

**1st PROGRESS REPORT [Reporting Period: July 2019-December 2019
Cottage and Small Industry (CSI) Action Plan (2019-2023)**

Note: Only activities that were implemented or had to be implemented during that period are reported here

Strategic Objective 1: Policy and Legislative Framework		
Activities/Measures	Lead	Progress/Implementation Updates
1.1 Build forum for CSIs to ensure regular, proactive, two-way public private dialogue between the CSI sector and the relevant RGOB agencies.	DCSI,MoEA	ToR and agenda for the forum developed. CSI Forum to be conducted during Feb, 2020.
1.2. Revise the Rules and Regulations for the Establishment and Operation of Commercial and Industrial Ventures in Bhutan, 1995.	DCSI,MoEA	The rules had already been approved by the Rule Making Committee of the Ministry (MoEA). Could not be discussed during PPCM due to huge agenda. However, it is ready for adoption if approved.
1.3. Adopt an Integrated Business licensing system-end to end automation of business licensing system.	MoEA/MoIC	Started the process transformation for Integrated Business Licensing System (IBLS) by ICT Division, MoEA. The working group members consisting officials from the ICTD, DCSI, DoT, DoI and PPD are working on (i) stakeholder mapping documents, (ii) assessing existing policies, rules and regulations and pre-requisite requirements of clearances, (iii) explore prospects to improve service delivery efficiency, recommend and submit finding/suggestions for onward improvement/ amendment.
1.4. Establish Integrated E-platform for tax filing, licensing and registration.	MoEA/DRC	Organized meeting for integration of tax system with relevant stakeholders meeting was held between DRC, IT and MoEA in October, 2019.
1.6. Develop E-commerce regulatory frame work to ease doing business.	DoT,MoEA	E- Commerce Guidelines developed and implemented from July, 2019. Incorporated a chapter on e-commerce under draft rules and regulation on trade in goods
1.8. Establish consultation forum for tax administration reforms affecting CSIs to bring about ease in tax filing by the CSIs	DRC,MoF	Workshop to be conducted in December, 2019 for tax payers on BIT Filing Process.
1.9. Prepare Satellite CSI accounting to account CSI contribution to the economy.	DCSI,MoEA	The Baseline study will be conducted next FY.

1.11. Adopt CSI Policy 2019 and create awareness programmes	DCSI,MoEA	Successfully launched the CSI Policy in July 2019 during BEFIT and awareness is on-going.
1.12. Prepare Six Monthly Progress Reports on the implementation of CSI Action Plan for CoS.	DCSI,MoEA	1st Progress Report by December, 2019.
1.13. Collect, analyze and disseminate annual CSI Report	DCSI, MoEA	DCSI will be publishing the Annual CSI Report 2019 by June 2020.
Strategic Objective 2: Entrepreneurship Culture and Human Capital Development		
Activities/Measures	Lead	Progress/Implementation Updates
2.1.1. Awareness Raising Programs and entrepreneurship activities to influence perceptions towards entrepreneurship.	DoEHR,MoLHR	Collaborated with Loden Foundation and Other relevant agencies to provide a platform for entrepreneurs to showcase their products and services during Druk Tshongrig Gatoen.
2.1.2. Conduct Business Advocacy Program.	DCSI, MoEA	Conducted the workshop for 361 participants.
2.2.1 Conduct Business Seedling Program. 2.2.2. Entrepreneurship Development Training (Micro works and online free lancing, ToT on new business creation and counseling, entrepreneurship education development and capacity development for EDP teachers).	DoEHR, MoLHR	155 youth were trained in Startup Entrepreneurship.
2.3.1 Startup acceleration and prototyping. 2.3.2. Startup programs / events (hackathon on technology, startup week, business idea competition - within and outside Bhutan and conduct promotion and networking).	DoEHR, MoLHR	Concept note developed on 1. Startup Hackathon Program, 2. Startup Acceleration Program, 3. Vibrant Grand Challenge on Innovative Solution 4. Linkage with Seedstars World on Startup Launch pad program.
2.4. 1.Facilitate materialization of the winning ideas into a viable business ventures through necessary support and facilitation to new startups.	DCSI, MoEA	Winners of National Startup/Innovation Weekend, Business Idea Competition are given preference for business incubation space at Startup Center.
2.4.2. Award to recognize and reward potential entrepreneurs.	DCSI, MoEA	As part of the annual Bhutan Enterprise Awards, five CSI entrepreneurs were awarded a certificate of appreciation and a cash prize during the annual CSI Fair 2019 coinciding with the Global Entrepreneurship week.
2.4.3. Establish a female entrepreneur of the year award	DCSI, MoEA	Ms. Dema Tshering, promoter of M/s Dema Tshering Paper Manufacturing, Tashi Yangtse was awarded the “Woman Entrepreneur of the Year 2019. She was awarded a Certificate of Appreciation and a cash prize during the annual Bhutan Enterprise Award.

Activities/Measures	Lead	Progress/Implementation Updates
2.5.1. Institutionalize mentorship program, honorarium and fielding in of expert.	DCSI, MoEA	Draft Mentorship Framework for mentorship program developed for finalization, honorarium payment approval received from DNB, MoF. Workshop on Mentorship Curriculum Development conducted in Nepal with support from ICIMOD.ICIMOD through RMS program supported in conducting business health checkup by Antarprerana, Business Incubator Company based in Nepal at Startup Center as part of mentoring program. Proposal submitted to JICA Bhutan office to provide two experts on branding, marketing and product development. Planning to conduct Regional Mentors Meet in Bhutan with support from ICIMOD for identifying pool of mentors for mentorship program.
2.10.1. Hard and soft skill training.	DCSI, MoEA	<p>Invited Request for Proposal to conduct training on Business Management and Baking (In-country). RFP to be received by 23rd December, 2019.</p> <p>Training institute for the product packaging training identified at SIES School of Packaging & Packaging Technology Center, Nerul, Navi, Mumbai, India.</p> <p>Cost negotiation carried out.</p> <p>Participants selected.</p>
2.10.2. Development and promotion of Handicraft Sector	DCSI, MoEA	DCSI has proposed SACICT, Thailand to identify the area of training for the 2 nd batch. The training will be conducted in March, 2020.
2.10.3. Capacity building in post-harvest and equipment handling.	DAMC, MoAF	Carried out post-harvest and equipment for groups of Chukha in December, 2019 and trainings for other Dzongkhags have been planned.
2.10.4. Startup Incubation and digital fabrication trainings and programs	DoEHR, MoLHR	
2.10.5. Product diversification, miniaturization, innovation and new designs.	APIC	<p>Two weeks training on Product diversification, new designs on metal completed at Rama Metal Clusters, Thimphu on 24/11/2019.</p> <p>Five days training on new product development, miniaturized products on wood turning and lacquering at Chorten Kora Wood Turning & Lacquering Cluster at Tashiyangtse was completed on 13/11/2019.</p> <p>Training on Product development and diversification, miniaturized products on Cane and Bamboo will conduct on 27/12/2019-09/01/2020. The training was scheduled at the end due to unavailability of participants because of local festival of the community.</p>

		<p>Training on innovation and new designs, natural dye at Thongsa, Pemagatshel is scheduled to be held at the end of January 2020 since the whole community is engaged in their community religious activities during the December 2019.</p> <p>Training on product development and diversification at Philooma, Samdrupjongkhar will start from 28/12/2019.</p>
Strategic Objective 3: Business Development Support and Infrastructure		
Activities/Measures	Lead	Progress/Implementation Updates
3.1.1. Construct and furnish 2 incubation centers	DCSI,MoEA	SRFL measuring 0.267 acres already identified between Gyelposhing College and the town and 0.20acres of land surveyed within the Industrial Park and map is ready with DCSI and DoI.
3.1.2. Establishment of Business Incubation Center at TTIs	DoEHR,MoLHR	<p>Bilateral discussion between College of Science and Technology and Gedu College of Business Studies for setting up Incubation and scale up incubation in Collage of Natural Resources which is already established by DoEHR..</p> <p>Technical Assistance requested from World Bank for capacity building for Incubation Manager.</p>
3.1.3. Establishment of Fablabs	DoEHR,MoLHR	Fablab set up by OPM, HMS as per the directives of GNHC. Need to expedite the progress of implementation of project as it is taking long time. Time is very limited to complete before end of fiscal year.
3.1.4.Strengthening of Startup Center	DCSI,MoEA	<p>Awarded work for installation of TV in lobby, resource room and two training halls. Installation work to be completed by January 2020.</p> <p>Awarded work for installation of AC in resource room and two training halls. Installation work to be completed by January 2020.</p> <p>Tendering process ongoing for installation of elevator at Startup Center. Uploaded the BoQ in EGP system.</p> <p>Tendering process ongoing for false ceiling in two training halls. Uploaded the BoQ in EGP system.</p>
3.2.1. Establish CSI estates in Dzongkhags which are not catered by the industrial estates/parks.	DCSI,MoEA	3 CSI estates will be established in three Dzongkhags i.e. Paro, Bumthang and Tsirang. With regard to Tsirang, DPR completed and construction of CSI Estate to be started upon the approval of Environment Clearance. SRFL measuring 14.00 acres already identified and surveyed for Paro and ToR for DPR and ToR for Environment Impact Assessment (EIA) already prepared. EoI from National

		Consultancy Firm will be called soon after EIA endorsement from NECS. For Bumthang, SRFL measuring more than 4.00 acres already identified for which the preliminary assessment of the land and stakeholders meeting conducted in the month of October, 2019. The stakeholder's recommendation has been put up to Dzongkhag Land Committee for final endorsement.
3.3.1. Designate space for Startups in the industrial estates/parks.	DCSI, MoEA	As and when DCSI receives an application.

3.6.1. Establishment of market infrastructure (Collection Points)	DAMC, MoAF	Carried out first phase of consultation meetings with the concerned agencies to facilitate the smooth establishment of the market infrastructure in October, 2019. Final sites identified at Wangduephodrang.
3.6.1.2. Establishment of market linkages to link producers to market.	DAMC, MoAF	Plans are in place. To be implemented after schools resume.
3.6.1.3. Establish Central Yarn Bank.	APIC	Explored and identified few yarn sourcing/ manufacturing companies in India.
3.6.1.4. Construction of Common Facility Center.	APIC	Ground Works started with the identification of the site.
3.7.1. Strengthen cooperatives, farmers groups, clusters and community-based initiatives.	DAMC, MoAF	Provided capacity building support to groups of Chhukha during the month of December, 2019.
3.8.1. Industrial Development Scheme and Essential Service Scheme.	DCSI, MoEA	The procurement procedure for 20 beneficiaries under Industrial Development Scheme (IDS) and Essential Service Scheme (ESS) completed and the equipment delivered. The evaluation for 45 beneficiaries under IDS and 28 beneficiaries under ESS completed and is under procurement process.
3.8.1.2. Monitoring and Evaluation Report for Industrial Development Scheme	DCSI, MoEA	The Monitoring and field visit carried out for 11 beneficiaries and report submitted.
3.8.1.3. Value addition equipment through C-BuDS.	DAMC, MoAF	Evaluated the 20 proposals received, out of which 17 proposals have been accepted. Quotation floated for equipment not available in the MoAF tender. 2nd Call for Proposals made Proposals expected to reach by 31st December, 2019.
3.8.1.4. Support clusters with pre loom machines and dyeing equipment.	APIC	Notice Inviting Tender (NIT) was called on 10/12/2019 for the supply of pre-loom materials.

3.9.1. Provide preferential procurement for locally produced CSI products while ensuring the specifications and qualities are equally competitive with other products and services in the market.	GPPMD,MoF	Margin of Preference increased to 10% as per revised Procurement Rules and Regulation 2019, as per the recommendation from DCSI, MoEA in the earlier CSI Action Plan. To avail this 10% benefit of margin of preference, the bidder shall be instructed to produce a valid value addition certificate issued by the MoEA. To get into implementation, a bilateral meeting was held on 14/11/2019 and reached to a consensus that MoEA will develop the guidelines to issue such certificate.
Strategic Objective 4: Enhancing Access to Finance and Incentives		
Activities/Measures	Lead	Progress/Implementation Updates
4.1.1.PSL Priority list updated for financing	RMA	Priority list is changed upon the recommendation from the concerned agencies. For Non-Agri CSI, DCSI, MoEA will be submitting the revised list to RMA (PSL Council) for final endorsement.
4.1.2. Facilitate credit access for 21 identified products and CSI targets under flagship.	DCSI & RMA	With regard to equity financing, DCSI in collaboration with the RMA will come up with detailed Guideline before June 2020.
4.2.1. Incentivize CSI banks and FIs to lend at affordable rates and encourage FIs to commit portion of their loans to CSIs	RMA	CSI bank wishing for waiver of income tax on interest income earned through preferential lending to CSI enterprises is governed by the Fiscal Incentives of Government. FIs are also provided tax exemptions on interest income from lending to CSIs as per PSL guidelines. RMA is in communication and dialogue with FIs to commit portion of their loans to CSIs.
4.3.1. Expand the coverage of MFIs in rural areas	RMA	Currently RMA have accorded approval for 6 MFIs and as mandated by the MFI Regulations, majority of its clients should be from Rural. There are currently 32 MFI branches in the country.
4.4.1. Adoption of alternate credit scoring models	CIB	CIB requested their vendor, Dun & Bradstreet Company to send them the proposal for setting up of credit scoring.
4.6.1.1. organize meetings for resource mobilization	GNHC	The meeting to be convened as and when required for resource mobilization.

Strategic Objective 5: Innovation and Technology Adoption		
Activities/Measures	Lead	Progress/Implementation Updates
5.2.1. Develop database for up to date information on appropriate technologies for CSIs.	DCSI, MoEA	Concept paper on CSI technology database completed with APCTT. Work order awarded to FAB LAB Bhutan. Initiated the domain and registration process and the name of the website finalized (www.dcsi.technology.bt) First draft of CSI technology database website completed.
5.3.1. Awareness activities and capacity building programs on IPR.	DoIP, MoEA	<p>1.National Conference on Enabling Innovative Environment to Strengthen Business Competitiveness through Brands and Designs The Department of Intellectual Property (DoIP) in collaboration with the World Intellectual Property Organization (WIPO) organized a National Conference on Enabling Innovative Environment to Strengthen Business Competitiveness through Brands and Designs on 22 November 2019 in Thimphu. Over 70 entrepreneurs participating in the Third Annual Cottage and Small Industries (CSI) Fair, organized by the Department of Cottage and Small Industries (DCSI), attended the Conference. The objective of the conference is to impart the understanding on intellectual property (IP) and strengthening business competitiveness through the use of IP such as brands and designs to the established and potential Bhutanese entrepreneurs participating in the Third Annual CSI Fair who are involved in promoting and diversifying the locally made products.</p> <p>2. Interactive Session with DHI Bizap Cohort 3 Entrepreneurs The Department of Intellectual Property (DoIP) participated in the interactive session with DHI BizAP Cohort 3 entrepreneurs organized by the DHI on December 4, 2019. A presentation on the Overview of the Intellectual Property (IP) System was made to the participants sensitizing them on importance of IP, different branches of IP, IP registration system, DoIP roles and responsibilities, etc. The presentation was followed by questions and answer session. A total of 19 entrepreneurs from various CSI sectors were present. As one of the primary mandates of the DoIP, the office has been carrying out various outreach programs on an annual basis to create awareness on the importance of IP in fostering innovation and creativity in the country.</p>

		<p>3. Workshop on Intellectual Property for the traders and designers of handicraft and textile sectors</p> <p>The Department of Intellectual Property (DoIP) in collaboration with the Agency for Promotion of Indigenous Crafts (APIC) conducted one-day workshop on Intellectual Property for the traders and designers of handicraft and textile sectors on December 24, 2019 in Thimphu.</p> <p>The participants were beneficiaries of EU-Bhutan Trade Support project led by the APIC in collaboration with the International Trade Center.</p>
5.4.1. Access to global patent design and brand databases and related services, through the Technology and Innovation Support Centers - TISCs (College of Science and Technology, Jigme Namgyel Engineering College and Thimphu TechPark Ltd.) to CSIs.	DoIP, MoEA	<p>The DoIP in collaboration with the Centre for Appropriate Technology (CAT), Jigme Namgyel Engineering College (JNEC) on Intellectual Property System and Patent Database Search Training for Samdrup Jongkhar (S/J) School Teachers, Local Government Officials and S/J Initiatives from October 30-31, 2019 in Dewathang, Samdrup Jongkhar.</p> <p>JNEC is also one of the TISCs host institutions in the country. 70 participants from the locality attended the program.</p>
5.5.1. Advisory services and related assistance in franchising and licensing of IPR in permissible areas.	DoIP, MoEA	So far DoIP did not receive any requests for advice on Franchising and Licensing from our Business Sector.

5.6.1. Facilitate FDIs in select small industry sector	DCSI, MoEA	FDI Policy revised to facilitate foreign investment in select small industry.
5.7.1. Voucher scheme to stimulate R&D, innovation and technological absorption by CSIs.	DCSI, MoEA	Evaluated 3 applications from the Startup Centre (CSI IT enabled services), Changzamtog. Conducted 2 nd round of evaluations to determine the service provider for these applicants.
Strategic Objective 6 : Access to Market		
Activities/Measures	Lead	Progress/Implementation Updates
6.1.1. Awareness on GHP/GMP/Certification requirements to CSIs.	BAFRA, MoAF	Four days awareness training on food safety licensing and certification requirements was organized for Cottage and Small Industries (CSI) manufacturing food products from 16 -19 September 2019 at Jambayang Resort, Thimphu. Forty participants consisting of representatives from CSIs based in Thimphu, Paro, Chukha and Bumthang, representatives from Department of Cottage and Small Industries of the Ministry of Economic Affairs, Queens Project Office, National Post Harvest Center, National Food Testing Laboratory and BAFRA field officials attended the awareness training.
6.1.2. Subcontract food samples to reference laboratories for authentication of label and verification of nutritional claims.	BAFRA, MoAF	37 food samples were submitted by CSIs to BAFRA. BAFRA has subcontracted the samples to two laboratories in Kolkatta, India for testing against label claims and verification of nutritional claims and test results are being awaited.
6.1.3. Increase ISO/IEC 17065 accreditation scope of BAFRA's food product certification.	BAFRA, MoAF	Preliminary assessment of CSIs against requirements of BAFRA Licensing requirements based on GHP/GMP Criteria completed. Based on the reports, 5 CSIs has been identified for licensing based on GHP/GMP Criteria. Upon fulfillment of licensing requirements, the CSIs will be encouraged and readied to apply for food product certification.

6.1.4. Capacity building of National Food Testing Laboratory (NFTL).	BAFRA,MoAF	Certain relevant parameters (like pesticide residues in Tea, Heavy metals in Grains/flour, <i>Campylobacter</i> and Mesophilic Lactic acid bacteria) had been identified in the CSI products and accordingly the list of chemicals /reagents/certified reference materials/consumables for introduction of new test parameters and the specification of the fat extraction unit and the muffle furnace had been prepared. Accordingly the tender for the purchase of the above lab items had been floated as per the procurement norms.
6.2.1. Awareness programs on certification and conformity assessment.	BSB	Awareness programs are scheduled in January and March 2020.
6.2.2. Product certification cost with technical expertise from outside Bhutan.	BSB	No certification in the 2019-2020 FY.
6.2.3.. Develop and adopt standards.	BSB	10 products have been identified and passed on to relevant Technical Committees. The Member Secretaries have already prepared and finalized work plans.
6.2.4. Increase scope of metrology accreditation to include volume and prepare for temperature and pressure measurement.	BSB	The quotation to supply metrology equipment has been floated.
6.3.1. Develop Guideline for BB	DoT,MoEA	Guideline developed after conducting a stakeholder's consultation workshop from October 15-17, 2019.
6.3.2.Develop rules and regulations for BB	DoT,MoEA	Draft Rules and Regulations developed.
6.3.3. Develop criteria for two sector brands.	DoT,MoEA	This will be carried out during the FY 2021-22.

6.3.4. Develop criteria, specifications and product profile for the application of BB.	DoT,MoEA	Criteria developed for Made in Bhutan (Handicrafts)
6.4.1. Promote and market BB to international market.	DoT,MoEA	Brand Bhutan promoted at the National Level by attending the CSI Fair with effect from November 22-24,2019
6.4.2. Registration of BB with IP.	DoT,MoEA	Registration complete at the National Level
6.6.1. Conduct National CSI Expo	DCSI,MoEA	Successfully conducted 1 National CSI Expo in July, 2019 during BEFIT.
6.6.2. Annual CSI Fair	DCSI, MoEA	Organized the 3 rd Annual CSI Fair from 22-24 November, 2019 at Changlimithang coinciding with the Global Entrepreneurship Week.
6.7.1. Road shows/exhibitions for networking/linkages with SME agencies in the region to explore investors in FDI	DCSI,MoEA	Preliminary discussion held with DoI, MoEA on investment forum with Investment Board abroad.
6.8.1. New CSI Product launching events	DCSI,MoEA	One launching of new CSI products event organized during Annual CSI Fair. Seven CSI Entrepreneur's products/IT enabled business services launched (Herbal Products, Detergent and Toilet Cleaning Products, Moringa Tea, Freed Meat, production of socks, Zhabtog Apps and Bhutan Pay). Promotional events conducted, Pamphlets distributed, poster for advertisement in Kuensel and Business Bhutan, panel program/show with entrepreneurs in BBS).
6.9.2. Develop business model for operation and management of marketplace.	DCSI,MoEA	CSI market operation and management within Bhutan already awarded to APECS Consultancy firm on 14 December, 2019. First inception reports to be submitted and presented to DCSI after 25 days from date of award.

6.10.1. Initiate the establishment of outlet and establish CSI sales outlet outside Bhutan.	DCSI,MoEA	Liaised with MFA with regard to the establishment of market outlet outside Bhutan. Moreover, face to face discussions held in December,2019.
6.11.1. CSI product mapping in 20 Dzongkhags.	DCSI,DoI,MoEA	The activity to be implemented in 2020-21.
6.13.1Facilitate use of e-commerce platforms including e-payment systems by CSIs for greater market access.	DoT,MoEA	Incorporated e-commerce licensing under G2C online business services. Facilitated for issuance of e-commerce license for 13 e-commerce entity. (Seeking RMA technical clearance for using Payment Gateway).



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Ministry of Economic Affairs
Royal Government of Bhutan
Thimphu: Bhutan

SECRETARY

MoEA/DCSI/PD-04/2019/

1st January, 2020

To,

Hon'ble Secretary, MoF/MoAF/MoLHR
Hon'ble Governor, Royal Monetary Authority
Director General, Bhutan Standards Bureau
Chief Executive Officer, Agency for Promotion of Indigenous Crafts

Sub: 1st Progress Report (July 2019-December 2019) of Cottage and Small Industry Action Plan (CSI AP 2019-2023)

Dear Dasho(s)/Sir(s),

We are pleased to submit the 1st Progress Report of the CSI AP (2019 -2023) for your kind information and record. To reiterate, we have focal person (*list attached*) from your agency to follow up and progress report on those activities that concern your agency.

The Department of Cottage and Small Industry (DCSI) acts as the coordinating body for the implementation of the action plan and reports progresses to the heads of the agencies on a six monthly basis.

We are happy to inform that the activities of the action plan are being implemented in a timely manner with no major issues to be reported for the 1st Progress Report. We solicit similar support and collaboration in the future as well to successfully implement the Action Plan till the end.

On behalf of the Ministry, I would like to extend our gratitude for your continued support in this important endeavor.

Yours sincerely,

(Kinley T. Wangchuk)
Officiating Secretary

Cc:

1. Hon'ble Tengye Lyonpo, Ministry of Economic Affairs for kind information.
2. Director General, DCSI/IPD, Ministry of Economic Affairs
3. Director General, DAMC, Ministry of Agriculture and Forests
4. Director General, DoEHR, Ministry of Labour and Human Resources
5. Director, DoT, Ministry of Economic Affairs



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Ministry of Economic Affairs
Royal Government of Bhutan
Thimphu: Bhutan

SECRETARY

6. Director, DTE, Ministry of Labour and Human Resources
7. Director, DRC, Ministry of Finance

List of Focal Persons:

1. Mr. Lham Dorji, Chief Program Officer, TISD, DTE, MoLHR
2. Ms. Tshering Lhamo, Chief Program Officer, TPD, DTE, MoLHR
3. Mr. Tempa, CIPO, DoIP, MoEA
4. Mr. Karma Wangdi, Chief Engineer, Certification Division, Bhutan Standards Bureau
5. Mr. Karma Wangdi, Chief Procurement Officer, GPPMD, DNP, MoF
6. Mr. Ram Bhadrur Gurung, Dy.CEO, DoEHR, MoLHR
7. Ms. Tashi Wangmo, Joint Collector, DRC, MoF
8. Mr. Ugyen Tshering Deputy Manager, CIB
9. Ms. Rinzin Lham, STO, DoT, MoEA
10. Mr. Pema Loday, Adm. Officer, APIC
11. Mr. KuberNath, BAFRA, MoAF
12. Mr. Rinchen Dorji, Research Officer, Research Division, RMA
13. Ms. Soenam Tshomo, Marketing Officer, DAMC, MoAF