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Bhutan National Legal Institute

Leading Legal Education

BNLI (Adm-18)2023/

July 01, 2023

STAFF WELFARE SCHEME

(As Amended on July 1, 2023)

Preliminary:

1. This Scheme shall:
 - a) Be called the “**Staff Welfare Scheme**” (SWS) for the Bhutan National Legal Institute (BNLI);
 - b) Come into effect from 1st July 2012; and
 - c) Be binding on all the employees of BNLI.

Membership:

2. The member shall include all BNLI Staff (regular or contract employees) on the Pay Roll of the BNLI.
3. All Staff of the Institute by their service of employment shall become a member.
4. The Scheme shall apply to the immediate family members of the BNLI Service Personnel and his/her matrimonial family members.
5. Immediate Family Members of the BNLI Service Personnel shall include:
 - a) Member himself/herself;
 - b) Member’s Spouse;
 - c) Member’s Children;
 - d) Member’s Parents or *Phatshab/Matshab*¹.
6. Matrimonial Family Members shall mean the biological parents of his/her spouse, and in the absence of biological parents will be the claimants nominated by the Member as *Phatshab/Matshab*.
7. In order to process and realise a claim, the Member shall produce a death certificate and all other relevant documents as required for disbursement and/or as deemed necessary by the *Semso* Committee.
8. If both the husband and the wife are BNLI service personnel, collections shall be made from both and each shall be entitled to *Semso* individually.

¹ If the parents pass away before any claims are asserted against the member's parents under this Scheme, the claimant would be the *Phatshab* or *Matshab* as nominated in the form by the Member.



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9. If any BNLI service personnel expires while in service, then the *Semso* would be handed over to the immediate family members (children/spouse/parents) in the order specified under section 5.
10. The contributions to the SWS shall be made every month and each affected BNLI service personnel shall be entitled to a fixed amount as specified below:
 - a) Member = Nu. **60,000/-** each.
 - b) Immediate Family Members = Nu. **55,000/-** each.
 - c) Matrimonial Family Members = Nu. **35,000/-** each.
11. An amount of Nu. **30,000/-** shall be given as an advance to the claimant upon the request made to the *Semso* Committee. The remaining shall be paid after the production of valid medical and other documents.
12. The Member shall be entitled to *Semso* only after one year of his/her contribution to the SWS as an active Member.

Amount to be Deducted:

13. Every Member of the SWS shall make a one-time payment of Nu. **500/-** as seed money.
14. Nu. **300/-** each shall be deducted from the monthly salary of the Member.

Semso Committee

15. The Finance or the Administrative Section of BNLI under the supervision of the Committee Chairperson shall effect the deduction of the contributions and deposit the same in the bank maintained by the BNLI Administration Section.
16. The following officials shall constitute the *Semso* Committee:
 - a) The Director General (Chairperson);
 - b) The Administrative Officer (Member Secretary);
 - c) Senior Lawyer (Member); and
 - d) Senior Support Staff (Member)

In the absence of the above, the Human Resource Committee Member may act as the *Semso* Committee Member.

17. The *Semso* Committee shall maintain a Register of:
 - a) The amount deducted or received and paid; and
 - b) the number and incidents of the claims made.
18. The *Member Secretary* shall be responsible and accountable for all the collection and disbursement made.



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Disbursement:

19. The *Semso* shall be paid within one week upon the furnishing of the required documents by the claimant. However, the payment of *Semso* shall be made on a first come first basis and in case of shortage of funds, the subsequent claimant shall be paid upon the collection of the additional funds.
20. In case of a shortage of funds, the *Semso* Committee shall meet immediately and decide on the collection of additional funds.
21. At the time of making the claims, the following documents shall be submitted to the Committee:
 - a) Death Certificate issued by the Hospital/Gup and Tshogpa;
 - b) Marriage Certificate in case of the death of the Spouse; and
 - c) Other relevant and necessary documents, as deemed fit in each case.
22. The cheque for the payment of the claim shall be signed jointly by the Director General (Chairperson) and the Administrative Officer of the Institute.

Termination of Membership:

23. Membership shall be terminated automatically if the member resigns from the service.
24. If the member is transferred to another organization, the membership may be retained on the volition of the member. However, in case of his/her failure to make a contribution within one month from the date of joining the new organization, his/her membership shall be terminated by the Institute.
25. During the tenure of his/her membership, if no claim is made, he/she shall be entitled to reimbursement of **70%** of his/her total contribution at the time of the termination of his/her membership or on transfer to another organization.

Dispute:

26. Any dispute relating to *Semso* or the payments thereof under this scheme shall be mutually settled by the *Semso* Committee. The decisions of the *Semso* Committee shall be final and binding.

Amendment and Interpretations:

27. The *Semso* Committee shall as and when recommended by the member or members, convene a meeting of members to amend, revoke and repeal any sections of this Scheme.



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Such amendments, revocation, or repeal shall be effected by a simple majority of the members present in the meeting.

Approving Authority (Semso Committee)

Director General
(Chairperson)

Kinzang Chedup
(Member)

Tshering Lhamo
(Member)

Administrative Officer
(Member Secretary)

Cc:

1. AFS, for necessary action.
2. Office Copy.