



འབྲུག་སློ་ཉོ་ར་གོང་འཕེལ་ཚད་འཛིན།  
**Bhutan Livestock Development Corporation Limited**  
**Corporate Head Office**  
**Thimphu: Bhutan**  
*“Inspiring the growth of livestock entrepreneurs”*



**CONTRACT AGREEMENT**

**GENERAL CONDITIONS**

**I. Agreement**

THIS AGREEMENT is executed on day.....month.....year ..... between the Bhutan Livestock Development Corporation Limited (BLDCL) hereinafter called “the employer” and. ...., hereinafter called “ the contract employee”.

WHEREAS the employer desires to engage the services of the employee on the terms and conditions set forth; and WHEREAS the employee is ready to and willing to accept this engagement of service with BLDCL on these terms and conditions.

**II. Nature of Service**

The contract employee shall serve the employer as ..... or in such other capacity/place/department/division as the employer may require from time to time.

**III. Duration of Agreement**

The employment shall be for a total period of ..... Months commencing from the day ..... month .....year ..... (Hereinafter referred to as the contract period), subject to premature termination as hereinafter provided.

**IV. Remuneration**

The employee shall:

- a) Be paid as mentioned below:
  - i. Basic Salary of Nu.....
  - ii. Contract allowance: \_\_\_\_\_% Nu.....
  - iii. Difficulty Area Allowance of Nu.....
  - iv. Conveyance Allowance of Nu.....
  - v. Communication Allowance of Nu.....



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vi. Others.....

- b) The employee's total monthly remuneration amounts to Nu.....
- c) Be eligible for annual increment if the contract term is more than a year;
- d) Be eligible for overtime payment as per the contract agreement, if required to work beyond the normal working hours;
- e) Not be eligible for pay revision if any, unless a new contract is implemented;
- f) Be eligible for Performance Incentive for the period during which he has rendered his service;

**V. Duty**

- a) The Terms of Reference (ToR) of the employee shall be framed by the concerned Department/Division/Unit Head and endorsed by the Management.
- b) The contract employee shall devote himself/herself exclusively to his/her duties or to such other duties as the employer shall reasonably assign to him/her and shall personally attend thereto at all times by day or night (including weekends and public holidays, if necessary) except in the case of illness or accident in which case the employee shall notify the employer and shall furnish such evidence as may be required.
- c) The contract employee shall obey and comply with all lawful orders, instructions and directions of the employer and observe all rules, regulations and instructions in force for and in respect of the BLDCL's property and management.
- d) The contract employee, whenever required by the employer, shall give full and proper interaction in his/her occupation and in the specified duties of his/her office to such other person or persons as the employer shall communicate to him/her and he/she shall convey to such person or persons any secret methods, processes or information learnt or acquired by him/her in the course of his/her employment herewith or otherwise.
- e) The contract employee shall also comply with BLDCL Internal Service Rules and Regulations not covered under this agreement.

**VI. Leave and Travel**

The contract employee shall be eligible for TA & DA, Leave and Leave Travel Concession (LTC) and earned leave encashment as per the BLDCL Internal Service Rules and Regulations.





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the provision of this agreement by the contract employee shall be vested exclusively with BLDCL.

- c) The contract employee shall not be concerned or interested directly in any other business except that of the employer.
- d) The contract employee shall not draw, accept or endorse any bill on behalf of the employer or in any way pledge the credit of the employer except so far as the employer may have authorized him/her either generally or in any particular case.

**XII. Confidentiality and Non-competition**

BLDCL requires, and the contract employee agrees that, during the term of employment and at any time thereafter, the contract employee shall retain in confidence and not divulge or make available without BLDCL's advance written consent to any person, firm, corporation or entity other than BLDCL or its designee, any information whatsoever. This includes the written embodiments of his/her services for BLDCL, in reports, studies, or the like, acquired or developed by him/her during the term of his employment, which relates to or concerns the business or operation of BLDCL or of its clients or customers.

**XIII. Renewal/Extension of Contract**

The contract shall be extended with the consent of both the employer and the employee, with two (2) months' notice to the approving authority.

**XIV. Termination of Contract**

The Employer/Employee intending to terminate the contract before expiry of the term shall issue a minimum of one (1) months' notice. In the event of failure to serve the notice in advance of the required period, the defaulter shall pay to the other, the basic pay of the employee for the stipulated notice period. The length of termination notice shall be same for the employer and the employee.

**XV. Dismissal for Misconduct**

If at any time during his employment, the contract employee shall be tried for gross misconduct after all procedures required by section 87 of the Labour and Employment Act of Bhutan 2007 have been compiled with or breach or non-observance of any of the stipulation herein this agreement. The employee shall, at the option and discretion of the employer, forfeit the gratuity.



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The contract employee shall be paid his post service benefits upon of his assignment under this agreement upon production of a clearance certificate from the Royal Audit Authority and the employer.

Seal & Signature of Employer

Signature of Employee

Witness

Witness