

PREAMBLE

The Bhutan Football Federation (BFF) has been following the “Bhutan Football Federation Service Rules and Regulations” which was effective from the 1st August 2005 to govern the services of its employees. Along with that, the Federation had also continued to follow the Financial Manual of the Royal Government in force.

With the changing times, the Bhutan Football Federation feels the need to have its own Service Rules & Regulations along with the Financial Rules & Regulations as deemed necessary. Therefore, the amended Service Rules & Regulations will be effective as of 1 Jan 2009.

CHAPTER 1

TITLE PAGE

Title

These Rules shall be known as the Bhutan Football Federation “Service and Financial Rules & Regulations”.

Extent and Commencement

These Rules & Regulations shall extend to all the employees of the Bhutan Football Federation.

These Rules & Regulations shall come into force with effect from the date the Executive Committee of the Bhutan Football Federation approves them.

Rules of Construction

In these Rules, unless the context indicates otherwise, the singular shall include the plural and the masculine gender shall include the feminine gender.

Authority of Amendment and Interpretation

The authority for amendment shall vest with the Executive Committee.

The authority to interpret provisions contained in these Rules shall vest with the Management. Interpretations of the Rules by the Executive Committee and the Management shall be binding.

Supplementary Orders

The Executive Committee may issue Executive Orders, consistent with these Rules, as may be necessary, from time to time.

CHAPTER 2

CODE OF CONDUCT AND ETHICS

An employee having been bestowed with the privilege of serving the Bhutan Football Federation and with the confidence and trust reposed in him shall:

1. Strive to maintain the highest standards of integrity, honesty, selflessness and endeavor to maintain professional excellence in the service of the Federation;
2. Always render services to the public with due respect, courtesy and sincerity;
3. Ensure transparency, efficiency and accountability in the Federation;
4. Facilitate creativity and promote co-operation within the Federation for judicious and effective use of resources;
5. Avoid all forms of preferential treatment. In particular, an employee shall not:

Make or allow any private commitment to encroach on the duties of his office;

Accept members favors or benefits for self or family in circumstances which might be construed by a reasonable person as influencing or adversely affecting the performance of his duties; and

Accept gifts/ donations of value that may be construed as bribe;

6. Be apolitical and non-partisan;
7. Refrain from unauthorized communication of information;
8. Refrain from making any statement or opinion in any medium or document published in his own name or anonymously, which has the effect of an adverse criticism of any policy or action of the Bhutan Football Federation or of the Royal Government;
9. Not engage in any activities that may bring about a conflict of interest with his official responsibilities and duties;
10. Refrain from imbibing intoxicating spirits within the duty premises. An employee shall, at all times, refrain from consuming alcoholic drinks in excess quantities that may affect his normal behavior. Further, an employee shall totally abstain from use of psychotropic or habit-forming drugs, unless prescribed by a competent medical officer;

11. Maintain official decorum and refrain from indulging in habits and behavior that may infringe upon the performance of official duties or tarnish the image of the Federation;
12. Not misuse his official position and authority for taking undue personal advantage of any form from any subordinates or colleagues; and
13. Cherish, conform to, subscribe to and promote the Bhutanese spiritual, social and cultural values such as *Tha Damtsi, le Jumdey and Driglam Namshag* and always abide by these Rules and Regulations and the Laws of the Kingdom.

CHAPTER 3

RECRUITMENT AND APPOINTMENT RULES & REGULATIONS

1. Policy

This Rule shall;

Facilitate the appointment of suitable Bhutanese nationals to various approved positions in the Federation; and

Facilitate the systematic recruitment of qualified and capable personnel for the Federation.

Facilitate proper financial Rules and Regulations for transparency and accountability.

Authority for Selection, Recruitment and Appointment

The President will nominate the General Secretary which will then be endorsed by the Executive Committee; and

For the selection of other staff members against the posts approved by the Executive Committee, an Executive Committee member along with the General Secretary and other concerned official of the Federation shall form the Committee for Selection and Recruitment.

Once selected by the General Secretary shall issue the appointment order for the new staff members.

Eligibility

A candidate shall;

Meet all educational qualification specified for a particular position; and have the necessary experience to carry out the work assigned to him.

General Requirement

A candidate seeking employment shall submit the following documents:

-Security Clearance issued by the Royal Bhutan Police;

-Academic transcript/ training certificate;

-A certificate of medical fitness; and

-An attested copy of the Bhutanese Citizenship Identity Card.

Disqualification for Appointment

A candidate shall not be eligible for employment in the Federation if he has:

- Been convicted of a criminal offense;
- Been terminated or compulsorily retired from the civil service or any other agencies;
- A mental disorder, adjudged by a competent medical authority that inhibits proper discharge of his duties;
- Intentionally provides false information in the application for employment or use fraudulent practices in the selection for employment;
- Furnished fake/ forged testimonials or documents; and
- Failed or refused to furnish testimonials as required.

Procedure for Selection, Recruitment and Appointment

All application for employment shall be addressed to the General Secretary;

Selection and recruitment shall be made against approved posts with entry qualification and grade range as per **Annexure I** to these Rules; and

The recruitment of the candidates shall be transparent. The vacancies shall be advertised sufficiently in advance in the national media.

Undertaking of Allegiance and Secrecy

A candidate selected for appointment shall execute an undertaking of Allegiance and Secrecy to the Federation.

Posting

A candidate selected for appointment in the Federation may be posted to any part of the Kingdom.

Probation

A candidate selected for appointment shall initially be placed on probation for a period of 12 months before his appointment to regular service is confirmed;

An employee shall not be eligible for training while on probation;

An employee shall be liable for termination from service during probation without any right or recourse to appeal if his performance is unsatisfactory or his continuation in the service is not in the public interest;

The probation period shall not be considered as part of the active service; and

An employee, during probation, shall be eligible for casual leave only.

Temporary and Wage Staff

Temporary and wage staff shall be recruited only with the approval of the General Secretary when the existing employees are on leave or fall sick;

Requirement of temporary and wage staff shall be thoroughly assessed along with the duration when there is a shortfall of employees required for a short period of time; and

Temporary staff shall be recruited for a fixed period on consolidated remunerations.

CHAPTER 4

POST CREATION AND RETRENCHMENT RULES AND REGULATIONS

Post Creation

Policy

This Rule shall:

Facilitate creation of required additional posts/ positions; and

Allow the Federation to retrench employees in case of redundancies, incompetence, reorganization and decrease in work load.

The Federation may create posts as required from time to time when there is:

- Increase in work volume; and
- Creation of new units, sections, divisions.

Procedure

The Federation shall review, study and propose creation of post(s) as required from time to time.

The proposal containing the names of post(s)/ positions and number of personnel required against each post shall be submitted with justification to the Executive Committee; and

The Executive Committee shall be vested with the authority to approve the creation of the new posts.

Retrenchment

The Federation may retrench staff when:

Services of employees are redundant;

- Employees are incompetent to perform the tasks as required;
- Federation reorganizes/ restructures; and
- There is decrease in work volume.

Procedure

The General Secretary shall review and recommend retrenchment cases to the Executive Committee for its consideration and approval.

CHAPTER 5

TRAINING RULES AND REGULATIONS

In-country Training

1. Policy

This Rule shall contribute towards appropriate training of the human resource required for the Federation and specifically to:

- Fulfill the requirement for trained resources in various fields;
- Develop the full potential of employees towards maximizing their professional productivity; and
- Promote efficiency, effectiveness and productivity in the Federation.

Authority to approve training programs

The training programmes shall be incorporated in the annual budget of the Federation and submitted to the Executive Committee for its consideration and approval.

Selection of Candidates

The candidate should:

- Be a Bhutanese citizen;
- Possess sound mental and physical health; and
- Meet the qualification, age and other requirements.

Entitlement during training

A Trainee shall be entitled to DA as per the Rules of the Royal Government.

2. Coaching Camps for the National Team and other players selected for training. (Coaching camps that are organized by the Bhutan Football Federation)

Policy

This Rule shall contribute towards appropriate training of the players required by the Federation specifically for:

- Fulfilling the requirement for trained footballers in various age groups;
- Developing the full potential of the players; and
- Developing future players for the national team.

Authority to approve Training Programs

Training programs shall be approved by the Executive Committee as per the planned training schedule of the Federation and by the General Secretary in case of any ad-hoc program which is required on an urgent basis.

Entitlement during Training

The trainee shall be entitled to:

- Training gears/ uniforms if required;
- Full DA for the period of training/ competition; and
- Mileage/ Public Transport cost to join the training depending on the training rules.

The Federation may, on account of budget constraints, reduce the DA for players to a lump sum payment. The amount of such payments may be decided by the Federation from time to time.

3. Training Abroad

Authority to approve Training

Training abroad for employees of the Federation shall be nominated by the General Secretary and approved by the Executive Committee.

Entitlement during Training

The entitlement shall be as per the Rules and Regulations of the Royal Government.

CHAPTER 6

LEAVE RULES AND REGULATIONS

Policy

Leave shall not be claimed by an employee as a matter of right. The management vested with the power to approve and grant leave shall exercise the power in granting leave to ensure maximum output from an employee.

Types of Leave

An employee shall be entitled to the following Leaves:

Casual Leave;
Earned Leave;
Maternity Leave;
Paternity Leave;
Medical Leave; and
Extraordinary Leave.

2.1 Casual Leave

Casual Leave shall be:

- Granted to an employee for a short period on account of urgent personal work;
- Admissible for a maximum of ten days during a calendar year;
- Granted even for half a day; and
- Allowed to be availed by an employee while on tour provided there is approval by a competent authority.
- Casual Leave not availed during the year maybe credited to the Earned Leave subject to the Earned Leave rules.

2.2 Earned Leave

An employee shall earn leave at the rate of 2.5 days for every completed month of service;

- Earned leave shall be accumulated for a maximum of 60 days; and
- An employee shall not accrue earned leave during medical leave, maternity leave and extra-ordinary leave.

2.3 Maternity Leave

Maternity Leave with full gross pay for a total period of 90 days shall be admissible to a female employee for three confinements during the entire service period. Maternity -- Leave shall at the latest commence from the date of delivery. Medical leave shall not be granted prefixing the Maternity Leave;

- Maternity Leave with full gross pay shall be admissible during miscarriage for a maximum of one month on production of a medical certificate;
- Maternity Leave may be combined with any other type of leave; and
- Government holidays and normal holidays shall be counted/ included in the Leave.

2.4 Paternity Leave

A male employee shall be granted Paternity Leave of three days for three times during his entire service period; and

The Paternity Leave can be combined with other types of leave but shall not be prefixed or suffixed to public/ government holidays.

2.5 Medical Leave

An employee, who has been certified as incapable of performing his duties due to injury or illness, shall be granted Medical Leave subject to production of a medical certificate issued by a Medical Authority in Bhutan;

An employee on Medical Leave shall be paid full gross pay for maximum duration of 6 months. In the event the Medical Leave exceeds 6 months, all pay & allowance payable shall cease to be paid; and

An employee shall be granted medical leave for a maximum of one month to escort a family member.

2.6 Extraordinary Leave

Extraordinary Leave shall be granted to an employee up to a maximum period of 12 months in total during the entire service period;

An employee can take maximum of one extraordinary leave per year;

An employee shall be eligible for Extraordinary Leave for three months or more, only after rendering a minimum active service of five years;

No salary or other benefits shall be granted to the employee during the Leave; and

Annual increment accruing during or after the spell of the Extraordinary Leave in the previous year shall be postponed by the exact number of days of such Leave.

Authority to grant leave

All types of leave may be authorized by the General Secretary of the Federation except for the General Secretary himself, whose leave shall be authorized by the President.

Encashment of Leave

An employee who has at least thirty days of earned leave at credit shall be permitted to encash thirty days of Earned Leave, subject to the following conditions:

The amount payable on encashment of 30 days Earned Leave shall be equal to the employee's one-month basic pay as on the date of encashment;

-Thirty days Earned Leave shall be debited to the earned leave account on the date of such encashment;

-Only one encashment of Earned Leave is allowed during one financial year; and

-An employee leaving the service shall be permitted to encash the Earned Leave at his credit at the rate of his full basic pay.

Leave Travel Concession (LTC)

An amount equal to that of the basic pay of one month of an employee, subject to a maximum limit of Nu. 15,000/- shall be paid once in every financial year to an employee, in lieu of LTC;

-An employee shall not be eligible for LTC during the probation period. In the event an employee completes the probation period in the course of the financial year, he shall be entitled to proportionate LTC for the number of months served in the year after the confirmation of his service; and

-In the event an employee resigns before the end of the calendar year, he shall be paid proportional LTC taking into account the number of months he has served during the year.

Revocation of the leave ground

The grant of leave shall be determined by the exigencies of the service and the authorities competent to grant leave shall have the discretionary power to refuse the leave or revoke the leave already granted.

Unauthorized absence

Unauthorized absence of an employee shall not normally be regularized through grant of leave even if leave is available at credit and the period of absenteeism shall be treated as "leave without pay" besides disciplinary action as deemed appropriate by the management.

Should the Executive Committee be convinced that the employee has remained absent under unavoidable circumstances and deserves regularization, leave may be granted as per the entitlement of the individual employee based on the recommendation of the General Secretary.

CHAPTER 7

SALARY & ALLOWANCE RULES AND REGULATIONS

Policy

This Rule shall facilitate:

- Payment of adequate salary to the employees to meet basic needs;
- Maintenance of competitive corporate salary structure;
- Attraction and retention of the best and the brightest;
- Continuous motivation to employees; and
- Productivity and efficiency in the Federation.

Procedure for revision of salary and allowances

The Federation shall review the salary structure periodically. Salary may be reviewed on the basis of the revision of the salary of the Civil Service, cost index etc.

The Executive Committee shall be the authority to approve the revision of salary and other allowances from time to time.

Grades and Pay Scales

The pay scales are provided in **Annexure II** to these Rules and Regulations.(can be revised as and when the Executive Committee approves such increase)

Pay Fixation

On initial appointment

Pay shall be fixed at the minimum of the scale prescribed for the position / grade. However, the Federation may fix the pay at a higher scale commensurate with the experience and qualification of the candidate with the approval of the Executive Committee.

On Promotion

On promotion to a higher grade, the pay of the employee shall be fixed at the minimum of the time scale prescribed for the higher post when such minimum is higher than the pay drawn by the employee in the lower grade at least by an amount equal to one increment in the higher pay scale.

When an employee is promoted with effect from a date on which he is due for the annual increment, the increment due in the lower scale shall be released first and the pay shall then be re-fixed in the scale of the higher grade.

Out of turn promotion

The General Secretary has the authority to give out of turn promotions to employees. Promotions can only be given if the higher post is vacant or if the employee is officiating for that post already.

Annual Increment

Annual increment in respective pay scales shall ordinarily be allowed to all employees who are appointed on a scale of pay on rendering one year of satisfactory service.

An employee appointed to a time scale of pay on 1st January or 1st July, shall draw his increment on the same day of the following year.

Annual increment shall not be granted beyond the maximum of the pay scale.

Sitting Fees

An Executive Committee member shall be entitled to a sitting fee of Nu.5,000.00 per meeting.

Members of other committees shall be entitled to sitting fees of Nu 1000 and Nu 2000 for the Chairman of the committees.

CHAPTER 8

TRAVEL RULES AND REGULATIONS

1 Policy

Travel shall be undertaken by an employee to serve a specific purpose such as:

- Assessment of the progress of implementation of activities;
- To attend official meetings;
- Training/ workshop/ coaching camp;
- To undergo medical treatment or as an escort for a patient;
- To conduct supervision, monitoring and inspection of Federation activities; and
- To carry out other assignments of the Federation.

2. Procedure

An employee shall undertake travel only after obtaining approval from the competent authority;

The travel shall be planned for a specific period and the program shall be submitted for seeking approval; and

-Air tickets shall be arranged for travels abroad by the Administration Section concerned except where the inviting agent pays the bills directly to the person concerned.

3. Entitlements for Daily Allowance (DA) and Daily Subsistence Allowance (DSA)

An employee traveling to a location more than 8 kilometers from the duty station for official purpose shall be eligible for DA provided his absence exceeds 6 hours. Half DA shall be paid in the event the absence from the duty station is more than 6 hours but less than 12 hours.

3.1 The payment of DSA while traveling abroad for enforced halt shall be limited to two days per journey;

3.2 An employee shall be reimbursed the passport fees, visa fees and airport tax on production of original receipts/ documents.

3.3 An employee nominated for training/ meeting etc. outside the country who is provided with airfare, board and lodging facilities, shall be entitled to 20% of the DSA to cover incidental expenses. When only the airfare and lodging facilities are provide, then he shall be entitled to 50% DSA to cover the cost of other expenses.

Rate of Daily Allowance (DA)/ Daily Subsistence Allowance (DSA)

An employee while on official duty within the country shall be entitled to DA at the rates approved by the Executive Committee from time to time. Rates of Daily Allowance are attached to these Rules and Regulations as **Annexure III**.

An employee while on tour to India shall be entitled to DA at the rates prescribed by the Royal Government from time to time.

DSA for players for travels abroad shall be paid at the rates prescribed by the Royal Government from time to time.

Mode and class of transport

The President is entitled to travel by executive/ business class travel.

Other employees are entitled to travel by economy class.

An employee of grade 5 and above shall be permitted to claim mileage at the rate prescribed by the Royal Government from time to time.

Other employees are entitled to travel by public transport and shall be entitled to claim reimbursement for one seat upon production of fare receipt/ ticket.

The President of the Federation may approve travel by a class/ mode other than the entitled one, under special circumstances to any member of the BFF.

CHAPTER 9

MEDICAL RULES AND REGULATIONS

In the event that a staff of the Organization gets ill or injured and has been referred outside Bhutan, he shall be entitled to (if not paid by the medical office):-

1. Travel allowance as per his grade and 20% DSA for the duration of the check up and hospitalization if more than 10 days, otherwise if less than 10 days full DSA will be entitled;
2. He will be entitled to take along a person to look after him who will be also allowed a travel allowance as per the grade of the patient but not allowed to any DSA payment.
3. In the event that the sick person who is referred outside the country is the wife/husband/brother/sister/mother/father of the BFF employee, he will be entitled to full DSA if the period of stay is less than 10 days and 20% DSA if the period of stay is more than 10days.

In the event of a player getting injured during national team duty or while at the football academy:-

1. The player shall be entitled for treatment outside the country (after recommendation by the hospital or the federation Physiotherapist) to a proper medical facility recommended by the Physiotherapist.
2. The player will be given air transport (economy Class) along with the Physiotherapist who will accompany the injured player.
3. DSA will be paid to the Physiotherapist while the cost of the medical expenses as well as the journey transit expenses (if any) of the player would be borne by the federation.

\ Insurance of players and staff should be done as far as possible for travel and injury by the Federation. Any insurance required for staff for travel during seminar/workshop or meetings will be reimbursed by the Federation.

CHAPTER 10

ADMINISTRATIVE AND DISCIPLINARY RULES AND REGULATIONS

1. Policy

1.1 This Rule shall:

Ensure that an employee observes a standard of behavior in accordance with these Rules and Regulations and the Laws of the country;

- Promote transparency, integrity and accountability in the Federation;
 - Provide speedy and just processes in the conduct of disciplinary action against an erring employee;
 - Promote morale and create confidence among the employees by providing justice, fairness and equity in protecting the innocent and punishing the guilty;
- An authority vested with the power to enforce discipline shall not refrain from lawfully exercising such power against an erring employee; and
- An employee shall not be falsely accused.

2. Jurisdiction and Power

All administrative and disciplinary issues and grievances concerning an employee of the Federation shall be acted upon by the General Secretary or the immediate superior as per the provisions of this Rule, except criminal proceedings, which shall be dealt under the jurisdiction of the Courts of Law.

3. Fiscal Responsibility, Accountability and Liability

An employee whose duties and responsibility require possession or custody of funds, properties or accountable forms of the Federation shall be liable for their safe keeping;

An employee shall be held responsible, accountable and liable for expenditure of the funds and properties of the Federation or any decision or action thereon in violation of these Rules and Regulations;

An employee accountable for funds of the Federation shall be liable for the losses resulting from unlawful deposits, use or application thereof and for all the losses attributable to negligence in safe keeping of the funds; and

An accountable employee shall not be relieved from liability by reason of his having acted under the direction of a superior in the event he fails to notify the superior in writing on the illegality of such an act. The immediate supervisor directing an illegal

action shall be primarily responsible for any loss incurred thereby, while the accountable officer or employee who fails to serve the required notice shall be secondarily responsible.

4. Cause for Disciplinary Action

Disciplinary action against an employee shall be taken for offences related to:

- 4.1 Conduct or behavior;
- 4.2 Performance of official duties; and
- 4.3 Fiscal responsibility, accountability and liability.

With reference to 4.1

Offences related to conduct or behavior are misuse of position for taking undue personal advantage, habitual absence from duty, discourtesy in the course of carrying out official duty, habitual drunkenness etc.

With reference to 4.2

Offences related to performance of official duties are:

- Negligence of duty;
- Abuse of official authority and position;
- Refusal to perform official duties; and
- Insubordination and disobedience to lawful authority.

With reference to 4.3

- Offences related to fiscal responsibility, accountability and liability are:
- Misuse of funds, properties and accountable forms of the Federation;
- Non-remittance/ non-deposit of collection;
- Incurring of illegal and unauthorized expenditure;
- Embezzlement and misappropriation of fund and properties;
- Failure on the part of the employee to produce or render accounts of the funds and properties of the Federation entrusted to him, upon demand by an appropriate authority;
- Flagrant or willful violation of rules and regulations and laws on financial management and control; or
- Failure to settle liability of losses and damages such as refunding of misappropriated funds or deposit of misused funds and replacement of properties or equipment.

Penalties that shall be enforced for disciplinary action

Imposition of penalties shall depend upon the seriousness and/ or gravity of the offence.

A **minor penalty** shall be imposed for irregular attendance, insubordination, unsatisfactory performance and negligence of duties.

The penalty may consist of one or a combination of actions such as reprimand, fine of an amount not exceeding one month's salary, withholding of annual increments etc.

A **major penalty** shall be imposed for repeated violation of the code of conduct, embezzlement and for misappropriation of funds.

The penalty may consist of withholding annual increments for a period of 3-5 years, compulsory retirement from service with benefits or dismissal or termination of service without benefits.

Criminal offences shall be referred to the court of law.

CHAPTER 11

SUPERANNUATION, RESIGNATION AND RETIREMENT BENEFITS RULES AND REGULATIONS

Policy

This Rule shall:

Provide financial security to an employee during his post retirement period and define post retirement benefits and prescribe procedures for sanctioning them.

Resignation

An employee may, subject to other rules, voluntarily resign from service after providing notice of one month;

-An employee who fails to provide the prescribed period of notice of resignation shall be liable to pay an amount equal to the basic pay for the prescribed period of notice; and

-The authority to accept resignation of all employees shall be with the General Secretary except the General Secretary, whose resignation shall be submitted to the Executive Committee.

Superannuation Age

An employee shall be superannuated from the service of the Federation on completion of 60 years. This will apply to Grade P1 and below only, as other grades are either nominated or elected.

Retirement Benefit

Gratuity

Eligibility: An employee, who is separated from service after having served the Federation for at least four years, shall be entitled to receive gratuity, except when the separation is on disciplinary grounds;

-Amount of Gratuity: the amount of gratuity payable under this Rule shall be computed based on the last basic pay drawn times the number of completed years of service (fraction of a year being ignored); and

-Recovery: the amount due from the employee, if any, at the time of retirement or demise and not recoverable otherwise, shall be recovered from the gratuity payable to the incumbent or his nominee.

Annexure I**BHUTAN FOOTBALL FEDERATION****ENTRY QUALIFICATION & GRADE FOR DIFFERENT POSTS**

Sl. No.	Post	Entry level (Qualification)	Grade
1.	General Secretary	Appointed by Executive Committee	
2	Dy General Secretary/ Technical Director	Degree and experience in relevant fields	P1
3.	Head of Department (Tech/ Com/ Referee/ Finance)	Degree in Physical education or degree in Sports (football)/ degree in finance/Commerce/ Marketing/ Media)	P2
4.	Head of division(Tech/ Competition/ Referee/ Finance officers)	Degree in Physical education or degree in Sports (football)/ degree in finance/Commerce/ Marketing/ Media) or experience of 15 years	P3
5.	Officer 1 (Tech/ Competition/ Referee/ Finance officers)	Diploma or experience of 10 years	P4
6.	Officer 2 (Tech/ Competition/ Referee/ Finance officers)	Diploma or experience of 5 years	P5
7.	Officer 3 (Tech/ Competition/ Referee/ Finance officers)	New Graduate	P6
8.	Finance Asst/ Adm Asst/ computer operator 1	Certificate in financial& Adm. management	S1
9.	Finance Asst/ Adm Asst/ computer operator 2	Experience in that field of work	S2
10.	Finance Asst/ Adm Asst/ computer operator 3	Experience in that field of work	S3
11.	Reception/Store 1	Experience in the field of work	S4
12	Reception/Store2	New recruit	S5
13	Driver/ Head Cook	Experience in the field of work of 5 years	S6
14	Asst Cook/ messenger/Grounds man 1	Experience of 3 years	S7
15	Asst Cook/ messenger/Grounds man 2	New recruitment	S8

Note:

The above entry level (qualification) is subject to the availability of candidates with such qualification. To begin with they may be made to lower the qualification as well as experience.

Annexure II

BHUTAN FOOTBALL FEDERATION

GRADES AND PAY SCALE

GRADE	DESIGNATION	PAYSCALE
0	General Secretary	As per contract
P1	Deputy General Secretary/ Technical Director	32300-650-42050
P2	Director of department (Tech/ Competition/ Referee/ Finance/ doctor/ Adm)	28315-570-36865
P3	Head Tech/ Competition/ Referee/Adm/ Finance officer	25220-505-32795
P4	Officer 1 (Tech/ Competition/ Referee/ Finance officers)	22645-415-26870
P5	Officer 2 (Tech/ Competition/ Referee/ Finance officers)	19970-400-25970
P6	Officer 3 (Tech/ Competition/ Referee/ Finance officers)	18095-365-23570
S1	Finance Asst/ Adm Asst/ computer operator 1	16535-335-21560
S2	Finance Asst/ Adm Asst/ computer operator 2	14675-295-19100
S3	Finance Asst/ Adm Asst/ computer operator 3	13575-275-17350
S4	Reception/Store 1	13300-270-17350
S5	Reception/Store2	12495-250-16240
S6	Driver/ Head Cook	11355-230-14805
S7	Asst Cook/ messenger/Grounds man 1	10550-215-13775
S8	Asst Cook/ messenger/Grounds man 2	9045-180-11750
	Coaches	
1	A license	25000
2	B license	20000
3	C license	15000
4	National Team players	10,000 or scholarship from BFF

Note:

1. The President will be entitled to the salary only in the event he is a full-time working President.
2. An additional allowance of 25% will be given on the basic PayScale.
3. National team coaches will be entitled to Nu 5000 extra if they are working in the academies.

ANNEXURE III

Daily Allowance in Bhutan and outside

Grades	Daily Allowance
0	1500 or Actual
P1-3	Lump sum Nu. 1000/-
P4-6	Lump sum Nu. 600/-
S1-3	Lump sum Nu. 400/-
S4-8	Lump sum Nu. 300/-
National teams	OUTSIDE COUNTRY
Youth	USD 5 for players and USD 20 for officials (all other expenses paid for)
Senior team	As per the government rules and regulations
National teams	IN COUNTRY
Youth	-
Senior team	Diet as required

CONTRACT PAYMENT

Any contracts made with individuals will depend on the nature of the work. The work required will be approved by the Executive Committee along with the contract pay and duration. This pay be made to international or a national person in terms of USD or Nu.