**Business Continuity Plan for RICB SamdrupJongkhar Branch**

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| --- | --- | --- | --- | --- | --- |
| Si.No | Name | Work Description | Contact No | Email ID | Remarks |
| 1 | Sonam Dendup | Branch Manager | 17464224 | [Sonam\_dendup@ricb.bt](mailto:Sonam_dendup@ricb.bt) | Compulsory |
| 2 | Sonam Darjay | GID underwriter and Claims | 17445574 | Sonam\_darjay@ricb.bt | Mon, Tue & wed |
| 3 | Tshewang Dema | Life Underwriter and Claims | 17905155 | tshewang\_dema@ricb.bt | Mon, Tue, & Wed |
| 4 | Sonam Dorji | Finance& Account | 17493324 | Sonam\_dorji@ricb.bt | Compulsory |
| 5 | Tshering Phuntsho | Life underwriter and Claims | 17877362 | tshering\_phuntsho@ricb.bt | Thu, Fri & Sat |
| 6 | Ugyen Dorji | GID underwriter and Claims | 17649856 | ugyen\_dorji2@ricb.bt | Thu, Fri & Sat |
| 7 | Wangdi | GIS And PPF | 17913708 | wangdi@ricb.bt |  |
| 8 | Ugyen Wangmo | Motor Claims | 17968641 | ugyen\_wangmo@ricb.bt |  |
| 9 | Sangay Wangchuk | Credit | 17437917 | sangay\_wangchuk@ricb.bt |  |
| 10 | Rinchen Dakpa | Security Guard | 17611156 |  |  |

**Note:**

1. GIS & PFF, Loan and Motor claims are exclude based on their job portfolio however, they have to come to the office as and when their services are needed.
2. Cleaning of office premises will be done on regular basis by Mr. Rinchen Dakpa.

Submitted by:

**Sonam Dendup(Mr)**

**Branch Manager**