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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF AGRICULTURE AND FORESTS
AGRICULTURE MACHINERY CENTRE
PARO: BHUTAN



Terms of Reference (ToR) for Contract Operators under Farm Machinery Hiring Services Program

1. Primary Job Responsibilities and ToR of the Operators:

- ❖ During training and learning phase which includes repair, maintenance, installation and operation of all farm machinery, they are not entitled to TA/DA. However, they will be issued certificates based on their performance at the end of the training period;
- ❖ During the installation and repair at sites accompanied by AMC technician, no TA/DA shall be entitled. However, after training if they carry out such assignments all alone, they are entitled;
- ❖ The operator shall do the operation and maintenance of Farm Machinery under RAMCs controlled by the respective Regional Managers and Regional Hiring Coordinators. They will work as per the instructions of the Regional Manager and Regional Hiring Coordinator as and when required;
- ❖ Operator shall maintain proper log book, history book of individual Farm Machinery designated to them and also maintain other Farm machineries;
- ❖ The operators should work like any other technician or operator during off season in their respective regions; and
- ❖ The Operator shall arrange their own food and lodging during the assignment out of their station.

2. Appointment and Placement:

- ❖ The contract appointment for this exercise is in adherence to the Clause no. 5.3.1.1 and 5.12.1.2, Chapter 5 of BCSR 2012;
- ❖ Upon successful selection, the Operator (Employee) and Program Director (Employer) shall execute a contract agreement with the following terms and conditions for one financial year and;
- ❖ The Operator after proper recruitment in their respective regional offices of AMC, the Operators will be mobile and should be willing to cater their services as and when required even outside their place of posting.



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3. Line of Reporting and Supervision:

- ❖ The Operators will report to the Regional Manager and Regional Hiring Coordinator of the Regional Agriculture Machinery Centre; and
- ❖ The ultimate authority in any HR action is vested with Program Director.

4. Remuneration, Allowances and Benefits

- ❖ Consolidated salary of **Nu. 10,000.00** (Ten Thousand) only will be paid every month; and
- ❖ The Operators will be entitled for daily allowances (DA) only of **Nu. 300.00** per day, should his service be required outside his Dzongkhag of the Field office he is attached with. In terms of his service being rendered to a location further than 10 kilometers from his duty station, he shall be entitled to 50% of the aforementioned DA i.e. **Nu. 150.00** (One Hundred and Fifty) only. Full DA shall be paid only for the first 30 days of continuous halt on duty at one particular place. After 30 days, only 50% of the DA shall be paid for a maximum period of five subsequent months. No DA shall be admissible beyond six months.

5. Leave:

- ❖ He will not earn or accrue any leave during his contact period and hence, he will not be entitled for Leave Encashment and Leave Travel Concession;
- ❖ He can avail casual leave for a maximum of 10 working days in his entire contract period but he should not treat this as a matter of right, and should avail only during contingencies;
- ❖ In the event of death of a immediate family member (direct dependent), 14 days including government holidays and weekends shall be provided to him on each occasion;
- ❖ He shall be entitled for paternity leave of five working days; and
- ❖ He shall be entitled for medical leave on production of medical certificate issued by medical authority.

6. Administrative Discipline



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- ❖ As per the clause no. 19.1.1, Chapter 19 of BCSR 2012, he must observe a standard behavior in accordance with the Civil Service Code of Conduct and Ethics (BCSR 2012), prevailing Rules & Regulations and Laws of the Kingdom of Bhutan; and
- ❖ In case of violation of the aforementioned policies, rules and regulations by the employee, he will be liable to Administrative Actions as per BCSR 2012.

7. Terminal Benefits

- ❖ Since the nature of contract is just for a time bound assignment from the external donor agency, he will not be entitled to any terminal benefits.

8. Termination of Contract

- ❖ A minimum of one month's notice shall be issued by the Employer/Employee intending to terminate the contract before expiry of the term. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other, the consolidated salary of the employee for the stipulated notice period.

Name and signature of the
employee
CID No.

Seal and signature of the Employer