed as “Staff Welfare Committee”

1. Principal as Chairman
2. Vice Principal
3. Accountant as Treasure
4. Mr. Norbu Chogyel as Welfare Coordinator
5. Ms. Wangchen Lhamo, Asst. Welfare Coordinator



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- 2.2 The Chairman, Vice chairman and treasure will remain as permanent member and rest of the member will be changed after term of one year through voting.
- 2.3 The Welfare Committee members jointly have the authority to make decisions on disbursement of funds for activities approved.
- 2.4 It is decided that it is responsibility of elected member to convey message to committee meeting to their position level.
- 2.5 The elected member will conduct meeting during emergency
- 2.6 The welfare secretary will prepare and present accounts and expenditure report to all the members every after six months.
- 2.7 It is also decided that during committee meeting if some members are absent, the majority member can conduct meeting and take decision for interest of Institute.



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3. Contribution:

Sl.No.	Degree of Contribution	Contribution per head		IDF	Remarks
1	Choku/Rimdo in staff resident	Grade Nu.		Nil	
		8 - 4	300		
		13 - 9	200		
		14 and below	150		
2	Visit of patient (staff member or his family member which include legal parents, legal spouse, legal children, legal parents in law is hospitalized within country.	Nu. 300/-		Nil	
3	Visit of patient (staff member or his family member which include legal parents, legal spouse, legal children, legal parents in law is referred to outside country for treatment.	Nu. 500/-		Nu. 5000/-	Nu. 500 per head and additional Nu. 5000 from IDF.
4	House Consecration/Inauguration/House Warming.	Nu. 300/-		Nil	On invitation only & it is compulsory for all staff.
5	School Rimdo and Picnic invited by other organization.	Nu. 150/-			On invitation only & it is compulsory for all staff.



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6	Staff member's baby shower	Nu. 300/-	Nil	No invitation, compulsory for all staff.
7	Deceased of Welfare member.	Nu. 2000/-	Nu. 20,000/-	Nu. 2000 per head and additional Nu. 20, 000 from IDF.
8	Death of family member which include legal parents, legal spouse, legal children, legal parents in law.	Nu. 1000/-	Nu. 5000/-	Nu. 1000 per head and additional Nu. 5000 from IDF.
9	Institute Rimdo	Nu. 500/-		Nu. 500 per head and additional from IDF.



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			No. of years served in this Institute.		
10	Farewell of the outgoing member.	Nu. 300/-	1 – 5 6 – 10 11 above	2000 4000 6000	Nu. 300 per head and additional from IDF depending up on the number of years.
11	Staff Promotion	Nu. 300/-	Nil		Promotion receiver will invite all the members to joint for their upgrade celebration. The contribution will be only Nu. 300 per head whether promoted staffs are large in number or single. Khadar will be offer by individual staff.
12	Permanent Disabilities of Welfare Member.	Nu. 2000/-	Nil		
13	In case of trainees legal parents deceased.	Nu. 200/-	Nu. 3000/-		Nu. 200 per head and Nu. 3000 from IDF.



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14	Miscarriage	Nu. 300/-		
15	New vehicle of the member	Nu. 300/-		
16	Legal Marriage	Nu. 300/-		On invitation only.

Facilitated by:

1. Norbu Chogyel, Admin Asst.

For the benefit of individual staff and interest of institute the members of staff welfare scheme jointly amended guideline on date 1st August, 2017 to avoid inconvenient in future.