

Department of Roads
Norms and Standards for Human Resource planning

1. The Department of Roads will consist of four central divisions, 9 regional offices and the central store that will function as a separate section.
2. The Director will head the Department and Chiefs will head the divisions including nine regional offices.
3. The 9 regional offices will be further divided into three Divisions namely Maintenance division, Construction Division, Adm and Finance Division.
4. The staff allocation norm for each regional division will be guided by the table given below:

Sl No	Position	Staff allocation for each regional division
1	Chief Engineer	1 (the chief will also directly oversee the AFD)
2	Principal/Executive Engineer	2 (1 for maintenance & 1 for construction division).
3	Dy.EE/Engineer (Sub-Division)	1 for each sub-division or 1 Dy EE (AE1/Dy EE/Engineer) for every 150 km of road. (For internal arrangement it can range from 75km to 150 km)
4	Assistant Engineer/JE*	1 for every 50 km of road.Plus 1 each for the construction of a bridge with the length of 50 meters or more. (For internal arrangement it can range from 35km to 75 km)
5	Accountants Assistant	1 (1 more for regions looking after 1000 km of road and above)
6	Adm. Assistant	1
7	Lab Technician	1
8	Store In-charge	1
9	Road Inspector	1 for a division of less than 500 km (additional 1 for every 500 km of road)
10	Driver	1 for each vehicle
11	Surveyor	2
12	Despatcher cum Messenger cum telephone operator	1
13	Caretaker/Night Guard	1 (1 addition in the border regions SJ, SP, PL)
14	Mason/Basic operator/Technician	2for every 150 km of road
15	Carpenter	1
16	Blaster	1(need to do multi-tasking especially for site supervision and masonry works)
17	Sweeper	1

* There will be no separate allocation of human resources for the construction and maintenance of bridges (with length less than 30 meters, which is considered as small span bridge). JEs looking after the road will be held responsible for the bridges.

** Drafts person are no longer required. Drafts persons need to be redeployed on case by case basis.

5. The Administrative and Finance Division in the regional division will be headed by the Chief of the regional office.
6. There will be an Engineer at P2 level (Executive Engineer) in each of the other two divisions (maintenance division and construction division) as heads.
7. AFD and Construction division will not have sub-divisions.
8. Maintenance Division will be further divided into Sub-Divisions each headed by Dy EE or Engineer. The overall number of sub-divisions will vary from one regional division to another depending on the length of roads to be maintained. Each sub-division should look after at least 150 km of road network.
9. Engineers from JE to AE2 will be engaged as site supervisors. They are expected to manage the road networks of about 50 kilometers on average. This norm will be used for the overall allocation of JEs in the regional office. However, depending on the type of road networks the regional office will assign each JE with a road length ranging from 35 kilometers to 75 kilometers).
10. The overall planning for number of engineers and other staff in the project offices for new road and bridge construction will be broadly guided by the following norms:
 - 10.1. 1 Site Engineer (JE/AE2/AE3) for every 15 km of road to look after base course, formation cutting and permanent works.
 - 10.2. 1 EE (AE1/Dy EE/Engineer) for every 45 km of new road construction.
 - 10.3. For every 1 bridge construction with the span of more than 50 m, there will be 1 Site engineer.
 - 10.4. For construction of every 3 new bridges each with a span of more than 50 m will have 1 EE.
 - 10.5. Most of the staff at the project sites will be appointed on contract mode.
 - 10.6. Each project office will comprise of one Project Manager, one Accounts Assistant, one office assistant, one messenger and drivers whose number is determined by the number of vehicles.
11. All the staff in the Project except the project manager and supervising engineer will be appointed on contract mode and their terms will end with that of the project.
12. This will only apply to the RGoB projects. Projects supported by other donors such as WB will be guided by their requirements, in case if they have separate requirements. But as far as

possible this norm should be applied to institute this system of staffing in the project offices consistently.

13. Central Store will also assume the responsibility of a section functioning under the guidance of Phuntsholing Field Office. It will have only one officer, one office assistant, one store keeper and one driver with four security personnel.