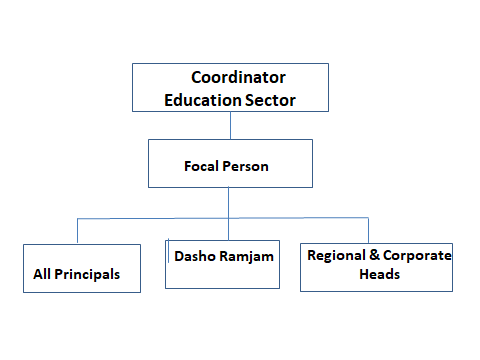
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**SOP- Human Resource Management Unit**

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**Background:**

In the event of COVID-19 outbreak, the responsibility of ***Human Resource Unit Management*** has been entrusted to the Dzongkhag Education Sector by ICS (Incident Command System). The Chief District Education Officer (CDEO) is the unit coordinator of Human Resource Management Unit in ICS. Accordingly, all the people working in District Education Office and the head of the agencies will be the members of Human Resource Pool team. The members shall discharge their roles and responsibilities as indicated in chart below:



1. Mr. Ugyen Thinley, Offtg. CDEO, Unit Coordinator
2. Mr. Sherab Gyeltshen, Dy. Chief DEO, Asst. Coordinator
3. Mr. Dechen Lhendup, Dy. Chief DEO, Asst, Coordinator
4. Dasho Rangjam, Mongar Court-Member
5. All Regional and Corporations-head- Member
6. All School Principals-Member
7. Mr, Dorji Wangchuk, Manager, Youth Centre- Member
8. Mr. Chimi Tshewang, Taewondo, Coach- Member

**Procedure:**

1. The members will ensure a comprehensive human resource management system in place in the event of COVID-19 outbreak.
2. The unit coordinator will administer the SoP of ICS with strict compliance
3. Head of the agency will appoint a Focal Person in the respective organization and submit name and detail of the focal person to the coordinating sector
4. Develop a comprehensive human resource management strategies
5. Maintain up-to-date information of all civil servants and corporate employees.
6. Device a human resource pool base on the skills and ability furnished in the personal information form.
7. Members will advocate and facilitate all civil and cooperate employees to be alert and ready to render support services in the event of outbreak.
8. Identify needs, coordinate and provide capacity building trainings/orientations.
9. Organize coordination meetings and disseminate information for compliance.
10. All members will work collaboratively with high degree of cooperation and coordination.
11. As a member, head of the regional and corporate office will coordinate to deploy staff wherever required during emergency as per the instruction of ICS commander. Furnish detail of the respective staff to the unit coordinator as and when required,
12. All School Principals will maintain the detail information of the staff and furnish to Unit Coordinator for deployment during emergency.

**Channel of Communication:**

In the event of outbreak, effective communication among the members is inevitable for prompt action and response. Hence, all members will:

1. Maintain contact numbers of stakeholders, toll free numbers, and numbers of relevant agencies/offices;
2. Maintain email accounts, and create group chats;
3. Keep mobile operational at all times;
4. Attended mails regularly and respond instantly;
5. Strengthen reporting and reviewing system;
6. Relay accurate information.
7. Use multimedia and face-to-face mode to share information.

**General Provision:**

1. All proposed changes or alteration to the human resource management in SOP of ICS will, after due consideration, be referred to the Incident Commander for review, amendment, or adoption.
2. Human Resource Management Unit- SOP, which is approved and adopted by ICS, will, unless otherwise noted, apply to all civil servants, regional and corporate employees.

**Summary of the staff:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Slno** | **Staff** | **Male** | **Female** | **Total** |
| 1 | Education Staff | **575** | **382** | **957** |
| 2 | Health Staff | **74** | **32** | **106** |
| 3 | RNR staff | **31** | **12** | **43** |
| 4 | Regional staff | 286 | 95 | 381 |
| 5 | Dzongkhag/Dungkhag Staff | 142 | 54 | 196 |
|  |  | **1108** | **575** | **1683** |

**Number of Civil and Corporate employees by gender:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education Sector, Mongar** | | | | |
| **Slno** | **Designation** | **Male** | **Female** | **Total** |
| 1 | Principal | 26 | 1 | 27 |
| 2 | Vice Principal | 15 | 0 | 15 |
| 3 | Teacher Incharge | 12 | 2 | 14 |
| 4 | Teachers | 295 | 170 | 465 |
| 5 | Counselor | 5 | 4 | 9 |
| 6 | IT teacher | 4 | 4 | 8 |
| 7 | Cook | 70 | 2 | 72 |
| 8 | Caregiver | 12 | 10 | 22 |
| 9 | Sweeper | 11 | 27 | 38 |
| 10 | Caretaker | 26 | 19 | 45 |
| 11 | Washerman | 3 | 1 | 4 |
| 12 | Driver | 4 | 0 | 4 |
| 13 | Account Asst. | 4 | 0 | 4 |
| 14 | SSI (School Sport Instructor | 9 | 3 | 12 |
| 15 | Warden | 8 | 0 | 8 |
| 16 | Matron | 10 | 3 | 13 |
| 17 | Lab. Asst (Sci) | 6 | 9 | 15 |
| 18 | Lab. Asst (IT) | 5 | 8 | 13 |
| 19 | Admin. Asst | 9 | 11 | 20 |
| 21 | Store Asst | 6 | 8 | 14 |
| 22 | Library Asst | 2 | 7 | 9 |
| 23 | Messenger | 0 | 17 | 17 |
| 24 | ECCD Facilitator | 25 | 27 | 52 |
| 25 | NFE Instructor | 9 | 49 | 58 |
|  |  | **575** | **382** | **957** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health field Staff, Mongar** | | | | |
| **Sonlo** | **Post** | **Male** | **Female** | **Total** |
| 1 | DHO | 1 | 0 | 1 |
| 2 | ADHO | 1 | 0 | 1 |
| 3 | GDMO | 2 | 0 | 2 |
| 4 | Dungtsho | 1 | 0 | 1 |
| 5 | Clinical Officer | 1 | 0 | 1 |
| 6 | Sr.Pharmacy Technician | 0 | 1 | 1 |
| 7 | Sr. Health Asst. II | 27 | 21 | 48 |
| 8 | Pharmacy Tech.I | 2 | 0 | 2 |
| 9 | Staff Nurse | 7 | 1 | 8 |
| 10 | Menpa II | 3 | 0 | 4 |
| 11 | Adm Asst | 0 | 1 | 1 |
| 12 | Lab Asst | 1 | 0 | 1 |
| 13 | Cook | 1 | 0 | 1 |
| 14 | Caretaker | 21 | 6 | 27 |
| 15 | Sweeper | 2 | 0 | 2 |
| 16 | Receptionist I | 0 | 1 | 1 |
| 17 | Ward Girl | 0 | 1 | 1 |
| 18 | Technician I | 3 | 0 | 3 |
|  | **Total** | **74** | **32** | **106** |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **RNR Field staff** | | | | | | **Sonlo** | **Post** | **Male** | **Female** | **Total** | | 1 | Sr.Extension Supervisor I | 12 | 5 | 17 | | 2 | Livestock Production Officer | 5 | 1 | 6 | | 3 | Sr. Extension Supervisor II | 9 | 5 | 14 | | 4 | Livestock Health Supr. IV | 2 | 0 | 2 | | 5 | Driver I | 1 | 0 | 1 | | 6 | Bull Attendant | 1 | 0 | 1 | | 7 | Cattle Attendant | 1 | 0 | 1 | | 8 | Cattle Attendant | 0 | 1 | 1 | |  |  | **31** | **12** | **43** | | | | | |
| Regional and Corporate staff | | | | |
| **Slno** | **Office** | **Male** | **Female** | **Total** |
| 1 | Bank of Bhutan Ltd | 9 | 14 | 23 |
| 2 | FBCL | 9 | 0 | 9 |
| 3 | Bhutan telecom | 12 | 1 | 13 |
| 4 | RMA | 5 | 0 | 5 |
| 5 | BNBL | 8 | 4 | 12 |
| 6 | BPC | 51 | 6 | 57 |
| 7 | NRDCL | 7 | 0 | 7 |
| 8 | NPPF | 2 | 0 | 2 |
| 9 | RAMCO | 8 | 3 | 11 |
| 10 | RTIO | 5 | 4 | 9 |
| 11 | RRCO | 17 | 8 | 25 |
| 12 | RSTA | 7 | 3 | 10 |
| 13 | RICBL | 7 | 0 | 7 |
| 14 | Tbank | 2 | 5 | 7 |
| 15 | Bhutan Post | 3 | 1 | 4 |
| 16 | BDBL | 6 | 6 | 12 |
| 17 | Bhutan Insurance | 1 | 1 | 2 |
| 18 | Drop-in-centre | 0 | 2 | 2 |
| 19 | BCCI | 1 | 1 | 2 |
| 20 | Tashi Info com | 3 | 4 | 7 |
| 21 | BoC | 9 | 1 | 10 |
| 22 | CARLEP | 9 | 1 | 10 |
| 23 | Wengkhar RNRC | 46 | 21 | 67 |
| 24 | BAFRA | 4 | 1 | 5 |
| 25 | Divisional Forest | 55 | 8 | 63 |
|  |  | 286 | 95 | 381 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dzongkhag and Dungkhag Staff | | | | |
| Slno | Service | Male | Female | Total |
| 1 | Accountants | 10 | 4 | 14 |
| 2 | ICT | 4 | 3 | 7 |
| 3 | Civil | 40 | 22 | 62 |
| 4 | Engineer | 26 | 7 | 33 |
| 5 | Technician | 21 | 4 | 25 |
| 6 | Driver | 10 |  | 10 |
| 7 | GSP & ESP | 21 | 7 | 28 |
| 8 | Plumber | 4 | 6 | 10 |
| 9 | Electrician | 1 |  | 1 |
| 10 | Sr.Technician II(Mason) | 2 | 1 | 3 |
| 11 | Technician I (Carpentry) | 1 |  | 1 |
| 12 | Technician I(Electrician) | 1 |  | 1 |
| 13 | Technician I(Multi skilled) | 1 |  | 1 |
|  |  | 142 | 54 | 196 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Slno** | **Name** | **Sex** | **Designation** | **Agency** | **Skill (If any)** | **Fitness** | **Any other responsibility** | **Contact No** |