



**GUIDELINES FOR PART TIME OBSERVER  
RECRUITMENT AND PAYMENT  
2022**

**National Centre for Hydrology and Meteorology  
Royal Government of Bhutan  
Thimphu Bhutan  
2022**



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NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY  
THIMPHU: BHUTAN

"Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services"



NCHM/HRS/1(2)/2022/ 45

20 July 2022

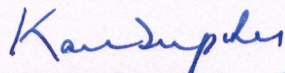
### OFFICE ORDER

The Ministry of Finance letter, vide no. DNB/Rules-Corrs/2021-2022/246 dated November 2, 2021 has increased the honorarium of Part time Observer from Nu. 600.00 to Nu. 1500.00 per month. To streamline the recruitment and payment of the Part Time Observers, the Centre has developed a "Guideline for Part Time Observer Recruitment and Payment (2022)". The Guideline was endorsed for implementation with effect from 1 July 2022 during the 49th Management meeting of the Centre held on July 6, 2022.

For the effective implementation of guidelines all Divisions and Site Incharge are hereby asked to take note of the following;

- a. Update and regularise the Part Time Observers for Class C and snow stations through filling up of the Form A as per Section 6 of Guidelines for Part Time Observers 2022.
- b. Phase out existing Part Time Observers for Class A stations with immediate effect. However, the Class A Station can recruit Part Time Observers based on need as per the provision of the Guidelines.
- c. All the existing temporary staff under muster roll payment shall be phased out by the end of December 2022 or earlier whenever the Centre transfers regular staff to fill up the vacant posts.
- d. The Part Time Observers shall carry out the responsibilities as per Section 7 of Guidelines for Part Time Observers 2022.

The concerned Divisions/Focal Officials are hereby directed to implement the above changes with immediate effect.

  
(Karma Dupchu)  
Director

Copy:

1. Chiefs, WCSD/HWRSD/CSD/TSRD, NCHM, Thimphu for information and necessary action
2. Offtg. DCFO, AFS, NCHM, Thimphu for information.
3. HR Officer, HRS, NCHM, Thimphu for information.
4. Office copy

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## **1. Background**

The National Centre for Hydrology and Meteorology (NCHM) is a scientific and technical autonomous agency of the Royal Government of Bhutan created in 2016. The Centre is responsible for understanding the behaviours of the atmosphere, its interaction with cryosphere and water bodies, the weather and climate and distribution of the country's water resources. It is the nodal agency responsible for the generation of information and delivery of products and services on weather, climate, cryosphere and water resources in Bhutan.

The observation, research and data management and modelling are core activities and the functions of the Centre is to provide data, information and services. The Centre is responsible for planning, establishment and operation of national hydrological and meteorological observation network, instrumentation, calibration and telemetry systems for monitoring and data collection. Currently, there are more than 220 hydro-met<sup>1</sup> stations including both automatic and manual stations. There are two types of meteorological Stations Class A and Class C. All Class A (Agro-meteorological station) are operated and monitored 365 days by regular staff and Class C (Climatic Station) are being looked after by Part time Observers. Class C climate stations were established in 1990 to collect climate data for planning and development of water resources projects for energy generation, irrigation and water supply and other. Part Time Observers are engaged by the Centre for meteorological observation and are paid a monthly allowance of Nu. 600.00 (Ngultrum Six hundred only), which was approved in April 2004. The Ministry of Finance letter vide no. DNB/Rules-Corrs/2021-2022/246 dated November 2, 2021 has increased the honorarium of Part time Observer from Nu. 600.00 to Nu. 1500.00 per month.

## **2. Purpose**

This guideline is prepared to streamline recruitment and payment of Part Time Observers for effective use of resources and manpower. It also stimulates the process of recruitment and request for honoraria.

## **3. Scope**

This guideline shall cover the recruitment of part-time observers for observation of all hydro-met station networks including the operation of Flood/GLOF EWS Control rooms under the NCHM.

## **4. Definition**

Definition: An honorarium payment is a part time payment made to a temporary individual (not a corporation, business or partnership) recruited for the following work;

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<sup>1</sup> Hydro-met stations include meteorological, cryosphere (snow and glacier), sediment and water quality monitoring, hydrological and flood/GLOF early warning station network operational across the country.

- 4.1. For observation of Class C (Climatological station) and Snow station where there is no regular staff for observation
- 4.2. For observation of Class A Meteorological Station, Hydrological Station and operation of 24/7 Control Room when regular employees are on long duration leave exceeding one month except for bereavement for the following cases to maintain continuity of data collection and services;
  - a. Maternity
  - b. Medical leave
  - c. Bereavement leave
  - d. Short-term training (STT) and long-term training (LTT) and
  - e. Other leave

## **5. Entitlements**

- 5.1. All the Class C and snow (Climatological Station) stations where there is no regular staff for observation shall be entitled to recruit a Part Time Observer on honorarium payment.
- 5.2. Class A Meteorological Station, Hydrological Station, GLOF EWS and Flood Warning station and operation of 24/7 Control Rooms shall be entitled to recruit a Part Time Observer on honorarium payment only when regular employees are absence from duty for long duration like maternity, medical, LTT, STT, bereavement leave and others to maintain continuity of data collection and services.
- 5.3. A Part Time Observer will be entitled to an honorarium payment of Nu.1500.00 per month as approved by the Ministry of Finance letter vide no. DNB/Rules-Corrs/2021-2022/246 dated November 2, 2021.

## **6. Recruitment Criteria and Processes**

The following recruitment criteria and processes shall be employed to recruit a Part Time Observer;

- 6.1. He/she should be a citizen of Bhutan and who is able to read and write.
- 6.2. An applicant should be the one who lives nearby by the existing station/facilities
- 6.3. Applicants for Part Time Observer shall fill up the application form (Form A) and submit to Site In-charge/Focal Person.
- 6.4. Respective Site In-charge/Focal Person shall verify and submit application along with details of the candidates and documents to the respective divisions for approval.
- 6.5. Respective Division shall carry out recruitment of Part Time Observer preferably one month prior to effective date of the recruitment

## **7. Job Responsibilities of the Part Time Observer**

The Part Time Observer shall be responsible for performing following job responsibilities;

- 7.1. Observation, recording and transmission of data as per the prescribed format and time.
- 7.2. Ensure safety and security of the station and its facilities
- 7.3. Report problem of station to focal point of NCHM
- 7.4. Regular cleaning of the station including cutting bushes within and surrounding areas
- 7.5. Any other responsibilities assigned by the Centre related to the operation of the station.

## **8. Sanction of Honorarium Payment**

In order to process and release an honorarium payment, the following process shall be followed;

- 8.1. The monthly honorarium payment shall be deposited directly to the bank account of the Part Time Observer upon receipt of the monthly observation data.
- 8.2. The Data Focal/Site In-charge shall submit duly filled honorarium payment release form (*Form B*) to respective Division heads for the verification.
- 8.3. The Finance Service shall further review and approve the sanction of the honorarium payment.

## **9. Termination and Condition of Payment**

Part Time Observer shall be terminated without payment under the following circumstances;

- 9.1. Not performing the job as per the job description
- 9.2. Submitting false data without observation
- 9.3. Failure to send observation data and records to NCHM HQ consecutively for the 2 months.
- 9.4. Failure to respond to follow up emails and calls regarding submission of monthly data

## **10. Amendment and Commencement**

This guideline was endorsed by the 49<sup>th</sup> Management Meeting held on 6 July 2022. This Guideline shall be reviewed on the need basis and it shall come into effect from 1 July 2022.

## 11. Annexures

*Form A*

**APPLICATION FORM**  
**(Part Time Observer)**  
**National Centre for Hydrology and Meteorology (NCHM)**

<b>1. Name</b>	
<b>2. Male/Female:</b>	
<b>3. Date of Birth:</b>	
<b>4. CID No.:</b> <i>(Attached copy of CID)</i>	
<b>5. Village/Gewog/Dzongkhag:</b>	
<b>6. Contact Details:</b> <i>(Contact no &amp; email address)</i>	
<b>7. BOB Account No.:</b>	
<b>8. Name of Office/Stations:</b>	

Declaration: I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the NCHM shall withdraw/terminate my service without any recourse. I also undertake to abide by all the Terms and Conditions under the Guidelines for Part Time Observer.

**(Signature and date)**  
**Applicant for Part Time Observer**

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Verified by:

Name/Signature)  
**Site In-charge/Focal Person**

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**Recommendations by Division**

(Name/Signature)  
**Site In-charge/Focal Person**

**HONORARIUM PAYMENT RELEASE FORM**

**(Part Time Observer)**

**National Centre for Hydrology and Meteorology**

**Payment Period (Date/Month/Year):** .....

Sl#	Name of PTO	CID No.	Stations	Bank Account No.	Engagement Date		Duration	Rate (Nu.)	Total
					From	To			
<b>Total in Nu.</b>									

This is to certify that above part time observers submitted true, complete, and correct the observation data to the best of our knowledge. I understand that any false statement or any required information withheld from this form may provide ground for the withdrawal of any offer of engagement with Part Time Observer and I shall be held responsible for it.

(Name, Sign & Date)

**Site In-charge/Focal Person**

.....

**Verified by:**

(Name, Sign, Seal & Date)

**Chief of Division**

.....

**Payment Sanction/Remarks by Head of AFS, NCHM**

(Name, Sign, Seal & Date)

**Head, AFS**