



འཇིགས་མེད་དབང་ཕྱུག་སྒྲོག་མེ་སྤྱོད་བདེན་སྟེལ་ཁང་།
ལས་མི་འཆར་གཞི་དང་རིག་ཏུ་ལོང་འཕེལ་ལས་ཁུངས་།
Jigme Wangchuck Power Training Institute
Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling:Sarpang



JWPTI/QAP5.1/2025-2026/ 647

17/03/2026

Office Order

In accordance with the resolution of the Staff General Meeting convened on 09/03/2026, the following additional responsibilities are hereby delegated to the concerned staff, in addition to the job descriptions prescribed in their respective position directives. Accordingly, all staff members are required to play their respective roles in delivering services with effect from 01/07/2025 to 30/06/2026. The duties shall be carried out as per the job responsibilities attached herewith. Furthermore, the outgoing In-Charges are required to ensure proper handing-taking of responsibilities, and a copy of the handing-taking notes shall be submitted to the Store Office and the undersigned.

SL No.	Responsibilities	Staff In-Charge
1	Academic Committee	1.Training Coordniator 2.Assessment Controller 3.Admission Head/Datafocal 4. All HoDs
2	Descipline Committee	1.Trainer on Duty (ToD),Chairman 2.Counsellor,member 3.Concerned Trainer,member 4.Warden & Matron ,member 5.Mr.Tek Bdr Bhandari (GEDI) member
3	HRC Committee	1.Training Coordinator,Chairman 2.All HoDs,members 3.Admin Asst. member 4.Mrs Rinchen Wangmo (GEDI) member
4	Admission Committee	1.Mr.Sonam Norbu,Admission head/Datafocal 2.All HoDs members 3.Mr.Rinzin Wangzom (GEDI) member 4. Training Coordinator member 5.Admin Asst. member
5	SWS Committee	1.Training Director,Chairman 2.Mr.Tshering Tenzin,Secretary 3.Ms.Pema Choden,Coordinator 4.Mr.Kinley Penjor,Treasurer 5.All HoDs members 6.Mrs. Rinchen Wangmo (GEDI)
5	Tender Opening Committee	1.Training Director 2.Mr.Naku Dorji,HoD Masonry 3.Mrs.Shacha Pelden,HoD Carpentry 4.Mr.Ugyen Samdrup,HoD Plumbing 5. Ms.Rinzin Wangzom,
6	Tender Evaluation Committee	1.Mr.Nima Tshering HoD,Electrical 2.Mr.Jigme Gyeltshen 3.Mr.Nima Tshering Bal 4.Mrs.Karma Wangzom 5.Mrs.Ugyen Dema



འཕྲིན་ལུགས་མཁུ་སྤྱོད་ལྷན་ཁག་གི་ལྷན་ཁག་
ལས་ཁུངས་གཞི་དང་རིག་ཏུ་ལྷན་ཁག་འཕེལ་ལས་ཁུངས་

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7	Food Inspection Quality Control,Committee	1.Mr.Tek Bdr Bhandari 2.Ms.Rinzin Wangzom (GEDI) 3.Warden & Matron members 4.Trainer on Duty 5. Trainees Chief Counselor Male/Female
8	Media Committee	1.Ms. Phuntsho Choden, Focal 2.Sonam Rinzin,member
10	Games & Sport In-charge	1.Mr.Sonam Norbu
11	Cultrual In-charge	1.Mr. Namgay Wangchuk 2.Ms. Tshering Dema
12	PA System In-charge	Mr.Karma Wangzom
13	Assessment Controller & Committee	Mr. Boj Raj Pokhral, Mechanical Mrs. Karma Wangzom,Electrical Mr.Sonam Norbu,Carpentry MrsSherab Chhozom,Masonry Mr.Mr.Jigme Tenzin, Plumbing Mr. Sangay Wangchuk,Jimzo,Lhadri& Tshemdru Mr. Namgay Wangchuk,Prata & Trezo
14	MTO	Mr. Kinley Penjor
15	Health In-charge	Warden & Matron
16	Warden & Matron	1.Mr. Tek Bdr Bhandari/ Mr. Dechen Tshering 2.Ms. Rinzin Wangzom
17	HoDs	1.Mr.Nima Tshering ,Electrical 2.Mr.Naku Dorji,Masonry 3.Mr.Ugyen Samdrup,Plumbing 4.Mrs.Shacha Pelden,Carpentry 5.Mr.Tshering Tenzin,Mechanical 6.Mr. Lungten Wangdi,Zorig A 7.Mr. Sonam Tobgay,Zorig B
18	Training Coordinator	Mrs.Sherab Chhozom
19	ILPU Coordinator	Mrs. Rinchen Wangmo
20	Trainer on Duty (ToD)	All Trainers
21	OHS Focal	Mr.Agam singh Thara & Mrs.Purna Maya Sanyasi
22	Disaster Management Committee	Mr.Sonam Rinzin, Focal Mr.Sangay Dorji Tamang member Training Coordinator member One Trainer from each department All staff (Both Teaching & Non Teaching)
23	House Master	Mr. Yesshi Phuntsho Mr. Dawa Penjor Ms.Phuntsho Choden Ms.Tshering Dema
24	Fablab Manager	Mr. Yesshi Rigtsel Wangchuk



འཛིགས་མེད་དབང་ཕྱུག་སྒོག་མེ་སྤྱོད་བདར་སྤེལ་ཁང་།
ལས་མི་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

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Therefore, in line to this office order, all the staff are recommended to make arrangement of your responsibilities prior to the reporting of the trainees as per the requirements.

(Karma Dorji)
Training Director

Copy to:

1. All Concerned Person for necessary action
2. Trainees Notice Board for kind information
3. Staff Notice board for kind information
4. Personal file
5. Office copy