



BPC HOUSING ALLOTMENT POLICY

January 2020

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Background

The increased power utility infrastructures have necessitated BPC to station operation and maintenance (O&M) offices and Sub-Divisional offices throughout the Country to distribute and supply electricity within the country as well as wheel electricity for export with minimum disruption to ensure reliable supply.

While affordability and availability of housing have become issues for the O&M staffs stationed in urban centers, it is the issue of accessibility to proper housing for our O&M employees serving in rural areas. It is, therefore, important to address such issues to make BPC housing available for our O&M and other staffs throughout the country through a common policy, to bring about consistency and uniformity.

Objective

The objective of the housing policy is to:

- a. Establish a framework for implementation of the policy for BPC housing units.
- b. Ensure access to BPC staff quarters for efficient workforce management to provide uninterrupted services, and during the time of emergencies.
- c. Ensure fair and transparent means of allocation of housing units to its employee based on the eligibility criteria guidelines.
- d. Ensure uniform calculation of carpet area throughout and rental for each unit respectively.

Scope

To ensure that employee housing is managed efficiently while supporting the service delivery requirements of the company. The policy applies to all employees involved in the occupation, administration or management of long-term employee housing owned or controlled by BPC.

BPC may, from time to time, make further rules/policy/ amendments to carry out purposes of this policy.

1 Housing allocation Policy

1.1 Classification of housing

Housing shall be allocated in the following order of preference:

- Employees for whom living on site is a core operational requirement of their position (Core O&M housing).
- Employees for whom living on site is optional and they provide administrative support (Support O&M housing).
- Employees for whom living in employee housing is optional (Optional housing).

Core O&M staffs shall be given preference to allocating housing to other employee categories. The Divisional Manager shall be responsible for selecting most eligible employees through a Committee consultation and seeking approval from the competent Authority.

1.2 Eligibility criteria

Employees shall be eligible for allotment of Company's housing only in the areas of their duty station and shall be granted to the following employees on merit basis:

- Core O&M employees
- Administrative and supporting staffs in the O&M offices. However, they will have to vacate if the unit is required for additional O&M staff later.

The allotment shall be done on first come first serve basis of application registration within the same order of preference.

1.3 Application registration

An eligible employee shall submit the application for Company housing to the Division Manager. The registration of applications shall be on first come first serve basis.

1.4 Allocation procedures

The recommendations for allotment will be submitted to the General Manager by the Division Managers through a housing committee consultation for approval and issuance of allotment order.

Allotment of the types of housing units shall be as per the classification of quarters and based on the grade eligibility of an applicant at the time of allotment. Applicants or their spouse who

owns house at the place of allotment shall not be eligible for allotment of Company housing units. An employee shall be eligible for allotment only in the area of their duty station.

The Division Manager shall issue successful applicants for allotment of Company housing units with an allotment order. No employee shall occupy or use the units and their facility without the allotment order from the Competent Authority.

1.5 Tenancy agreement

The applicant shall be subjected to the tenancy legislation and must enter into a tenancy agreement prior to the allotment order. The company and the tenant shall be bound by the tenancy agreement and legislation. Where there is a conflict between this policy and the legislation, the legislation shall take precedence.

1.6 Entry condition report

Prior to the occupation of the units, real estate officer together with the occupant shall fill checklist of inventories, which shall be signed by both parties and recorded for reference.

1.7 Inspection of property

Periodic inspection of the property shall be carried out to ensure the property is in a reasonable state and the occupants are complying with the tenancy agreement.

Each tenant shall be notified of the inspection dates and shall cooperate during the process of inspection. The inspection shall evaluate the overall condition of the buildings, including both the interior and exterior. The primary objective of a periodic inspection is to spot any obvious maintenance issues. It is the perfect opportunity to uncover and repair any minor problems before they spiral out of control and become major issues.

Some more specific areas of inspection will include:

- Damp and mould
- Leaks
- Fixtures and fittings
- Fair wear and tear
- Parking space and drainage system
- Common spaces

2 Retention of housing units

2.1 Absence of employees

Employees granted leave from duty shall be permitted to retain the units for the leave period as per the provision of the Service Rules of the Company as revised from time to time.

2.2 On separation from service

Employees who superannuate from the service of the Company shall vacate no later than **two months** from the date of the relieving order. Employees who voluntarily resign from the Company shall vacate the units occupied no later than **one month** from the date of relieving order.

2.3 Surrendering and declining of allotment

No employees will be allowed to surrender the allotment in favour of any particular person except between the spouses, provided the spouse fulfills the allotment criteria at the time of transfer and upon fulfillment of occupation criteria as per clause 2.2 of this policy.

The allotment shall be canceled and the said accommodation shall be allotted to the next eligible candidate in accordance with the list maintained by the Division office. The employee whose allotment is canceled due to this reason may get himself registered afresh for allotment in the future.

2.4 Parent concession scheme

The biological son/daughter who is a BPC employee will have a first right for the allotment of the same house in case of transfer or death of an original employee during service, subject to the fulfillment of the eligibility criteria based on the merit basis as per clause 1.2

2.5 Exchange / mutual exchange of residences:

Exchange/mutual exchange of the allotments made shall not be considered.

2.6 Contract employees

No contract employees shall be entitled to the allotment or retention of an official accommodation.

3 Recovery of possession

The following categories of occupants come within the definition of unauthorized occupants:

- Employees or their families retaining BPC accommodation beyond the permissible period.
- Occupants in possession of a BPC residence without proper allotment order.
- Employees causing serious damages to the properties and other facilities.
- Employees who do not physically reside in the house allotted to them, after having taken over the possession.
- Employees who operate unlawful and illegal activities.
- Employees using officially allotted accommodation for the purpose of any commercial activity.

The un-authorized occupant within the above definition shall be evicted from the allotted house. Divisional Manager shall proceed, inquire and recover the possession, to evict an unauthorized occupant or to recover rent and ensure no utility dues outstanding.

4 Rental determination

The unit area (Sq.ft) rate of the housing units has been determined based on financial analysis and it shall recover the initial cost of investments, O&M cost during its service life, and return on the equity.

Rental fixation shall be on the actual carpet area in accordance with BPC rental tariff and shall be increased in every two years by 10%.

For all employees occupying Company housing facilities, the rent shall be deducted from their salaries, as payable according to the rules and shall be the first charge on the salary of the employee. The rent shall be on a prorated basis calculated on the actual number of days the units are occupied.

4.1 Calculation of carpet area for rent

Carpet area is defined as the livable area of the house and is equal to the total floor area minus the area occupied by the verandah. Toilets, kitchens, bathroom, and storerooms should be considered as part of the livable area, whereas common areas such as corridor, staircase, and passages shall not be included in the carpet area. Rabsey projection shall be considered for calculation of carpet area for the respective floors.

The town category shall be adopted from BPC's town categorization (Table 7.1).

5 Approving Authority

5.1 The member of the housing committee

The housing committee under each division office shall constitute of following members:

1. Divisional Manager (s)
2. Real estate officer
3. Finance office
4. HR focal person

5.2 Roles and responsibilities

Roles	Authority / responsibility
CEO and Management	<ul style="list-style-type: none"> - Ensuring the development and implementation of effective policies and procedures for managing the employee housing policy within the Company. - The employee housing policy is reviewed on a timely basis
General Manager	<ul style="list-style-type: none"> - Approve allotment proposals from the concerned Division offices - Ensuring the development and implementation of effective policies and procedures for managing the employee housing policy within the Divisions.
Divisional Manager	<ul style="list-style-type: none"> - Appropriate records are kept and maintained so that reporting requirements can be met - Manage the employee housing policy so that the expected outcomes are achieved - Consult with affected employees prior to any decision to enter into or terminate an individual agreement. - Conduct periodically inspection of the property
Real Estate Officer	<ul style="list-style-type: none"> - Appropriate records are kept and maintained so that reporting requirements can be met - Keep records of inspections carried out and formulate maintenance schedule - Propose budget for annual maintenance and carry out maintenance as required
Housing allotment committee	<ul style="list-style-type: none"> - Ensure that all the allotments are done in line with the policy through fair means
Employees	<ul style="list-style-type: none"> - Be familiar with the procedures and how they operate - Give prompt and appropriate notice of change of circumstances. - Cooperate during the times of property inspection.

6 Maintenance of property

The Divisional Managers along with the housing committee shall take the decision on maintenance of the property. It may be defined as the ground for allocation of type of maintenance including financial and technical standards relating to the repair and improvement of properties managed by the concerned Divisional offices.

6.1 Role of Divisional office

The Divisional office shall carry out the following responsibilities:

- a. Allocate housing units based on the availability and eligibility.
- b. Fix the accountability to the individual employees occupying BPC housing unit.
- c. Carry out repair and maintenance as per terms and condition of the lease agreement and on need basis.
- d. Manage compliance of effective and efficient use of the resources
- e. Keep all common areas like parking areas, roads, walkways, parks and recreational areas safe and free from hazards.
- f. Carry out inspections, survey, estimate, and budgeting for repair and maintenance works and execute the maintenance works.
- g. Formally document and maintain the record of maintenance. This shall also include compiling and submitting reports on the status and condition of the existing properties maintained by the Divisional offices.
- h. Plan and schedule maintenance works

6.2 Responsibilities of tenants

The employees occupying BPC housing units shall have the following responsibilities:

- a. Use the property and the premises with due care.
- b. Avoid operation of unauthorized or unlawful activities.
- c. Do not commit nuisance and annoyance to the neighbor and other occupants.
- d. Be liable for any damage caused to the rental unit or the premises due to his/her negligence or abuse by themselves, a member of their household or visitor except for the normal wear and tear.
- e. Not alter the structure of house and premises
- f. Allow access to BPC officials at all times, or in an emergency, to carry out repairs to the property or adjoining property.
- g. Keep common area clean and free from obstruction.
- h. Shoulder social responsibilities in the colony.

- i. Keep pets such as dogs, cats, etc. indoor or do not rear any pets. Violation of this clause shall result in imposing of medical and all other expenses incurred due to such act and eviction from the quarter according to clause of the Tenancy act.
- j. Handover the rental unit to BPC as per the entry condition report in good condition as taken over except for normal wear and tears.

6.3 Fittings and fixtures to be repaired and replaced by tenants

BPC shall initially provide all the fixtures and fittings prior to the allotment. The following minor works or perishable/imperishable nature of items like fittings and fixtures shall be borne by the tenants after the allotment and while vacating the quarter:

- a. Replacement of electrical items like plug fuses, light bulbs, fluorescent tubes and starters, switches, sockets, circuit breakers, geysers, tec. (except in common areas) and the installation shall be done by regular skilled BPC employees.
- b. Replacement of civil items like glasses, hinges, l-hooks, hydraulic door closers, bolts, etc.
- c. Carry out minor repairs like replace sink plugs, tighten screws
- d. Maintain fixtures and fittings such as curtain rails, and others.
- e. Clear blockage in waste pipes and toilets caused by lack of care (e.g. Fats, hairs, diapers, etc.)
- f. Repairing of paneling and walls, wall paintings with the same colour as before.
- g. Any items or part of a structure damaged by tenants should be replaced/repared by tenants

6.4 Types of maintenances

Building maintenance may include the following aspects:

a. Routine maintenance

Maintenance initiated because of knowledge of the condition of an item from routine or continuous monitoring whilst an item is in service and intended to reduce the probability of failure or the performance degradation of the house.

b. Planned maintenance:

The maintenance organized and carried out with forethought, control and the use of records to a predetermined plan.

c. Unplanned maintenance:

The maintenance carried out ad-hoc to correct unforeseen breakdown or damages or carried out after a failure has occurred and intended to restore an item to its previous state.

6.5 Identification of Maintenance

The type of maintenance shall be identified through:

- a. Tenants contacting the real estate office during an emergency
- b. Tenants applying through written application
- c. Inspection of vacant properties
- d. Quarterly property inspections

6.6 Recording and monitoring of complaints

All complaints received shall be recorded and classified into the following categories:

a. Emergency complaints:

Complaints of essential nature like blockage of sewer lines, breakdown in water supply, non-availability of electrical power, leakage of the roof, blockage of the road by falling tree or tree endangering building which requires immediate attention.

b. Routine complaints:

Complaints of routine nature like repairs to plaster, flooring, wood works etc. which do not require immediate attention but then should be taken up to avoid further damage to the property.

c. Periodical repair complaints:

Repairs like white washing, painting, etc. falls under this category. Such complaints shall be carried out during the planned maintenance.

The maintenance shall be carried on "first come first serve basis" other than emergency works.

6.7 Modalities of maintenance

The maintenance of the property shall be carried as per the work procurement policy and procedure of the Company. Building extension, alterations and unauthorized construction.

Extension and alterations of BPC housing units or any unauthorized construction within the BPC housing premises shall not be allowed. Any violations or employees not adhering to this regulation shall be evicted from the BPC housing immediately and shall be deprived of any BPC housing in future.

6.8 Occupational Health and Safety

The employees occupying BPC housing units shall follow minimum health and safety measures at all times.

7 Annexures

- 7.1 Town category
- 7.2 Grade and classification of quarter types
- 7.3 Forms

References:

1. National Housing Policy (Revised), March 2019, Ministry of Works and Human Settlement.
2. Housing Allotment Rules & Regulations-2014 (Residential and commercial), Real Estate Management Division, NHDC, Thimphu.
3. Draft National Human Settlement Policy of Bhutan, May 2015, Ministry of Works and Human Settlement.
4. Maintenance Policy Rules and Regulations – 2013, Real Estate Management Division, NHDC, Thimphu.

7.1 Town category

SI No.	Dzongkhag	Town A	Town B	Town C	Town D	Rural Area with motorable road
1	Bumthang		Bumthang	Chumey		
2	Chukha	Phunthsoling	Pasakha, Tshimalakha	Lamoizingkha	Tala, Gedu	
3	Dagana		Dagana		Dagapela, Sunkosh, Drugeygang	Darachu Micro hydel
4	Gasa		Gasa	Damji		
5	Haa		Haa	Jyenkana		
6	Lhuentse		Lhuentse	Autsho, Tangmachu	Dungkar, Gorgan, Gangzur, Rongchu	
7	Mongar		Mongar	Yadi, Kilikhar, Gyelposhing	Drametse, Lingmithang, Sengor, Khalanzi	
8	Paro	Paro		Bondey, Shaba		
9	Pemagatshel		Pemagatshel	Nanglam	Khenrignonpa, Nangkhon	
10	Punakha		Punakha/Kuruthang	Lobyesa	Thinleygang	
11	Samdrup Jongkhar	Samdrupjongkhar		Samdrupcholing, Motanga	Deothang, Jomotshangkha	
12	Samtse		Samtse/Damdum	Gomtu	Sipsu, Norbugang, Dorokha	
13	Sarpang	Gelephu	Sarpang		Jigmeling	
14	Trashiyangtse		Tashiyangtse		Doksum	
15	Thimphu	Thimphu		Khasadrupchu	Jemina, Gidakom	Chumdo, Watsha
16	Trashigang		Trashigang	Kanglung, Rangjung,	Chenery, Wamrong, Bartsham, Khaling, Kanglung	
17	Trongsa		Trongsa		Kewathang, Sherabling	Yurmoo,
18	Tsirang		Damphu		Dhajey	
19	Wangduephodrang		Wangdue, Bajo	Hesothankha, Nobding	Rurichu	Samtopana
20	Zhemgang		Zhemgang	Panbang	Tingtibi	Sonamthang

7.2 Grade and classification of quarters

Group	Grade	Class	Type
Executive	A0 - A2		
Managerial	A3- B1	Class II	3BHK
Professionals	B2- B3	Class II	3BHK
Supervisors	B4 - D1	Class III	2BHK
Operational - Technical	D2 - D5	Class III	2BHK
Operational -Administration	GC & ESP	Class III	2BHK

7.3 Forms



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REGISTRATION FORM FOR BPC HOUSING UNIT

Name of employee:.....

Designation:..... Grade:

Division:..... Department:.....

Date of appointment / transfer to the current location:

Type of quarter eligible (Class I / II / III):

Nature of job (Manager / Core O&M / Office support staff / etc.) :.....

Job Responsibility in the current posting:

.....

.....

Date of registration:

(Signature of employee)

Remarks of the Real estate office:

.....

.....

(Signature and Name of Real Estate officer)

Date:

(Signature & Seal of Divisional Manager)



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TENANCY AGREEMENT

This tenancy agreement is executed on day _____ month _____ year _____, between the Bhutan Power Corporation Limited, here-in-after called the LESSOR on the one part, and Mr. /Mrs. _____ (Name) of _____ (Office), Employee ID _____

No. _____, CID No. _____, Village _____, Gewog _____ Dzongkhag _____, here-in-after called the LESSEE on the other part,

Providing for renting of house premises described below:-

DESCRIPTION OF PREMISES

The building is a BPC's quarter bearing _____ located at _____.

NOW THIS DEED WITNESSTH AS FOLLOWS: -

1. The Lessee shall deposit the house rent based on measured usable floor area from their gross salary and shall become payable from the date the quarter is handed over by the Lessor to the Lessee together with an inventory of all fixtures in use-worthy condition as attached (Property condition report).
2. The monthly rent amounts to Nu. _____ (Ngultrum) _____ and shall be deducted directly from the salary on monthly basis.
3. This tenancy agreement shall commence from the date of issuance of quarter allotment order till the end of the term (Transfer, death or other issues).
Date of issuance of allotment order: day _____ month _____ year _____
4. The quarter shall be used only for residential purpose by the Lessee and it shall not be sublet in part or in whole to any party/individual including relatives. Involvement in such practices shall result in the Lessee:
 - i. Paying a penalty as per the BPC housing policy;
 - ii. Immediate cancellation of Tenancy Agreement and Allotment Order;
 - iii. Eviction from the quarter;
5. If the Lessee possesses any pets such as dogs, cats, etc. they should be kept indoors in order to prevent littering in the surrounding areas and inconvenience caused to other tenants. Violation of this clause shall result in eviction of the allottee.
6. Domestic animals like cows, horses, goats, sheep, pigs, etc., will not be allowed to be reared in the BPC colony.
7. The Lessee shall not use the surrounding vacant land for the construction of unauthorized garages, stores and extensions or for any other purposes without written



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permission of the Lessor. **Further, the Lessee shall not be permitted to construct temporary sheds on the plinth for the plantation of Flowers.**

8. The Lessee shall permit and extend their full co-operation to the Lessor and its representatives to enter the premises for inspection and for carrying out maintenance activities as and when necessary.
9. The ceiling/attic of the building is not designed to support any load. As such, if any Lessee attempt to break through/use the false ceiling space for any purpose, he/she shall be personally responsible for any accidents and shall be liable for any damages whatsoever. Further, stacking of fire wood/any heavy materials in the verandahs/passages will not be permitted in order to avoid additional loads on the load bearing structure of the building.
10. All solid wastes shall be dumped/disposed in the garbage bin provided by the Municipal Office. It shall be the duty of the tenants to advice their children not to throw waste disposals within the compound/complex. The cleanliness of the individual building compound must be maintained every weekend with the co-ordination of the other tenants of that particular building. In the event, any objection is raised from the Municipal Office regarding cleanliness cum hygienic environment; the Lessee/tenant shall be fully responsible.
11. The Lessee shall hand over the possession of the quarter to the Lessor with all items listed in the **Property Condition Report** in use-worthy condition. The Lessee shall be held financially responsible for repairs/replacement in case of inflicted damages and *any breakage or damage should be repaired, replaced or deducted from the salary after valuation by Estate Manager*. Further, minor repairs & replacement of plumbing and electrical items shall be the responsibility of the lessee.
12. If the tenant fails to attend the duty during odd hours for emergency line restoration, they will be subjected to vacate the quarter without prior notice.
13. Any additional clause other this agreement, drawn between Lessor and Lessee shall be valid.
14. Any other clause not covered in this agreement shall be as per the Tenancy Act of Bhutan, and other relevant laws.
15. In general, the Lessor shall have unilateral right to evict and repossess the housing units from the allottees inter-alia under the following conditions:
 - I. Units not surrendered by a tenant upon his/her transfer to other duty stations.
 - II. Genuine requirement of the allotted property for other important development purposes.
 - III. Allottees who have acquired the allotment of quarters through supply of false information.



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- IV. Allottees and residents causing serious & repeated social disorders/nuisance within housing complex.
- V. Allottees and residents causing serious damages to the rented properties and other public facilities.
- VI. Unauthorized subletting/conversion of the use of quarters.
- VII. Operation of unlawful and illegal activities in the unit.
- VIII. Cannot shift to any quarter which is found vacant by the previous tenant.

The Property Condition Report is hereby a part of this agreement.

In witness whereof the Lessor and Lessee here-unto subscribe their hand on this day....., month..... and year..... .

(LESSOR)

(LESSEE)

**Affix Legal
Stamp &
Sign on it**

Estate Manager

Full Name: _____

Designation: _____

CID No. : _____

Divisional Manager



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PROPERTY CONDITION REPORT

Name of employee occupying BPC Unit:

Designation: Grade:

Division:..... Department:.....

Type of quarter allotted (Class I / II / III):

Building & Unit No:.....

Date of allotment:

Allotment order No. and date:

Any amendments to this report must be listed in writing and a signed copy returned to the Divisional Office within five (5) working days of receiving the same. Failure to do this will result in the bond inspection being carried out against this original report.

Date of property inspection:.....

Details	Condition (Clean / intact / complete)	Remarks
1. Entrance hall		
Ceiling		
Walls		
Doors		
Windows		
Flooring cover		
Light points / fittings		
2. Living room		
Ceiling		



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All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		
Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
3. Master Bed Room		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		
Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
4. Bed Room 1		
Ceiling		



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All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		
Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
5. Bed Room 2		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		
Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
6. Attached toilet		
Ceiling		



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All Walls		
Painting		
Doors, fittings & glass		
Ventilator, fittings & glass		
Flooring/tiles		
Light fittings		
Power points		
Geyser		
Shower/tap/basin/WC		
Toilet paper holder		
Towel rail		
Mirror/cabinet		
7. Common Toilet		
Ceiling		
All Walls		
Painting		
Doors, fittings & glass		
Ventilator, fittings & glass		
Flooring/tiles		
Light fittings		
Power points		
Geyser		



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Shower/tap/basin/WC		
Toilet paper holder		
Towel rail		
Mirror		
8. Kitchen		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring / wall tiles		
Light fittings		
Power points		
Kitchen counter		
Exhaust fan		
Curtain rod / track		
Painting		
9. Balcony		
Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring / wall tiles		
Light fittings		
Balustrade		
Flooring		



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Painting		
10. Energy meter details:		
Energy meter no:		
Energy meter reading:		

Property inspector:

1. (Signature and Name of Housing committee)

Date:

2. (Signature and Name of Housing committee)

Date:

3. (Signature and name of Real estate office)

Date:

Tenant:

1. (Signature and name of employee)

Date:

(Signature of Divisional Manager)

Date



འབྲུག་སྒྲིག་མེ་ལས་འཛིན།
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Date:/...../.....

INSPECTION NOTIFICATION FORM

This is to notify that the quarterly inspection for the BPC staff quarter will be carried out as scheduled below:

Name of employee occupying BPC Unit:

Designation: Grade:

Division:..... Department:.....

Date of allotment:

Type of quarter allotted (Class I / II / III):

Building & Unit No:.....

Date and time of inspection:

You are requested to be available for the inspection on the above date and cooperate with the inspection team. In case if you are not available, you should keep one of your family member for inspection as your representative.

Thank you.

(Signature & Seal of Divisional Manager)



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PROPERTY INSPECTION FORM

Name of employee occupying BPC Unit:

Designation: Grade:

Division:..... Department:.....

Type of quarter allotted (Class I / II / III):

Building & Unit No:.....

Date of inspection notification:

Date of inspection:

Details	Condition	Remarks
1. Entrance hall		
Ceiling		
Walls		
Doors		
Windows		
Flooring cover		
Light points / fittings		
2. Living room		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		



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Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
3. Master Bed Room		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		
Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
4. Bed Room 1		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		



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Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
5. Bed Room 2		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring		
Light fittings		
Power points		
Overhead fan & A/C		
TV points		
Curtain rod / track		
Painting		
6. Attached toilet		
Ceiling		
All Walls		
Painting		
Doors, fittings & glass		
Ventilator, fittings & glass		
Flooring/tiles		



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Light fittings		
Power points		
Geyser		
Shower/tap/basin/WC		
Toilet paper holder		
Towel rail		
Mirror/cabinet		
7. Common Toilet		
Ceiling		
All Walls		
Painting		
Doors, fittings & glass		
Ventilator, fittings & glass		
Flooring/tiles		
Light fittings		
Power points		
Geyser		
Shower/tap/basin/WC		
Toilet paper holder		
Towel rail		
Mirror		
8. Kitchen		
Ceiling		



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All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring / wall tiles		
Light fittings		
Power points		
Kitchen counter		
Exhaust fan		
Curtain rod / track		
Painting		
9. Store		
Ceiling		
All Walls		
Doors, fittings & glass		
Window, fittings & glass		
Flooring / wall tiles		
Light fittings		
Power points		
Shelves		
Exhaust fan		
Painting		
10. Balcony		
Walls		
Doors, fittings & glass		



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Window, fittings & glass		
Flooring / wall tiles		
Light fittings		
Balustrade		
Flooring		
Painting		

Tenant:

1. (Signature and name of employee)

Date:

Property inspector:

General Observation:.....

.....

.....

1. (Signature and Name of Housing committee)

Date:

2. (Signature and Name of Housing committee)

Date:

3. (Signature and Name of Real estate office)

Date:

(Signature of Divisional Manager)

Date: