

འབྲུག་གི་དང་ཁྲིམས་ལྷན་སྡེ།

THE JUDICIARY OF BHUTAN

༼མི་རྣམས་ལ་དེ་དེ་བཞིན་དུ་ལུ་གུས་བཀའ་དང་བརྩི་མཐོང་བསྐྱེད་ནི༽

(Treating Everyone with Respect and Dignity)



དང་ཁྲིམས་ལྷན་སྡེའི་ལས་བྱེད་པ་ཚུ་གི་ སེམས་གསོ་དང་གསོལ་ར་ དེ་ལས་ འཇུལ་བཞུགས་དང་ཕྱིར་འཐོན་

ལས་རིམ་ཚུ་གི་ བཅའ་ཡིག་དང་ལམ་སྟོན།

RULES AND GUIDELINE ON SEMSO, GIFTS, USHERING IN & EXITING PROGRAMS FOR JUDICIAL PERSONNEL

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1. Background

The Judiciary Staff Welfare Scheme (JSWS) was initiated by the former Chief Justice of Bhutan to assist Judicial Personnel during the demise of a member or his or her immediate dependents. The Judiciary as one of the branches of the government has more than 500 personnel working across the country in various capacities. It recruits personnel every year and at the same time, many are seen superannuating, resigning or going on transfer. But the Judiciary has never had a standard way of welcoming officials during their joining of office and seeing them off during superannuation/retirement, resignation and transfer to other agencies. Therefore, this document is developed to provide a standard procedure for:

- a) Claiming Semso during demise of a member or his/her immediate dependent;
- b) Organizing welcome programs for officials joining the Judiciary;
- c) Providing gifts to officials exiting Judiciary; and
- d) Organizing farewell programs.

2. Scope

This document shall extend to all judicial personnel working in the Judiciary.

3. Judiciary Staff Welfare Scheme (JSWS)

3.1 Membership

1. A person shall become a member of JSWS upon him/her joining the Judiciary of Bhutan whether permanent or contractual on the payroll of the Judiciary.
2. A member shall register Form no. I and forward it to the JSWS Chairperson by the Human Resource Officer of the concerned Court for the record.
3. The JSWS shall cover the following persons of the member as per the service book for not more than one time:
 - a. Spouse of the member;
 - b. Parents of the member;
 - c. Parents of the member's spouse; and
 - d. Children of the member.

4. If both spouses are working in the Judiciary, both shall become a member of the JWS.
5. A member who is unmarried or does not have parents shall nominate two nominees with a duly filled form and submit it to the chairperson.

3.2 Collection/Deduction

a) Collection and Category

The collection amount is mentioned as follows depending on the Service Category:

Sl. No	Position/Title	Contribution (Nu.)
1	Chief Justice of Bhutan	1000
2	Constitutional Post Holders	850
3	Executive (EX3-1)	650
4	Professional Category (P5-P1 & SS5-SS1)	400
5	Support Category (S5-S1)	350
6	Operational Category	250
7	GSP/ESP	200

To be eligible for JSWS Claims during Extraordinary leave (EoL), the member should have deposited an equivalent amount for the entire duration of his/her EoL. The HRC must ensure that the deposit is made by an individual before he/she leaves for EoL and inform Member Secretary for the record.

b) Claim of Semso

1. A claim for Nu. 35,000 (thirty-five thousand only) shall be made during the demise of the member himself or herself and the member's family.
2. If both spouses are members of the JSWS, both are eligible for claims individually.
3. A member shall claim for his/her deceased family member using JSWS Semso claim Form no. II (enclosed Bank Statement for last three Months of saving Account, death certificate/certification letter from a concerned Gup/Tshogpa (Sign and Seal)) verified by

the concerned Human Resource Officer of the Court. It shall then be submitted to the Chairperson for immediate disbursement of Semso.

4. The Semso shall be disbursed in the form of a Cheque.
5. If there occurs a shortage of fund at the time of disbursement of Semso to the claimant, the payment shall be first come first basis and the remaining shall be paid upon next collection.

c) Claim on Superannuation, Resignation, Transfer, Retirement, Compulsory

Retirement and Termination.

On Superannuation, Resignation, Transfer, Retirement, Compulsory Retirement and Termination of a member from the Judiciary, he/she shall be eligible to claim 70% of total contribution to JSWS only if he/she has not claimed Semso even once during the entire service in the Judiciary.

d) Deduction Responsibility

1. Drangpons of respective Courts shall ensure that all staff in the office have submitted their Standing Instructions (SI) to the Bank of Bhutan for JSWS deductions as per Section 3.2 of this Rule.
2. The Drangpons shall submit copies of SI compulsorily to the Chairperson for verification and record.
3. In the case of non-receipt of SI by the Supreme Court, the claim shall not be processed.
4. A claim shall be disbursed only upon the confirmation of the uninterrupted contribution of the claimant to JSWS from the concerned Bank.

e) Authority to Resolve Issues

In the event of a disagreement or arising of any issues beyond the scope of this document, the Welfare Committee of the Judiciary shall resolve it.

The Welfare Committee of the Judiciary includes:

- a. The Registrar General of the Supreme Court, as the Chairperson.
- b. The Registrar General of the High Court, as the Deputy Chairperson.
- c. Human Resource Officer, as the Member Secretary.

- d. Finance Officer, as the Treasurer.

3.3 Administration and Management; Roles and Responsibility

- a. The Chairperson of the Welfare Committee shall resolve issues, provide direction, and chair the meeting.
- b. The Member Secretary shall coordinate meetings, keep records of the meeting and disseminate the minutes to the committee members and carry out other corresponding works.
- c. The Member Secretary shall monitor and ensure that all members are depositing their monthly contributions to the JSWS Account (Account Number 100649597) maintained with the Bank of Bhutan, from time to time through verification of statements.
- d. The Member Secretary shall prepare a report annually and share it with members for information.
- e. The treasurer shall maintain a record of welfare collections and disbursement of the funds to the members.

4. Ushering in Program

4.1 Appointment of Chief Justice of Bhutan

- A team led by the senior-most Justice of the Supreme Court shall report to the Chief Justice designee's residence to accompany him/her.
- The Convoy shall leave the residence of the Chief Justice designate led by *Sungkhorps*, in order with *Sidpa Gugi Chhaja* and *Ku Suung Thukten*. The Convoy shall approach *Tashi Chhodzong* from the office colony.

Programme at the Supreme Court after Dakyen

- The Hon'ble Chief Justice of Bhutan shall be received by the Justices of the Supreme Court, Chief Justice and Justices of the High Court, Registrar Generals of the Supreme Court and the High Court, Judges, Drangpon Rabjams, Court Registrars and Judicial Officers from the South/Main Gate.
- At the entrance of the *Chorten Kangnem*, the senior-most Justice of the Supreme Court shall offer *Jeldhar* to the Hon'ble Chief Justice of Bhutan.
- The convoy shall proceed through *Chorten Kangnyem* led by *Sungkhorp* and a pair of *Jalings* with *Kusung Thukten Mendrel*.

- The Registrar General of the Supreme Court shall offer *Marchang* at the courtyard with the tolling of the *Dha-dril*.
- The Hon’ble Chief Justice of Bhutan shall then proceed to the full bench.
- The Hon’ble Chief Justice of Bhutan shall offer *Chawang* to the *Thri* upon placing of the *Tashi Khadar* on the *Sengthri* by the *Sungkhorp*.
- The *Sungkhorp* shall administer the Oath of Secrecy and Oath of Office while the Justices of the Supreme Court shall stand behind the Chief Justice of Bhutan.
- The Hon’ble Chief Justice of Bhutan shall sign the Oath and receive *Thruachu*.
- The Hon’ble Chief Justice of Bhutan shall ascend the *Thri* on the dais with *Sungkhorp*.
- The Programme shall be followed by:
 - *Zhugdrel Phuensum Tshogpa*.
 - Offering of *Tashi-dzey-gay* along with the blowing of *Dungkar* and *Jaling*.
 - *Tendrel Soelja - Suja and Dresi*.
 - Offering of *Tashi Khadar*.
 - Entertainment programs.
 - Lunch.
- The Hon’ble Chief Justice of Bhutan may leave at his/her pleasure.

4.2 Appointment of Justices of Supreme Court, Chief Justice and Justices of High Court

- The Convoy shall leave the residence of the Justice of Supreme Court, Chief Justice and Justices of High Court led by *Sungkhorp*, in order with *Sidpa Gugi Chhaja* and *Ku Suung Thukten*. The Convoy shall approach *Tashi Chhodzong* from the office colony.

Program at the Supreme Court and the High Court after Dakyen

- The Justices of Supreme Court, Chief Justice and Justices of High Court shall be received by the Registrar Generals of the Supreme Court and the High Court, Judges, Drangpon Rabjams, Court Registrars and Judicial Officers from the Main Gate.
- At the entrance of the *Chorten Kangnyem*, the Registrar General of the Supreme Court shall offer *Jeldhar* to the Justices of the Supreme Court, the Chief Justice and Justices of the High Court.

- The convoy shall proceed through Chorten Kangnyem led by Sungkhorp and a pair of Jalings with *Kusung Thukten Mendrel*.
- The Registrar General of the Supreme Court shall offer *Marchang* at the courtyard with a tolling of *Dha-dril*.
- The Justices of the Supreme Court, the Chief Justice and Justices of the High Court shall then proceed to the full Bench of the Supreme Court and the Bench of the High Court as the case may be.
- The Justices of the Supreme Court, the Chief Justice and Justices of the High Court shall offer *Chawang* to the *Thri* upon placement of the *Tashi Khadar* on the central *Thri* by *Sungkhorp*.
- The Hon'ble Chief Justice of Bhutan shall administer the Oath of Secrecy and Oath of Office to the Justices of the Supreme Court, the Chief Justice and Justices of the High Court.
- The Justices of the Supreme Court, the Chief Justice and Justices of the High Court shall sign the Oaths and receive *Thruochu*.
- The Justices of the Supreme Court, the Chief Justice and Justices of the High Court shall ascend the *Thri* on the dais with the Chief Justice of Bhutan and Sungkhorp.
- The programme shall be followed by;
 - *Zhugdrel Phuensum Tshogpa*.
 - *Tendrel Soelja - Suja and Dresi*.
 - Offering of *Tashi Khadar*.
 - Entertainment programs.
 - Lunch.
- The Justices of the Supreme Court, the Chief Justice and Justices of the High Court may leave at their pleasure.

4.3 Appointment of Dzongkhag Drangpon

- The Convoy shall leave the residence of the Drangpon-designate led by Sungkhorp, in order with *Sidpa Gugi Chhaja* and *Ku Suung Thukten*. The Convoy will approach *Tashi Chhodzong* from the office colony.

Program at the Supreme Court after Dakyen

- The Drangpon shall be received by the Human Resource Officer/Member Secretary from the South/Main Gate.
- At the entrance of the Chorten Kangnyem, the Registrar General of the High Court shall offer *Jeldhar* to the Drangpon.
- The convoy shall proceed through Chorten Kangnyem led by Sungkhorp and a pair of Janling with *Kusung Thukten Mendrel*.
- The Drangpon shall proceed to the *Kabgyoen Khangzang* where the Hon'ble Chief Justice of Bhutan and Sungkhorp are seated.
- The Drangpon shall offer *Chawang* and place *Tashi Khadar* on the *Choesham*.
- The Hon'ble Chief Justice of Bhutan shall administer the Oath of Secrecy and Oath of Office to the Drangpon.
- The Drangpon shall sign the Oaths and receive *Thruochu* along with the recitation of *Tashi Tsekpa*.
- The program shall be followed by:
 - *Tendrel Soelja - Suja and Dresi*.
 - Offering of *Tashi Khadar*

4.4 Appointment of Dungkhag Drangpon/Drangpon Rabjam

- The Dungkhag Drangpon/Drangpon Rabjam designate shall be received by the head of the Division of Supreme Court from the Main Gate.
- At the entrance of the Chorten Kangnyem, the Administrative Officer Supreme Court of Bhutan shall offer *Jeldhar* to the Dungkhag Drangpon/Drangpon Rabjam designate.
- The convoy shall proceed through Chorten Kangnyem led by Sungkhorp with *Kusung Thukten Mendrel*.
- The Dungkhag Drangpon/Drangpon Rabjam designate shall proceed to the *Kabgyoen Khangzang* where Hon'ble Chief Justice of Bhutan and Sungkhorp are seated.
- The Dungkhag Drangpon/Drangpon Rabjam designate shall offer *Chawang* and place *Tashi Khadar* on the *Choesham*.
- The Hon'ble Chief Justice of Bhutan shall administer the Oath of Secrecy and Oath of Office to the Dungkhag Drangpon/Drangpon Rabjam.

- The Dungkhag Drangpon/Drangpon Rabjam shall sign the Oaths and receive *Thruochu* along with the recitation of *Tashi Tsekpa*.
- The program shall be followed by
 - *Tendrel Soelja - Suja and Dresi*.
 - Offering of *Tashi Khadar*

5. Offering of Fare Well Gifts

- The farewell gift shall be determined as per the table given below.

Sl. No.	Position/Title	Gift Amount (Nu.)
1	The Chief Justice of Bhutan	55,000
2	Justices of the Supreme Court, the Chief Justice of the High Court and the Justices of the High Court	45,000
3	The Registrar General of the Supreme Court and the High Court, Drangpons of Dzongkhag/Dungkhag Court and Drangpon Rabjam.	40,000
4	Professional Category (P5-P1 and SS5-SS1)	35,000
5	Support, Operational and Other Categories (ESP&GSP)	15,000

- The farewell gift shall be entitled to the JSWS members only if he/she gets transferred outside the Judiciary or Superannuate, retire and Resign.

6. Source of Funding

The budget for farewell gifts shall be met by the Judiciary Staff Welfare Scheme's accumulation.

The budget for **farewell dinners** shall be met from the Hospitality and Entertainment budget of the remaining Justices.

7. Farewell Programs

7.1 Hon'ble Chief Justice of Bhutan

A. Program for the last official working day

- The Registrar General of the Supreme Court shall receive and escort the Hon'ble Chief Justice of Bhutan to his/her Chamber.
- In keeping with tradition, the Registrar General of the Supreme Court shall usher the Justices of the Supreme Court, the Chief Justice and Justices of the High Court, and staff of the Supreme Court in order of precedence for Chawang to the Hon'ble Chief Justice of Bhutan.

B. Serve *Phebja*

- Members of the National Judicial Commission, Justices of the Supreme Court, the Chief Justice and Justices of the High Court and family members of the Hon'ble Chief Justice of Bhutan shall be seated in the Full Bench (*Yongthri*).
- *Dadril* (bell) shall be tolled three times (to announce the arrival of Hon'ble CJB to the Full Bench. Hon'ble CJB shall be escorted by the Senior-most Justice and the Registrar General of the Supreme Court.
- Suja and Dresi shall be served after the arrival of the Hon'ble Chief Justice of Bhutan to the Full Bench.
- The Chief Justice of Bhutan shall:
 - Sign the formal **Note of Leaving Office** in front of the *Singye Thri* reciting *Deshay Tenpa*.
 - Offer *Thugmen* and *Tashi Khadhar* to the *Singye Thri* (Lion Throne).
- The Registrar General of the Supreme Court shall;
 - receive the Khadhar and place it on the Throne.
 - Escort the Hon'ble Chief Justice of Bhutan and family members to the exit with a pair of *Jalings*.
- The Chief Justice designate (Thrimchi Thri-Thogpa) if identified or the Senior-most Justice of the Supreme Court and the Staff of the Registry shall remain inside the Courtroom when others exit (*akin to Ghodhar ceremony of His Holiness the Je Khenpo*).

- The members of the Judiciary shall bid farewell and take formal leave of the Hon'ble Chief Justice of Bhutan at the Courtyard with *Jalings* until the Hon'ble Chief Justice of Bhutan, and his/her entourage leaves the Main Gate (*Tabab Choeten*).
- The Representatives from the Supreme Court, the High Court, Dzongkhag Court, Dungkhag Court and the Registrar General of the Supreme Court and the High Court shall escort the Hon'ble Chief Justice of Bhutan and his/her family to the residence.

C. Farewell Morning Program

- The Registrar General of the Supreme Court and the Human Resource Officer/Member Secretary of the Supreme Court shall go to the Hon'ble Chief Justice of Bhutan's residence to escort him/her and family members to the Supreme Court complex.
- Justices of the Supreme Court, the Chief Justice and Justices of the High Court shall receive the Hon'ble and his/her family and escort them to the conference hall.
- The Master of Ceremony shall welcome the Hon'ble Chief Justice of Bhutan and Guests.
- The farewell speech shall be delivered by:
 - a) A senior most Justice of Supreme Court.
 - b) A representative from Dzongkhag Courts.
 - c) A representative from Dungkhag Courts.
 - d) Address by the Hon'ble Chief Justice of Bhutan, if he/she pleases to do so.
- A gift may be presented to the Hon'ble Chief Justice of Bhutan by Her Royal Highness.
- In absence of Her Royal Highness, the Registrar General of the Supreme Court shall offer the gift.
- High Tea shall be served to the guests.
- The Hon'ble Chief Justice of Bhutan may leave at his/her pleasure.

D. Farewell Evening Program

- The guests for the farewell dinner shall be invited at the wish of the Chief Justice of Bhutan.
- The Registrar General of the Supreme Court and Human Resource Officer/Member Secretary of the Supreme Court shall go to the Hon'ble Chief Justice of Bhutan's residence to escort him/her and family members to the Supreme Court complex.
- Justices of the Supreme Court and the Chief Justice and Justices of the High Court shall receive the Hon'ble Chief Justice of Bhutan and his/her family.
- Hon'ble Chief Justice of Bhutan and Guests may be seated in the Supreme Court's Banquet Hall.
- There shall be a cultural program and dinner which shall be concluded with a *Tashi Laybey*.
- The Hon'ble Chief Justice of Bhutan may leave at her/his pleasure.

E. Budget

The budget for the farewell dinner of the Hon'ble Chief Justice of Bhutan shall be met from the Hospitality and Entertainment of the Hon'ble Chief Justice of Bhutan.

7.2 Justices of Supreme Court, Chief Justice and Justices of High Court

A. Program for the last official working day.

- The Registrar General of the Supreme Court/High Court shall receive and escort the retiring Justice to the Chamber of the Hon'ble Chief Justice of Bhutan for *Chawang*.
- The Registrar General of the Supreme Court/High Court shall then escort the retiring Justice to his/her respective Chamber.
- In keeping with the tradition, the Registrar General of the Supreme Court shall usher staff in order of precedence in the chamber of the retiring Justice for *Chawang*.
- The retiring Justice shall sign a formal **Note of Leaving Office** and conduct handing-taking.

- The *Phebja* shall be served.
- The retiring Justice shall visit *Yongthri/Bench* and offer *Thugmen*.
- The Registrar General of the Supreme Court shall:
 - Receive the *Khadhar* and place it on the Throne.
 - Escort the retiring Drangpon to the Exit.
- The retiring Justice shall leave for home at his/her pleasure.

B. Farewell Morning Program

- The Registrar General of the Supreme Court and the High Court and Human Resource Officer/Member Secretary shall go to the retiring Justice's residence to escort him/her and family members to the Supreme Court/High Court.
- The Master of Ceremony shall welcome the retiring Justice and the guests.
- The farewell speech shall be delivered by the Court Registrar of the respective bench.
- The retiring Justice may address the gathering if he/she pleases to do so.
- The Hon'ble Chief Justice of Bhutan may present a Gift to the retiring Justice.
- The guests shall be served with high tea.
- The retiring Justice may depart at his/her pleasure.

C. Farewell Evening Program

- For the farewell evening program, the following Guest may be invited:
 - a. The Hon'ble Chief Justice of Bhutan.
 - b. Justices of the Supreme Court.
 - c. The Chief Justice and Justices of the High Court.
 - d. The Registrar General of the Supreme Court and the High Court.
 - e. Division Heads of the Supreme Court Administration.
- The Registrar General of the Supreme Court and the High Court and the Human Resource Officer/Member Secretary shall go to the retiring Justice's residence to escort him/her and family members to the Supreme Court/High Court.
- The retiring Justice and Guests shall be seated in the Banquet Hall.

- There shall be a cultural program and dinner which shall be concluded with a *Tashi Laybey*.
- The retiring Justice may depart at his/her pleasure.

D. Budget

- The budget for the farewell dinner of the Justices of the retiring Justice shall be met from the Hospitality and Entertainment of the rest of the Justices.

7.3 Judges of Dzongkhag and Dungkhag Courts

- The Human Resource Officer/Member Secretary of the Supreme Court shall receive and escort the retiring Judge to the Registrar General of the Supreme Court, who in turn will usher the retiring Judge for Chawang to the Hon'ble Chief Justice of Bhutan and Justices of the Supreme Court.
- *Suja Dressi* shall be served in the Chamber of the Hon'ble Chief Justice of Bhutan.
- The retiring Judge shall receive a Gift from the Hon'ble Chief Justice of Bhutan.

7.4 Judicial Officers (Professional Category)

- The retiring officer shall report to the Registrar General of the Supreme Court who in turn shall usher for *Chhawang* of Chief Justice of Bhutan.
- *Suja and Dressi* shall be served in the Chamber of the Registrar General of the Supreme Court.
- The retiring officer shall receive the gift from the Hon'ble Chief Justice of Bhutan.

7.5 Judicial Support Staff (Support, Operational and Other categories)

- The retiring staff shall report to the Registrar General of the Supreme Court, the Registrar General of the High Court or Drangpon, as the case may be, for *Drigi Chawang*.
- *Suja and Dressi* shall be served in the chamber of Drangpon.
- The respective Drangpon shall offer the gift received from the Supreme Court of Bhutan to the retiring staff.

8. Miscellany

- The budget to offer gifts for all the Judicial Personnel shall be met from the Judiciary Staff Welfare Scheme.
- The Member Secretary of the JSWS and Human Resource Officer of the Supreme Court of Bhutan shall be the overall coordinator pertaining to any protocol, *chadri* and ushering as well as exiting programs within Judiciary and VIP visits.
- The JSWS fund shall not be utilized for any purposes other than prescribed in this Rule.

ANNEXURE I

As per the delegation of the power by the 23rd National Judicial Conference, the adoption of the Judiciary Staff Welfare Scheme (JSWS) 2022 Rules and Guidelines do hereby finalized and approved by the Royal Judicial Service Council during its 29th Session held on 1st APRIL, 2022 corresponding to the 30th DAY of the 1st Month of Water Male Tiger Year.

(Gembo Dorji)

Chairperson

Judiciary Council Members

1. Drangpon Tashi Chhozom, Justice, Supreme Court, Chairperson
2. Drangpon Duba Dukpa, Chief Justice, High Court, Member
3. Drangpon Gembo Dorji, RG, Supreme Court, Member Secretary
4. Drangpon Phurpa Dorji, RG, High Court, Member
5. Drangpon Ugyen Jamtsho, Punakha District Court, Member
6. Drangpon Tashi Yangzom, Tsirang District Court, Member
7. Drangpon Gyelpo, Pemagatshel District Court, Member



འབྲུག་གི་མངོན་མཐོ་ཁྲིམས་ཀྱི་འདུན་ས།

ལྷན་པལ་ལྷན་འབྲུག་པའི་ཁྲིམས་ཀྱི་འདུན་ས།

THE SUPREME COURT OF BHUTAN

THE ROYAL COURT OF JUSTICE

Form I

REGISTRATION FORM

The Chairperson,
Judiciary Staff Welfare Scheme (JSWS),
Supreme Court of Bhutan, Thimphu.

DECLARATION OF DEPENDENTS/NOMINATIONS

I Mr./Mrs./Ms.....EID No..... Dzongkhag..... Gewog
..... Village..... hereby declare that the names mentioned below are my nominees.

- 1. Spouse.....CID No.....Date of Birth
2. Children's Name:
a. CID No.....Date of Birth
b. CID No.....Date of Birth.....
c. CID No.....Date of Birth
d. CID No..... Date of Birth
3. Father of member/spouse:
A CID No.....Date of Birth
BCID No.....Date of Birth
4. Mother of member/spouse:
a.CID No.....Date of Birth
b.CID No.....Date of Birth

In the event of the demise of any of my dependents, benefits, as defined in the Rules of JSWS, may be given to me.

I hereby nominate Mr./Mrs./Ms.CID No..... has the right to receive the entire amount that may be payable to me by the JSWS 2022 in the event of my death.

ENCLOSE THE COPY OF CID & MC

Date:

Signature:

Contact No.....

Affix
Legal
Stamp

འབྲུག་གི་མངོན་མཐོ་ཁྲིམས་ཀྱི་འདུན་ས།



ཨ་ཎ་པལ་ལྷན་འབྲུག་པའི་ཁྲིམས་ཀྱི་འདུན་ས།

THE SUPREME COURT OF BHUTAN

THE ROYAL COURT OF JUSTICE

Form II

JSWS SEMSO CLAIM FORM

1. Name of deceased.....Citizenship ID Card No.....

Relative:

A) Father/Mother/Children of Member/Spouse Name.....

2. CID.....EID.....

I hereby declare and assure that all the information provided above is true and accurate. If the above information is found to be incorrect, I may be penalized as per the Penal Code of Bhutan.

Signature of Applicant

CID No Contact No..... Date.....

Enclose a photocopy of CID, Death Certificate and Bank Statement for the last three months of the Saving Account.

(For Official use only)

The undersigned has verified the above application and its information was found true. Forwarded for necessary consideration.

SIGN & SEAL

HUMAN RESOURCE OFFICER

Recommended for the payment of Semso claim amounting to Nu. (Ngultrum) only.

SIGN

TREASURER (THE SUPREME COURT)

I hereby certify that the reason submitted by the applicant is true and recommended for kind approval.

Seal & Sign (Member Secretary)

Seal & Sign (CHAIPERSON)