



Annual Work Plan

And

Annual Procurement Plan

FY 2022-2023

National Centre for Hydrology and Meteorology (NCHM)

Royal Government of Bhutan

Thimphu

August 2022

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Section 1

Vision, Mission and Objectives

Vision

Centre of Excellence in Hydrology, Meteorology and Cryosphere Sciences and Services.

Mission

Monitoring and understanding of hydrology, weather, climate and cryosphere, for timely provision of information and services to protect lives and property and support national needs for ecologically balanced sustainable development.

Objectives/AKRA

- 1. Hydro-meteorological & Cryosphere disaster assessed & reduced
- 2. End-to-end operational National Framework for Climate Services (NFCS)
- 3. Access to hydrological information and understanding of national water availability improved
- 4. Water quality improved

Section 2

Preamble

The Annual Work Plan and the Annual Procurement Plan is signed by the Director and Division Chiefs.

Objectives;

- To establish clarity and consensus about the annual priorities of the Centre for the FY 2022-2023
- b) To ensure proper accountability for efficient implementation of the planned activities in achieving its targets
- c) To have a clear track record of the planned activities being implemented.

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Section 3
Annual Work Plan for the Financial Year 2022-2023

Division/						11,54		Mo	nth						Remarks
Section	Activities		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Remarks
	1	Budget apportionment(current grants)													
	2	Budget Reappropriations										98	arconi adhi		
	3	Disbursement of salary													
	4	Settlement of bills													
	5	Mid year budget review													
Finance Services,	6	Construction site visits													
Secretariat	7	FC meetings													To conduct on need basis besides quarterly
	8	Budget preparation/Submission													
	9	Sensitization on edats													
	10	Expenditure update			A. A. S. Carlotte										
	11	Submission of BRF/release requirement													
Jan Ste	1	Carry out need assessement and finalise manpower requisitions													
1000	2	Recruitment, selection and appointment of employees (regular/contact)													
Human Resource	3	Prioritization of annual HRD critical requirement and submission to RCSC													
Services, Secretariat	4	Faciliate, coordinate and monitor IWP planning, mid term review and evaluation													
	5	Prepare and conduct pre-moderations and moderation excercise				1 3									
	6	Process promotions for July and January						1941							

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of think	7	7 Facilitate and process short term and long term trainings	
	8	8 Conduct award ceremonies for dedicated service, promotions and moderation	
	9	9 Sanction of increments, LE and LTC	
	10	Coordinate and conduct HRC, Management Meetings and any other adhoc meetings	
Human	11	11 Recruitment and selection for temporary transfer to Thanza	
Resource Services,	12	12 Carry out transfer exercise of the excess staffs	
Secretariat	13	13 Facilitate and procese separations, renumerations and benefits	
	14	14 Implement OIP activities in the Centre as per directives of the ACC	
	15	Familarization and sentization on Max, ZEST and BCSR (HR Audit)	
	16	16 Facilitate routine administrative and HR services	
es amost	17	Facilitate planning, mid year review of Secretariat APT and Annual Work Plan	
	1	1 Annual Framework	
	2	2 Collect Requisition from Divisions (Stationeries)	
	3	3 Place Supply order	
Procurement	4	4 Follow up on supplies	
Services, Secretariat	5	5 Update inventory in GIMS, Stock Ledger and Fixed Asset Register	
Secretariat	6	6 Initiate Tender for goods/works	
	7	7 Facilitate APA planning, review and evaluation	
	8	8 Maintenance of Energy Building and Control Room Building	
	9	Manage and deploy vehicle as per requisitions and faciliate maintenance of pool vehicle	

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	1	General Technical Support /Network Troubleshooting									
ICT Services,	2	Maintain centralized database management system									
Secretariat	3	Upload publication and news in the website									
	4	Develop an online feedback system in the NCHM Website									
	1	Establishment of Flood EWS on Ammochhu basin (CDCL)									CDCL Project
	2	Establishment Flood EWS on Wangchhu basin (Pachhu and Thimchu) JICA									JICA Project (Rehabilitation of station
	3	Construction of FWS site office (Tingtibi)									GOI funding
	4	Procurement of Hydrological equipment and spare parts									
	5	Maintenance of National hydrological stations network					80/4	100	HIN		
Hydrology and	6	Construction of flood warning and monitoring site office at Gakiling, Haa.									Spill over budget
Water Resources	7	Monitoring and Transmission of hydro-met data to HQ									Operation activity
Services	8	Flood/flow forecasting model setup									
Division HWRSD) neluding	9	Operation of Flood Monitoring and Common Room (FMCR) and basin contro rooms.									Operation activity
lood Warning ection (GoI)	10	Awareness/mock drill on GLOF/Rainstorm EWS							A.		e manatana ana
ection (Go1)	11	Flood hazard map (World bank)				7 1	3				Punatsang chu
	12	Assessment of basin-wise water resources availability	-								
	13	Hydrological Data Processing and Database Management									
	14	Channel Rating of AWLS sites for Rating Curve development								2.6	
	15	Data collection for Hydrological Information System development and publication of report/article in hydromet journal									
Print Hall	16	Set up and procurement for Sediment laboratory						FILE			

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Hydrology and	17	Installation and monitoring of ambient water quality	MARI						UNESCO project
Water Resources	18	Manual water quality equipment handling and testing							
Services Division	19	Training-Human Resource Development (Incoutry)							Remarks to
(HWRSD) including	20	Training-Human Resource Development (Excountry)							To be decided in JET meeting
Flood Warning Section (GoI)	21	Renovation of cableway (Bjizam)				18 34			Funded by MHPA
	1	Provide weather forecasts (daily, 72 hour, extreme, aviation, city forecast)							
	2	Operation and maintenance of aviation met equipment at all airports							
	3	Maintenance of AWOS Equipment at Paro and Three Domestic Airports				*			
	4	Aviation met refresher course							
	5	Mandatory training Requirement as per the ICAO and WMO			1				
	6	Seasonal prediction (summer & winter outlook) provided, NCOF conducted							
Weather and Climate	7	Generate Climate Data Book and State of the Climate 2022							
Services Division	8	Climate data provided and archived						11.00	
(WCSD)	9	Extended range and medium range forecast provided						17.	
	10	Climate projection, information and services							A THE REST OF
	11	Construction of AWS at Gyalsung sites		T	FIR				
	12	Annual maintenance of meteorological stations.				A Fig.			
	13	Monitoring and Transmission of meteorological data to HQ							
Terminal)	14	Weather and Climate Workshop on Tailored Climate Information							
	15	Development of Tailored Climate and Advisory Products							

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WCSD	16	Training of Stakeholders on Use of Climate Data and Climate Change Information	H				
	17	Climate Data Archival System					
	1	Monitoring of bench mark glacier (Thana)					RGOB
	2	Glacial lake monitoring program on Burtsam lake		7.7			RGOB
	3	Monitoring of bench mark glacier (Gangju La glacier)					RGOB
	4	Glacial lake monitoring program on Sintaphu Tso					RGOB
ryosphere	5	Field data collection from lakes in Pa Chu headwater					WB PROJECT
ervices Division (CSD)	6	Field data collection from lakes in Pho Chu headwater					WB PROJECT
ivision (CSD)	7	Monitoring of bench mark glacier (Shodug glacier)					rgob fund diversion
	8	Procurement of equipments(ERT, Sonar, boat), computers, printer, camera, generator & satellite images					from karma lake to WB PROJECT
	9	In-house training on BREACH/GLOF modelling					WB PROJECT/JICA
	10	Machine learning for glacier mass balance modelling					WB PROJECT
	11	Hands on training on Electrical Resistivity Tomography (ERT)					
- January	1	Develop handbook for operational hydrology (Hydrology observation)					RGOB
echnical andard and	2	Preparation of guidelines for calibration			ALL	April 10	JICA/RGOB
esearch ivision	3	Initiate and setting up the Calibration of hydro-met equipment and lab					JICA Project
SRD)	4	Accord or issue technical sanction for both works and goods					RGOB
	5	Coordination for Publication of Hydromet journal and annual report					RGOB

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Section 4
Annual Procurement Plan

SI. No.	Division	Particulars	Types of Procurement	Mode of Procurement	Submission of Specification/BoQ and relevant documents	TIN	Contract Signing	Contract Completion	Approved Budget (in million)	Dealing Official
		Construction of Sediment Lab and Staff Quarters at Tingtibi, Zhemgang	Work	Open Tender	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	4.477	Ms. Sonam Choki/Ms. Phuntsho Wangmo
1	FWS	Procurement of GDS Maintenance Equipment Spare Parts for AWS, AWLS, ARDMS and ORG Equipments	Goods	Direct Contract & Open Tender	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	3.1	Mr. Kuenzang
		Procurement of Sediment Lab Equipment	Goods	Open Tender	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	1.077	Mr. Kuenzang
		Procurement of Office Equipment, Furniture and Computers	Goods	Annual Framework	25 Aug. 2022	NA	NA	Feb. 2023	0.185	Mr. Kuenzang
		Procurement of Spare parts for Hydromet Equipment	Goods	Direct Contract	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	6.1	Mr. Sangay Tenzin
		Construction of Flood warning and monitoring office at Gakiling, Haa	Work	Spillover	WIP	WIP	WIP	30 Aug. 2022	2.8	Ms. Sonam Choki
2	HWRSD	Procurement of Acessories for Sediment Labs	Goods	Open Tender	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	1	Mr. PP Sharma
2	HWKSD	Procurement of Water quality equipment	Goods	Direct Contract	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	5	Ms. Yeshi Choki
		Procurement of Spare parts for Survey Equipment	Goods	RFQ of World Bank	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	1.46	Mr. Chimi Namgay
		Procurement of Equipment for Early Warning system (Amochu basin)	Goods	Direct Contract	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	27.7	Mr. Sangay Tenzin
		Construction of AWS at Gyalsung sites	Work	Deposit work to Gyalsung	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	2.984	Mr. Thinley Wangchuk
3	WCSD	Procurement of Spare parts for AWOS	Goods	Direct Contract	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023	The second	Mr. Sonam Rabten
		Procurement of Uniform	Goods	Limited Tender	25 Aug. 2022	Sept 2022	Oct. 2022	Feb. 2023		Mr. Sonam Rabten

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		Procurement of high resolution satellite imageries & DTM of prioritized glacial lakes & areas of interest	Goods	RFQ of World Bank	5 Aug 2022	Aug 2022	Sept 2022	April 2023	0.456	Mr Wangchuk Namgay
		Procurement of boat & sonar equipment for Lake Bahtymetry, and 2KVA Portable Generator	Goods	RFQ of World Bank	5 Aug 2022	Aug 2022	Sept 2022	April 2023	0.98	Mr Tshering Tashi
4	CSD	Procurement of ERT equipment	Goods	RFB of World Bank	5 Aug 2022	Aug 2022	Sept 2022	April 2023	9.994	Mr Wangchuk Namgay
	CSD	Procurement of field & Safety gears	Goods	RFQ of World Bank	5 Aug 2022	Aug 2022	Sept 2022	April 2023	1.634	Mr Tshering Duba
		Procurment of High end Workstation, Sturdy Field Laptop,	Goods	RFQ of World Bank	5 Aug 2022	Aug 2022	Sept 2022	April 2023	1.19932	Mr. Wangchuk Namgay
		Procurment of High end Workstation, Sturdy Field Laptop, Professional DSLR Camera, Heavy duty Scanner/Printer/Copier	Goods	RFQ of World Bank	5 Aug 2022	Aug 2022	Sept 2022	April 2023	1.102	Mr Wangchuk Namgay & Tshering Tashi

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(Mr. Karma Dupchu)

Director

(Mr. Karma)

Specialist/Offtg. Chief, CSD

(Dr. Singay Dorji)

Specialist/Offtg. Chief, WCSD

(Mr. Tayba Buddha Tamang) Chief, HWRSD

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(Ms. Ugyen Tshomo) Human Resource Officer (Mr. Sherub Phuntsho)
Offtg. Chief, TSRD

(Mr. Tashi Dendup)
Procurement Officer

The National Centre for Hydrology and Meteorology has conducted One-to One meeting with Division/Sections to finalize the Annual Work Plan for FY 2022-2023 on 27-28 July 2022 and has been signed on August 2022.