# TERMS OF REFERENCE FOR MENLHA TSHOKPA

NATIONAL TRADITIONAL MEDICINE HOSPITAL

KAWANG JANGSA, THIMPHU

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# TERMS OF REFERENCE FOR CORE NTMH MENLHA TSHOKPA

## 1. Background

The Menlha Tshokpa is an internal institutional committee established within the National Traditional Medicine Hospital to facilitate the regular conduct of the monthly Menlha Choga, ensure the effective management of the Tshokpa fund, and coordinate related spiritual, religious, and welfare activities. These activities are carried out for the collective benefit of staff, patients, and the wider institution, with the intention of fostering peace, prosperity, harmony, and spiritual well-being within the hospital environment. The Menlha Tshokpa serves as a supportive spiritual structure that complements the healing mission of the hospital by promoting positive mental states, compassion, and merit-making practices.

These Terms of Reference have been developed to provide a clear, structured, and transparent framework for the governance, administration, and overall functioning of the Core Menlha Tshokpa. The ToR is intended to strengthen the institutional framework of the Tshokpa by clearly defining its objectives, scope, roles and responsibilities, decision-making processes, and operational procedures. It further outlines the financial management system, reporting mechanisms, and accountability measures required for effective administration. Through this framework, the ToR ensures that the Tshokpa operates in a consistent, well-coordinated, and ethically grounded manner, aligned with institutional policies and spiritual values. At the same time, it safeguards the core purpose of the Tshokpa, which is to support spiritual well-being, enhance staff welfare, and uphold the holistic healthcare philosophy of the National Traditional Medicine Hospital.

In addition to its spiritual and ritual functions, the NTMH Menlha Tshokpa also operates as a collective welfare mechanism for its members. It is sustained through regular contributions made by staff, which are pooled into a dedicated welfare fund. This fund is managed in a transparent and accountable manner to provide financial assistance to members through loans in accordance with established guidelines.

Therefore, the establishment of the NTMH Menlha Tshokpa was formally endorsed vide notesheet no. MoH/NCTMS-NTMH/Notesheet-05/2025-26/750, dated 18th June 2026.

## 2. Purpose of the Tshokpa

The NTMH Menlha Tshokpa is established to:

2.1. Ensure the regular and proper conduct of monthly Menlha Choga and related activities.
2.2. Organize and facilitate the performance of Thrusel (purification and cleansing rituals)
2.3. Manage Tshokpa funds in a transparent, accountable, and sustainable manner.
2.4. Provide regulated financial support to staff through loan facilities.
2.5. Ensure the performance of religious ceremonies, prayers, and blessing rituals for newly released medicines before they are dispensed to patients.
2.6. Strengthen staff engagement in spiritual, welfare, and institutional activities.

## 3. Scope of Authority

The Core Tshokpa shall have the authority to:

3.1. Manage the collection, administration, utilisation, and reporting of Tshokpa funds.
3.2. Verify/Approve/Reject loan facilities in accordance with the approved Guidelines and Rules Regulations.



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3.3. Ensure compliance with institutional policies, directives, and QMC/Administration decisions.
3.4. Develop internal operational procedures, forms, and formats subject to endorsement by QMC and Administration.

## 4. Composition of the Tshokpa Members

The Core NTMH Menlha Tshokpa shall comprise:

4.1. Medical Superintendent-Chairperson (Ex-Officio)
4.2. One Drungtsho-Vice Chairperson
4.3. One Drungtsho/Menpa-Kunyer (Koen-Nyer)
4.4. One Menpa-Treasurer
4.5. Administrative Officer-Member Secretary (Secretariat)

## 5. General Responsibilities of the Tshokpa

The Core Tshokpa shall:

5.1. Organise and facilitate the conduct of monthly Menlha Choga.
5.2. Collect and manage monthly contributions from members.
5.3. Maintain accurate financial, administrative, and loan records.
5.4. Administer loan services, including application, approval, disbursement, and recovery.
5.5. Prepare and present periodic financial and activity reports.
5.6. Promote awareness, participation, and engagement among staff.
5.7. Ensure coordination with QMC, Administration, and departmental units.
5.8. Ensure compliance with approved Rules, Regulations, and Guidelines.
5.9. Develop internal procedures, guidelines, and forms for effective functioning, subject to endorsement by the QMC and Administration.

## 6. Role of the Chairperson

The Chairperson shall:

6.1. Provide overall leadership and strategic direction.
6.2. Preside over meetings and ensure effective decision-making.
6.3. Approve loan facilities in accordance with the approved Guidelines and Rules Regulations.

## 7. Role of the Vice-Chairperson

The Vice-Chairperson shall:

7.1. Ensure and manage monthly Menlha Chogas and related activities.
7.2. Ensure compliance with institutional policies, ToR, Rules & Regulations.
7.3. Verify loan facilities in accordance with the approved Guidelines and Rules Regulations.
7.4. Oversee financial integrity and accountability.
7.5. Ensure timely reporting and submission of documents to QMC and Administration.
7.6. In the absence of the Chairperson, the Vice Chairperson shall assume responsibilities.

## 8. Role of the Treasurer

The Treasurer shall:

8.1. Manage all financial transactions of the Tshokpa.
8.2. Maintain accurate and updated financial records.
8.3. Collect monthly contributions with proper documentation.
8.4. Facilitate loan disbursement and monitor repayment schedules.
8.5. Prepare periodic financial statements and reports.
8.6. Ensure transparency, accuracy, and financial discipline.



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8.7. Verify loan facilities in accordance with the approved Guidelines and Rules Regulations.

## 9. Responsibilities of the Kunyer

The Kunyer shall:

9.1. Maintain and record accurate Choesham items as per the checklist.
9.2. Make necessary preparations for the monthly Menlha Choga, including the submission of the list required for the Choga.
9.3. Lead and guide during the Menlha Choga, including the performance of Thrusel.
9.4. Collect and offer newly released medicines to receive blessings during the Menlha Choga.
9.5. Maintain the sanctity, decorum, cleanliness and hygiene in the Menlha Choesham.
9.6. Ensure and maintain safety in the Menlha Choesham.

## 10. Role of the Secretariat

The Secretariat shall:

10.1. Coordinate meetings, including scheduling, agenda preparation, and logistics.
10.2. Record accurate minutes of meetings and maintain records.
10.3. Circulate relevant documents and notices to members, including the monthly Menlha Choga schedule.
10.4. Communicate decisions, recommendations, and reports.
10.5. Follow up on action points and report progress in subsequent meetings.

## 11. Appointment and Tenure

11.1. Members shall be appointed through a consultative process and endorsed by QMC and Administration.
11.2. The tenure for the Core Members shall be three (3) years except the Chairperson and the Secretariat.
11.3. Members may be reappointed based on performance and institutional requirements.
11.4. In case of resignation, transfer, or incapacity, replacement shall be appointed through the same endorsement process with immediate effect.

## 12. Leadership Structure

12.1. The Medical Superintendent and ADMO shall serve as Ex-Officio Chairperson and Secretariat.
12.2. The Vice Chairperson and other members shall be selected through nomination and consensus/majority agreement among staff.
12.3. In the absence of the Chairperson, the Vice Chairperson shall assume responsibilities.

## 13. Membership and Contribution

13.1. Membership shall be mandatory for all regular NTMH staff.
13.2. Members shall contribute monthly as per the contribution rates agreed during the clinical meeting held on 18th March 2026.
13.3. Members shall comply with all Rules, Regulations, and decisions of the Tshokpa.
13.4. Members shall actively participate in Tshokpa activities, including Menlha Choga.
13.5. Loan beneficiaries shall comply with repayment obligations and contribution requirements.



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13.6. Non-staff individuals may contribute voluntarily; however, such contributions do not confer membership rights or benefits.

## 14. Code of Conduct and Conflict of Interest

14.1. Members shall uphold integrity, transparency, discipline, and professionalism.
14.2. Members shall act in the best interest of the Tshokpa and the institution at all times.
14.3. Any conflict of interest shall be declared immediately, and the concerned member shall recuse themselves from decision-making.
14.4. Misuse of authority, favouritism, or unethical conduct is strictly prohibited.

## 15. Tshokpa Meetings

15.1. The Tshokpa shall conduct meetings as required, with at least one meeting every quarter.
15.2. Meetings shall be convened by the Chairperson or Vice-Chairperson.
15.3. A quorum shall be required for decision-making.
15.4. Minutes shall be recorded and maintained for accountability.

## 16. Decision and Confidentiality

16.1. Decisions shall be made through consensus wherever possible.
16.2. Where consensus is not achieved, decisions shall be made by majority vote.
16.3. Members shall maintain strict confidentiality of all sensitive financial and administrative information.
16.4. Unauthorised disclosure or misuse of information shall be strictly prohibited.

## 17. Amendment of TOR

17.1. This ToR may be reviewed and revised as required.
17.2. Amendments shall be discussed by the Menlha Tshokpa and submitted to QMC for endorsement.
17.3. Approved amendments shall be formally communicated and implemented.

## 18. Adoption and Commitment

18.1. This ToR is adopted as the official guiding framework of the NTMH Menlha Tshokpa.
18.2. All members shall acknowledge and adhere to its provisions.
18.3. Members commit to perform their duties with diligence, accountability, integrity, and spiritual responsibility.



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NATIONAL TRADITIONAL MEDICINE HOSPITAL
NATIONAL CENTRE FOR TRADITIONAL MEDICINE SERVICES
MINISTRY OF HEALTH, THIMPHU: BHUTAN

MoH/NCTMS-NTMH/Notesheet-05/2025-26/750 Date: 18th June 2026

**NOTESHEET**

The Menlha Tshokpa at NTMH was established several decades ago with the primary purpose of coordinating and ensuring the regular conduct of the monthly Menlha. Over time, the scope of the Tshokpa has expanded beyond its initial spiritual function to include broader institutional responsibilities such as fund management, staff welfare support, and the coordination of various spiritual and religious activities that contribute to the overall well-being of staff, patients, and the institution as a whole.

In view of this expanded scope and evolving institutional needs, it has become necessary to develop a comprehensive and structured guideline, along with a formal Terms of Reference, to ensure effective governance, accountability, and sustainability of Tshokpa's activities. Accordingly, as per the recommendation of the Clinical Meeting held on 18th April 2026, a detailed Guideline for the NTMH Menlha Tshokpa, including the ToR for the Core Tshokpa Members, was developed through a consultative process.

The draft Guideline and ToR were subsequently presented, reviewed, and formally endorsed during the 5th Quality Management Committee Meeting held on 12th June 2026, reflecting institutional consensus on the need for a strengthened and well-regulated framework for Tshokpa's operations.

In light of the above, this is to seek kind approval for the implementation of the Guideline and Terms of Reference of the NTMH Menlha Tshokpa, with effect from 1st July 2026.

Submitted for kind approval.

**Offtg. ADMO**

**Medical Superintendent, NTMH**

Approved as per the QMC ToR.

18/6/2026

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NATIONAL TRADITIONAL MEDICINE HOSPITAL
NATIONAL CENTRE FOR TRADITIONAL MEDICINE SERVICES
MINISTRY OF HEALTH, THIMPHU: BHUTAN

MoH/NCTMS-NTMH/Order-03/2025-26/751 Date: 18th June 2026

**OFFICE ORDER**

In accordance with the approved Notesheet No. MoH/NCTMS-NTMH/Notesheet-05/2025-26/746, dated 15th June 2026, the following staff members are hereby constituted as the Core Committee of the NTMH Menlha Tshokpa, with effect from 1st July 2026, for the effective coordination, management, and implementation of all Tshokpa-related spiritual, financial, and welfare activities within the National Traditional Medicine Hospital.

- Drungtsho Karma Gaylek, Medical Superintendent, Chairperson
- Drungtsho Singye Wangmo, Vice-Chairperson
- Menpa Ugyen Phuntsho, Kunyer
- Menpa Kinley Wangchuk, Treasurer
- Ms. Dorji Wangmo Lhaki, Member Secretary (Secretariat)

The Committee shall function in accordance with the approved Terms of Reference and shall be responsible for the overall coordination and smooth implementation of the Menlha Tshokpa activities. The Committee shall place primary emphasis on ensuring the timely and proper conduct of the monthly Menlha Choga, proper and transparent management of the Tshokpa Fund, and the coordination of all related spiritual, religious, and welfare activities as mandated under Menlha Tshokpa.

In carrying out its responsibilities, the Committee is expected to uphold the highest standards of professionalism, integrity, transparency, accountability, and collective responsibility. All activities and decisions shall be guided by the vision, mission, and core values of the National Traditional Medicine Hospital, with due respect to the spiritual significance of the Menlha Tshokpa and its role in promoting harmony, well-being, and compassionate service within the institution.

This Office Order is issued for strict compliance and necessary action by all concerned.

(Drungtsho Karma Gaylek)
**Medical Superintendent**

**Copy:**

1. Offtg. Head, NCTMS, MoH, for kind information
2. Concerned Committee Members for compliance
3. ADMO and NTMH PDC Secretariat for the record
4. All the NTMH staff for information
5. Office file

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