

ବିଧ୍ୟାଲ୍ୟନ୍ ରାଜ୍ୟାଧିକାରୀ ବିଧ୍ୟାଲ୍ୟନ୍

JUDICIARY OF BHUTAN



# GUIDELINES ON THE JUDICIARY STAFF WELFARE SCHEME (JSWS), 2026



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ROYAL COURT OF JUSTICE

Ref.NO: SC/RG/03/2025-2026/ ୦୬

Date: 31<sup>st</sup> December 2025

To

The High Court

The Bhutan National Legal Institute (BNLI)

Dzongkhag Courts

Dungkhag Courts

**Subject: Implementation of Revised Judiciary Staff Welfare Scheme (JSWS) Guidelines**

The Judiciary Council, in its 40th Council Resolution, has approved the revision of the Judiciary Staff Welfare Scheme (JSWS) Guidelines. Accordingly, all courts are hereby informed that the revised JSWS Guidelines shall come into effect from **1 January 2026** and shall be followed uniformly across the Judiciary.

The key revisions to the JSWS benefit entitlements are as follows:

**1. Semso Benefit (Death of a Contributing Member):**

In the event of the death of a contributing member, a lump-sum Semso benefit of **Nu. 150,000** shall be payable to the nominee or legal heir.

**2. Semso Benefit (Death of Immediate Family/Dependent):**

A contributing member shall be eligible to claim a Semso benefit of **Nu. 50,000** in the event of the death of an immediate family member or other eligible dependent.

**3. Medical Treatment Outside Bhutan:**

A member undergoing medical treatment outside Bhutan shall be eligible to claim a JSWS medical expense benefit of **Nu. 25,000**.

**4. Refund of Contribution:**

A member who has not availed any Semso benefit during the entire period of service in the Judiciary shall be eligible to claim **70% of their total JSWS contribution**, without interest, upon separation from service.



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**5. Monthly Contribution and Benefit Structure:**

The revised monthly contribution rates and corresponding benefit entitlements have been categorized by position and service group.

SN	Position / Category	Monthly Contribution (Nu.)	Benefit Amount (Nu.)
1	Chief Justice of Bhutan	1,000	45,000.00
2	Constitutional Post Holders	850	40,000.00
3	Executives (EX3-EX1)	650	35,000.00
4	Professional (P5-P1 & SS4-SS1)	400	30,000.00
5	Support Category (S5-S1)	350	25,000.00
6	Operational Category	250	20,000.00
7	ESP / GSP	200	15,000.00

All courts and BNLI are requested to ensure strict compliance with the revised JSWS Guidelines with effect from the stated date. For detailed provisions, including contribution categories and benefit amounts, please refer to the JSWS Guidelines uploaded on the Judiciary website.

This is issued for your information and necessary action.

Yours sincerely,



Phurba Dorji  
REGISTRAR GENERAL  
Royal Court of Justice  
Supreme Court, Thimphu : Bhutan

Copy:

1. The Hon'ble Chief Justice of Bhutan, for kind information.
2. JSWS Focal Person, Supreme Court, for strict adherence and necessary action.
3. Office Copy.



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**Title**

This scheme shall be called the Judiciary Staff Welfare Scheme (JSWS). These guidelines shall come into effect from **1 January 2026**.

**Purpose**

The purpose of the Judiciary Servant Welfare Scheme (JSWS) is to provide timely financial assistance to Judiciary staff or their dependents in the event of medical treatment and death in the family. The scheme reflects the values of solidarity, compassion, and Bhutanese cultural practice of "*Menring and Semso*."

**Scope**

This Guideline applies to all Judiciary staff of Bhutan who are registered contributors to the JSWS Fund.

**Membership**

1. A person shall become a member of the JSWS upon joining the Judiciary of Bhutan, whether on a permanent or contractual basis, provided he or she is on the official payroll of the Judiciary.
2. Upon joining, the member shall complete JSWS Registration Form No. I, which shall be forwarded to the JSWS Member Secretary through the Administrative Officer/person of the concerned Court for record and official registration.
3. If both spouses are employed in the Judiciary, each spouse shall be required to enrol as an individual member of the JSWS.
4. The scheme shall cover member's direct dependents and other dependents duly declared and recorded in the membership form No.I.
5. If a member has already made one JSWS claim in the name of the spouse, the member may nominate a second spouse for future claims, provided that the member formally updates the spouse details and spouse's direct family (Father and Mother only) by submitting Form 1. No claim shall be entertained unless the spouse updating has been duly approved.
6. If a member wishes to discontinue after becoming a member, they are allowed to do so; however, they will not be eligible for the gift claim, and only 70% of the refund will be granted if not claimed single JSWS.
7. In the event that a member is promoted or transferred to a different position category, the member shall be responsible for promptly informing the JSWS Focal Person and revise the SI (Standing Instruction) Form to reflect the change. Failure to notify and update the SI Form shall result in the member's gift or refund entitlement being assessed based on the previous position category, as evidenced by the monthly contribution reflected in the bank statements.



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**Benefit Coverage**

A JSWS benefit may be claimed in the event of a **medical referral or death** involving any of the following:

1. A contributing Judiciary staff member; or
2. An immediate family member of the contributor, including:

- Spouse
- Children (including legally adopted children)
- Parents or legally adopted parents
- Parents of the spouse (biological or legally adopted)

**Contributions and Claim Eligibility During EoL**

1. To remain eligible for JSWS claims during a period of Extraordinary Leave (EoL), a member shall either:
  - Deposit an amount equivalent to the monthly JSWS contribution for the entire duration of the EoL in advance; or
  - Submit a written undertaking committing to deposit the monthly contribution regularly without fail throughout the EoL period.
2. Discontinuation or non-payment of contributions during a period of Extraordinary Leave (EoL) shall render the member ineligible for JSWS claims in the event of the death of the member or an eligible dependent during that period.

**Governance Structure**

To ensure efficiency and minimize bureaucratic delays, a minimum of three (3) members shall oversee JSWS disbursement:

1. JSWS Focal Person
2. Disbursement Signatories:

- Registrar General, Supreme Court (Chairperson)
- One designated official from Supreme Court Administration as Member Secretary

These members shall be appointed by the **Human Resource Committee (HRC) of the Supreme Court**.



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**Monthly Contribution Structure**

SN	Position / Category	Monthly Contribution (Nu.)
1	Chief Justice of Bhutan	1,000.00
2	Constitutional Post Holders	850.00
3	Executives (EX3-EX1)	650.00
4	Professional (P5-P1 & SS4-SS1)	400.00
5	Support Category (S5-S1)	350.00
6	Operational Category	250.00
7	ESP / GSP	200.00

**Gift Entitlement**

A uniform difference of Nu. 5,000 shall be applied between each successive superstructure group, irrespective of the amount of contribution made by members within the group. The JSWS gift is a token of appreciation in recognition of the member's collective contribution, dedicated service, and spirit of teamwork during their tenure in the Judiciary.

SN	Position / Category	Monthly Contribution (Nu.)	Benefit Amount (Nu.)
1	Chief Justice of Bhutan	1,000	45,000.00
2	Constitutional Post Holders	850	40,000.00
3	Executives (EX3-EX1)	650	35,000.00
4	Professional (P5-P1 & SS4-SS1)	400	30,000.00
5	Support Category (S5-S1)	350	25,000.00
6	Operational Category	250	20,000.00
7	ESP / GSP	200	15,000.00

**Note:** The gift benefit is not linked to the individual contribution amounts made by members. The entire benefit is financed exclusively from the interest income earned on the scheme's savings and fixed deposits.

A member shall be entitled to receive a JSWS gift, as reflected in the table above according to the applicable position/category, upon separation from the Judiciary due to any of the following reasons:

- ☒ Superannuation
- ☒ Retirement
- ☒ Resignation
- ☒ Transfer
- ☒ Compulsory retirement
- ☒ Termination of service

## **JSWS Benefit Entitlements**

1. In the event of the death of a contributing member, a lump-sum JSWS benefit (Semso) of Nu. 150,000 (Ngultrum One Hundred Fifty Thousand only) shall be payable to the nominee or legal heir.
2. In the event of the death of an immediate family and other dependant members of a contributing member, the member shall be eligible to claim a JSWS benefit (Semso) of Nu. 50,000 (Ngultrum Fifty Thousand only).
3. In the event that a member undergoes medical treatment outside Bhutan, the member shall be eligible to claim a JSWS medical expense benefit of Nu. 25,000 (Ngultrum Twenty-Five Thousand only).
4. A member shall be eligible to claim 70% of their total contribution (No interest applicable) to JSWS, only if not availed Semso at any time during their service in the Judiciary.

## Terms and Conditions for Semso Claim

1. Where both spouses are registered members of the JSWS, each spouse shall be individually eligible to submit a Semso claim.
2. A member may submit a Semso claim for a deceased eligible family member by duly completing JSWS Claim Form No. II and attaching the required supporting documents.
3. The following documents shall be submitted along with the claim:
  - ✓ Bank statement of the claimant's savings account for the most recent three (3) months;
  - ✓ Death certificate issued by the relevant authority, or a certification letter from the concerned Gup or Tshogpa, duly signed and sealed; and
  - ✓ Any other document deemed necessary by the JSWS Management Committee for verification purposes.
4. All submitted documents shall be verified and endorsed by the concerned administrative officer or Judge of the Court prior to submission to the JSWS Focal Person of Supreme Court for processing.
5. Upon successful verification, the JSWS Focal Person shall facilitate the prompt processing and disbursement of the Semso fund in accordance with approved procedures.
6. JSWS payments shall be disbursed through online internet banking only into the claimant's registered bank account.
7. In the event of insufficient funds at the time of Semso disbursement, payments shall be made on a first-come, first-served basis. Any outstanding balance shall be settled upon the subsequent fund collection or availability of funds.
8. In the event of multiple deaths occurring at the same time, the prescribed benefit shall be payable separately for each deceased individual.



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Terms and Conditions for JSWS Gift Claim

1. A member shall be eligible for the JSWS gift upon completion of a minimum continuous contribution period of eighteen (18) months to the JSWS Fund.
2. Members who retire, resign, are transferred, compulsorily retired, or whose services are terminated from the Judiciary shall be eligible for the JSWS gift, provided the minimum contribution requirement is fulfilled.
3. Members who separate from service before completing eighteen (18) months of contribution shall **not be eligible** for the JSWS gift.
4. Eligibility for the JSWS gift shall arise only upon formal separation from the Judiciary, including:
  - Superannuation
  - Voluntary resignation
  - Transfer out of the Judiciary
  - Retirement or compulsory retirement
  - Termination of service
5. The gift amount payable shall be determined based on the member's last held position or category at the time of separation, subject to compliance with the membership requirements under Sub-point SN.7 of this guideline.
6. A member shall be entitled to only one JSWS gift during their lifetime of service in the Judiciary.
7. The JSWS Management Committee reserves the right to verify eligibility, approve claims, and interpret these terms, and its decision shall be final in case of any dispute.

Terms and Conditions for Ex-Country Referral Medical Expenses

1. Eligibility for this benefit shall be subject to the submission of a **Medical Referral Sanction Order** duly approved by the Medical Board under the Ministry of Health (MoH).
2. This scheme shall cover the member, the member's direct dependents, and any other dependents duly declared and recorded in the membership form.
3. A member shall claim medical expenses once per beneficiary per financial year. However, claims for a different eligible beneficiary are permitted within the same financial year.

Terms and Conditions for Refund

1. Upon superannuation, resignation, transfer, retirement, compulsory retirement, or termination from the Judiciary, a member shall be eligible to claim 70% of their total contribution (No interest applicable) to JSWS, provided that they have not availed Semso at any time during their service in the Judiciary.
2. The refund shall be processed by submitting **JSWS Form No. IV**.
3. The refund shall be calculated from the effective date of membership, as recorded upon submission of **JSWS Form No. I**.



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4. Refund shall be processed within 5 working days after submission of complete documents.
5. The following documents shall be submitted along with the claim:
  - ☒ Exit confirmation (retirement / resignation / termination / relieving order)
  - ☒ Bank statement of 3 months
  - ☒ Copy of CID
  - ☒ Completed form No. IV

**Roles and Responsibilities**

**Roles of JSWS Focal Person (Supreme Court)**

1. Gather all submitted claim and refund forms and ensure proper documentation is maintained for records.
2. Check that all submitted documents are complete and that the claimant meets the eligibility criteria for JSWS entitlements.
3. After verification, calculate and suggest the correct amount to be disbursed to the claimant.
4. Maintain monthly inflow/outflow cash records to ensure accurate financial records.
5. Provide regular updates on activities, claims processed, and financial status to the Chairperson for oversight and decision-making.
6. Submit the **Standing Instructions (SI)** to the Bank of Bhutan for deductions to the **JSWS Account No. 100649597**, in accordance with Section 5.1 of this Guideline.
7. Issue a written request to the Bank to stop further JSWS contributions upon a member's retirement, transfer, resignation, or other separation from service.

**Roles of JSWS Focal Person (Respective Courts and BNLI)**

1. The concerned officer of each respective Court shall ensure that all staff have submitted their **Standing Instructions (SI)** to the Bank of Bhutan for JSWS Account Number 100649597 for deductions, in accordance with Monthly Contribution Structure
2. Copies of all SIs must be compulsorily submitted to the JSWS focal person of the Supreme Court for record-keeping.
3. In the event of non-receipt of an SI by the Supreme Court, the respective claim shall not be processed.
4. Claims shall be disbursed only after confirmation from the concerned Bank of the uninterrupted contribution of the claimant to JSWS.
5. Upon superannuation, resignation, transfer, retirement, compulsory retirement, or termination of a member from the Judiciary, the concerned officer of the respective Court shall issue a written request to the Bank to stop further JSWS contributions for that member.
6. The concerned officer shall also ensure that the member is notified of any outstanding contributions or refund eligibility and assist in the submission of relevant forms for refund or JSWS claims, if applicable.



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### ROYAL COURT OF JUSTICE

#### ***Roles of Disbursement Signatories***

1. Check that all submitted claims are complete, accurate, and meet JSWS rules before any payment is made.
2. Decide whether to authorize the claim or reject it, ensuring timely processing.
3. Joint signatories together to approve the disbursement to ensure accountability and reduce errors or misuse.
4. Maintain a clear record of all payments made, for transparency and audit purposes.
5. Monitor the available funds and advise the council if any adjustments or amendments to disbursement procedures are needed.

#### **Claim Process and Timeline**

Step	Activity	Responsible	Timeline
1	Notification of death	Claimant	Within 7 days
2	Submission of claim & documents	Claimant	Within 15 days
3	Document verification	Focal Person	1-2 working days
4	Approval	Signatories	1-2 working days
5	Disbursement	Signatories	Within 3 working days

#### **Accounting, Transparency, Audit, and Data Management**

1. Members shall be informed semi-annually of the financial status of the JSWS Fund, including details of contributions collected, benefits disbursed, and fund balances, to promote transparency and accountability.
2. An independent annual review or audit of the JSWS accounts shall be conducted to ensure accuracy, compliance with applicable rules, and integrity of financial management.
3. All JSWS funds shall be maintained in a dedicated and separate bank account, distinct from any other institutional funds, to ensure proper segregation, traceability, and accountability.
4. Financial records shall be reconciled with bank statements at least once every three (3) months to identify, investigate, and rectify any discrepancies in a timely manner.
5. All accounting records, financial statements, and supporting documents shall be properly maintained, securely stored, and protected in accordance with applicable data confidentiality and record-management standards.
6. Access to JSWS financial and personal records shall be restricted to authorized JSWS Working Members only, and such information shall not be disclosed without lawful authority or prior approval.
7. The responsibilities outlined under this section shall be implemented, monitored, and maintained by the JSWS Working Members, who shall be collectively accountable for compliance.



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**ROYAL COURT OF JUSTICE**

Data Confidentiality and Record Management

1. Access limited to authorized officials
2. Records retained for 7 years
3. Digital and physical storage permitted

### **Policy Review and Amendments**

This guideline shall be reviewed annually or as needed. Any final changes or amendments to this guideline shall be processed and approved through the **Judiciary Council Meeting**. In the event of disagreements or issues not covered within this document, the matter shall be referred to the Council for deliberation and resolution.





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ROYAL COURT OF JUSTICE

## FORM NO. II: JSWS SEMSO CLAIM

## 1. Applicant Details

Name of Applicant.....Designation: .....

CID No.: ..... Employee ID: .....

Name of Court / Office: .....

Bank Name: ..... Account No.: .....

## 2. Claim submitted for the demise of (Tick ✓ and fill in details)

Member's Immediate Family  Father  Mother  Child(ren)

Name: ..... CID: .....

## 3. Spouse

Name: ..... CID: .....

4. Spouse's Immediate Family  Father-in-law  Mother-in-law

Name: ..... CID: .....

## 5. Documents Enclosed (Tick ✓)

 Copy of Applicant's CID Death Certificate / Certification letter from Gup or Tshogpa (signed & sealed) Bank statement of savings account (last three months)

**Declaration:** I hereby declare that the information provided above is true and correct. I understand that submission of false information shall render me liable for penal action under the Penal Code of Bhutan and applicable JSWS rules.

Signature of Applicant: ..... Date: ..... Contact No.: .....

**Verification:** The above claim and supporting documents have been verified and found to be in order. Verified by (Head of Concerned Court / Office):

Name: ..... Signature &amp; Seal: ..... Date: .....

For Official use only by Supreme Court of Bhutan

Recommended for the payment of *Semso Claim* of Nu. (in figure).....

(In words) .....

Documents Checked by

Sanctioned by  
Member SecretaryApproved by  
Registrar General



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**SUPREME COURT OF BHUTAN**

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**ROYAL COURT OF JUSTICE  
FORM NO. III JSWS GIFT CLAIM**

#### **A. Applicant Details**

Name of Applicant: ..... Designation: .....

CID No.: ..... Employee ID: .....

Grade: \_\_\_\_\_ Court / Office: \_\_\_\_\_

Bank Name: ..... Account No. ....

**B. Reason for Claim (Tick ✓ one)**

Superannuation       Retirement       Transfer  
 Voluntary Resignation       Compulsory Retirement       Termination

**C. Documents Enclosed (Tick ✓)**

Copy of Applicant's CID       Relevant Separation Order (as applicable)  
 Bank statement of savings account (last three months)  Other supporting documents (if any)

#### **D. Declaration**

I hereby declare that the information provided above is true and correct. I understand that submission of false or misleading information may invite penal action under the Penal Code of Bhutan and applicable JSWS rules.

**Signature of Applicant:** ..... **Date:** ..... **Contact No.:** .....

## E. Verification

The above claim and documents have been verified and found to be in order.

**Verified by (Concerned Head of Court / Office):**

Name: ..... Signature & Seal: ..... Date: .....

For Official use only by Supreme Court of Bhutan

Recommended for the payment of *Gift Claim* of Nu. (in figure).....

(In words) .....

**Documents Checked by**

**Sanctioned by  
Member Secretary**

Approved by  
Registrar General



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ROYAL COURT OF JUSTICE

FORM IV – JSWS CONTRIBUTION REFUND CLAIM

**A. Applicant Details**

Name.....Designation.....CID.....  
Employee ID:.....Grade:.....Court/Office:.....  
Contact No.: .....

**B. Bank Details**

Bank: .....Account No.: .....

**C. Eligibility Declaration (Tick ✓)**

- I confirm I am a former contributing member of JSWS.
- I confirm I have NOT availed Semso benefit at any time during my service.
- I understand I am eligible to claim only 70% of total contributions (no interest).

**D. Reason for Separation (Tick ✓ one)**

- Superannuation
- Retirement
- Transfer
- Voluntary Resignation
- Compulsory Retirement
- Termination

**E. Documents Enclosed (Tick ✓)**

- CID
- Relevant Separation Order
- Bank Statement (3 months)
- Others: .....

**F. Declaration:** I declare the information provided is true and correct. Any false declaration regarding non-availment of Semso may render this claim invalid and attract penal action under JSWS rules and the Penal Code of Bhutan.

Signature: ..... Date: ..... Place: .....

**G. Verification:** Verified by Concerned Head of Court/Office:

Name: .....Signature & Seal: ..... Date: .....

**For Official use only by Supreme Court of Bhutan**

Recommended for the payment of **Refund Claim** of Nu. (in figure).....

(In words) .....

Documents Checked by

Sanctioned by  
Member Secretary

Approved by  
Registrar General