

Civil Servants' Welfare Scheme

By the civil servants, for the civil servants, and of the civil servants

Background

It is the policy of the Civil Service to “pay adequate remuneration, allowances and benefits to the civil servants.” However, in the current civil service system, there is only a 21 days bereavement leave in the event of death of “a family member, parent, spouse’s parent, and sibling”. Therefore, the Civil Servants’ Welfare Scheme is an initiative of the RCSC whereby every civil servant would have to make a monthly contribution of small amount for which a lump-sum amount would be given to a civil servant in the event of death of his/her dependant, and to the dependant in the event of death of a civil servant.

Objectives

- Make Civil Service attractive through financial benefits
- Help attract, motivate and retain the best
- Take care of the civil servants from entry till exit and beyond superannuation
- Help civil servants help themselves especially during the time of death because it is a costly affair

Scope

1. All **regular** civil servants are members of this scheme by default. The direct dependants of the civil servant can benefit from this scheme.
2. **Direct Dependants:**
 - Parents
 - Spouse(s)
 - Children (CID number allotted by DCRC would be the basis for the child to be an eligible dependant)

The members must update the list of dependants annually in the Nomination Update Form (**Annexure 1**).

3. The civil servants upon superannuation can continue being members of the scheme and have their monthly contribution deducted at source from pension. However, those civil servants who are due for superannuation between the period of 17 December, 2014 to 30 June, 2015 cannot be the member of the scheme.

The membership would not extend to the expatriates and contract civil servants.

Monthly contribution:

- The contribution would be deducted at source by the respective Accounts Sections/NPPF and deposited into the welfare account
- Upon superannuation, civil servants will be conferred Lifetime Membership Certificate (**Annexure 2**).

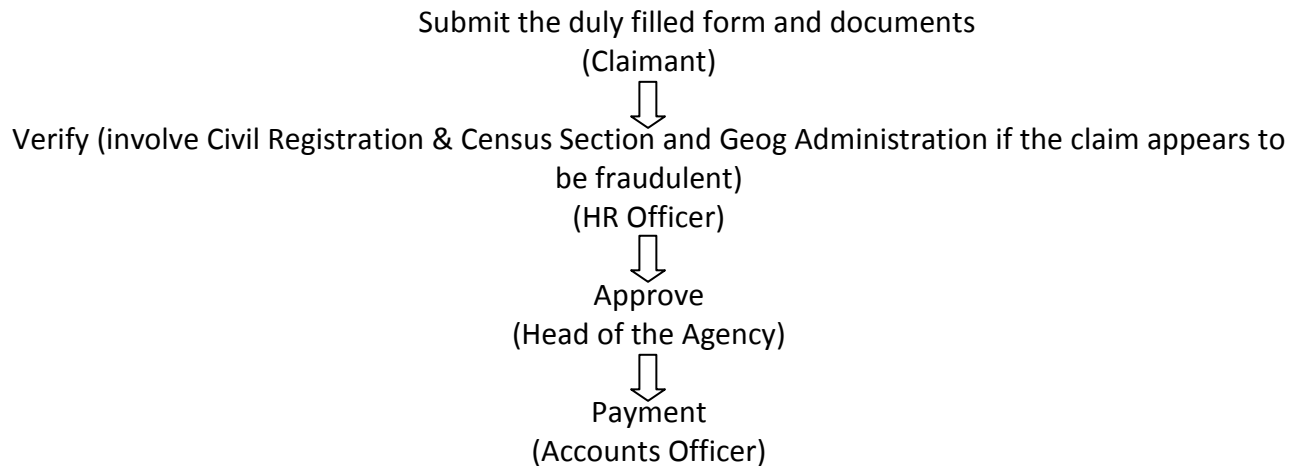
Position category	No. of civil servants	Contribution	Total collection
Executive & Specialists	237	300	71,100
Professional & Management	12,955	150	19,43,250
Supervisory & Support	9,926	100	9,92,600
Operational	2,114	75	1,58,550
Total	25,232*		31,95,500

*Bi-annual June 2014

Payment:

- Nu. 75,000 in the event of the death of a member; same amount would be paid for the death of an additional member
- Nu. 35,000 in the event of the death of a dependant
- The *semso* grant will be a tax-free monetary benefit
- No reimbursement of any kind would be made for people opting out of the scheme or for those who have not made a single claim
- 8 months (November 2014 – June 2015) would be the period for building the corpus for the scheme; the payouts would commence only from 1 July, 2015.

Claiming procedures:



- HR Officer must submit monthly reports to the Welfare Unit through the respective HR Committees

Documents needed:

1. Duly filled form (**Annexure 3**)
2. Photocopy of the citizenship identity card of the claimant
3. Photocopy of the citizenship identity card of the deceased
4. Death certificate or a statement from the Gup certifying the death
5. Marriage certificate in case of a claim is being made for the spouse

Administration:

1. Formation of Welfare Committee (Composition)

1. Commissioner	Chairperson
2. Director	Member
3. Chief Planning Officer	Member
4. Legal Officer	Member
5. Chief HR Officer (HRMD and/or HRDD)	Member
6. Head (Welfare Unit)	Member Secretary

2. Board of Trustees with the following composition:

1. Chairperson, Welfare Committee	Chairperson
2. Director General, DPA, MoF	Member
3. Director General, DMS, MoH	Member
4. Director, DCRC, MoHCA	Member
5. Focal Officer, EWS, MoE	Member
6. One representative of civil servants (at P level, preferably female)	Member
7. Head, Welfare Unit, RCSC	Member Secretary

- The accounts of the scheme would be maintained on the RCSC website
- It would be subject to audit
- The form would be made available on www.rcsc.gov.bt
- The viewing rights for the status of the scheme would be extended to only the HR Officers
- The report on the scheme will be published bi-annually



ROYAL CIVIL SERVICE COMMISSION

Civil Service Welfare Fund

Nomination Update Form



1. Information about the member

- Full name:
- EID no.:
- Citizenship identity card no.:
- Agency:

2. Information about the nominee(s)

Sl. #	Name	CID number	Relationship
1			
2			
3			
4			
5			
6			
7			

*Add rows if required

3. Undertaking:

I, hereby do confirm that the above list of nominees are my authentic dependants.

Place:

Date:

Sd/
(Legal stamp)
Signature

For RCSC use:

Verified by the HR Officer:

Date

Name

Signature

Official seal



ROYAL CIVIL SERVICE COMMISSION
Civil Servants' Welfare Scheme
Lifetime Membership Certificate



In recognition of a lifetime of dedicated service to Tsa-Wa-Sum the Royal Civil Service Commission has the pleasure to confer the lifetime membership to Civil Servants' Welfare Scheme in respect of Dasho/Mr/Ms.....bearing CID number.....who has superannuated from the Civil Service (Agency.....) on.....

This lifetime membership is a continuation of the scheme under the same terms and conditions as applied to the serving civil servants. The civil servants upon superannuation will have to make the monthly contribution from pension.

Wishing you a happy and fulfilling retirement.

Chairperson
Royal Civil Service Commission

For RCSC use:

Received by Welfare Unit:

Date
Name
Signature
Official seal



ROYAL CIVIL SERVICE COMMISSION

Civil Servants' Welfare Scheme

Claim Form



1. Information about the deceased

- Full name:
 - Citizenship identity card no.:
 - Date of death (dd/mm/yyyy):
 - Civil servant? (Please tick) Yes No
- If yes, provide the information below:
- EID no.:
 - Agency:

2. Information about the claimant

- Full name:
 - Citizenship identity card no.:
 - Relationship to the deceased:
 - Civil servant? (Please tick) Yes No
- If yes, provide the information below:
- EID no.:
 - Agency:

3. Attach the following documents:

- Photocopy of the citizenship identity card of the deceased
- Photocopy of the citizenship identity card of the claimant
- Death certificate or a statement from the Gup certifying the death
- Marriage certificate in case of claim for the spouse

4. Undertaking:

I, hereby do confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for action as per the law of the land.

Place:
Date:

Sd/
(Legal stamp)
Signature

For official use only:

Verification by the HR Officer:

Date
Name
Signature
Official seal

Approval by the Head of the Agency

Date
Name
Signature
Official seal

Payment by the Accounts Officer

Paid to:.....Nu.....

in cheque (no.).....dated.....being *semso* grant in favour

of late.....bearing CID no.....

Name
Signature
Official seal
