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NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN

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



NCHM/ORDER/2019-2020/197

29 March, 2020

OFFICE ORDER

In line with RCSC Order RCSC/LS-2/2019-2020/3482 dated 27 March 2020 to support the directives of the Government in the light of COVID 19 situation to prevent spreading through social distancing, the National Center for Hydrology and Meteorology (NCHM) called an emergency HRC meeting on 28 March 2020. The meeting endorsed the NCHM Continuity Service Delivery (CSD) Plan (*version 1:00*) and adopted the following.

1. All those employees based on the nature of job responsibilities, where essential routine services can be delivered by working from home shall commence from 30 March 2020. However, Civil servants working from home/remote working must abide by the RCSC guideline which is enclosed (Annexure 1) and Protocol for Civil Servants staying at home (Annexure 2).
2. All those employees based on the nature of their job, where physical presence is required for delivery of critical services shall continue as per the normal routine or shift system with extra precautionary measures as advised by the Ministry of Health. These includes the operation and delivery of following hydro-met services:
 - a. Hydro-met observation, data collection and transmission from the hydro-met stations to HQ from all the site staff shall continue as per the routine functions to deliver weather, flood/GLOF early warning services for disaster preparedness and to maintain data continuity. This was decided as most of the hydro-met monitoring stations are located in isolated areas and most staff are staying in the government quarters near the stations.
 - b. 24/7 operation GLOF Early Warning Control Room at Wangdi, Trongsa (MHPA Dam colony) and Kurjey, Bumthang shall continue on shift system as per the existing Standard Operating Procedures (SOP) considering the critical needs for real time monitoring and dissemination for flood/GLOF warning services for disasters preparedness. This was decided as most of the control room staff are staying in a dedicated government accommodation within the office premises and work does not involved large gathering.
 - c. 24/7 operation of National Weather and Flood Warning Center (NFWFC), HQ, Thimphu shall continue on shift system as per the existing Standard Operating Procedures (SOP) as the NCFWC is the supervisory and command center to provide critical weather and flood warning services for disaster preparedness.
 - d. Aviation meteorological services at Paro International Airport and all the domestic airports shall continue functions as per the existing procedures based on operation of flights and helicopter services.
3. Considering the technical nature of job and efficient services delivery will depend on the efficient operation and management of ITC facilities and databases. ICT staff shall continue providing technical backstopping and physical presence at the sites based on needs and during the emergencies.




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Any further changes shall be informed and updated based on the decision and directives of the Government and the RCSC.

This order is based on approved NCHM Continuity Service Delivery (CSD) Plan (Attached) and shall come into immediate effect.


(Karma Dupchu)
Director

1. The Chairman, NCHM Governing Board/Secretary, National Environment Commission for kind information.
2. The Commissioner, RCSC focal National Center for Hydrology and Meteorology (NCHM) for information.
3. The Director General, Department of Disaster Management (DDM) MoHCA, Thimphu for information.
4. The Director, Royal Civil Service Commission, Thimphu for information.
5. Chiefs, NCHM for information and circulate to all the employees under your respective division.
6. Head, Administration and Finance Services, NCHM Secretariat for information and circulate to all the employees under the Secretariat.
7. Human Resources Officer, NCHM Secretariat for information.
8. ICT Officer, NCHM Secretariat information and necessary action.
9. Program Office/MTO, NCHM Secretariat for information and necessary action
10. Officer In-charge, Weather Forecasting and Command Room, NWFWC, Thimphu for information and necessary action
11. Officer In-charge, Flood Monitoring and Command Room, NWFWC, Thimphu for information necessary action
12. Head, Aviation Meteorology Section, WCSD, Paro International Airport, Paro for information and necessary action.
13. In-charge, GLOF EWS Control, Wangdi, Trongsa and Bumthang for information and necessary action.
14. Office copy.