

BHUTAN POWER CORPORATION LIMITED
THIMPHU: BHUTAN



**Standard Operating Procedure (SOP) for
Payment of Voltage Hazard Allowance (VHA)**

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1. Objective:

This SOP provides a systematic approach to the payment of Voltage Hazard Allowance (VHA) to employees who are regularly exposed to electrical power systems as part of their normal work. The allowance aims to compensate for the risks associated with electrical hazards in their working environments.

2. Scope:

This SOP applies to employees in **Grade B2 and below** who are regularly exposed to electrical power systems and related hazards. The allowance will not apply to employees stationed in office environments who are not exposed to such risks.

3. Eligibility Criteria:

To qualify for VHA, employees must meet the following criteria:

- 1) The employee is exposed to the electrical power systems as part of their normal duty.
- 2) The employee holds a position at **Grade B2 or below**.
- 3) Eligibility is not automatic; it is determined by the **Supervisor/Manager** based on the nature of the job, risk and the environment.
- 4) VHA is not payable to employees whose work is mainly office-based and not regularly exposed to electrical hazards.
- 5) Employees on any kind of leave shall not be eligible for VHA during the period of leave.

4. Allowance Rate:

- 1) **Voltage Hazard Allowance rate is Nu. 1,500 per month**, which may be revised from time to time.
- 2) The allowance will be paid alongside the employee's regular monthly salary as per the payment schedule submitted by the Supervisor/Managers.
- 3) If an employee has taken leave in the month, the VHA shall be calculated on a pro-rata basis depending on the number of days worked in the month.



5. Responsibilities:

5.1. Supervisors/Managers:

- **Identify Eligible Employees:** Supervisors/Managers are responsible for identifying employees who meet the eligibility criteria for the Voltage Hazard Allowance.
- **Submission of List:** A list of eligible employees must be submitted to the Admin and Employee Relations Section (AERS) in the Support Services Division (SSD) along with the payment schedule for the month.
- **Verification:** Ensure that the Voltage Hazard Allowance Record is duly verified and submitted to AERS-SSD as per the prescribed format.
- **Monitoring:** Ensure that only genuinely eligible employees receive the VHA.

5.2. Admin and Employee Relations Section (AERS), SSD:

- **Payment Processing:** Ensure that the VHA is paid timely to eligible employees as per the list submitted by the respective Supervisor/Managers and that it is reflected in the monthly salary.
- **Verification:** Ensure that the list of eligible employees is verified and signed by the respective Managers before processing payments.

6. Procedure for Payment of VHA:

1) Identification of Eligible Employees:

Supervisors identify employees who work in environments that expose them to electrical hazards.

2) Submission of List:

Supervisors shall submit the list of eligible employees to the AERS, SSD along with the payment schedule by the **last working day** of each month. The format for submission is attached as an annexure to this document.

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3) Verification:

Supervisors shall verify the employees who work on electrical power systems as part of their normal duties. Once verified, the list must be submitted to AERS, SSD.

4) Payment Cycle:

The VHA shall be processed in the following month. For example, VHA for work done in January will be processed in February. However, in cases like June and December, where employees take leave for the end of the financial year or festive holidays, advance payments may be considered.

5) Discrepancies:

Any discrepancies or errors in VHA payments shall be addressed by AERS, and any fraudulent claims shall result in disciplinary actions.

7. Monitoring and Compliance:

- **Supervisors** shall ensure that eligible employees are correctly identified and submit the necessary documents.
- **AERS, SSD** shall maintain records of all payments in the system and ensure compliance with the established criteria.
- **Internal Audits** may be conducted periodically to ensure that the SOP is being followed and to prevent any misuse of the VHA system.

This SOP ensures that Voltage Hazard Allowance is systematically and fairly administered to employees who face regular exposure to electrical hazards during their line of duties.



Annexure:

Voltage Hazard Allowance Format

Name of Office : _____

Location : _____

Month-Year : _____

SN	EID	Name	Designation	Grade	Work	Days Worked	Amount (Nu.)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

I, hereby declare that all the above employees have worked in close proximity to electrical power systems. I shall be liable for administrative action by the company for any false claims/representations.

Verified by: (Sign, Name, Designation)

Date:

