



# **Guidelines & Procedures for Uniform, Extension Kits and Safety Gears**

**National Centre for Hydrology and Meteorology  
Royal Government of Bhutan  
Thimphu: Bhutan**



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## 1 Background

The National Center for Hydrology and Meteorology (NCHM) is an autonomous scientific and technical organization of the Royal Government of Bhutan. It is the nodal agency responsible for generation of information and delivery of products and services on weather, climate, cryosphere and water resources in Bhutan. The nature of job involves extensive field work from monitoring glaciers and glacial lakes to measuring river discharge and operation and maintenance of hydro-met equipment across the country. Field uniform, extension kits and safety equipment are necessary to provide protection of employees working in remote and harsh working conditions.

Before merging with NCHM, as a technical agency, the erstwhile Department of Hydro-met Services (DHMS), Glaciology Division of the Department of Geology and Mines (DGM) under Ministry of Economic Affairs and Aviation Meteorology Section under the Department of Air Transport (DoAT), the Ministry of Information and Communications (MoIC) were provided field uniform and extension kits.

The Governing Board meeting of the NCHM during its 3<sup>rd</sup> Meeting held on 10 April 2019 endorsed the provision of the field uniform and extension kits based on the technical nature of mandates, wherein employees are required to work in the difficult and harsh environmental conditions.

To streamline the process and issues related to uniforms, extension kits and safety gears, the Center formulated the “**Guidelines &**

## **Procedure for Uniform, Extension Kits and Safety Gears 2021”.**

This guidelines & Procedure is endorsed during the 8<sup>th</sup> Governing Board meeting held on 28 June 2022.

### **2 Purpose**

To streamline and establish guidelines for the provision of Uniform, Extension Kits and Safety Equipment for NCHM employees.

### **3 Scope**

This policy shall apply to all the employees of NCHM irrespective of ranks and positions engaged in fieldworks that require field uniform, extension kits and safety equipment and protective gears. The policy shall not apply to: volunteers, interns, contractor/consultants and temporary staff.

### **4 Definition**

- a. Uniform:** Uniform is defined as a set of clothing (cap, coat, T-shirt, pants, shoes, belt) issued to the employees of the National Center for Hydrology and Meteorology to provide safety, comfort and ease in carrying out their regular duty.
- b. Color and design of Uniform:** Color and design of the uniforms (cap, T-shirt, coat, pants, belt) shall be determined by the Center’s management as per the Government Rules and Regulations. Similarly, the color and design of shoes (boots), usually field boots, shall be one unanimously accepted by the Tender Committee of the Center.

**c. Standard Uniform Set:** The following items shall constitute a standard set of uniform - a cap (sun cap), coat, shirt (T shirt), pants, shoes and belt.

**d. Extension Kit:**

Extension kit is defined as any gear and associated accessories issued to the employees to cope and safeguard the employees while performing their regular duties in remote, unfavorable and harsh environmental conditions. Based on the nature of work the following items shall be considered as extension kits for the Center. List of extension kits of NCHM shall be reviewed by the Center from time to time.

*Table 1: Extension kits list:*

a. Sleeping bag	b. Jackets	c. Gaiters	d. Trekking mattress
e. Down Jacket	f. Rain Gear	g. Head Lamp	h. Duffle Bag
i. Glacier boots	j. Windcheater	k. Rucksack	o. Torch light
l. Trekking boots	m. Gum Boot	n. Umbrella	P. hand gloves

**e. Safety gears:** Safety gear is defined as specialized clothing or equipment required by employees to protect or ensure safety while working in potentially hazardous areas like rivers, glaciers, glacial lakes, snow etc.

**f. Useful life or service life of material:** Defined as ability of a material to remain serviceable in the surrounding environment during the useful life without damage or unexpected maintenance.

## 5 Types and Specification

Uniform and Extension kit Committee established by the Center shall review and recommend types, design and specification of uniform, extension kits and safety gears as per the nature of NCHM field works to the Management for endorsement.

## 6 Branding and Center Badges

NCHM uniforms will be branded with the Center's logo to enhance visibility of the Center. All the employees shall wear name badges while in uniform.

## 7 Services Life of Items

- 7.1 To maintain consistency and judicious utilization of allocated financial resources, the Center shall approve the service life of all uniforms and extension kits items.
- 7.2 Service life shall be used as a basis to provide uniform and extension kits to the employees of NCHM.
- 7.3 The following service life or useful life of items were fixed based on the past experiences and rationale in usage in the field.
- 7.4 The Center will review the service life of Uniform and Extension Kits from time to time.

Sl. No.	Uniform items	Service Life
a	Cap	1 year
b	Coat	1 year
c	T-Shirt	1 year
d	Pant	1 year
e	Umbrella	1 year
f	Belt	2 years



g	Boot/Shoe	2 years
h	Torch light	2 years
i	Aviation met Uniform set	1 year

Sl. No.	Extension Kits	Service life
a	Rain Gear	1 year
b	Gum boot	1 year
c	Torch light	1 year
d	Hand gloves	1 year
e	Woolen cap	1 year
f	Rain cheater	2 years
g	Gaiter	2 years
h	Trekking mattress	2 years
i	Trekking boots	2 years
j	Down jacket	3 years
k	Sleeping bag	5 years
l	Glacier boots	5 years
m	Rucksack	5 years
n	Duffel bag	5 years

## 8 Eligibility and Allocation

Uniform, extension kits and safety gears shall be provided based on the nature of field work and environmental conditions in which the employees are required to work.

## **8.1 Uniforms**

- 8.1.1 All employees of HQ including drivers who engage in field works shall be eligible for uniform,
- 8.1.2 All employees of NCHM deployed at the site under the regional offices and those in HQ who are engaged in regular field activities including drivers shall be eligible for uniform.
- 8.1.3 Chiefs, HODs, including procurement and stores shall be entitled to a complete set of uniforms every after 2 years.
- 8.1.4 All the employees of Aviation Meteorological Section deployed at the international and domestic airports shall be eligible for uniforms as prescribed by Bhutan Civil Aviation Authority (BCAA). They shall continue to use the present set of BCAA uniform until the management of the center decides to change or enforce NCHM uniform. However, they shall incorporate NCHM logo on their uniform to distinguish themselves from other staff working at the airports.
- 8.1.5 All other employees of NCHM, HQ who are not required to engage in the field activities shall not be eligible for uniforms.
- 8.1.6 As per the eligibility the Divisions/Secretariat of the Center shall submit a list of employees eligible for uniform to the management of the Center for endorsement before the Procurement. The management shall have the right to reject or alter the proposed list of staff by the divisions.

## **8.2 Extension kits**

- 8.2.1 Employees of NCHM (HQ and site) who are deployed or required to travel in the field in remote places of harsh

environmental conditions shall be eligible for extension kits (jacket, umbrella and torch light) as per the nature of job.

8.2.2 The respective divisions shall compile and submit the eligible employee list to issue types of extension kits to the Center for endorsement. The management shall reserve the right to reject or make changes to the proposed list.

### **8.3 Extension Kits for High Altitude**

8.3.1 Only employees deputed or deployed for field activities at high altitude above 4000 masl shall be eligible and provided with the following extension kits as per the service life of the items.

- |  |                      |
|--|----------------------|
| a. Sleeping bag (Extreme weather)              | i. Gum boots         |
| b. Down Jacket (Extreme weather)               | j. Gaiters           |
| c. Glacier boots (for glacier activities only) | k. Torch Light       |
| d. Trekking boots                              | l. Trekking mattress |
| e. Rucksack                                    | m. Hand Gloves and   |
| f. Duffle bag                                  | n. Woolen Cap        |
| g. Rain Gear                                   | o. Hand gloves       |
| h. Windcheater                                 |                      |

### **8.4 Extension kits for Regular Field Work**

8.4.1 Only Employees deputed or deployed for other hydro-met field activities below 40000 masl shall be provided with the following extension kits.

- a. Sleeping bag (-10-degree Celsius) and

- b. Trekking mattress
- c. Rain gear

## **8.5 Safety equipment and gears**

8.5.1 To ensure safety, employees will be provided with the required safety equipment and protective gear based on the nature of the job.

8.5.2 The respective divisions shall submit the safety equipment and protective gears list to the Center for approval,

## **9 Committee**

The National Center for Hydrology and Meteorology shall constitute a Committee for Uniform and Extension kits from time to time with the following TOR:

- a. Review and design an appropriate uniform with a suitable color matching the thematic fields of NCHM and submit proposals with samples to the management of the Center for endorsement.
- b. Propose appropriate extension kits based on the field requirement of NCHM work and recommend to the Center for endorsement.
- c. Review the need on the changes of the existing uniforms and extension kits on regular basis and recommend to the Center for endorsement,
- d. Review and update the safety equipment and protective gear list and submit to the Center for endorsement.

## 10 Procurement

To procure quality and streamline the procuring method for the uniforms and extension kits, the following system shall be followed:

- a. Procurement of uniforms and extension kits shall be done through the centralized procurement system of NCHM lead by Procurement Section;
- b. Based on the budgetary provision and eligibility list of employees, the respective divisions shall submit requisition with size (*three category- Small, Medium Large and Extra-large*) of uniform and extension kits, to the procurement section of NCHM as approved by the Center;
- c. Evaluation of uniform and extension kits shall be based on the specifications and samples maintained by the Center as specified in the bidding document.
- d. Supplied items shall be verified jointly by the Procurement Section and respective division focal(s) during the delivery of goods by supplier.
- e. The Procurement Section shall ensure to issue the uniforms and extension kits to the respective divisions/individuals based on the requisition made earlier.
- f. Divisions/individuals shall accept the issued uniforms and extension kits upon verification with the samples and size submitted to the Procurement Section.
- g. Divisions/individuals shall have the right to reject and claim for replacement if the issued uniforms and extension kits were found to be substandard than the specifications or samples submitted.

- h. No individuals or divisions shall make contact with Supplier directly and request for different goods in place of uniforms and extension kits. If employees of NCHM are found indulging in such practices, they shall be dealt as per the existing rules and regulations for civil servants.
- i. Size of uniform and extension kits shall be ordered and issued based on international standard sizes of Small (S) Medium (M), Large (L) and Extra Large (LX). The details of the measurement for S, M, L, XL shall be made available for reference. Resizing shall be the individual responsibilities.

## **11 Budgetary Provision**

Considering the importance and necessity to provide uniforms and extension kits to ensure safety and carry out the field works effectively by the employees of NCHM:

- a. Respective divisions/Secretariat shall propose budgetary requirement from RGoB or donor funded projects for procurement of uniforms and extension kits as per the eligibility of employees;
- b. Divisions/Individuals provided with uniforms and extension kits through externally funded projects shall not be eligible from RGoB.
- c. Divisions/Sections shall avoid double budgeting for uniforms and extension kits from different sources of their divisions/sections for the same financial year irrespective of source of funding.
- d. Common Extension kits such as tents and trekking gears shall be procured as far as possible from donor funded projects.

- e. In the absence of standard rates for uniforms and extension kits and safety gears, the cost estimation shall be based on prevailing market cost with calculated cost index or past purchase cost.

## **12 Grievance Redressal Mechanism**

All the grievances related to uniforms and extension kits shall follow the following due process:

- a. All individuals/division/section who wish to raise issues and concern in connection to uniforms shall submit their grievance through a written letter to the Head of the Center, Thimphu within 10 days from the receipt of goods.
- b. The appealed letter shall have clear issues pointed out with constructive criticism/ recommendations to improve the system containing authentic name of the appellant, date, stationed name and full contact address including contact number.
- c. The Center shall not entertain any anonymous complaint or appeal irrespective of their nature and subject of grievances.
- d. The Head of the Center shall direct for an appropriate course of action through the Center management to ascertain the validity of the grievance made.

## **13 Dispute resolution**

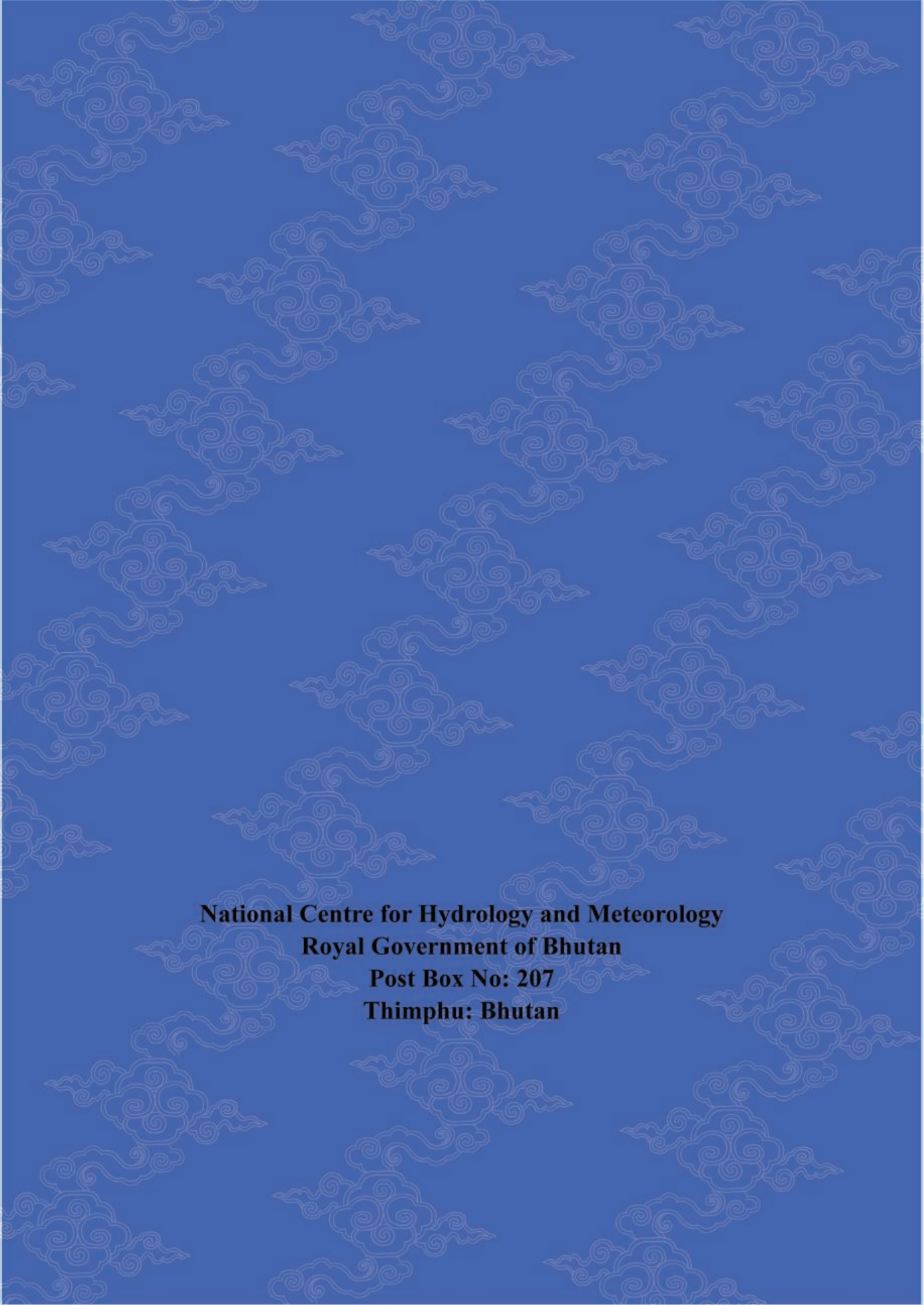
In case of any dispute arising in the implementation process of this policy and guidelines, the parties shall try to resolve amicably within themselves. In case, the parties fail to resolve internally, the Head of the Center shall make the final decision which shall be binding.

#### **14 Revision and Amendment**

This guideline shall be revised and amended based on the need and submitted to the Governing Board for endorsement.







**National Centre for Hydrology and Meteorology**  
**Royal Government of Bhutan**  
**Post Box No: 207**  
**Thimphu: Bhutan**