



BHUTAN CIVIL SERVICE RULES AND REGULATIONS

2018

ROYAL CIVIL SERVICE COMMISSION

ROYAL GOVERNMENT OF BHUTAN

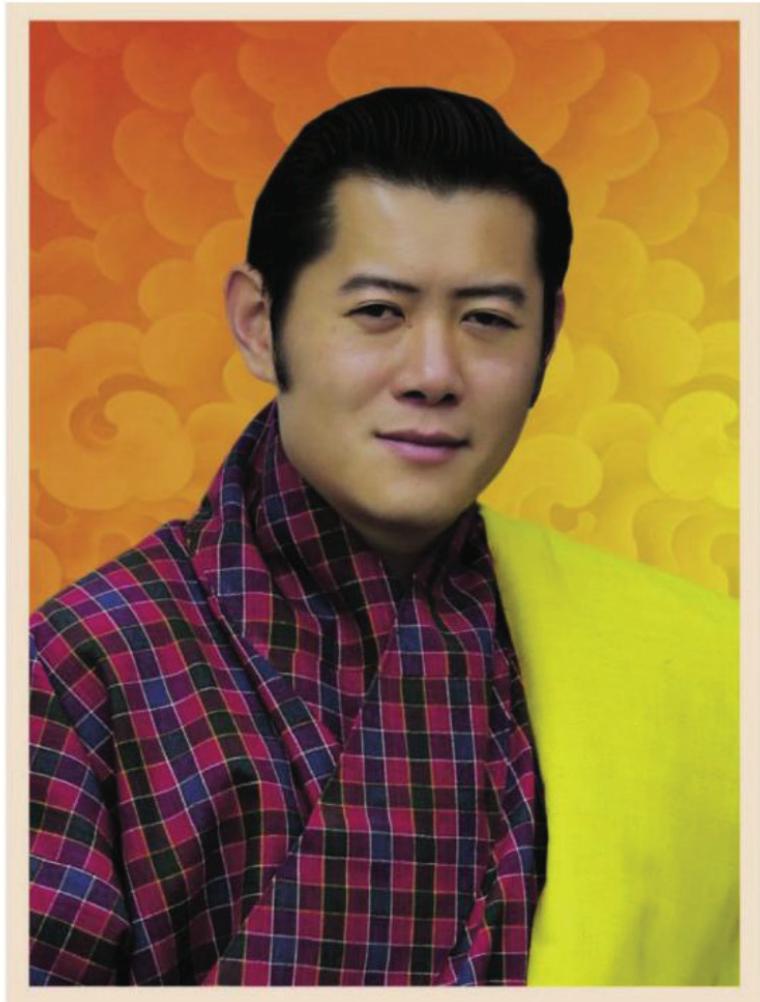
Excellence in Service

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“The acronym for these extraordinary qualities of the Bhutanese people-Sincerity, Mindfulness, Astuteness, Resilience, and Timelessness- is SMART. Bhutan has always been a smart nation. That is why we must continue to build smart institutions, and that is why it is imperative that our people remain smart. We must nurture these wonderful qualities and remember everyday, how they have defined us as a nation and as a people. We must remember that these qualities will help us navigate the 21st century and build an even better place. Our country has an extremely bright future and that future is in your hands.”

His Majesty The King, RUB Convocation, 7 June 2017

Editions of the Bhutan Civil Service Rules and Regulations

1st Edition: Civil Service Rules 1990 (Black Book)

2nd Edition: Bhutan Civil Service Rules 1998

3rd Edition: Bhutan Civil Service Rules and Regulations 2002

4th Edition: Bhutan Civil Service Rules and Regulations 2006

5th Edition: Bhutan Civil Service Rules and Regulations 2010

6th Edition: Bhutan Civil Service Rules and Regulations 2012

7th Edition: Bhutan Civil Service Rules and Regulations 2018

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ROYAL GOVERNMENT OF BHUTAN
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FOREWORD

The Royal Civil Service Commission (RCSC) was established in 1982 by His Majesty the Fourth Druk Gyalpo through a Royal Charter. The establishment of RCSC marked the beginning of a planned and coordinated approach to strengthening public administration and addressing the socio-economic needs of the country through proper human resource management and development. Since then the RCSC has come a long way in promoting efficiency, effectiveness, transparency and integrity among civil servants. Civil servants have played critical roles in Bhutan's rapid modernisation and development as well as strengthening the country's security and sovereignty.

With the adoption of the Constitution of the Kingdom of Bhutan, and recognising the importance of an impartial, apolitical, meritocratic and professional Civil Service, the status of the RCSC was elevated to that of a Constitutional Body. It is mandated to be the Central Personnel Agency of the Royal Government, and amongst others, to promote and ensure an independent and apolitical Civil Service fully capable of 'implementing the policies and programmes of the Government', ensuring good governance and uniform rules and regulations on HR actions throughout the Civil Service.

On 12th of March 2007, His Majesty The King had commanded the Royal Civil Service Commission as follows:

"Keeping in mind that in a small country like Bhutan, it is the bureaucracy's example that will be followed, strengthening the Civil Service would be the first step to creating a strong foundation for a successful democracy. The Civil Service must strive for the highest standards, live by higher ideals and nurture a sense of duty towards fellow Bhutanese."

"Therefore, the Royal Civil Service Commission should focus on bringing about required reforms of the Civil Service, in time for it to facilitate and support the emergence of Democracy, meet the challenges of building a dynamic economy and fulfill its role in achieving the goals of Gross National Happiness."

It is necessary for the RCSC to keep improving the Civil Service system and the rules and regulations from time to time so that the Civil Service is able to deliver the country's development agenda. Towards this end, the present Commission has initiated reforms in five areas to further strengthen Human Resource Planning, Development and Management:

1. Bhutan Civil Service System

This reform brings clarity into the Bhutan Civil Service System. Firstly, it upholds the integrity of the entry systems into the Professional & Management Category (PMC) by creating the Super Structure, which will ensure that civil servants remain and are trained and specialised in the



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areas for which they were recruited. Secondly, segregating civil servants into four clear and distinct Position Categories i.e. Executive & Specialist, Professional & Management, Supervisory & Support, and Operational Category.

2. Organisational Development (OD) Exercise

The OD Exercise was undertaken as per the requirement of Civil Service Act of Bhutan (CSAB) 2010 and also in line with the Cabinet Order issued via letter No. C-3/11/216 dated 27th December 2013. Periodic OD Exercise is necessary to ensure that a) the Government is organised optimally, b) agencies mandates are aligned to support the achievement of national development objectives, and c) human resources are utilised efficiently and effectively.

The recommendations of the OD Exercise are in various stages of implementation and where relevant, have also been incorporated in the revised Bhutan Civil Service Rules and Regulations (BCSR) 2018. A key outcome is the determination of the “right size” of the Civil Service that can now be used as a basis for making three years forward looking Human Resources (HR) projections. Among others, the exercise resulted in the identification of standards for HR projections that can ensure more objectivity in matters related to staffing, agencification framework to rationalise organisation of the government and identification of Standard Operating Procedures (SOP) & checklists to enhance accountability of organisations and to continuously improve public service delivery.

3. Great Leadership, Succession Planning, and Leadership Development

Recognising that leadership has the single biggest impact on the performance of organisations, Succession Planning and Leadership Development (SPLD) was identified as an area of reform under the current Commission. The reforms focus on civil servants, particularly P1 and above, who occupy positions of leadership in the Civil Service. An Executive & Specialist Management Division has also been established in the RCSC to manage the following:

- a. Institutionalising of Succession Planning System to ensure that organisations do not suffer due to prolonged vacancies at the executive level;
- b. Institutionalising of Leadership Development Programmes to develop leadership capabilities (of Direction, Delivery & Drive) as well as domain knowledge required for effective leadership; and
- c. Institutionalising of Performance Management System (including online feedback) to ensure that people in leadership positions continuously improve and perform.



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4. Managing for Excellence

To ensure higher productivity, greater accountability and transparency, changes to the Performance Management System (PMS), renamed as “Managing for Excellence (MaX)”, was introduced as one of the areas of reform. The purpose of the MaX reform initiative is to enhance civil servant’s performance by strengthening the areas of performance planning, review and evaluation, such that development goals and objectives of the nation are achieved to the highest level of satisfaction. Among others, the new system will require that performers and non-performers are differentiated and accordingly rewarded or punished.

The MaX system ensures that Bhutan’s Result Based Management system, in the form of the GPMS and MaX, will now be an end-to-end system. MaX brings the missing link between the national goals, drawn from Five Year Plans, that are broken down into APAs (annual performance agreements) for organisations, and the individuals as it necessitates that organisational goals are now further cascaded down to people in the form of Individual Work Plans (IWPs) that will be used for evaluating individual performance. This important linkage should help to enhance organisational coherence and productivity and thereby help the Royal Government’s performance and achievement of its objectives and results.

5. Civil Service Well-being

This area recognises that well-being of civil servants are essential and fundamental to the delivery of quality services. Towards this end, the RCSC has instituted Well-being Services that covers three programmes:

1. Civil Service Support Desk - a place in RCSC that civil servants can turn to for help e.g. alcohol problems, conflict in the work place, and etc. It also has a Future Leadership Mentoring Programme under which new recruits will be mentored by senior/retired civil servants;
2. Civil Service Retirement Services - Retirement planning services to help prepare civil servants for retirement; and
3. Civil Servants’ Welfare Scheme - a “*semsö*” scheme of, by and for the civil servants.

This unit will also explore ways and means to improve Civil Service work conditions, e.g. Maternity Leave (already introduced), encouraging annual health checkups, as well as engagement of retired civil servants in mentoring, selection interview panels, etc.

To ensure fair, transparent, accountable and effective rules and regulations in managing the Civil Service of Bhutan, based on the CSAB 2010, the RCSC updated the BCSR 2012, and now presents the BCSR 2018.



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The BCSR 2018 has four new additional Chapters: Well-being Services, International Volunteer Programmes, Executive & Specialist and Human Resource Committee.

The draft BCSR 2018 has involved numerous consultations with over 3,380 civil servants not only serving in the Ministries and other central Agencies in Thimphu but also those in the 20 Dzongkhags and the four Thromdes and also received above 680 online feedback from civil servants. In addition to the reforms, changes by way of improvements to existing rules and regulations have been made where necessary. For instance, doing away with the rule limiting salary support to civil servants on long-term training beyond 36 months but accompanied by a more stringent service obligation so that the RGoB also obtains a good return on its HR investment.

The BCSR 2018 is expected to bring about greater transparency, professionalism and meritocracy in the Royal Civil Service and thereby, strengthen this institution's ability to serve the *Tsa-wa-Sum* and the attainment of Gross National Happiness and a just and harmonious society.

The RCSC would like to request all civil servants to fully familiarise themselves with and adhere to the provisions of the Constitution, the CSAB 2010 and the BCSR 2018, and ensure that all their actions, including HR actions, are executed in line with it, and without fear, favor or prejudice.

As we launch the BCSR 2018, we pledge, on behalf of all servants, to serve King, Country and People to the best of our abilities, upholding the Civil Service values and conduct, individually and collectively, so that we may all continue to enjoy everlasting peace, prosperity and progress as a secure and sovereign nation.

(Dasho Karma Tshiteem)
Chairperson

Dated: 1 January 2018

CHAPTER 1

PRELIMINARY



CHAPTER 1: PRELIMINARY

In pursuance of Article 26 of the Constitution of the Kingdom of Bhutan, the Royal Charter of the Royal Civil Service Commission 1982 and the Civil Service Act of Bhutan 2010, the Royal Civil Service Commission, hereafter referred to as the RCSC, has revised BCSR 2012 and promulgated the Bhutan Civil Service Rules and Regulations 2018.

1.1 Title

This Rule shall be known as the Bhutan Civil Service Rules and Regulations 2018, hereafter referred to as the BCSR 2018.

1.2 Extent and Commencement

1.2.1 The Rule shall extend to the employees of all Agencies within the Civil Service inclusive of personnel on contract, General Service Personnel (GSP) and Elementary Service Personnel (ESP).

1.2.2 The Rule shall not apply to:

- 1.2.2.1 Elected representatives;
- 1.2.2.2 Holders of Constitutional Offices and members or Commissioners;
- 1.2.2.3 Drangpons and Drangpon Rabjams of all Courts under the Judiciary;
- 1.2.2.4 Attorney General;
- 1.2.2.5 Personnel of Armed Forces; and
- 1.2.2.6 Any other as may be determined by the Parliament from time to time.

1.2.3 The Rule shall come into effect on 1 January 2018.

1.3 Purpose

The purpose of the Rule shall be to ensure parity, consistency and uniformity for the effective administration of the Civil Service.

1.4 Rule of Construction

In the Rule, unless the context indicates otherwise, the singular shall include the plural and the masculine gender shall include the feminine gender and vice versa.

1.5 Supersession

All existing rules, regulations, notifications, and circulars in force concerning the subjects, which are covered by the BCSR 2018, shall deem to have been superseded from the effective date of the Rule, with the exception of Long Term Training (LTT) in which case service and financial obligation shall be as per the Undertaking signed.

1.6 Supplementary Order

The RCSC shall issue Notification consistent with the Rule as may be necessary from time to time.

1.7 Authority for Amendment and Interpretation

The authority for amendment and interpretation of any provision under the BCSR 2018 shall vest with the RCSC and its interpretation shall be final and binding.

1.8 Procedure for Revision of the BCSR

As per the CSAB 2010, the RCSC shall revise the BCSR in consultation with the Agencies. Activities carried out, for revision of the BCSR 2012 and formulation of BCSR 2018, are at Schedule 1/A.

SCHEDULE 1/A

CALENDAR OF ACTIVITIES ON CONSULTATIONS ON DRAFT BCSR 2018

1.	1 – 10 March 2017	Working Committee at RCSC Division/Services level was constituted to collate all issues related to BCSR 2012 under respective Chapters. The Working Committee gathered all notifications issued on reforms and other notifications issued after 2012 till date. The Working Committee prepared the draft for review by the BCSR Review Committee and the Commission.
2.	7 March 2017	Updated the Commission on the draft compiled by the Working Committee. The Commission directed to get inputs from the HROs across all Agencies on the draft.
3.	29 - 31 March 2017	Retreat to review and compile the first draft BCSR 2018 by the BCSR Review Committee. The Review Committee carried out Chapter wise deliberations and prepared the draft BCSR 2018 for consultation with the civil servants and submission to the Commission.
4.	30 March 2017	The Commission met with the Constitutional Offices to sensitise on the performance management reform “Managing for Excellence” and discussed on the moderation process, which is one of the major changes in the BCSR 2018.
5.	5 April 2017	The BCSR Review Committee reported on the draft BCSR 2018 to the Commission. The Commission directed the Review Committee to present the changes in the HR Conference.
6.	10 – 12 April 2017	All proposed changes in the BCSR 2018 was presented during the 4 th HR Conference held in Gelephu. All comments and feedback from the HR Conference were compiled by the Review Team.
7.	1 – 15 May 2017	Consultation with civil servants in 20 Dzongkhags and four Thromdes by the Commission to sensitize on the proposed changes and seek inputs on the draft. The Teams visited Dzongkhags and Thromdes as follows: <ol style="list-style-type: none">i. Dasho Karma Tshiteem, Chairperson:<ul style="list-style-type: none">● Bumthang;● Tashi Yangtse;● Mongar; and● Lhuntsé.ii. Commissioner Indraman Chhetri<ul style="list-style-type: none">● Dagana;● Tsirang;● Sarpang;● Gelephu Thromde; and● Zhemgang.

		<p>iii. Commissioner Karma Hamu Dorjee</p> <ul style="list-style-type: none"> ● Haa; ● Paro; ● Wangdue Phodrang; and ● Thimphu Thromde. <p>iv. Commissioner Kesang Deki</p> <ul style="list-style-type: none"> ● Chukha; ● Phuntsholing Thromde; and ● Samtse. <p>v. Commissioner Lhendup Wangchuk</p> <ul style="list-style-type: none"> ● Trashigang; ● Pema Gatshel; ● Samdrup Jongkhar Dzongkhag; and ● Samdrup Jongkhar Thromde. <p>vi. Tashi Pem, Director, RCSC</p> <ul style="list-style-type: none"> ● Gasa; ● Punakha; and ● Trongsa.
8.	6 June 2017	Reported to the Commission on the Dzongkhag Tour and sought directives for consultation with Ministries/Agencies in Thimphu.
9.	14 – 16 June 2017	Open consultation meeting on draft BCSR 2018 in Thimphu. All civil servants were requested to register online and attend the open consultation on draft BCSR 2018 at the Conference Hall in RIM and DYS, MoE.
10.	20 June 2017	During the Dzongdag Conference, RCSC highlighted the ongoing initiatives of BCSR updation and requested to provide feedback both online and offline.
11.	27 April - 31 July 2017	Uploaded the updated draft BCSR 2018 on RCSC website and invited all civil servants to provide feedback and inputs. Received around 407 online comments and feedback as on 31 July 2017.
12.	8 – 30 September 2017	The Commission carried out Chapter-wise deliberations on the draft BCSR 2018 to incorporate the inputs received both online and offline from the consultations.
13.	22 September 2017	4 th Meeting of the Constitutional Offices held at ACC discussed the provisions related to mileage claims.
14.	23 – 28 October 2017	The Commission and the BCSR Review Committee from the Secretariat deliberated on the revised draft. The outcome was the final Draft BCSR 2018.
15	3 November 2017	Meeting with RAA and MoF on draft BCSR 2018.
16.	2 – 4 November 2017	A team of HROs from RCSC and Agencies reviewed the final draft BCSR 2018, to cross check references and relook at the flow of the provisions.
17.	16 November 2017	Meeting with the Executives and Specialists to seek feedback on the final draft.

18.	21- 27 November 2017	The final draft BCSR 2018 was shared on the RCSC website and civil servants were invited to review and submit comments by 27 November 2017. Agencies were notified to inform all civil servants working with respective Agencies to review the draft BCSR 2018. In total 279 feedback were received.
19.	29 November – 1 December 2017	The Commission further deliberated on the draft BCSR 2018 in view of the comments and feedback received from Executives and Specialists as well as online.
20.	5 – 6 December 2017	A team of HROs carried out proofreading, cross-referencing, formatting of forms and schedules, and prepared the BCSR 2018 for printing.
21.	11-13 December 2017	Familiarisation of BCSR 2018 to all HROs and prepare for implementation.
22.	1 January 2018	Bhutan Civil Service Rules and Regulations (BCSR) 2018 launched.

CHAPTER 2

CIVIL SERVICE STRUCTURE



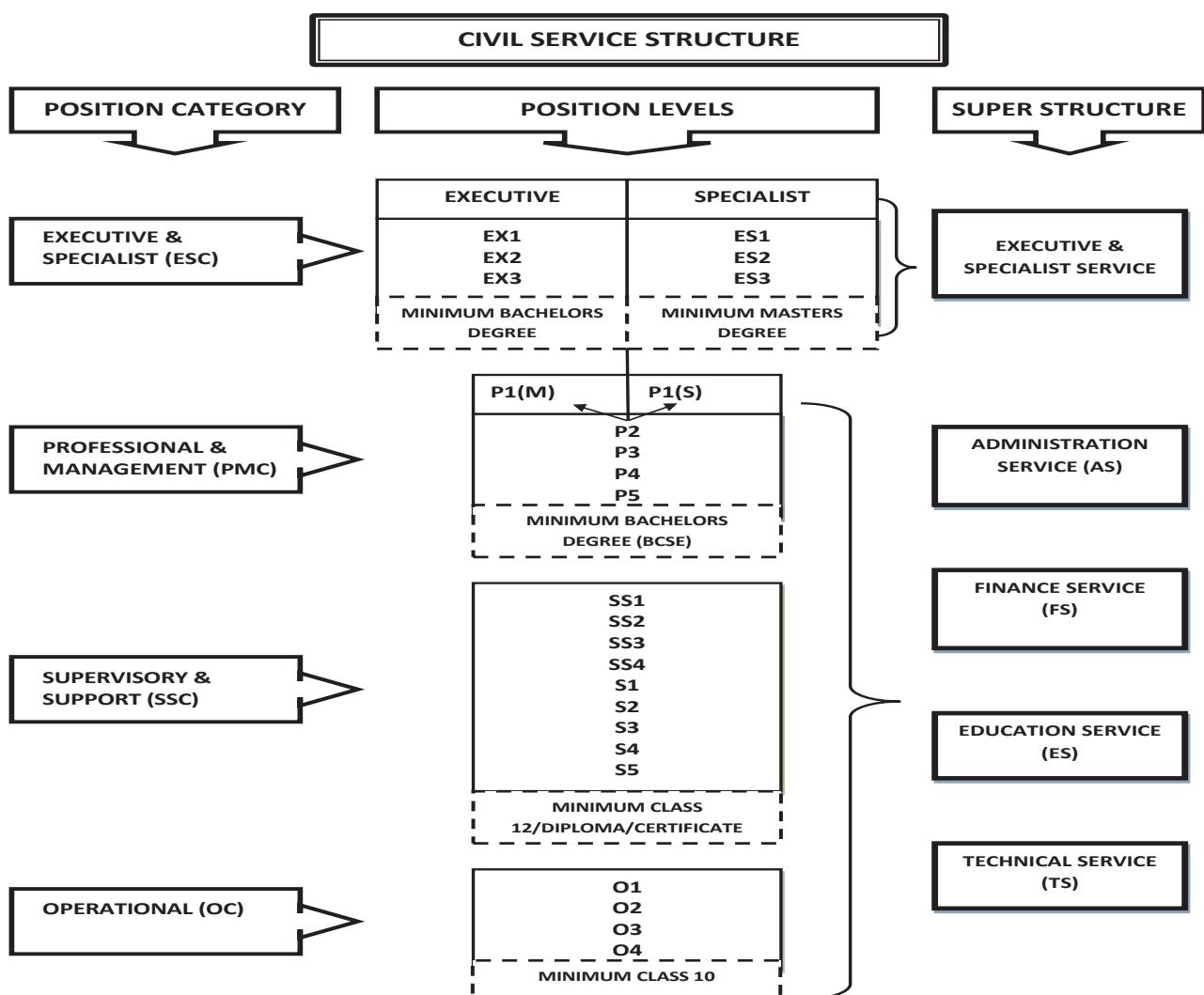
CHAPTER 2: CIVIL SERVICE STRUCTURE

2.1 Policy

- 2.1.1 Provide a framework for the Civil Service to function efficiently and effectively in the delivery of public service.
- 2.1.2 Ensure proper classification of Civil Service by Position Category, Position Levels, Major Occupational Groups (MOG) and Sub-Groups (SG) aligned to Super Structure.
- 2.1.3 Delineate a clear career path and hierarchy.

2.2 Civil Service Structure

- 2.2.1 A Position is the basic unit of an organisation and comprises of duties and responsibilities to be performed by an individual.
- 2.2.2 The position categories, hierarchy and Super Structure are as illustrated below:



2.2.3 Position Category

The definition of each Position Category is as outlined below:

2.2.3.1 Executive and Specialist Category (ESC)

i. Executive (EX)

Executive's scope of authority and impact is significant both within and outside of Government. These positions have the authority to make decisions, and develop, influence or otherwise affect policy. Responsibility and accountability are focused primarily at the strategic level with appropriate tactical overview and action. Executive positions can negotiate the scope of an entire Agency's responsibilities and can define goals and objectives of their Departments or Agency.

A Secretary to the Government is the highest Position in the Civil Service.

ii. Specialist (ES)

Specialists are recognised as experts in their fields. These positions are responsible for carrying out research, analysis and tasks requiring top-level expertise which can develop, influence or otherwise affect organisational and/or national policies and processes. All Specialists shall report to a management executive. In addition, Specialist may function as technical advisor, strategic partner, and may head technical centres/programmes/projects as appropriate.

2.2.3.2 Professional & Management Category (PMC)

The work-scope of the Professional & Management Category goes beyond the day-to-day issues/activities towards influencing larger-range outcomes. It provides input to major policy issues and decisions. Its focus is primarily on determining tactical level issues and/or decisions. Its decision-making scope is within broad guidelines established within existing policies. The category relies on precedent, but may require to undertake some original thinking and planning tasks. It implements decisions as determined by the EX/ES, and develops and recommends changes in policies and procedures. It supervises work, conducts performance appraisals, and has the responsibility of initiating the disciplinary action of the Supervisory & Support and Operational Categories.

Position Level P2 shall be the deciding point for a civil servant on his future career ladder. He shall decide whether to continue service in his field of specialisation/profession or move to a management position.

2.2.3.3 Supervisory & Support Category (SSC)

Responsibilities for this category comprises of supervising and supporting employees including scheduling and assigning of work, training and making decisions impacting daily job functions. It implements day-to-day decisions determined by the ESC/PMC. Its decision-making scope is within defined guidelines established within existing policies. It can conduct performance appraisals of direct reporting employees and has input into disciplinary actions.

2.2.3.4 Operational Category (OC)

Responsibilities of this category may include initial public contact responding to and routing phone calls to appropriate respondents, chauffeuring, sorting of mails, typing and use of computers and other office equipment to input information/data and prepare reports. Overall, the staff under this category is required to comply with set objectives, methodology and specific task assignments.

2.2.4 Position Levels

A Position Level is a rank within the Position Category based on the approved job evaluation of each position and each Position Level will have a corresponding salary range. There are 21 Position Levels, which are grouped into the following four Position Categories:

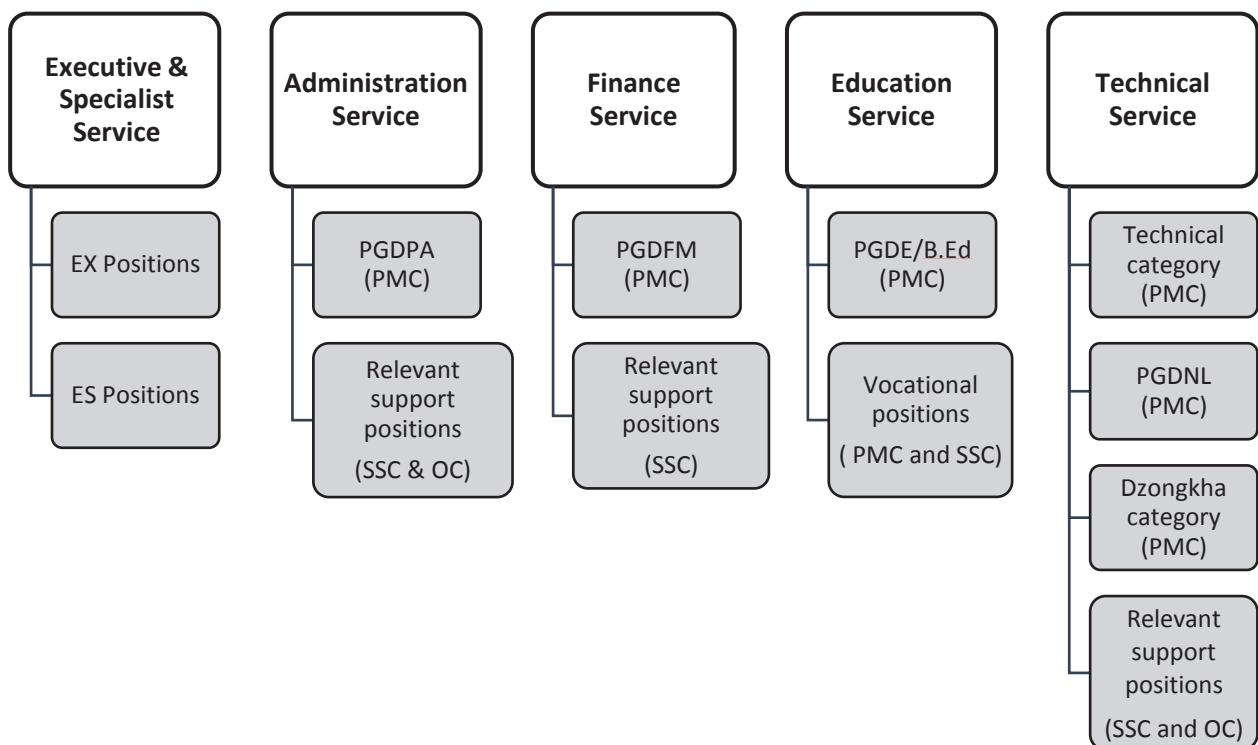
2.2.4.1	Executive & Specialist	– 3 Position Levels
2.2.4.2	Professional & Management	– 5 Position Levels
2.2.4.3	Supervisory & Support	– 9 Position Levels
2.2.4.4	Operational	– 4 Position Levels

- 2.2.5** All positions shall be aligned with one of these Position Categories based on the overall functional responsibilities and its associated Position Level and shall fall within one of the MOG and SG, and Super Structure.
- 2.2.6** Qualifications stated in Section 2.2.2 are the minimum requirements to enter into that Position Category.
- 2.2.7** Professional & Management Category shall progress up to P2 positions, and thereafter follow the Y concept (Section 2.2.2 or 2.2.3.2) to move to P1 and further into EX/ES positions. Progression to a P1 management and EX position shall be through Open Competition. Progression to P1 specialist and ES positions shall be on fulfilment of relevant specialist promotion criteria.

- 2.2.8 Supervisory & Support Category shall progress to Senior Supervisor (SS) level up to SS1 irrespective of the entry level provided all promotion criteria are met. In-service SSC civil servants may move to PMC if selected through Bhutan Civil Service Examination (BCSE).
- 2.2.9 Operational Category shall progress up to O1 Level provided promotion criteria are fulfilled. In-service Operational Category civil servants may move to higher level categories; to PMC if selected through BCSE, SSC if selected through Open Competition.

2.3 Super Structure

- 2.3.1 Super Structure is the guiding framework and principle for movement of civil servants within their professional areas. There are five Super Structure groups:
- 2.3.1.1 Executive & Specialist Service;
 - 2.3.1.2 Administration Service;
 - 2.3.1.3 Finance Service;
 - 2.3.1.4 Education Service; and
 - 2.3.1.5 Technical Service.



- 2.3.2 The MOG, SG and positions are listed in Schedule 2/A for the Super Structure. The classification of civil servants under the Super Structure shall be as per the Super Structure Manual.

2.4 Major Occupational Groups and Sub-Groups

- 2.4.1 Civil Service positions shall be grouped into MOG where each group represents a broad occupational category. These are further classified into SG based on the similarities in the nature of jobs performed by the positions within them. Every position shall be codified using four levels viz. Super Structure, MOG, SG, and Position Level.
- 2.4.2 Subject to incorporation or removal of one or more groups by the RCSC, there shall be 19 MOG and 93 SG.

2.5 Job Description

- 2.5.1 A Job Description (JD) is a statement of duties and responsibilities, with an outline of their relative importance which will help clarify accountabilities, determine the qualification and skill requirements, and define relationships of the position with other positions.
- 2.5.2 A Job Description shall contain the following details:
 - 2.5.2.1 Job identification;
 - 2.5.2.2 Job purpose, duties and responsibilities;
 - 2.5.2.3 Minimum qualifications and experience;
 - 2.5.2.4 Complexity of work;
 - 2.5.2.5 Nature, scope and effect of work;
 - 2.5.2.6 Instructions and guidelines available;
 - 2.5.2.7 Work relationships;
 - 2.5.2.8 Supervisory/Management responsibilities (if any); and
 - 2.5.2.9 Job environment.
- 2.5.3 There shall be a clear JD for every position in the Civil Service.
- 2.5.4 There shall be two kinds of job descriptions as follows:
 - 2.5.4.1 A generic JD that covers the basic duties and responsibilities shared by all civil servants fulfilling the same position in whichever organisation they are employed; and
 - 2.5.4.2 A specific JD that is more contextual and outlines duties and responsibilities specific to the needs of the Agency, to which the position is affiliated.

2.6 Position Directory

- 2.6.1 There shall be a Position Directory generated from Civil Service Information System (CSIS) showing all the position titles and levels, position hierarchy including broad-banded and non broad-banded positions, minimum qualification, and entry level within Sub-Groups of the entire respective MOG and Super Structure groups.
- 2.6.2 All civil servants shall use the assigned position titles prescribed in the Position Directory only.
- 2.6.3 Any change in the Position Directory shall require approval of the RCSC.
- 2.6.4 Addition of position in the Position Directory on need basis shall be incorporated after completing the required processes of: job identification, job description, job analysis and evaluation, and approval as per Schedule 2/B.
- 2.6.5 Position Directory shall be the main reference for recruitment, transfer, training and promotion.

2.7 Organisational Structure

- 2.7.1 RCSC shall conduct Organisational Development Exercise (ODE) to review Agencies' mandates and capacities. Organisational structure shall be recommended based on the ODE's findings. In addition to the relevant ODE methodology, the Agencification Framework (Schedule 2/C) and it's SOP shall also serve as a guide for changing structures.
- 2.7.2 As provided in Section 29 of the CSAB 2010, the Commission as per the decision of the Lhengye Zhungtshog shall create, abolish, upgrade or alter organisational structures in the Civil Service, including names in consultation with Agencies concerned, except for Legislature, Judiciary and Constitutional Bodies.
- 2.7.3 The creation, abolishment and upgradation of organisational structures shall be guided by the Agencification Framework and it's SOP.
- 2.7.4 Agencies shall consult the RCSC on any changes being proposed on the organisational structure including change of names.
- 2.7.5 The Legislature and Constitutional Bodies shall carry out organisational changes in consultation with the RCSC.
- 2.7.6 The Judiciary shall create, abolish, upgrade or alter courts or tribunals while other

organisational changes shall be carried out in consultation with the RCSC.

2.8 Staffing Pattern and Strength

2.8.1 The RCSC in consultation with Agency concerned shall:

- 2.8.1.1 Determine staffing pattern and strength as per the staffing SOP;
- 2.8.1.2 Carry out annual recruitment plan in line with the five year staffing;
- 2.8.1.3 Create, abolish or classify positions; and
- 2.8.1.4 Carry out staffing during Organisational Development Exercise.

2.9 Parent Agency

2.9.1 The RCSC shall be the final authority for all the HR actions in the Civil Service as ‘the Central Personnel Agency of the Government’ except for the positions mentioned in the Constitution and the Civil Service Act of Bhutan 2010.

2.9.2 The RCSC may designate appropriate Agencies as Parent Agency, based on Parent Agency Framework for HR functions as per Schedule 2/D.

2.9.3 Purpose

2.9.3.1 To enhance the Royal Government’s decentralisation policy by empowering Working Agencies.

2.9.3.2 To enhance clarity and streamline specific HR roles to avoid duplications between the Parent Agencies and Working Agencies.

2.9.3.3 To professionalise the specific profession through proper planning, management and professional/capacity development.

2.9.4 Authority and Responsibilities

A Parent Agency shall have the following authority and responsibilities under the overall guidance of the RCSC:

2.9.4.1 Develop profession specific competency, carry out succession planning, clear career path, HRD planning, staffing standards and set standard for service delivery.

2.9.4.2 Insert mandatory activities and targets in IWP aligning to Parent Agency’s objectives in consultation with Working Agencies.

- 2.9.4.3 Carry out transfers in accordance with Section 14.3.1 within the approved staff strength and transfer guideline approved by the RCSC.
- 2.9.4.4 Assess the vacancy proposed by Working Agency for in-service recruitment through Open Competition upto P2. The Open Competition shall be carried out as per the procedures outlined in Section 13.7.
- 2.9.4.5 In certain cases where the Working Agency is not in a position to carry out the recruitment and selection and Open Competition, the Parent Agency may recruit and select and carry out Open Competition on behalf of the Working Agency.
- 2.9.4.6 Identify and maintain a pool of experts for necessary technical backstopping as and when required.
- 2.9.4.7 Submit evaluation of performance of mandatory activities and targets of their respective occupational groups to the Working Agency as input to their Moderation Exercise.
- 2.9.4.8 Take a lead role in recommending to RCSC any post creation across Civil Service.
- 2.9.4.9 A Parent Agency shall not:
 - i. Carry out transfers without first consulting the Working Agency, in line with transfer guideline framed by the Parent Agency as per Section 14.2.3;
 - ii. Nominate civil servants by name in the Working Agencies for training. This shall be the prerogative of the Working Agency;
 - iii. Carry out Inter-MOG transfer; and
 - iv. Transfer professionals to Embassies/Missions/Consulates, in contravention to Section 17.6.3.

2.9.5 The Parent Agency system

- 2.9.5.1 A civil servant working in a Dzongkhag/Thromde shall be under the respective Parent Agency as follows:
 - i. Civil servants working in Dzongkhag/ Drungkhag/ Thromde Headquarters;

Services/Sub-Group	Parent Agency
Extension Services (Agriculture and Livestock)	Ministry of Agriculture and Forests
Forestry Services	
Education Support Services	Ministry of Education
Revenue Services	
Finance, Accounting and Budget Services	
Internal Audit Services	
Property and Procurement Management Services (procurement only)	Ministry of Finance
Public Health Services	Ministry of Health
Civil Registration and Census Services	
Arts and Culture Services	
Property and Procurement Management Services (other than procurement)	Ministry of Home and Cultural Affairs
Administration Services (pool staff)	Ministry of Home and Cultural Affairs/Thromde concerned
Secretarial Services	
ICT Services	Ministry of Information and Communications
Engineering Services	
Urban Planning Services	
Urban Development Control Services	Ministry of Works and Human Settlement
Technical Support Services	
Planning Services	Gross National Happiness Commission
HR Management and Development Services (excluding Employment Officers and Labour Officers)	Royal Civil Service Commission
Land Services	
Survey Engineering Services	National Land Commission
Legal Services	Office of Attorney General
Environment Services	National Environment Commission
Statistical Services	National Statistics Bureau

- ii. Civil servants working in the Field Offices/positions under the Dzongkhag/Thromde Administration, except those mentioned below in Section 2.9.5.2;

Field Office/Positions	Parent Agency
Schools	Ministry of Education
Hospitals/BHUs	Ministry of Health
RNR Centres/Extension Offices	Ministry of Agriculture and Forests
Veterinary Hospitals	
Geog Administration Officers	Ministry of Home and Cultural Affairs
Accounts Assistants	Ministry of Finance

- iii. Similar to civil servants working in the Dzongkhag/Thromde/Field Offices/ establishments, civil servants working in the following shall belong to a particular Parent Agency, except those mentioned under Section 2.9.5.2:
- National Centres
 - Regional Offices
 - Research Institutes
 - Training Institutes
 - Tertiary Institutes

2.9.5.2 In addition to the above, the following shall be the Parent Agencies for selected cross sector services of all Ministries and Autonomous Agencies:

Services/Sub-Group	Parent Agency
Finance, Accounting and Budget Services	Ministry of Finance
Internal Audit Services	
Property and Procurement Management Services (procurement only)	
ICT Services	Ministry of Information and Communications
Legal Services including legal professionals (i.e. Legislative Services) working in the National Assembly and National Council Secretariats	Office of Attorney General
Survey Engineering Services and Land Services	National Land Commission
HR Management and Development Services (excluding Employment Officers and Labour Officers)	Royal Civil Service Commission
Planning Services	Gross National Happiness Commission
Statistical Services	National Statistics Bureau
Dzongkha Development Services (Language Development Officers and Dzongkha Coordinators)	Dzongkha Development Commission

Note: For those positions not specified above, their Working Agency shall be the Parent Agency.

2.9.6 Responsibilities of the Working Agencies:

- 2.9.6.1 Authority shall be as per the delegation prescribed in the BCSR 2018;
- 2.9.6.2 All Agencies shall have full control and authority for retirement, leave, recruitment, promotion, training, suspension and disciplinary actions as delegated in the relevant Chapters of the BCSR 2018. In addition, Working Agency shall carry out the following:
 - i. Propose staffing as per the standards established and agreed between Parent Agency and directly submit to RCSC;
 - ii. Submit graduate requisition to RCSC which is then consulted with the Parent Agency;
 - iii. Carry out regular recruitment up to S1 as per the annual recruitment plan. However, in certain cases where the Working Agency is not able to carry out recruitment, Working Agency may request the Parent Agency to carry out the selection;
 - iv. Carry out recruitment for PMC, SSC and OCon contract and recruitment of regular SSC and OC, as per the annual recruitment plan approved by the RCSC;
 - v. Recommend Contract extension;
 - vi. Recommend Meritorious or Fast-Track promotion to the RCSC;
 - vii. Process Long Term Training directly with RCSC;
 - viii. Submit annual HRD priority areas to the RCSC;
 - ix. Carry out Open Competition up to P2 after consulting with Parent Agency. However, in certain cases where the Working Agency is not able to carry out Open Competition, the Working Agency may request the Parent Agency to carry out the selection. The Open Competition shall be carried out as per the procedures outlined in Section 13.7; and
 - x. Carry out lateral transfer after consulting with the Parent Agency, coordinate and finalise with Parent Agency on transfer of the staff as per Chapter 14.
- 2.9.6.3 All civil servants posted to an Agency shall be within the approved staff strength of that Agency and be fully accountable to the Agency; and
- 2.9.6.4 The Authority shall be exercised only through the Human Resource Committee/Council.

2.10 Delegation of Authority to Agency

The RCSC may delegate its functions in writing to an Agency including its secretariat from time to time as appropriate.

SCHEDULE 2/A

SUPER STRUCTURE GROUP

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
	Administration & Support Services Group	Administration & Support Services Group	Education & Training Services Group	Administration & Support Services Group
	Administration Services	Property and Management Services	Education Management & Administration Services	Administration Services
	Asst. Admin. Officer	Asst. Procurement Officer	Director II (Training)	Asst. DT Secretary
	Asst. Record Officer	Store Asst.	Principal V	Committee Secretary IV
	Dispatcher III	Finance & Audit Services Group	Registrar	Agriculture & Livestock Services Group
	Driver III	Finance, Accounting & Budgets Services	Vice Principal IV	Agriculture Production Services
	Drungpa	Asst. Accounts Officer	Education Support Services	Agriculture Officer
Position with single Entry	Dzongrab	Asst. Budget Officer	Asst. Dzongkhag Education Officer	Agriculture Supervisor II
	Geog Admin. Officer II	Accounts Asst. V	Asst. Thromdey Education Officer	Agriculture Regulatory Services
	Receptionist III	Asst. Finance Officer	Curriculum Developer III	Regulatory & Quarantine Inspector II
	Record Asst. III	Budget Asst. V	Education Monitoring Officer II	Regulatory & Quarantine Officer
	Telephone Operator II	Internal Audit Services	Subject Coordinator III	Biodiversity Services
	Palace Services	Asst. Internal Auditor	Training Developer III	Biodiversity Officer
	Changap II	Revenue Services	Teaching Services	Biodiversity Supervisor II
	Chauffeur I	Asst. Revenue Officer	School Lead Teacher	Biodiversity Technician V
	Chayok IV	Asst. Tax Officer	Teacher III	Taxonomist

		Super Structure by MOG, Sub-Group & Positions			
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)	
	Chipon	Asst. Customs Officer	Training/Tertiary Teaching Services	Dairy Development Services	
Norpen	Norpen II	Revenue/Customs/Tax Inspector II	Asst. Lecturer II	Dairy Officer	
Norzi			Asst. Instructor II	Dairy Supervisor II	
Palace Caretaker				Vocational Education & Management Services	
Palace Yogmo			Principal (Vocational) III	Asst. Dzongkhag Agriculture Officer III	
Royal Tailor			Vice Principal (Vocational) III	Asst. Dzongkhag Livestock Officer III	
Solyok V			Sports & Youth Services Group Counselling Services	Dzongkhag Agriculture Officer	
Syce			Asst. Counselor	Dzongkhag Livestock Officer	
Program Services			Scouts Services	Extension Officer	
Asst. Program Coordinator				Extension Supervisor II	
Property and Management Services			Asst. Scouts Officer	Feed & Fodder Development Services	
Asst. Estate Manager				Feed & Fodder Officer	
Asst. Manager			Asst. Sports Coordinator	Feed & Fodder Supervisor II	
Valet IV			National Coach II	Horticulture Development Services	
Secretarial Services			Sports Coach V	Horticulture Officer	
Admin. Asst. III				Horticulture Supervisor II	
Personal Asst. III				Livestock Health Services	
Personal Secretary II				Livestock Health Supervisor II	
Architectural, Engineering & Land Services Group				Vet. Officer	
Land Services				Livestock Production Services	

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
	Asst. Dzongkhag Land Registrar Asst. Land Registrar Land Record Asst. V			Livestock Production Officer Livestock Production Supervisor II
				Mushroom Development Services
				Mushroom Officer Mushroom Supervisor II
				Plant Protection Services
				Floriculture Asst. III Plant Protection Officer Plant Protection Supervisor II
				Post Production Services
				Post Production Officer Post Production Supervisor II
				Soil Fertility & Plant Nutrition Services
				Soil Fertility & Plant Nutrition Officer Soil Fertility & Plant Nutrition Supervisor II
				Soil Survey & Land Evaluation Services
				Land Management Officer Land Management Supervisor II
				Soil Survey & Land Evaluation Services
				Soil Survey & Land Evaluation Officer
				Soil Survey & Land Evaluation Supervisor II
				Immigration Services

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
	Asst. Immigration Officer			Architectural, Engineering & Land Services Group
	Asst. Immigration Inspector III			Architectural Services
	Industrial Relations Services			Architect
	Asst. Inspector III			Interior Designer III
	Training Services			Sr. Draftsperson
	Training Coordinator II			Engineering Services
	Information Communication & Technology Services Group			Asst. Road Inspector
	Media Services			Dzongkhag Engineer
	Asst. Information & Media Officer			Engineer
	Information & Media Technical Associate II			Jr. Engineer
Position with single Entry	Legal, Judiciary and Legislative Services Group			Licensing Officer
	Registration Services			Standards & Code Officer
	Asst. Registrar of Companies			Tariff Officer
	Medical and Health Services Group			Farm Mechanization Services
	Public Health Services			Agriculture Engineer
	Medical Record Officer			Jr. Agriculture Engineer
	Planning & Research Services Group			Geographic Information System Services
	Planning Services			GIS Asst. V
	Asst. Planning Officer			GIS Officer
	Research Services			GIS Technician II
	Asst. Research Officer			Geology and Mines Services

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
	Research Asst. II			Despatch Inspector V
	Trade, Industry & Tourism Services Group			Drilling Engineer
	Industries Services			Engineer (Mining)
	Asst. Industries Officer			Geologist
	Intellectual Property Services			Geology Asst. VI
	Asst. Intellectual Property Officer			Mineral Prospector V
	Marketing Services			Mines Inspector V
	Asst. Marketing Officer			Heritage Sites Conservation Services
	Marketing Asst. V			Archaeologist
	Tourism Services			Conservation Architect
	Asst. Tourism Officer			Conservation Architect Assistant III
	Tourism operations Asst. II			Conservation Engineer
	Trade Services			Map Production Services
	Asst. Trade Officer			Map Production Officer
	Transportation & Aviation Services Group			Map Production Technician I
	Aviation Safety Services			Meteorology/Hydrology Services
	Asst. Security Officer			Meteorology/Hydrology Officer
	Security Asst. II			Meteorology/Hydrology Technician V
	Land Transport Services			Sanitary Services
	Asst. Regional Transport Officer			Sanitary Inspector V
	Asst. Registration & Licensing Officer			Survey Engineering Services

ENTRY		Super Structure by MOG, Sub-Group & Positions		
Administration Service (65)		Finance Service (12)	Education Service (21)	Technical Service (199)
Asst. Transport Development Officer				Land Inspector IV
Asst. Transport Officer				Survey Associate IV
				Survey Engineer
				Survey Field Asst.II
				Surveyor IV
				Technical Support Services
				Basic Operator IV
				Technician I
				Urban Planning Services
				Urban Planner
				Urban Planner Asst.V
				Urban Design Services
				Urban Designer
				Urban Development Control Services
				Building Inspector II
				Development Control Officer
				Arts, Culture & Literary Services Group
				Arts & Culture Services
				Asst. Cultural Officer
				Asst. Artisan III
				Asst. Driglop
				Sr. Artisan V
				Literary and Translation Services
				Asst. Dzongkha Coordinator
Position with single Entry				

Super Structure by MOG, Sub-Group & Positions			
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)
			Asst. Language Dev. Officer
			Forestry & Environment Protection Services Group
			Environment Services
			Environment Officer
			Environment Qlty. Std. Tech IV
			Forestry Services
			Dzongkhag Forestry Officer
			Forest Ranger II
			Forestry Officer
			Information Communication & Technology Services Group
			Development Communication Services
			Communication Officer
			Communication Supervisor II
			Sr. Communication Technician V
			ICT Services
			Asst. ICT Officer
			Data Assistant VI
			ICT Technical Associate II
			Laboratory & Technical Services Group
			Analytical Services
			Asst. Chemist
			Diagnostic Services
			Asst. Laboratory Officer

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
				Laboratory Support Services
				Asst. Laboratory Technician II
				Laboratory Asst. II
				Legal, Judiciary and Legislative Services Group
				Judiciary Support Services
				Bench Clerk II
				Integrity & Promotion Services
				Integrity promotion asst. II
				Legal Services
				Attorney
				Legal Asst. III
				Legal Officer
				Legislative Service
				Legislative Officer
				Registration Services
				Court Registrar
				Library, Archives & Museum Services Group
				Archives & Cultural Properties Services
				Asst. Archivist
				Asst. Conservator
				Asst. Cultural Property Record Officer
				Asst. Curator
				Conservation Asst. VI

Position
with single
Entry

Super Structure by MOG, Sub-Group & Positions			
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)
			Technical Service (199)
			Fumigator V
			Museum Asst. VI
			Library Services
			Librarian
			Library Asst. III
			Medical and Health Services Group
			Emergency Medical Services
			Asst. Emergency Medical Response Officer
			Asst. Emergency Medical Responder I
			Medical & Dental Services
			Anesthesiologist III
			Asst. Registrar (BMHC)
			Dentist III
			Dermatologist III
			ENT Surgeon III
			Forensic II
			General Duty Dental Surgeon
			General Duty Medical Officer
			General Practitioner III
			Gynecologist III
			Medicine III
			Ophthalmologist III
			Orthodontist III
			Orthopedist III

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
				Pathologist III
				Pediatrician III
				Prosthodontist III
				Psychiatrist III
				Radiologist III
				Surgeon III
				Medical Technical Services
				Audiologist
				Dental Hygienist III
				Dental Technician III
				Dental Technologist
				Dental Therapist
				ENT Technician III
				EPI Technician III
				Malaria Technician III
				Medical Transcriptionist III
				Ophthalmic Technician III
				Ophthalmic Technologist
				Optometrist
				Ortho Technician III
				Ortho Technologist
				OT Technician III
				OT Technologist
				Nursing Services
				Asst. Nurse III
				Clinical Nurse IV
				Staff Nurse III

Position
with single
Entry

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
				Ward Asst. I
				Pharmaceutical Services
				Asst. Drug Inspector
				Pharmacist
				Pharmacy Technician III
				Regulatory Officer
				Physiotherapy & Rehabilitation Services
				Physiotherapist
				Physiotherapy Aide V
				Physiotherapy Technician III
				Public Health Services
				Asst. Clinical Officer
				Asst. Dzongkhag Health Officer III
				Basic Health Worker
				Dietician
				Dzongkhag Health Officer
				Entomologist
				Epidemiologist
				Health Asst. II
				Liaison Officer II
				Medical Record Technician II
				Nutritionist
				Radiology & Technical Services
				Radio Technologist
				X-Ray Technician III
				Traditional Medicine Services

Super Structure by MOG, Sub-Group & Positions			
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)
			Technical Service (199)
			Drungtsho
			Menpa III
			Planning & Research Services Group
			Statistical Services
			Statistical Investigator Asst. V
			Statistical Officer
			Transportation & Aviation Services Group
			Aviation Communication & Navigation Services
			Air Traffic Controller II
			Asst. Air Traffic Control Officer
			Asst. AIS Officer
			Asst. Aviation Meteorology Officer
			Aviation Meteorology Asst. I
			Communication Asst. (Operator) II
			Communication/Navi. Officer
			Aviation Safety Services
			Aerodrome Officer
			Airworthiness Officer
			Asst. Fire & Rescue Officer
			Asst. Flight Safety Officer
			Fire & Rescue Crew I
			Fire & Rescue Foreman IV

Position
with single
Entry

Super Structure by MOG, Sub-Group & Positions				
ENTRY	Administration Service (65)	Finance Service (12)	Education Service (21)	Technical Service (199)
				Land Transport Services
				Motor Vehicle Inspector I
	Administration & Support Services Group			
	Program Services	Program Services	Program Services	Program Services
	Asst. Program Officer	Asst. Program Officer	Asst. Program Officer	Asst. Program Officer
	Secondment Services	Secondment Services	Secondment Services	Secondment Services
	On Secondment V	On Secondment V	On Secondment V	On Secondment V
Position with multiple entry	Legal, Judiciary and Legislative Services Group			
	Integrity & Promotion Services			
	Asst. Complaints Management Officer			
	Asst. Integrity Promotion Officer			
	Asst. Technical Surveillance & Intelligence Officer			
	Finance & Audit Services Group			
	Audit Services	Audit Services	Audit Services	Audit Services
	Asst. Audit Officer	Asst. Audit Officer	Asst. Audit Officer	Asst. Audit Officer
	Auditor II			Auditor II

Note:

- 1 Only the entry position has been classified. However, the same Super Structure group shall apply to the other positions of the same career (P5 to P1;SS1 to SS1; O4 to O1)

2 Super Structure group for each position is reflected in the Position Directory

3 HRO to use as a reference to check the eligibility for Transfer and Open Competition

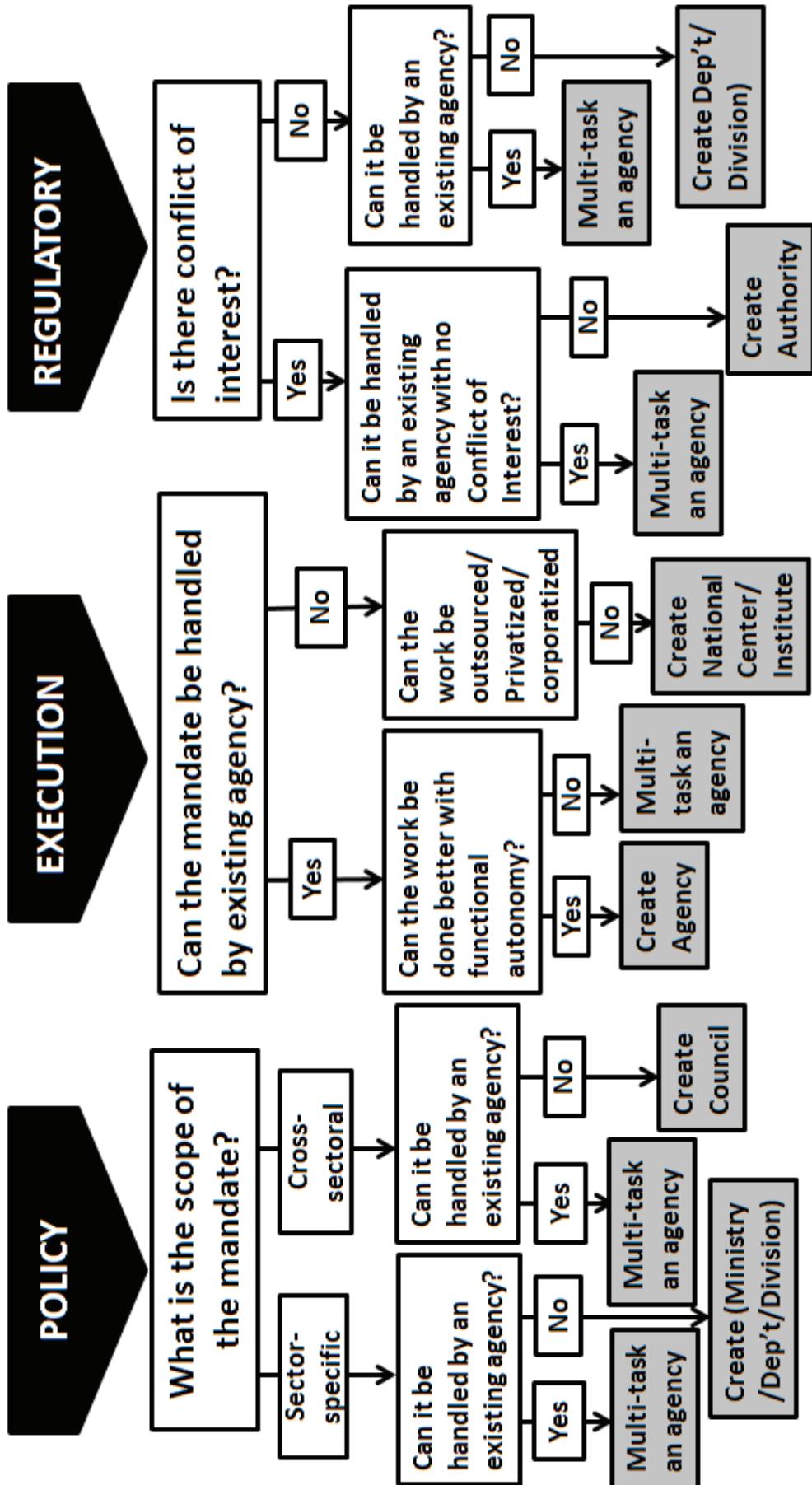
4 Schedule 2/A is subject to changes as per requirement of RCSC

Protocol for creation of MoG, SG and positions in Position Directory

1. Agency as per the JD format, shall submit the proposal to RCSC.
2. HRMD shall do the following:
 - Ensure there is no duplication of positions, MoG and SG compared to existing Position Directory;
 - Ensure the new positions fit into the existing MoG and SG to the extent possible;
 - Submit to Commission for approval of JD for each new position, as per Position Directory format including the Position Title, Position level, Qualification required, MoG, SG and career progression;
 - Update the change in CSIS; and
 - Submit the list of existing civil servants whose Position Title needs to be changed/updated and relevant RCSC/Agency HRO updates the new Position Title as per the delegation of authority.

AGENCIFICATION FRAMEWORK

SCHEDULE 2/C



PARENT AGENCY FRAMEWORK: HR Functions

All criteria to be fulfilled

1. Agency is required to provide technical backstopping to Subgroups/Positions in multiple Agencies;
2. Agency is required to implement uniform Application of Rules & Regulation & system; and
3. Agency is required to take the lead for succession planning, professional development and management for Subgroups/Positions in multiple Agencies.



ROLE OF PARENT AGENCY		ROLE OF WORKING AGENCY	
		WA HR Authority	
1. Competency Development	5. Expert Pool	1	Staffing
2. Succession Planning	6. Set staffing standards	2	Graduate Requisition to RCSC
3. Career Path	7. Set standard for service delivery	3	Recruitment up to S1
4. HRD Planning	8. Transfer	4	Contract recruitment and extension
		5	Meritorious & Fast track promotion
		6	Open Competition up to P2
		7	Annual HRD plan
		8	Process LTT directly with RCSC
		9	Lateral transfer
		PA HR Authority	
		1	Assess vacancy announcement for Open Competition up to P2
		2	Assess the positions for lateral transfer

CHAPTER 3

CIVIL SERVICE VALUES AND CONDUCT

CHAPTER 3: CIVIL SERVICE VALUES AND CONDUCT

3.1 Policy

- 3.1.1 Promote a neutral, apolitical, efficient, effective, transparent and accountable Civil Service.
- 3.1.2 Be guided by the values of the State.
- 3.1.3 Establish the desired standard of SMART (Sincerity, Mindfulness, Astuteness, Resilience, and Timelessness) qualities amongst the civil servants.
- 3.1.4 Promote and maintain trust and respect for Civil Service.

3.2 Civil Service Core Values

- 3.2.1 A civil servant shall maintain and uphold the highest standard of, amongst others, integrity, honesty, fortitude, selflessness, loyalty, the right attitude, right aptitude, patriotism, professionalism and be apolitical in service of the *Tsa-Wa-Sum*.
- 3.2.2 Civil Service Values and Conduct shall form part of the terms of employment for all civil servants who shall read, understand and sign the commitment to the Civil Service Values and Conduct form as per Form 3/1.
- 3.2.3 Integrity means putting the obligations of public service above one's personal interest while performing the duty.
 - 3.2.3.1 A civil servant SHALL:
 - i. Be conscientious at all times;
 - ii. Fulfil his duties and responsibilities reliably;
 - iii. Act in a way that is ethical and that deserves and retains confidence of all those with whom he deals;
 - iv. Uphold administration of justice;
 - v. Deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively;
 - vi. Intend all his thoughts and actions at benefiting the system, society, and country;
 - vii. Recognise and reward only those who truly deserve;
 - viii. Maintain self-discipline and self-respect at all times;
 - ix. Be loyal to his Agency, the Royal Government, and industrious at work; and
 - x. Be transparent in all his dealings.

- 3.2.3.2** A civil servant SHALL NOT:
- i. Harbour any personal propaganda while discharging official duty;
 - ii. Claim merit or have expectations beyond what he deserves or is entitled to;
 - iii. Indulge in sycophancy and superfluous behavior;
 - iv. Engage in nepotism, favoritism or patronage;
 - v. Neglect his duties and responsibilities;
 - vi. Hold malicious intent or vengeance against client or another civil servant ;
 - vii. Resent an admonishment or punishment he deserved;
 - viii. Use office time and resources for personal purposes;
 - ix. Criticise his Agency and the Royal Government; and
 - x. Place himself under any financial or other obligation to outside individuals or organisations that may influence him in the performance of official duties.

3.2.4 Honesty means being truthful and trustworthy.

- 3.2.4.1** A civil servant SHALL:
- i. Declare private interests relating to his official duties and take steps to resolve conflicts arising in a way that protects the Public interest;
 - ii. Display all facts and figures truthfully and completely;
 - iii. Admit his mistake and rectify it immediately;
 - iv. Provide sincere and complete advice, feedback and suggestions to superiors, peers, and subordinates;
 - v. Admit when he does not possess authority to decide;
 - vi. Communicate openly and effectively with clients;
 - vii. Give due acknowledgment for the work done by others, including subordinates; and
 - viii. Ensure proper, effective and efficient use of public resources.
- 3.2.4.2** A civil servant SHALL NOT:
- i. Be impolite while being honest;
 - ii. Be deceptive and propagandistic;
 - iii. Hide or tamper facts and figures;
 - iv. Blame others for his mistake;
 - v. Intentionally mislead by giving half-truth, fib or an omission of part or whole of information;
 - vi. Make decisions he is not authorized to; and
 - vii. Make fictitious claims or incur expenses such as travel and subsistence payments, unnecessarily either by themselves or by staff reporting to them.

3.2.5 Fortitude means being strong and courageous in carrying out duties.

3.2.5.1 A civil servant SHALL:

- i. Be prepared to make tough decisions while carrying out duties;
- ii. Openly communicate and provide feedback if what his superiors/ colleagues/ subordinates do or say is professionally or morally unacceptable; and
- iii. Provide forthright and impartial advice in a constructive manner that facilitates the achievement of Agency objectives.

3.2.5.2 A civil servant SHALL NOT:

- i. Fear consequences for being honest and sincere in his duties;
- ii. Change his position or stand upon unfair pressure; and
- iii. Lose focus of his Agency's mandates, and his duties and responsibilities.

3.2.6 Selflessness means giving priority to the nation's interests and his official duty.

3.2.6.1 A civil servant SHALL:

- i. Always take decisions solely in terms of the public interest;
- ii. Put official obligations before personal interests;
- iii. Always be courteous and extend full cooperation and support;
- iv. Be a team player;
- v. Always be aware and mindful of the needs, aspirations, and hopes of his colleagues; and
- vi. As Head of the Agency or Supervisor, be considerate of the needs of his staff to the extent possible.

3.2.6.2 A civil servant SHALL NOT:

- i. Be influenced by ulterior motives while carrying out duties; and
- ii. Intentionally disadvantage a colleague for one's own benefits.

3.2.7 Loyalty means being true, loyal and faithful to the *Tsa-Wa-Sum* at all times.

3.2.7.1 A civil servant SHALL:

- i. Defend and implement the policies and programmes of the Royal Government and his Agency;
- ii. Work towards achieving the objectives of his Agency;
- iii. Be economical and pragmatic about his Agency's resources;
- iv. Continuously learn and develop himself to benefit his Agency;
- v. Be reliable, diligent and responsible in his duties;
- vi. Handle and care for office equipment; and
- vii. Be prudent in use of public resources.

- 3.2.7.2 A civil servant SHALL NOT:
- i. Criticise publicly the policies, programmes, and actions of the Royal Government and his own Agency;
 - ii. Engage in corrupt activities
 - iii. Obstruct the success of his Agency;
 - iv. Steal or vandalize office properties; and
 - v. Embezzle.

3.2.8 Right attitude means having a positive way of thinking and perception.

- 3.2.8.1 A civil servant SHALL:
- i. Uphold the right attitude about his work and people at all times;
 - ii. Build and maintain smooth and effective interpersonal relationships;
 - iii. Be open to feedback and accept his weaknesses positively and work on improving them;
 - iv. Understand other's weaknesses and help them improve;
 - v. Be motivated and work hard not only for his Agency, but also for his own job satisfaction;
 - vi. Be accountable for his actions;
 - vii. Respect seniors and elders;
 - viii. Promote organisational harmony; and
 - ix. Respect views, initiatives and contributions of seniors, peers and subordinates.

3.2.8.2 A civil servant SHALL NOT:

- i. Resent when he is called for accountability;
- ii. Resent or be intolerable to disagreements; and
- iii. Think he is doing his clients a favour by doing his job.

3.2.9 Right aptitude means possessing appropriate ability and values that support it.

- 3.2.9.1 A civil servant SHALL:
- i. Try to be creative and productive;
 - ii. Take interest to learn every day and do better each day; and
 - iii. Know his strengths to uphold them and weaknesses to improve on them.

3.2.9.2 A civil servant SHALL NOT:

- i. Complain about his job, and remain apathetic and unproductive; and
- ii. Influence others with negative views about the job and make them ineffective.

3.2.10 Patriotism means love for one's country and serving its interests with heart and soul.

3.2.10.1 A civil servant SHALL:

- i. Love and serve the *Tsa-Wa-Sum*;
- ii. Be happy and proud of being Bhutanese;
- iii. Do things that will strengthen peace, prosperity, and happiness in the country;
- iv. Be a Goodwill Ambassador of the country while on study/training or otherwise abroad;
- v. Be sincere during training/visits outside and bring back maximum information, knowledge and skills to benefit the nation; and
- vi. Be willing to volunteer to serve the nation in times of need.

3.2.10.2 A civil servant SHALL NOT:

- i. Engage in any thought or action that would undermine peace, security and sovereignty of the nation; and
- ii. Express views or involve in activity that would tarnish the image of the country.

3.2.11 Professional excellence means possessing right attitude and aptitude supported by strong values.

3.2.11.1 A civil servant SHALL:

- i. Serve with competence, efficiency, timeliness and truthfulness in his duty;
- ii. Carry out his duty ethically and responsibly;
- iii. Maintain an acceptable standard of behaviour; and
- iv. Gain and maintain the respect of all stakeholders.

3.2.11.2 A civil servant SHALL NOT:

- i. Engage in unethical behaviour and substandard skills while carrying out duty; and
- ii. Discriminate his clients while performing duty.

3.3 Code of Conduct

A civil servant bestowed with the unique privilege and honour to serve the *Tsa-Wa-Sum* and with confidence and trust reposed in him, shall abide by the following Civil Service Values and Conduct.

3.3.1 A civil servant shall be conversant with and uphold all the provisions of the Constitution, CSAB 2010 and BCSR.

- 3.3.1.1 A civil servant SHALL:
- i. Read, understand and abide by all provisions of the Constitution, CSAB 2010 and BCSR;
 - ii. Share with and guide his superiors, peers and subordinates if they are not aware of any of the provisions;
 - iii. Abide by the laws and rules of the country; and
 - iv. Undertake courses on Civil Service Values and Conduct and Integrity Test, as and when made available.
- 3.3.1.2 A civil servant SHALL NOT:
- i. Remain apathetic about the provisions of the Constitution, CSAB 2010 and BCSR; and
 - ii. Breach or attempt to breach any of the laws or rules of the country.
- 3.3.2 A civil servant shall subscribe and promote the values of *Tha Damtsi* and *Ley Jumdrye* while serving the *Tsa-Wa-Sum*.
- 3.3.2.1 A civil servant SHALL:
- i. Always be loyal and faithful to the *Tsa-Wa-Sum*.
- 3.3.2.2 A civil servant SHALL NOT:
- i. Disrepute the Royal Government, Agencies, superiors, peers and subordinates.
- 3.3.3 A civil servant shall maintain *Driglam Namzhag*, official decorum and refrain from indulging in behaviours that affect one's performance of official duties and/or tarnishes the image of the Civil Service and/or endanger the safety of other people.
- 3.3.3.1 A civil servant SHALL:
- i. Be punctual and regular at work;
 - ii. Deal with clients in a befitting manner ;
 - iii. Demonstrate exemplary behaviour and actions at all times;
 - iv. Show consideration and respect to others;
 - v. Respect and attend the call of his Agency's Disciplinary Committee; and
 - vi. Respect and undergo medical test, drug test and treatment plan prescribed by the competent authority/Agency.
- 3.3.3.2 A civil servant SHALL NOT:
- i. Indulge in gambling or imbibing intoxicating substances like consuming drugs, alcoholic drinks or any other substance that may weaken his personal integrity and affect his work performance or affect his

- normal behaviour or endanger the safety of other people;
- ii. Engage in individual or group altercation in public, related to official duty or otherwise; and
 - iii. Speak and act in a way that is not in conformity to the Civil Service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership.
- 3.3.4 A civil servant shall render services with due respect, courtesy, sincerity and to the best of his knowledge and abilities.
- 3.3.4.1 A civil servant SHALL:
- i. Treat his clients with dignity, empathy and humility;
 - ii. Always realise that he is a civil “servant” and paid to serve;
 - iii. Be genuine in his behaviours, thoughts and actions; and
 - iv. Provide services with right frame of mind and as per established rules and procedures.
- 3.3.4.2 A civil servant SHALL NOT:
- i. Falsely bring down the honour, reputation and dignity of another civil servant or client;
 - ii. Insult or disclose personal aspects of a client or another civil servant in public;
 - iii. Criticise or unreasonably humiliate someone with whom he has dealings;
 - iv. Resort to unreasonable argument or violence with clients or another civil servant while carrying out his duty; and
 - v. Intentionally delay a service or ignore a client.
- 3.3.5 A civil servant shall be apolitical, non-partisan and not stand for election under electoral laws of the Kingdom. Any communication relayed by a civil servant in support or opposition of a Political Party or a Candidate shall be treated as political advertising and indirect violation of Civil Service Values and Conduct, if so alleged and proven.
- 3.3.5.1 A civil servant SHALL:
- i. Remain and uphold the political neutrality of the Civil Service at all times;
 - ii. Provide forthright and impartial advice to the Government;
 - iii. Speak truth to power;
 - iv. Discharge official duties without fear and favour; and
 - v. Institute fair and transparent systems with proper documentation to ensure that decision making is not politicised.

3.3.5.2 A civil servant SHALL NOT:

- i. Be a candidate for any election conducted under the electoral laws of the Kingdom of Bhutan or hold any paid or unpaid post in any political party;
- ii. Canvass for a political party or a candidate in an election conducted under the electoral laws of the Kingdom;
- iii. Attend political party meetings and support or carry out any activities related to such parties, including use of social media to advertise contents pertaining to elections, political positions or in any way can be understood to be in support or against a Candidate or Party contesting elections;
- iv. Express any opinion on Politics/Political Parties either explicitly or implicitly;
- v. Perform or neglect his duty based on his political view;
- vi. Impose or influence another person's or groups political views;
- vii. Indulge in any communication via telephonic means including individual or bulk SMS or the internet including social media, personal or official, individual or entity, textual or graphics that pertains to elections, political views or positions, or in any way can be understood to be in support or against a Candidate or Party contesting elections; and
- viii. Make contributions or fund any election campaign in favour of or against a candidate or a political party.

3.3.6 A civil servant shall not misuse his official position and authority.

3.3.6.1 A civil servant SHALL:

- i. Lead and manage human resources effectively and responsibly;
- ii. Use his position and resources to fulfil mandates of his Agency;
- iii. Be the role model within and outside his Agency;
- iv. Respect the Public interest while making decisions; and
- v. Declare Conflict of Interest.

3.3.6.2 A civil servant SHALL NOT:

- i. Engage in patronage, favouritism, and nepotism;
- ii. Show any irrational behaviour that would unfairly disadvantage a subordinate;
- iii. Expect, or make subordinate do things, which may not be part of his official duty;
- iv. Attempt to influence clients and staff for personal gains;
- v. Act in contravention to the prevailing rules and other legal requirements; and
- vi. Misuse human resources and Government properties.

3.3.7 A civil servant shall maintain confidentiality of official information and decisions. In particular, a civil servant shall refrain from unauthorised communication of information, which shall be detrimental to the smooth and efficient functioning of the Royal Government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation.

3.3.7.1 A civil servant SHALL:

- i. Uphold the duty of confidentiality at all times as per established norms;
- ii. Be as open as per established norms with his immediate official colleagues about decisions and actions;
- iii. Maintain confidentiality of information discovered in the course of duty, both while in service and after separation;
- iv. Maintain confidentiality of information that is critical in the interest of the nation's security;
- v. Understand the importance and necessity of not disclosing certain information to protect wider interest;
- vi. Realise that the first priority of every Bhutanese is the security and sovereignty of the nation; and
- vii. Ensure he has the necessary authority to disclose important official information.

3.3.7.2 A civil servant SHALL NOT:

- i. Disclose critical information to inappropriate person or audience/platform/forum;
- ii. Share information with anyone including his family until it is made public by the authority concerned or an authorised person;
- iii. Use information for personal gains; and
- iv. Use such information to incite disorder in the community and nation.

3.3.8 A civil servant shall ensure efficiency, effectiveness, professionalism, meritocracy and accountability.

3.3.8.1 A civil servant SHALL:

- i. Be economical and result-oriented while carrying out his duty;
- ii. Continuously seek to improve services;
- iii. Uphold principles of ethics and morality associated with his job;
- iv. Be accountable for decisions he makes and other actions and behaviours; and
- v. Make decisions based on merit of the case.

3.3.8.2 A civil servant SHALL NOT:

- i. De-motivate his subordinates by withholding important information about the Agency's objectives, priorities and decisions;
- ii. Leave his tasks incomplete; and
- iii. Make decisions which are not in line with the Government's policy and his Agency's objectives.

3.3.9 A civil servant shall ensure cooperation within the Civil Service and judicious use of resources.

3.3.9.1 A civil servant SHALL:

- i. Extend support and cooperation within as well as beyond his own Agency;
- ii. Make efforts to minimise waste of his Agency and the nation's resources; and
- iii. Communicate effectively and on time within his own Agency as well as with others.

3.3.9.2 A civil servant SHALL NOT:

- i. Engage in incitement and conflicts;
- ii. Mislead or give false information; and
- iii. Ignore instructions and established norms and guidelines.

3.3.10 A civil servant shall avoid all forms of discrimination and favour in discharging official responsibilities.

3.3.10.1 A civil servant SHALL:

- i. Treat his clients objectively and fairly; and
- ii. Make decisions based on the merit of the case.

3.3.10.2 A civil servant SHALL NOT:

- i. Favour, show or intend disfavour towards anyone based on personal relationships, gender, appearance, region, ethnicity and family background, being rich or poor, health and physical condition and religion; and
- ii. Make decisions, pass judgments or comments, based on the aforementioned attributes of a person.

3.3.11 A civil servant shall not accept, for self or family members, favours, gifts, benefits or donations which can be construed by the authority as affecting the decisions and performance of his duties except as permitted by laws.

3.3.11.1 A civil servant SHALL:

- i. Be aware of prevailing rules and regulations concerning gift; and
- ii. Ensure that his decisions are not influenced by gifts, favours or benefits he may have received.

3.3.11.2 A civil servant SHALL NOT:

- i. Solicit or accept a gift, directly or indirectly from a prohibited source as per the Gift rule;
- ii. Accept gifts that would be construed as affecting the objectivity of the decisions he makes; and
- iii. Extend unethical or illegal favours to anyone, which is obligated by gifts he has received.

3.3.12 A civil servant shall not accept titles or decorations from foreign States or Organisations without the approval of the Royal Government.

3.3.12.1 A civil servant SHALL:

- i. Judge, rationalise, analyse and convince himself that such title or decoration does not have any negative implication to his Agency and the nation;
- ii. Be sure that it is not in conflict with his official duties and responsibilities; and
- iii. Communicate to the Royal Government or any appropriate authority, and obtain prior approval.

3.3.12.2 A civil servant SHALL NOT:

- i. Accept title or decoration that may not be in the interest of his Agency and the nation;
- ii. Seek or accept a title or decoration that may entail Conflict of interest; and
- iii. Accept a title or decoration without prior approval of the Royal Government or an appropriate authority.

3.3.13 A civil servant shall not engage in proselytisation.

3.3.13.1 A civil servant SHALL:

- i. Respect the country's religious and cultural heritage.

3.3.13.2 A civil servant SHALL NOT:

- i. Be a member of the decision making Board of any religious groups/ Agencies/Association/ Foundations etc; and
- ii. Impose or influence another person's or group's religious beliefs.

3.3.14 A civil servant shall not engage in sexual harassment. Sexual harassment means an “unwelcome verbal, visual, or physical conduct of a sexual nature that affects working conditions or creates a hostile work environment”.

3.3.14.1 A civil servant SHALL:

- i. Avoid and discourage using words and gestures that may be sexually offensive or suggest sexual interest;
- ii. Openly communicate and provide feedback if what his superiors and colleagues/subordinates do or say is professionally or morally unacceptable; and
- iii. Report to appropriate authority without fear or prejudice if situation does not improve.

3.3.14.2 A civil servant SHALL NOT:

- i. Pass lewd remarks to his clients and colleagues;
- ii. Engage in physical gestures or activities that may suggest sexual interests; and
- iii. Use his position to gain or force sexual favour.

3.3.15 A civil servant shall appear before Disciplinary Committee or Administrative Review Committee or Administrative Tribunal or court of law or other Appellate Authority, as and when summoned.

3.3.15.1 A civil servant SHALL:

- i. Respect and attend the summons of the court of law;
- ii. Respect and attend the call of his Agency's Disciplinary Committee;
- iii. Respect and attend the call of the Administrative Tribunal; and
- iv. Produce all information of facts and figures before the court of law, Administrative Tribunal or Disciplinary Committee or Administrative Review Committee or Appellate Authority, without fear or favour.

3.3.15.2 A civil servant SHALL NOT:

- i. Excuse himself from appearing in the court of law, Administrative Tribunal or Administrative Review Committee or Disciplinary Committee, except in emergency; and
- ii. Hide or tamper records of information related to the case in question.

3.3.16 A civil servant shall refrain from making any statement of fact or opinion in the media (broadcast, print and online) or in any document which may have adverse effects against the policies or actions of the Royal Government.

3.3.16.1 A civil servant SHALL:

- i. Maintain the integrity of the position he is holding;
- ii. Always support the Royal Government in furthering its policies and programmes;
- iii. Give all his expertise and feedback including grievances in-house or to relevant authority implementing the policies; and
- iv. Provide the required information necessary to keep the public informed on key government policies and decision as per established protocol of the respective Agencies for sharing information with the media and public.

3.3.16.2 A civil servant SHALL NOT:

- i. Criticise or undermine policies, programmes and actions of the Royal Government in public and/or media (broadcast, print and online); and
- ii. Communicate/transmit/post hate messages or any content with the intent to defame a person or Government Agencies.

3.3.17 A civil servant shall abstain from indulging in any activity or association that adversely affects an institution, national sovereignty and integrity of the country.

3.3.17.1 A civil servant SHALL:

- i. Be aware of the purpose of an activity or Association before becoming part of it;
- ii. Ensure that joining an activity or Association is not in conflict with his official position;
- iii. Consult appropriate authority prior to joining a significant activity or Association; and
- iv. Bring to the notice of relevant authority if he knows of any such inconsistent and inappropriate activity.

3.3.17.2 A civil servant SHALL NOT:

- i. Be a member of, belong to or take part in a society, assembly or association that is;
 - a. Not in the interest of the nation's security and sovereignty, and development processes;
 - b. Not legally and formally established/registered with approval of Competent Authority;
 - c. Profit making in nature;
 - d. Aligned with political parties; and
 - e. Established for the purposes of collective bargaining or pressure group against the policies and plans of the Royal Government

rather than to promote professional and ethical standards, proficiency, knowledge and skills.

- ii. Indulge in the sabotage of his Agency's and the nation's plans and programmes;
- iii. Aid or cover another person or group engaged in anti-Agency or anti-social activities; and
- iv. Breach the Civil Service Values and Conduct for being a member of an association.

3.3.18 A civil servant shall not instigate, involve or participate in a strike, petition or protest online, demonstration, marches or other similar activities which shall be detrimental to the smooth and efficient functioning of the Royal Government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation except those required as a part of his direct official functions.

3.3.18.1 A civil servant SHALL:

- i. Be aware of his 'rights and duties' as a civil servant;
- ii. Make efforts to dissuade/prevent such events; and
- iii. Ensure that participation in any type of marches/parades directly related to his official functions has prior approval of the Working Agency.

3.3.18.2 A civil servant SHALL NOT:

- i. Initiate, support or participate in any form of demonstration or similar other activities including online protest.

3.3.19 A civil servant shall not provide any wrong information to the Royal Government.

3.3.19.1 A civil servant SHALL:

- i. Exercise an honest, informed and sincere judgment at all times while discharging his duty; and
- ii. Provide correct information and realistic recommendations.

3.3.19.2 A civil servant SHALL NOT:

- i. Mislead his superiors, peers and subordinates with wrong information; and
- ii. Conceal or tamper any information of facts and figures

3.3.20 A civil servant shall not in any manner influence an individual to pay, lend or contribute anything of value to an Association, Non-Governmental Organisation (NGO), Agency or person whose activities are prejudicial to the *Tsa-Wa-Sum*.

3.3.20.1 A civil servant SHALL:

- i. Attempt to deal or report any adverse activity in his Agency or other Agencies to an appropriate authority on time pertaining to an Association, Non-Governmental Organisation (NGO), Agency or person whose activities are prejudicial to the *Tsa-Wa-Sum*.

3.3.20.2 A civil servant SHALL NOT:

- i. Support an Association, Non-Governmental Organisation (NGO), Agency or person whose presence and activities are contentious;
- ii. Ask for donation to support such institutions; and
- iii. Lobby for or do things to promote such institutions.

3.3.21 A civil servant shall not undertake any activity, private trade/commercial activity or additional employment as per Chapter 18 of the Rule.

3.3.22 A civil servant shall declare assets and liabilities periodically to the authorities concerned as prescribed in Asset Declaration Rules.

3.3.22.1 A civil servant SHALL:

- i. Maintain a proper record of his wealth and assets and liabilities; and
- ii. Be aware of and strictly abide by the Assets Declaration Rule.

3.3.22.2 A civil servant SHALL NOT:

- i. Acquire assets through unethical or illegal means;
- ii. Make false declaration; and
- iii. Aid or conceal such vices happening in his environment.

3.3.23 A civil servant shall not victimize or discriminate another civil servant who reports breaches or alleged breaches of the Civil Service Values and Conduct.

3.3.23.1 A civil servant SHALL:

- i. Report to authorities concerned on corrupt practices; and
- ii. Maintain confidentiality of identity and ensure protection of the informant.

3.3.23.2 A civil servant SHALL NOT:

- i. Initiate or take actions without verifying the case;
- ii. Covertly or overtly victimize the informant; and
- iii. Support or conceal information related to corrupt practices.

3.3.24 A civil servant is in principle on official duty for twenty four hours a day and seven days a week and is accordingly paid for and, as such, is liable for call to duty anytime.

Otherwise, a civil servant shall generally follow the following official working time from Mondays to Fridays, inclusive of a lunch break of half an hour:

- 3.3.24.1 From 9AM to 5PM in Summer from the month of March to October; and
- 3.3.24.2 From 9AM to 4PM in Winter from the month of November to February.

The above shall not apply to Civil Servants required by profession to work on Saturdays or provide continuous service round the clock which the respective Agencies shall determine.

- 3.3.25 A civil servant shall declare and avoid Conflict of Interest in the process of official decision-making and while discharging all other official responsibilities.

- 3.3.25.1 A civil servant SHALL:

- i. Honestly and voluntarily declare, and avoid Conflict of Interest as per Form 3/2;
 - ii. Encourage others to declare Conflict of Interest; and
 - iii. Enable an environment conducive to making fair and objective decisions.

- 3.3.25.2 A civil servant SHALL NOT:

- i. Participate in a decision-making process where he cannot respect the merit of the case because of his own personal interests and/or relationship with stakeholders;
 - ii. Participate in any Committee Meeting when the Committee is required to make decisions pertaining to someone with whom he may have positive or negative relationships;
 - iii. Lobby his Agency or others to promote the business or trade of his family or relatives; and
 - iv. Borrow money, materials, equipment or any other resources from his clients by which his objective judgment would be compromised.

3.4 Scope of Civil Service Values and Conduct

Civil Service Values and Conduct detailed in this Chapter is not exhaustive or limited to it.

3.5 Accountability

- 3.5.1 A civil servant concerned shall be accountable and liable for administrative actions for breach of Civil Service Values and Conduct.

- 3.5.2 A civil servant shall read, understand and sign the commitment to the Civil Service Values and Conduct form as per Form 3/1.
- 3.5.3 A civil servant in managerial and supervisory role shall be accountable to provide necessary leadership and control over his subordinates, amongst others, to ensure that there is no corruption or serious official misconduct amongst his subordinates.
- 3.5.4 A civil servant, particularly in a managerial and supervisory role, shall be liable for supervisory accountability in the event serious corruption or official misconduct charges are brought against his subordinates, for the lack of his supervision and reporting to authority.



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

COMMITMENT TO THE CIVIL SERVICE VALUES AND CONDUCT

1. I have received and read the Civil Service Values and Conduct and I understand:
 - a. The standards and policies contained in the Civil Service Values and Code and that there may be additional policies or laws.
 - b. That I can obtain clarification on any aspect of the Values and Code from the relevant officer(C/HROs)/authority (RCSC); and
2. I understand and agree that :
 - a. This Code forms part of my terms of my employment in the Civil Service and I shall comply with the Values and Code at all times.
 - b. In the event I violate any of the values and Code of Conduct, my Agency may take disciplinary actions against me, up to and including termination of my employment.

Employee Name :

Employee ID No :

Signature
(Legal Stamp)

Date

Note:

*Please sign and return this form to the Human Resource Division of your Agency.
HRD to file a copy in the personal file of the civil servant concerned and send a copy to the RCSC.*



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

DECLARATION OF CONFLICT OF INTEREST

I,(name), bearing CID/EID No.....,(Position Title).....
.....(Agency) as per the provisions of Section 3.3.25 of Chapter 3 of
the BCSR 2018, I declare that in serving as a member of(Committee) in
.....(Agency):

- I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty;
OR
- I do have Conflict of Interest in view of the following reason(s):
 - Family Member:.....
 - Close Relative:
 - Close Friend:.....
 - In-Laws:.....
 - Enemy:.....
 - Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature

CHAPTER 4

RECRUITMENT, SELECTION AND APPOINTMENT - REGULAR CIVIL SERVICE



CHAPTER 4: RECRUITMENT, SELECTION AND APPOINTMENT - REGULAR CIVIL SERVICE

4.1 Policy

- 4.1.1 Provide equal opportunity to all eligible Bhutanese citizens for employment and career advancement in the Civil Service on the basis of merit, qualification, fair and Open Competition without discrimination on the grounds of race, sex, language, religion, and other status.
- 4.1.2 Recruit the most qualified and capable candidate with right attitude for the right job to ensure professionalism in the Civil Service.
- 4.1.3 Maintain a Small, Compact and Efficient Civil Service.

4.2 Strategy

- 4.2.1 Determine existing as well as emerging vacant positions in the Civil Service through a periodic Organisational Development Exercise (ODE) and five year staffing plan supported by annual recruitment plan.
- 4.2.2 Annual recruitment plan shall be drawn up for five years which shall be reviewed and updated annually.
- 4.2.3 Recruitment shall be based on a transparent and fair system.
- 4.2.4 Recruit university graduates through competitive examinations conducted in accordance with Chapter 7 for appointments into PMC.
- 4.2.5 Regular appointments into the Civil Service for all position categories shall take place with effect from 1st January of each year under the Single Window Recruitment System to ensure strategic and systematic recruitment plan, greater transparency and predictability and alignment to promotion cycle.

4.3 Types of recruitment

- 4.3.1 Professional & Management Category.
- 4.3.2 Supervisory & Support Category and Operational Category.

4.4 Authority

- 4.4.1 As provided in CSAB 2010, the RCSC is the central personnel Agency for all Human Resource matters pertaining to the Civil Service.
- 4.4.2 As provided in Section 47 of CSAB 2010, the recruitment of University Graduates in Professional & Management Category shall be conducted by the RCSC through the BCSE as per Chapter 7.
- 4.4.3 Any new recruitment into the Civil Service shall only be at the entry Position Level and the authority to recruit, select and appoint shall be as follows:

POSITION CATEGORY	AUTHORITY
PMC	RCSC
SSC	Agencies
OC	Agencies

- 4.4.4 The RCSC shall monitor all appointments carried out by Agencies and shall be subject to regular HR Audit.

4.5 Recruitment Planning Process

- 4.5.1 The RCSC in consultation with the Agency shall determine the staffing pattern and strength required for the Agency for the plan period for all Position Categories. Accordingly, annual recruitment plan shall be drawn up for the plan period.
- 4.5.2 The Agency shall submit graduate requisition to the RCSC as per Section 7.8.2. The RCSC shall carry out the selection and recruitment for PMC.
- 4.5.3 The Agency as per the delegation of authority shall carry out recruitment based on the approved annual recruitment plan, staffing pattern and strength.
- 4.5.4 The Agency shall assess the vacant positions in consultation with the Divisions/Sectors and obtain approval from the HRC. The annual recruitment exercise shall take into consideration civil servants identified as excess and those civil servants returning from study, EOL, Medical Leave etc.
- 4.5.5 In case of positions that are parented, the Working Agency shall consult with the Parent Agency concerned prior to initiating the annual recruitment.
- 4.5.6 In the event of any change to the approved staffing plan or the recruitment plan, the Working Agency shall submit the updated five year's annual recruitment plan to RCSC by the month of May for approval.

4.5.7 If the HR Needs assessment involves additional post creation, the process shall be as follows:

- 4.5.7.1 Review the mandate of Section/Division/Department/Agency;
- 4.5.7.2 Review opportunity to multitask by the approved existing staff; and
- 4.5.7.3 Review SOP, TAT, HR Standards and log of activities.

4.5.8 The recruitment against a vacant position shall be filled either by direct recruitment of a new employee or in-service recruitment.

4.5.9 All regular appointment date into the Civil Service for all categories of positions shall be as per Section 4.2.5.

4.6 Eligibility

4.6.1 The eligibility for a candidate applying for PMC shall be as per Section 7.4.

4.6.2 The following eligibility shall be applicable for a candidate applying for SSC and OC:

- 4.6.2.1 Be a Bhutanese citizen;
- 4.6.2.2 Meet the minimum qualification requirements specified for the particular position as per the Position Directory and Job Description;
- 4.6.2.3 Have attained at least 18 years of age and not more than 40 years on the date of appointment for pre-service candidates; and
- 4.6.2.4 If in-service, shall meet the minimum qualification required and have no service obligation to the Agency.

4.7 Disqualification

4.7.1 A candidate shall not be eligible to apply for employment in the PMC as per Section 7.5.

4.7.2 A candidate shall not be eligible to apply for employment in the SSC and OC positions in the Civil Service if he has:

- 4.7.2.1 Been convicted of a criminal offence or is under investigation or prosecution for a criminal offence;
- 4.7.2.2 Been superannuated, terminated or compulsorily retired from the Civil Service or a Government Corporation/Project;

- 4.7.2.3 Voluntarily resigned from the Civil Service and applying for a position category not higher than the one held prior to resignation;
- 4.7.2.4 Been adjudged medically unfit for employment by a competent RGoB medical doctor;
- 4.7.2.5 Intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- 4.7.2.6 Furnished fake/forged testimonials/documents;
- 4.7.2.7 Failed to furnish testimonials as required under the Civil Service Rules; and
- 4.7.2.8 Participated in politics and not completed the minimum ‘cooling off period’ of one year.

4.8 Recruitment Procedure

4.8.1 Vacancy Announcement

- 4.8.1.1 As per the delegation of authority, the Agency shall advertise the approved vacant positions through mainstream media including online platforms with sufficient time of at least two weeks for registration. If required, time extension may be granted for another two weeks.
- 4.8.1.2 The vacancy announcement shall clearly define the following:
 - i. Profile of the position, including Super Structure, Position Title and Position Level;
 - ii. Qualification required;
 - iii. Type of recruitment:
 - iv. Documents required;
 - v. Registration process, schedule and venue;
 - vi. Short-listing criteria, if required; and
 - vii. Contact number and address.

4.8.2 Documents Required

- 4.8.2.1 A candidate applying for a vacant position in the Civil Service shall be required to submit the following documents:
 - i. Civil Service Employment Application Form 4/1;
 - ii. Resume;
 - iii. Copies of academic transcripts;
 - iv. Copies of relevant training transcripts, if required;
 - v. Copy of the Bhutanese citizenship identity card;
 - vi. Copy of Medical Fitness Certificate issued by a competent RGoB medical doctor;

- vii. Security Clearance Certificate which shall be verified online; and
 - viii. No Objection Certificate, if employed.
- 4.8.2.2 A candidate shall produce original documents to the recruiting Agency at the time of interview for verification.
- 4.8.3 Short-listing of Applicants
- 4.8.3.1 The HR Division/HR Services shall screen the applicants based on the fulfilment of the Academic and/or relevant Training as per the minimum requirement specified in the Position Directory, the vacancy announcement, eligibility and disqualification as per Section 4.6 and 4.7 respectively.
- 4.8.3.2 The HRC/Selection Committee of the Agency shall short-list the applicants based on the criteria decided by the HRC of the Agency.
- 4.8.3.3 For short-listing, the ratio of vacancy to candidate shall be at least 1:3.
- 4.8.3.4 In the event, vacancies for multiple positions are announced requiring the same entry qualification, any applicant fulfilling the criteria shall be considered as eligible for all the vacant positions.
- 4.8.4 Re-announcement
- 4.8.4.1 If there is no eligible candidate or when it does not fulfil Section 4.8.3.4, the Agency shall announce the time extension of another two weeks for more candidates to submit applications.
- 4.8.4.2 Extend the deadline to submit applications, if the Agency is not satisfied even when the number of eligible candidates is more than three.
- 4.8.4.3 Proceed with the selection process even if there is only one eligible candidate despite the time extension of two weeks or more.
- 4.8.5 Notify Short-listed Candidates
- 4.8.5.1 The Agency shall announce short-listed candidates after obtaining the approval of the HRC, along with date and venue for selection interview and/or written examination.

4.9 Selection procedure

4.9.1 Competitive selection procedure excluding selection through BCSE:

4.9.1.1 Depending on the requirement of the position, the competitive selection process shall include the following methods:

- i. Panel interview which shall be mandatory; and
- ii. Weightage for Academic/relevant training; or
- iii. Written/ Practical examination.

4.9.1.2 The HRC of the Agency shall determine the methods and the weightage to be assigned.

4.9.2 Selection Committee

4.9.2.1 The HRC shall nominate a Selection Committee comprising of at least five relevant members. They shall conduct the interview in bi-lingual, Dzongkha and English as per the Form 4/2. The Committee members shall be properly briefed on the eligibility criteria for the position and the applicant's resume details prior to the interview. The Committee shall observe the Civil Service Values and Conduct as provided in the Rule including the declaration of "Conflict of Interest" as per format Form 3/2.

4.9.2.2 The Selection Committee shall pre-determine the cut off percentage to be eligible for selection to ensure quality of candidates. The cutoff should be higher than 50%.

4.9.2.3 Two extreme marks awarded to the candidate by the panel members shall be eliminated and average of the remaining shall determine the final marks.

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4.9.2.4 The Interview Assistant shall compile the result sheet based on the selection method adopted, which shall be verified and signed by the Selection Committee.

4.10 Post-Selection Procedure

4.10.1 The HRC shall review and endorse the result sheet signed by the Selection Committee.

4.10.2 On endorsement of the result by the HRC, the Agency shall declare the result and notify the successful candidate within two weeks from the conduct of the interview.

4.10.3 Along with the declaration of the selection result, the Agency shall inform the candidates on the reporting date for placement and appointment.

4.10.4 A candidate shall be given an opportunity to appeal to the Appellate Authority within 10 working days from the date of declaration of the result.

4.11 Appointment Procedure and Placement

4.11.1 The Agency shall appoint the successful candidates against approved vacant positions in the order of merit ranking of the selection result.

4.11.2 A selected candidate shall submit drug test report prior to appointment.

4.11.3 If a selected candidate fails the drug test, the position shall be offered to next candidate in order of merit ranking.

4.11.4 The appointment shall be in effect from 1st of January every year after the completion of all requirements. An exception to this shall be only upon endorsement from the RCSC.

4.11.5 His pay shall be fixed at the minimum pay scale prescribed for the position. Seniority and Position Level for in-service candidates selected shall be protected and accordingly his pay shall be fixed as per Chapter 11.

4.11.6 The Agency as per the delegation of authority shall submit online the details of selected candidate(s) as required, along with compiled selection result and forward the following documents of the selected candidates to the RCSC:

- i. Copy of the vacancy announcement(s);
- ii. Compiled selection result signed by the Selection Committee; and
- iii. Documents specified under Section 4.8.2.1.

4.11.7 If in-service candidates selected involve inter-Agency transfer/Change in MOG/Change in Super Structure, the authority to approve and issue the inter-Agency transfer order shall vest with the RCSC for which, the following documents in addition to the documents specified above shall be submitted to the RCSC:

- i. No Objection Certificate from Parent Agency endorsed by the HRC; and
- ii. Application ID of an approved Audit Clearance Certificate which shall be verified online.

4.11.8 The RCSC shall verify details of the recruitment carried out by the Agency and allot Employee Identity (EID) Number.

4.11.9 Only upon the allotment of EID Number, shall the selection be considered endorsed by the RCSC.

4.11.10 The Agency shall then generate the appointment order of the candidates from the CSIS who have been issued with EID.

4.11.11 The HR Division of the Agency concerned shall:

- i. Open a Personal File and Service Book for each new employee;
- ii. Collect the duly filled form in Chapter 24 of the Rule (Form 24/1);
- iii. Execute an Undertaking of adherence to the Civil Service Values and Conduct for each new employee as per Form 3/1; and
- iv. Execute an Undertaking of Oath of Allegiance as per Form 4/3 for each new employee.

4.11.12 In the event the selected candidate withdraws his candidature or a similar vacancy arises in the same Agency within a period of three months from the endorsement of the result by the HRC or 31st December, whichever is earlier, the post may be offered to the next candidate in order of merit of the selection result subject to fulfilling the pre-determined minimum cut-off percentage.

4.11.13 BCSE selected candidate who has already completed PGD course prior to being selected through the BCSE shall be appointed only when his BCSE batch mates complete the PGD course.

4.11.14 A civil servant shall be eligible for transfer only after serving a minimum of three years, including probation period, from the date of initial appointment as per Section 14.4.13.

4.12 Probation

4.12.1 A candidate selected for appointment shall initially be placed on probation for a period of one year before his appointment to regular service is confirmed.

4.12.2 Upon completion of the probation, the HRC of the Agency shall review the performance of the candidate and if satisfied, issue the office order regularizing the service. If the performance of the candidate is poor, his service shall not be regularized and he shall be removed from the service.

4.12.3 The probation period shall not be considered as part of active service for the purpose of promotion and long-term study leave.

4.12.4 A civil servant shall be eligible for mandatory competency in-country STT. However, he shall not be eligible for any ex-country travel/training while on probation.

- 4.12.5 Entitlement for Leave shall be as per Chapter 10.
- 4.12.6 An in-service candidate shall not be required to serve probation provided he has already completed one-year probation in his earlier position and his service has been regularized.

4.13 Orientation

- 4.13.1 An orientation of a new employee shall be compulsory and it shall be the responsibility of the Agency concerned to conduct the orientation programme.
- 4.13.2 The Agency shall assign a mentor for the new employees for a period of one year for proper induction into the Civil Service.
- 4.13.3 The programme shall aim to properly induct the candidate into the Civil Service and in particular integrate and assimilate the candidate as a team player in the organisation. Depending on the need, an Orientation Programme shall include the following:
- i. Introduction to the organisation – physical, work culture and organisation values;
 - ii. Familiarisation with organisation, its policies, plans and programmes, BCSR and Financial Rules; and
 - iii. Understanding of his position job description and the expectations of the Agency.

4.14 Minimum Service Obligation upon Appointment

- 4.14.1 Once appointed, a civil servant in the SSC and OC shall be obliged to serve a minimum of two years of active service including probation provided there is no other service obligation.
- 4.14.2 A civil servant resigning before fulfilling the obligation as per Section 4.14.1 shall forfeit his retirement benefits, except Provident Fund and Group Insurance Scheme benefits.

4.15 Accountability

- 4.15.1 An appointment, which does not conform to the Rule, shall be treated as unauthorised and hence, it shall be revoked by the RCSC.
- 4.15.2 The authority responsible for the violation shall be accountable and liable for administrative actions.



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

CIVIL SERVICE EMPLOYMENT APPLICATION FORM

(Fill in BLOCK letters only)

Affix
Passport
size
Photograph

1. Full Name:

Sex: M

F

Religion:

2. Village/Thromde:

Gewog:

Dzongkhag:

Thram No:

House No:

3. Date of Birth (DD/MM/YYYY):

Nationality:

Citizenship ID No.:

4. Post Applied For:

5. Email Address:

6. Contact Tel. No.:

7. Family Details:

Relation	Name	CID No.	Address	Phone No.
(a)Father				
(b)Mother				
(c)Spouse				
(d)Children				

8. Declaration:

Sl. No.	Particulars	Yes	No
i	I have been convicted of a criminal offence/corruption charges or is under criminal offence/corruption charges;		
ii	I have been terminated or compulsorily retired from the Civil Service, a Government Corporation or Project;		
iii	I have voluntarily resigned from the Civil Service at a same or higher position category;		
iv	I have been previously selected for the Civil Service and dishonoured the selection/appointment;		
v	I have been adjudged medically unfit for employment by a competent medical doctor;		
vi	I have intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;		
vii	I have furnished fake/forged testimonials/documents;		
viii	I have failed to furnish testimonials as required under the BCSR;		
ix	I have participated in politics/completed the minimum 'cooling off period' of one year;		
x	I have been otherwise disqualified by the Government for appointment in the Civil Service; and		
xi	I have obligation to my former Agency.		

9. Academic Qualification: (please start with the Institute last attended)

Name of Institute	Subjects	Level of Qualification	Aggregate %	Start Date	End Date	Country

10. Marks obtained in percentage in the BCSE (if relevant):

- i. Exam category:
- ii. Aggregate %:
- iii. Position/Ranking:

11. Training:

Name of Institute	Field of Study	Duration	Start Date	End Date	Country

12. Employment History (if applicable):

Organisation	Position Held	Period		Appt. Status	Place Served	Reason for Change
		From	To			
Past Employment:						
Present Employment: (attach No Objection Certificate)						

13. **Declaration:** I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the RCSC shall withdraw/terminate my service without any recourse; confiscate all my transcripts/testimonials; debar from seeking employment in the Civil Service; and prosecute in the court of law for legal actions. I also undertake to abide by all the Rules and Regulations.

14. **Oath of Allegiance:** I pledge to serve *Tsa-Wa-Sum* with *Lue-Nga-Yi-Sum*.

Date:

**Signature of Applicant
(Affix Legal Stamp)**

Note1: This form should be accompanied by the following documents:

- i. Copy of citizenship card;
- ii. Copies of academic transcripts and certificate;
- iii. Copies of relevant training certificate;
- iv. Medical fitness certificate;
- v. Passport size photograph;
- vi. No objection certificate, if employed;
- vii. Ensure that online security clearance certificate is valid;
- viii. Copies of certificate on Extra-Curricular Activities; and
- ix. Any other documents specified in the vacancy announcement.

Note2: All original documents should be produced at the time of Interview

For use by the recruiting Agency

Verified by: Agency:

Name: Remarks:

Position Title:

EID. No.:

Signature:



FORM 4/2

ROYAL CIVIL SERVICE COMMISSION ROYAL GOVERNMENT OF BHUTAN

INTERVIEW FORM

Name of Candidate:.....CID No. :.....

Post applied for: Agency:

Sl. No.	Factors	Marks	Marks Awarded
1.	MANNER AND DISPOSITION	5	
2.	LANGUAGE PROFICIENCY a) Dzongkha	10	
	b) English	10	
	c) Major Bhutanese dialects/languages*	5	
3.	INTELLIGENCE, ABILITY and COMPETENCE a) Professional subject knowledge	15	
	b) General awareness	10	
	c) Presentation skills (organisation of thoughts)	10	
	d) Analytical ability	10	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	5	
4.	EXTRA-CURRICULAR ACTIVITIES**	5	
5.	ACADEMIC and OTHER INDIVIDUAL ACHIEVEMENTS**	5	
TOTAL MARKS		100	

* Marking based on consensus ** Marking based on documentary evidence and consensus.

Place:

Date:

(Name of the Committee Member and Signature)

Note: The HR Committee may adapt this form to the specific needs of the Agency, if required.

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****OATH OF ALLEGIANCE**

On this auspicious day, having the privilege of receiving the honour of the trust of His Majesty the King, Government and the People of Bhutan to serve in the capacity of a civil servant, I take this opportunity to offer my sincere gratitude.

Beginning today, I _____ holding CID No. _____ from Village _____ Gewog _____ Dzongkhag _____ pledge to serve *Tsa-Wa-Sum* with *Lue Nga Yi Sum* upholding values of *Tha Damtsi* and true Patriotism. I also pledge to abide by the Constitution of the Kingdom of Bhutan, laws and rules and regulations including Civil Service Values and Conduct while discharging my responsibilities.

In doing so, I also declare that I have obtained a place in the service of the *Tsa-Wa-Sum* on the basis of my own merit. In the event I am found guilty of furnishing false or forged testimonials, I shall be liable:

1. For termination from the Civil Service and lose the right to apply again in future;
2. To forfeit all my testimonials to the Royal Civil Service Commission, and
3. For prosecution in the court of law.

In witness, this day the of the month of of Year in the name of *Kencho Sum* and the guardian deities of the Kingdom of Bhutan and in the presence of representatives of the Royal Government, I take this Oath of Allegiance accordingly, not to dishonour it at any time. I append my name in writing here to.

Place:

Date:

(Affix Legal Stamp)

Signature

(Name of the Candidate)

CHAPTER 5

CONTRACT APPOINTMENT



CHAPTER 5: CONTRACT APPOINTMENT

5.1 Policy

- 5.1.1 Recruit the most qualified and capable candidate with right attitude for the right job for the following:
 - 5.1.1.1 Time-bound projects and programmes;
 - 5.1.1.2 Meeting short term HR requirements in the Civil Service;
 - 5.1.1.3 Regular positions where there are deployment or other challenges; and
 - 5.1.1.4 Assess/experiment new positions to validate requirement.
- 5.1.2 Allow flexible HR management for meeting immediate and urgent requirements.
- 5.1.3 Allow flexible workforce planning, recruitment and management of services for the positions which may become redundant or irrelevant in the future.
- 5.1.4 Recruitment of expatriates to be considered only when Bhutanese citizens with requisite qualification, experience, and skills are not available.
- 5.1.5 Recruitment on contract at various position level shall be reviewed and approved by the RCSC.

5.2 Category

Contract service shall be categorised as:

5.2.1 Regular Contract

The recruitment of employees under this category shall be against the approved staff strength to address the shortage of human resources based on the following conditions:

- 5.2.1.1 There is a critical need for the specific qualification, skills, and experience for that category of position/job;
- 5.2.1.2 The appointment at the Professional & Management Category shall be at one position level lower to the entry position for applicants with none or limited relevant work experience. However, an appointment at Supervisory & Support Category and Operational Category shall be at the entry position;
- 5.2.1.3 The employee shall be eligible for 30 percent contract allowance; and

5.2.1.4 Pay and benefits shall be as provided in Section 5.12.

5.2.2 Consolidated Contract

5.2.2.1 The recruitment of employee under this category shall be against the approved strength based on the following conditions:

- i. There is a need for a specific qualification, skills, and experience for that category of position/job;
- ii. There is enough pool of human resource available in the market;
- iii. The appointment at the PMC shall be at one/two-position level lower to the entry position. However, an appointment at Supervisory & Support Category and the Operational Category shall be at the corresponding entry position level;
- iv. The employee shall not be eligible for contract allowance; and
- v. Pay and benefits shall be as provided in Section 5.12.

5.2.2.2 The procedures and the Rule for recruitment of Substitute Teachers as a replacement for teachers on Maternity Leave shall be as per Schedule 5/B.

5.2.3 Time-bound project-based contract

5.2.3.1 The recruitment, selection, appointment, and extension of an employee under this category shall be based on the following conditions:

- i. There is a need for the specific qualification, skills, and experience;
- ii. The position level, remuneration, and other benefits shall be as decided by a steering committee of the project; and
- iii. Shall be recruited at the approved position level commensurate with job requirements.

5.2.4 Special Contract

The recruitment of employee under this category shall be against the approved staff strength for highly specialised knowledge and skills with special pay package based on the following conditions:

5.2.4.1 There is a critical need and urgency of the specific qualification, skills, and experience;

5.2.4.2 There is an acute shortage of highly skilled human resource in the market;

5.2.4.3 The appointment may not follow the existing pay structure and the monthly

remuneration to be paid shall be recommended by RCSC and approved by RGoB;

- 5.2.4.4 The employee shall not be eligible for contract allowance; and
- 5.2.4.5 A contract agreement shall be developed and executed based on an individual contract between the employing Agency and the employee. The Agency concerned shall develop a separate contract agreement with specific terms and conditions, which shall be submitted along with the employee requisition for the RCSC's approval.

5.3 Authority

- 5.3.1 All contract appointments in the Civil Service shall require the approval of the RCSC. However, exceptions to this Section may be made for:
 - 5.3.1.1 Specialised fields for time-bound assignments by the HRC with approval of the Minister concerned for a maximum period of one year or until completion of the assignment whichever is earlier;
 - 5.3.1.2 Specialised fields by the Constitutional Offices against approved staff strength;
 - 5.3.1.3 The recruitment and appointment of Operational Category at entry level with the approval of the HRC against the RCSC approved vacant post as per Form 5/1;
 - 5.3.1.4 Appointments in place of civil servants on EOL exceeding six months on consolidated contract (positions are not protected on EOL as per Section 10.12.13); and
 - 5.3.1.5 Recruitment of Substitute Teachers in place of teachers on Maternity Leave as per procedures specified in Schedule 5/B.

5.4 Eligibility

A candidate applying for the post shall:

- 5.4.1 Meet all the minimum qualification requirements specified for the particular position as per the Position Directory and Job Description;
- 5.4.2 Have attained at least 18 years of age on the date of appointment; and

- 5.4.3 Not superannuate as per the superannuation age of the position category during the contract period.

5.5 Disqualification

A candidate applying for the post shall not be eligible if he has:

- 5.5.1 The academic qualification which is availed through distance education or is not full time on campus course meeting the requirement of minimum contact hours;
- 5.5.2 Been an ex-civil/public servant who has been terminated or compulsorily retired from service or superannuated;
- 5.5.3 Been convicted of a criminal offense or is under investigation or prosecution for a criminal offense;
- 5.5.4 Been adjudged medically unfit for employment by a competent RGoB medical doctor;
- 5.5.5 Intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- 5.5.6 Furnished fake/forged testimonials/documents;
- 5.5.7 Failed to furnish testimonials as required under the Civil Service Rules; and
- 5.5.8 Not completed the required ‘cooling-off period’ of one year, if he has participated in politics.

5.6 General Terms

A contract employee shall:

- 5.6.1 Initially, be appointed for a maximum period of three years;
- 5.6.2 Be appointed for a contract term aligned to coincide with the end of the academic session in case of Teaching Profession;
- 5.6.3 Abide by the Civil Service Values and Conduct;
- 5.6.4 Abide by the terms and conditions specified in the agreement and the Rule;
- 5.6.5 Not be eligible for transfer;
- 5.6.6 Not be placed on probation;

- 5.6.7 Not be eligible for ex-country travel and training;
- 5.6.8 Not be eligible for long term training;
- 5.6.9 Not be eligible for extraordinary leave;
- 5.6.10 Not be employed in Civil Service management position;
- 5.6.11 Be eligible for professional related in-country STT; and
- 5.6.12 Be subject to Performance Appraisal by the Agency.

5.7 Recruitment, Selection and Appointment Procedure

- 5.7.1 The recruitment of personnel on contract shall be based on merit through a fair, open and competitive selection process.
- 5.7.2 The Agency shall process recruitment only against a post approved by the RCSC unless otherwise specified.
- 5.7.3 A candidate applying for a vacant position in the Civil Service shall be required to submit the following documents:
 - i. Civil Service Employment Application Form- Form 4/1;
 - ii. Resume;
 - iii. Contract Agreement Form- Form 5/2;
 - iv. Copies of academic transcripts;
 - v. Copies of relevant training transcripts, if required;
 - vi. Copy of the citizenship identity card;
 - vii. Copy of Medical Fitness Certificate issued by a competent RGoB medical doctor;
 - viii. Security Clearance Certificate which shall be verified online; and
 - ix. No Objection Certificate, if employed.
- 5.7.4 The procedure for recruitment, selection, and post-selection shall be in accordance with Section 4.8, 4.9 and 4.10, unless otherwise specified.
- 5.7.5 The recruitment process shall be completed within three months from the date of the vacancy announcement.

5.7.6 Appointment Procedure and Placement:

- 5.7.6.1 The Agency as per the delegation of authority shall submit online the details of selected candidate(s) as required, along with compiled selection result and forward the following documents of the selected candidates to the RCSC:
- i. Copy of the vacancy announcement(s);
 - ii. Compiled selection result signed by the Selection Committee; and
 - iii. Documents specified under Section 5.7.3.
- 5.7.6.2 The RCSC shall verify details of the recruitment carried out by the Agency and allot Employee Identity (EID) Number.
- 5.7.6.3 Only upon the allotment of EID number, shall the appointment on contract be considered endorsed by the RCSC.
- 5.7.6.4 A selected candidate shall submit drug test report prior to appointment.
- 5.7.6.5 The appointment shall be with effect from either 1st or 15th day of a month after the completion of all requirements.
- 5.7.6.6 The Agency shall generate the appointment order of the candidates who have been issued EID from the CSIS.
- 5.7.6.7 The HR Division of the Agency concerned shall:
- i. Open a Personal File and Service Book for each new employee;
 - ii. Execute an Undertaking of adherence to the Civil Service Values and Conduct for each new employee as per Form 3/1; and
 - iii. Execute an Undertaking of Oath of Allegiance as per Form 4/3 for each new employee.
- 5.7.6.8 The authority concerned shall issue a work permit to an expatriate selected for appointment in the Civil Service only upon confirmation of his appointment, through an Office Order to be issued to this effect.
- 5.7.6.9 In the event, the selected candidate withdraws his candidature or a similar vacancy arises within the same Agency within a period of three months from the endorsement of the result by the HRC, the post may be offered to the next candidate in Order of Merit of the Selection Result subject to fulfilling the pre-determined minimum cut-off percentage.

5.8 Orientation

- 5.8.1 The orientation of a new employee shall be compulsory and it shall be the responsibility of the Agency concerned.
- 5.8.2 Every expatriate appointed shall be oriented by the Agency on the culture, traditions, Government policies, Civil Service Values and Conduct, and properly inducted into the position.
- 5.8.3 A Bhutanese citizen selected for contract appointment shall be oriented by the employing authority concerned and properly inducted into the position.

5.9 Extension and Renewal

- 5.9.1 The contract shall be extended/renewed with the consent of both the employer and employee for terms not exceeding two years at a time.
- 5.9.2 In the case of teaching personnel, the extension shall be granted to coincide with the end of the academic session.
- 5.9.3 Approval for all extensions and renewal shall be sought from the RCSC three months before the expiry of the contract term except for operational category which shall be approved by the Agency's HRC subject to a month's notice before the expiry of the contract term. The extension shall be processed as per the contract extension form- Form 5/3.
- 5.9.4 The criteria for contract extension and renewal shall be based on the following:
 - 5.9.4.1 Performance rating and feedback;
 - 5.9.4.2 Availability of vacancy; and
 - 5.9.4.3 Clean service history which shall not contain any record of indiscipline, adverse report, a misdemeanor, financial dishonesty, or any act that is considered as a violation of the Civil Service Values and Conduct and Administrative Discipline.
- 5.9.5 No extension /renewable shall be permitted beyond the age of superannuation.
- 5.9.6 A candidate on contract shall retire as per the retirement age applicable to regular civil servant.

5.10 Termination of Contract

- 5.10.1 A contract employee shall be liable to be removed from service at any time when the Agency finds his services are no longer required.
- 5.10.2 A minimum of one month's notice shall be issued by the party intending to terminate the contract before the expiry of the term. In the case of lecturers/teachers, three months' notice shall be required. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other the basic pay for the prescribed notice period.

5.11 Other Appointments

The Agency shall be the authority responsible for recruitment, selection, appointment, and extension of:

- 5.11.1 Temporary employees including field attachment of university graduates for approved, specific and time-bound activities up to a maximum of six months. However, such recruitments shall be subject to availability of approved budget and HRC's approval;
- 5.11.2 Contract staff under donor funded time-bound projects;
 - 5.11.2.1 If there are specific service terms and conditions for the contract employees as per the signed project document, it shall be followed.
 - 5.11.2.2 In the absence of service terms and conditions in the project documents, contract employees shall be governed by the Rule.
- 5.11.3 Local recruits working in Embassies/Missions/ Consulate Offices as per the approved positions under the Terms and Conditions approved by the Ministry of Foreign Affairs.

5.12 Remuneration, Benefits and Trainings

- 5.12.1 Remuneration
 - 5.12.1.1 The Agency shall during the employment period, pay to the contract employee, pay and allowances as per the Pay Fixation specified in Part-II of Form 5/2 which shall be payable monthly in arrears on the last working day of every calendar month.
 - 5.12.1.2 The Civil Service promotion rules shall not apply to the contract employees. However, the RCSC may consider revision of the terms and conditions for payment of a higher salary or assignment of higher position level when the contract is renewed after a minimum period of five years of service based on performance.

- 5.12.1.3 Annual increment shall be given to regular contract employees following the pay scale structure. The employees under consolidated contract and the special contract shall not be eligible for annual increment.
- 5.12.1.4 As and when the Civil Service pay is revised, remuneration of contract employees shall also be revised accordingly, where admissible, as per the prevailing financial rule.
- 5.12.1.5 For the purpose of payment of salary, in the event of the death of an employee, salary shall be paid for the whole month.
- 5.12.1.6 Allowance and benefits pegged to the position and not the salary such as TA/DA, mileage, transportation charge of personal effects, house rent allowance and professional allowance shall also be paid to contract employee recruited at sub-levels, as per the position.

5.12.2 Training

- 5.12.2.1 The employee shall be eligible for profession relevant in-country STT only.
- 5.12.2.2 The HRC shall ensure that only relevant employee is nominated for the training. HRC shall rationalise on the frequency of the employee's training.
- 5.12.2.3 DSA and related expenses shall be payable as per the existing financial rules.

5.12.3 Leave

A contract employee shall be eligible for the following categories of leave except for EOL and Study Leave.

- 5.12.3.1 Casual Leave, Bereavement Leave and Paternity Leave shall be as per the relevant Sections in Chapter 10 of the Rule.
- 5.12.3.2 Maternity Leave

The employee shall be eligible for Maternity Leave as per Section 10.7 of the Rule if the employee has served a minimum of 12 months of service. However, if the employee has not completed 12 months of service before applying for the leave, she shall be eligible for three months of Maternity Leave. New appointees who are within the maternity period (3 months) shall be eligible for the balance Maternity Leave, calculated from the date of delivery.

5.12.3.3 Earned Leave

- i. The employee shall earn leave at the rate of 2.5 (two and half days) for every completed month of service. This leave shall be accumulated to a maximum of 30 days annually, which the employee is permitted to encash.
- ii. In case the employee does not render a minimum of one year's service, he/she shall not be eligible to encash leave at credit.
- iii. The employee under teaching profession entitled to annual vacation shall not be eligible for Earned Leave.
- iv. In an academic year, a civil servant in the Teaching Profession shall be entitled to:
 - a. Full paid annual vacation for rendering a minimum of seven months service;
 - b. One month paid vacation for rendering less than seven months but three months or more service; and
 - c. No paid vacation for rendering less than three months service.

5.12.3.4 Medical Leave

- i. The employee, who has been certified as incapable of performing duties due to illness or injury shall be granted Medical Leave up to a month on production of a medical certificate from a certified medical doctor in Bhutan. The employee on Medical Leave shall be entitled to gross pay.
- ii. If the Medical Leave exceeds one month at a time, the employer shall terminate the contract without notice whereby the employee shall be paid gratuity for the completed years of satisfactory service and repatriation benefits.

5.12.3.5 Leave Travel Concession

The employee shall only be eligible for LTC after rendering a minimum of one year of service. LTC shall be paid once in a financial year with a maximum ceiling as per existing financial rules.

5.12.3.6 Difficult Area Allowance, Professional Allowance, Uniform Allowance, and Radiation Allowance shall be paid to the contract employees as per Chapter 11.

5.12.3.7 Housing Allowances

The employee shall be eligible for house rent allowance, where admissible, as per the prevailing financial rules. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

5.12.3.8 Medical Facility

Medical treatment for a contract civil servant and his family members shall be provided by the Government as per the medical treatment rules.

5.12.3.9 Pension, Provident Fund and Insurance Scheme

Pension, Provident Fund and Government Employee Group Insurance Scheme shall be in accordance with relevant laws and regulations.

5.12.3.10 Compensation

In the event of death, injury, or illness attributable to the performance of service under the terms of the contract, the employee shall be entitled only to compensation payable under Government Employee Group Insurance Scheme admissible for the Position Level.

5.12.3.11 Deduction

Tax deducted at source for Personal Income Tax (PIT) and other statutory deductions shall be made according to prevailing rules.

5.12.4 Terminal Benefit

5.12.4.1 Gratuity

- i. A contract employee shall be entitled to receive one month's last basic pay as gratuity for every completed year of satisfactory contract service. However, for the teaching profession, every completed academic year shall be considered for the purpose of calculating gratuity.
- ii. In the event the employee initiates and terminates the contract before the expiry of the contract term, one month's notice should be given to the employer to avail the gratuity for the completed year of satisfactory contract service.
- iii. In the event the employer terminates the contract, the gratuity shall be paid for the completed year of satisfactory contract service. However, when the employee's contract is terminated by the employer on the

grounds of non-performance or misconduct or breach of contract terms and conditions, he shall not be eligible for gratuity.

- iv. In the event of the employee's death while in service, the gratuity shall be payable to the nominee(s) of the employee for the completed year of satisfactory contract service.

5.12.4.2 Repatriation Benefits

- i. The following repatriation benefits shall be payable to the employee only once during the entire Civil Service period, irrespective of changing the status or terms of appointment:
 - a. Transfer grant according to the prevailing rules;
 - b. Travel Allowance of an amount equal to the last basic pay; and
 - c. Transport charge of personal effects pegged to a position as per prevailing rules.
- ii. Repatriation benefit shall, however, not be permissible on the following conditions:
 - a. When the employee's contract is terminated by the employer on grounds of non-performance or misconduct or breach of contract terms and conditions; or
 - b. When the employee initiates and terminates the contract before the expiry of the initial contract term; and
 - c. When the service status is changed from contract to regular Civil Service, except if required to travel to the new place of posting which should be as per transfer benefit specified under Section 14.9.

5.12.5 Mode of Payment

Remuneration, allowances and all other entitlements under the Rule shall be payable only in Ngultrums except those working in Embassies, Missions, Consulate Offices and other RGoB establishments abroad.

5.13 Accountability

- 5.13.1 All HR actions for contract employees in the Civil Service which does not conform to the Rule shall be treated as unauthorised and hence it shall be revoked by the RCSC.
- 5.13.2 The authority responsible for the violation shall be accountable and liable for administrative actions.

SCHEDULE 5/A

PAY AND BENEFITS (CONTRACT EMPLOYEE)

Pay and benefits	Regular contract	Consolidated Contract
Contract Allowance	30 percent	Not permissible
Pay	As per the pay scale of the approved position level	Pay consolidated at the starting pay of the approved position level
Annual Increment	Permissible	Not permissible
Casual Leave, Bereavement Leave and Paternity Leave	As per Chapter 10 of the Rule unless specified	
Earned Leave	Maximum of 30 days annually, which is permitted to encash. Employees under teaching profession are not eligible	
Extra Ordinary Leave	Not eligible	
Maternity Leave	Eligible as per Chapter 10 of the Rule if the employee has served minimum of 12 months of service. However, if the employee has not completed 12 months of service before applying for leave, she shall be eligible for three months of Maternity Leave.	
Medical Leave	Maximum of 30 days for every contract term	
Paid vacation for teaching profession	<ol style="list-style-type: none"> 1. Full paid annual vacation for rendering a minimum of seven months service; 2. One month paid vacation for rendering less than seven months but three months or more service; and 3. No paid vacation for rendering less than three months service. 	
House Rent Allowance	Permissible as per prevailing financial rules	
TA & DA	Permissible as per existing financial rules	
Leave Travel Concession	Permissible after rendering a minimum of 1 year of service	
Difficult Area Allowance, Professional Allowance, Uniform Allowance, Radiation Allowance	Permissible as per existing financial rules	
Training	Profession relevant in-country short term training only	
Gratuity	Permissible for every completed year of satisfactory service	
Repatriation Benefit	Eligible only once during the entire Civil Service period, irrespective of changing the status or terms of appointment	
Group Insurance Scheme	Available if deduction made	

SCHEDULE 5/B

RECRUITMENT, SELECTION AND APPOINTMENT PROCEDURE FOR SUBSTITUTE TEACHERS

1. Recruitment shall be on Consolidated Contract
2. Qualification Requirement
 - 2.1 General graduates available in the job market based on the qualification required.
 - 2.2 Teachers who have voluntarily resigned from the Civil Service. The age limit is as per the BCSR.
3. Recruiting Agency
 - 3.1 The Dzongkhag/Thromde concerned shall carry out the recruitment through open selection
4. Placement
 - 4.1 The selected candidates will be placed based on the merit ranking in the schools one week before the incumbent teacher avails Maternity Leave. His contract may be extended if the service is required further i.e. if s/he is needed to replace another teacher who avails Maternity Leave immediately within the Dzongkhag or Thromde provided the subject matches.
5. Duration of Contract Service
 - 5.1 The duration shall be maximum of nine months or less depending on the closure of the academic year whichever is early. However, recruitment for replacement one and half months prior to the closure of the academic year is not recommended.
 - 5.2 If a teacher rejoins work prior to completion of the availed Maternity Leave, the contract teacher shall be deployed to school(s) where his service is required. The contract shall not be terminated on the ground of a teacher joining early.
 - 5.3 The Dzongkhag/Thromde may also look for possibilities of redeployment to schools within or outside (in consultation with other Dzongkhag/Thromde HRO) the Dzongkhag.
 - 5.4 Depending on the performance of the contract teacher, his term is subject to termination and the candidate next in line shall be selected.

6. Remuneration and Benefits

Category	Position Level	Consolidated Salary
General graduates	P5 B	As per pay scale determined by the Government from time to time
Teachers who voluntarily resigned from the Civil Service	At the position level before separation	Consolidated on the last Basic Pay before separation

Note: The salary is consolidated for both the categories of recruitment and thus they shall not be eligible for Contract Allowance, Teaching Allowance and House Rent Allowance. Difficulty Allowances shall however be paid to a contract employee posted to a place beyond one dholam from the motorable road, as determined by the Royal Government.

The contract teachers recruited as replacement shall be treated as exception to Section 5.12.3.3. They shall be eligible for consolidated salary during the vacation irrespective of the duration of their service rendered.

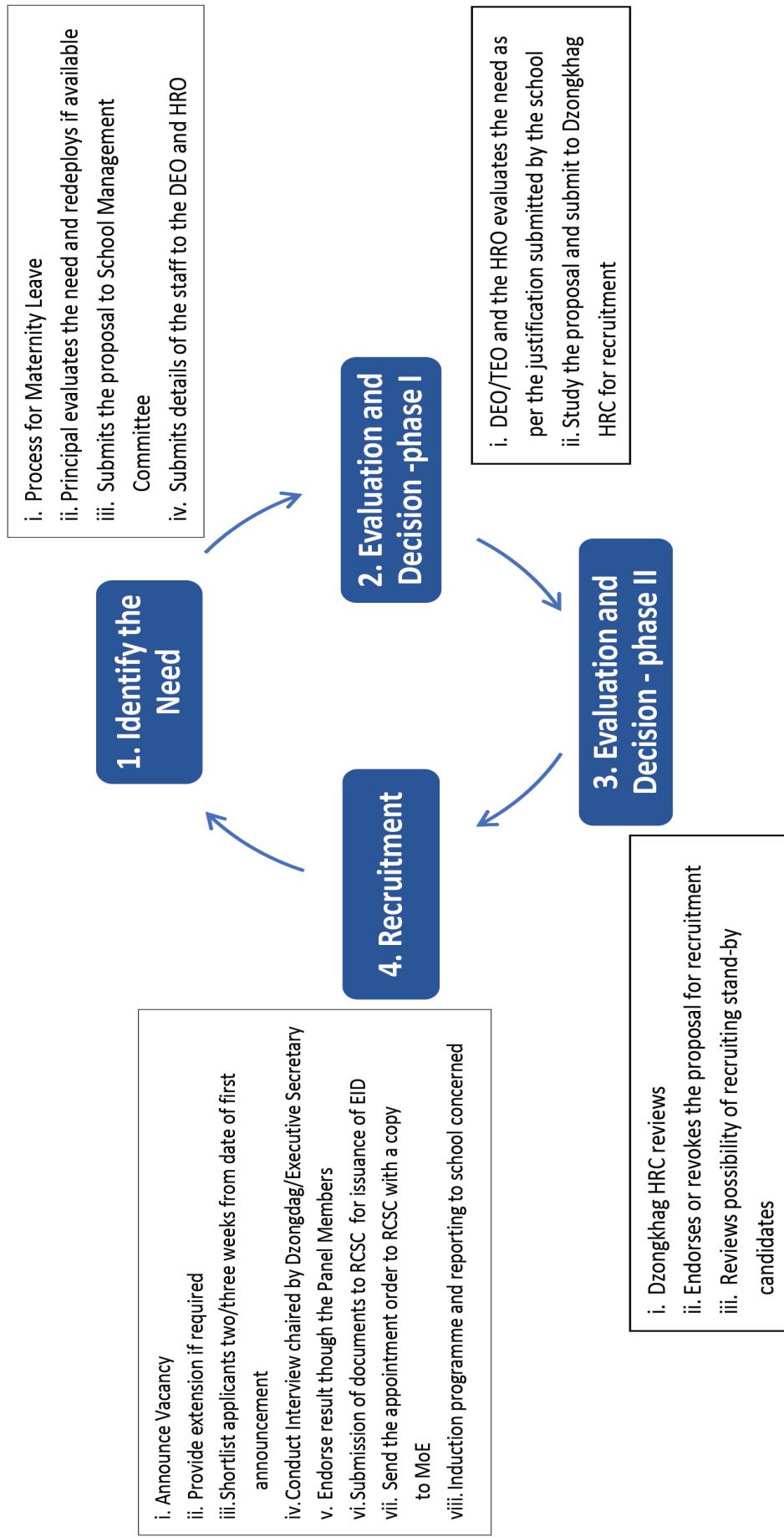
7. Detailed Procedure For Teacher Replacement

- 7.1 The placement of contract teacher shall begin at least a week before the teacher avails her leave and leave within a week after she joins from the Maternity Leave. An overlap of a week would be allowed for smooth transition between the two teachers, both in the beginning (to an extent possible) and at the time of exit.
- 7.2 If the incumbent leaves one week prior to the appointment of the contract teacher, he/she shall ensure proper handing-taking over to the school management.
- 7.3 A teacher after having conceived for six months shall inform the Principal of the school in order to provide adequate time for school to plan for recruitment on contract if needed.
- 7.4 The Principal of the school concerned should study the actual need of teachers in the particular subject of the incumbent (if any) prior to recruitment of teacher(s) on contract.
- 7.5 The Principal of the school must carry redeployment within the school (if feasible).
- 7.6 The proposal for contract recruitment must be submitted to School Management Committee for review and decision.
- 7.7 The Principal shall fill in the information and submit the justification with the details of the applicants to DEO/TEO within two weeks as per Schedule 5/B (I) with recommendation of the School Management Committee with copy to the Dzongkhag or Thromde HRO concerned.
- 7.8 The DEO/TEO and the HRO will study the need of teachers in the particular subject based on the proposal received from the respective school (Schedule 5/B (I)).
- 7.9 The HRO shall submit the proposal to Dzongkhag/Thromde HRC for further review and directives/approval (Schedule 5/B (I)).
- 7.10 The Dzongkhag/Thromde Administration should inform the Ministry of Education if the recruitment is approved.

8. Recruitment Process

- 8.1 The Dzongkhag/Thromde shall advertise the position for general graduates as per the recruitment process entailed in Chapter 4 of the Rule after getting approval for recruitment from the Dzongkhag/Thromde HRC.
- 8.2 The Dzongkhag/Thromde shall announce the vacancy (MoE will provide directives) for recruitment of contract teachers which shall entail the following information:
 - a. Number of slots;
 - b. Duration of contract; and
 - c. Qualification requirement (specify the subject requirement).
- 8.3 The HRO shall shortlist the candidates on the approval from the HRC two weeks from the date of announcement or three weeks where an extension of one week is provided when the number of applicant is not adequate.
- 8.4 Candidates employed as contract teacher in one school shall not be eligible to apply for a vacant post in another school and the HRO shall make sure that such candidates are not shortlisted.
- 8.5 The Dzongdag/Executive Secretary shall chair the selection interview for the shortlisted candidates. The selection panel members shall endorse the selection result and the members shall be held accountable for any lapses in selection interview.
- 8.6 The HRO shall issue Placement Order within one week after the selection interview and endorsement of the result.
- 8.7 The Dzongkhag or Thromde HRO shall send the relevant documents (Original or scanned) to RCSC for issuance of Employee ID immediately after endorsement of the result.
- 8.8 The Agency concerned shall send the appointment order to RCSC and Ministry of Education after the issuance of EID.
- 8.9 The Education Sector shall provide orientation for the selected candidates.
- 8.10 The selected candidates shall report to school as per the placement order issued by the Dzongkhag/Thromde.
- 8.11 The HRO shall submit the information on the number of contract teachers, place of posting and their CV to the Ministry of Education. The Dzongkhag or Thromde HRO shall submit an annual or biannual or quarterly report to the Ministry on the details of the teacher who went on leave and the contract teachers recruited in his place (Schedule 5/B (II)).
- 8.12 The recruitment process shall be completed within two months from the date of first announcement.
- 8.13 In the event the selected candidate withdraws his candidature or a similar vacancy arises within a period of six months, the post may be offered to the next candidate in order of merit of the Selection Result subject to fulfilling the predetermined minimum cut-off percentage.
- 8.14 The Dzongkhags or Thromdes within the same Dzongkhag can recruit the stand-by candidates interviewed by either one of them in consultation with each other provided it conforms validity of six months of the selection result and matches the subject

requirement.



Summary of Recruitment process for substitute teacher

SCHEDULE 5/B (I)

TEACHER NEEDS ANALYSIS

TEACHER NEEDS ANALYSIS	
For use by the School Management Committee	
Name of School	
Details of teacher on Maternity Leave	
i.Name	
ii.Employee ID	
iii. Subject taught	
iv. Proposed Duration of Maternity Leave (in months)	
v. Proposed Effective date (from and to)	DD/MM/YY to DD/MM/YY
No. of teachers available in given subject (A)	
No. required as per the no. of Sections, periods taught (B)	
Surplus or Deficit (A-B)	
Possibility of deployment	Yes/No
Recommendation from School Management Committee	Recommended/ Not Recommended

Chairperson of the School Management Committee

For use by DEO/TEO and HR Officer	
Deployment from other schools on temporary transfer	Yes/No
If Yes, details of the candidate	
i.Name	
ii.Employee ID	
iii.Transfer effective date (from and to)	DD/MM/YY to DD/MM/YY

If No, recommend to Dzongkhag/Thromde HRC for endorsement to recruit contract teacher

Dzongkhag/Thromde Education Officer

Human Resource Officer

For use by the Dzongkhag/Thromde HRC	
1. Appointment from the standby candidate interviewed by the Dzongkhag/Thromde within six months	
If Yes, details of the candidate (Name and CID)	Yes/No
If No, go to 2	

2. Appointment from the stand-by candidates interviewed either by the Thromde/Dzongkhag within the Dzongkhag, validity of the vacancy is six months If Yes, details of the candidate (Name and CID) If No, go to 3	Yes/No
3. New Recruitment	Recommended/Not Recommended

Chairperson of the Dzongkhag/Thromde HRC Human Resource Officer

SCHEDULE 5/B (II)

List of Teachers on Maternity Leave with Substitutes

Sl. No	Name of Teacher on Maternity Leave	Employee ID	Subject	Duration		Substitute teacher (re- placement)	Employee ID
				From	To		
1							
2							

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****DZONGKHAG/THROMDE ADMINISTRATION
AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR SUBSTITUTE TEACHERS****PART I: GENERAL CONDITIONS****1. Agreement**

THIS AGREEMENT is executed on (DD/MM/YYYY) between..... Dzongkhag/Thromde, hereinafter called “the employer” and Mr/Ms/Mrs, hereinafter called “the contract teacher”.

WHEREAS the employer desires to engage the services of the contract teacher on the terms and conditions hereinafter set forth; and

WHEREAS the contract teacher is ready and willing to accept this engagement of service with theDzongkhag/Thromde on these terms and conditions.

2. Nature of Service

- 2.1 The employer shall employ the employee on contract basis and he/she shall serve the employer as contract teacher.
- 2.2 The contract teacher shall be liable to be posted or transferred to any school within the Dzongkhag/Thromde except on the last one month of the contract term.

3. Duration of Agreement

The employment hereunder shall be for a total period of months commencing from the day of month yearor subject to the closure of the academic year whichever is earlier. The duration of the period is also subject to premature termination as hereinafter provided.

4. Documents

- 4.1 The contract teacher at the time of reporting for duty to the Dzongkhag/Thromde shall produce the following documents:
 - 4.1.1 Original Medical Fitness Certificate from a qualified Medical Officer;
 - 4.1.2 Copy of online Security Clearance Certificate, which the HRO shall be responsible for its verification;

- 4.1.3 Attested copies of certificates and mark sheets;
 - 4.1.4 Copy of Citizenship Identity Card; and
 - 4.1.5 Copy of Separation Order if voluntarily retired from the service as teacher.
- 4.2 Upon joining duty in the school concerned, the contract teacher shall send a copy of his joining report through the Principal concerned to the Dzongkhag/Thromde.
- 4.3 The contract teacher shall sign an oath of adherence to the Civil Service Values and Conduct and Confidentiality in the prescribed format.

5. Remuneration and Allowances

- 5.1 The employer shall pay to the contract teacher a consolidated salary of Nu. per month which shall be payable monthly in arrears on the last working day of every calendar month.
- 5.2 Difficulty allowances shall be paid to a contract employee posted to a place beyond one dholam from the motorable road, as determined by the Royal Government.

6. Duty

- 6.1 The contract teacher shall devote himself exclusively to the duties or to such other duties as the employer shall reasonably assign to him and shall personally attend thereto at all times by day or by night (including Sundays and Public Holidays, if necessary) except in the case of illness or accident in which case the contract teacher shall forthwith notify the employer of such illness or accident and shall furnish such evidence as it may require.
- 6.2 The contract teacher shall promptly and faithfully obey, observe and comply with all lawful orders, instructions and directions of the employer and observe all the rules and regulations and instructions in force for and in respect of the Government's property and management thereof.
- 6.3 The contract teacher, whenever required by the employer shall give full and proper interaction in his occupation and in the specified duties of his office to such other person or persons as the employer shall communicate to him and he/she shall convey to such person or persons any secret methods, processes or information learnt or acquired by him in the course of the employment herewith or otherwise.

7. Leave and Travel

The contract teacher shall be eligible for the following:

- 7.1 Casual Leave of five days;
- 7.2 Travel Allowance (TA) of an amount equal to actual bus fare or porter pony and Daily Allowance as per his entitlement while on official duty;
- 7.3 Travel Allowance (TA) of an amount equal to actual bus fare or porter pony and Daily Allowances as per the prevailing rules to begin new employment; and

- 7.4 The contract employee shall be paid TA and DA upon completion of the contract term from the school to the Dzongkhag/Thromde headquarters.

8. Housing

The contract teacher shall make his own arrangements with regard to housing and furniture. However, if Government accommodation is provided, house rent shall be deducted from the salary according to the prevailing rules.

9. Deduction

The Personal Income Tax (PIT) and other statutory deductions shall be deducted according to the prevailing government taxation rules.

10. Civil Service Values and Conduct

- 10.1 The contract teacher shall be bound by the Civil Service Values and Conduct prescribed in Chapter 3 of the BCSR 2018 and in particular shall:

- 10.1.1 At all times during the continuance of this Agreement, endeavours to promote the interest and welfare of the employer;
- 10.1.2 The contract teacher shall abide the teacher code of conduct during the term; and
- 10.1.3 Respect all the Bhutanese spiritual, traditional and cultural values and practices. Accordingly, the contract teacher shall conduct himself at all times in such a manner that:
 - 10.1.3.1 He does not pose any danger to the socio-economic and political stability of the country;
 - 10.1.3.2 He does not involve in proselytisation or undermine the traditional, cultural or religious values of the society;
 - 10.1.3.3 He does not bring any undesirable influence and harmful practices which may have a damaging effect on the society, such as the use and abuse of narcotics;
 - 10.1.3.4 He does not engage in politicising the people or flaring up communal ill feeling among the people;
 - 10.1.3.5 His dress, behavior and habits are congenial to decorum of the society;
 - 10.1.3.6 He does not engage in anti-government/national propaganda and criticism of the system of Government and its policies through speech or in writing; and

10.1.3.7 He avoid personal relationships with firms selling office or other equipment and avoids the acceptance of favors or gifts, or being placed otherwise under obligation to any commercial representative or to any client or customer.

11. Rights and Obligations of the Contract Teacher

- 11.1 The rights and obligations of the contract teacher are strictly limited to the terms and conditions of this Agreement. Accordingly, the contract teacher shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.
- 11.2 The contract teacher shall be solely liable for claims by third parties arising from the contract teacher's own negligent acts or commissions in the course of performing this agreement, and under no circumstances shall the Dzongkhag/Thromde be held liable for such claims by third parties.
- 11.3 The contract teacher 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 he may have been authorized by the employer either generally or in any particular case.

12 Unpublished Information

- 12.1 The contract teacher shall not communicate to any person, Government, or other Agency of the any unpublished information made known to the contract teacher by reason of his association with the Government except as required by this assignment or upon written authorisation by the Government.
- 12.2 The contract teacher shall not advertise or publicise his association with the Government of Bhutan under this agreement. Nor shall the name, letterhead, emblem, or official seal of the Government be used for business or professional purposes or otherwise without the prior written approval of the employer. Such materials intended for official use by employees of the Government should not be permitted to come into the possession of persons who might make unauthorised use of them, and shall not be used for personal purposes. The provision shall survive the expiration or termination of this agreement.

13. Confidentiality and Non-competition

The Government of Bhutan requires, and the contract teacher agrees that, during the term of the employment and at any time thereafter, the contract teacher shall retain in confidence and not divulge or make available without the advance written consent of Dzongkhag/Thromde to any person, firm, corporation, or entity other than the Government or its designee, any information whatsoever.

14. Renewal/Extension of Term

- 14.1 The employer shall extend the service of contract teacher based on the need and requirement and the contract teacher has to give in written stating his willingness to continue further.
- 14.2 The renewal or extension of term shall be granted (if required) based on the performance in the last contract term.

15. Termination of Term

- 15.1 A contract teacher shall not resign in the middle of the contract term. However, resignation may be accepted if minimum of one month's notice is issued by the contract teacher intending to terminate the contract before expiry of the term.
- 15.2 In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other, the salary of the employee for the stipulated notice period.
- 15.3 Contract teacher shall not be indispensable to the Dzongkhag/Thromde and hence shall be liable to be removed from service at any time when the Dzongkhag/Thromde finds his services redundant or on violation of any of these provisions.
- 15.4 The term shall be terminated in case the contract teacher is required to resign due to illness with submission of relevant medical documents.

16. Dismissal for Misconduct

- 16.1 If at any time during the employment, the contract teacher shall be tried for gross misconduct or breach or non-observance of any of the stipulation herein, the contract teacher shall, at the option and discretion of the employer, forfeit the salary of one month. In addition to such forfeiture, the employer may terminate the services of the contract teacher forthwith and without any notice or payment in lieu thereof. Upon such termination, the contract teacher shall not be entitled to claim any compensation or damages.

Seal and Signature of Employer

Signature of Employee

Note: Employer and employee to sign in all pages of this document

PART II: PAY FIXATION

1. Position Title:
2. Position Level:
3. Agency in which appointment is to be made:
4. Period of Contract
 - a) Initial appointment: from to
5. Emolument
 - a. Consolidated Salary: Nu.
6. Deduction

The Personal Income Tax and other statutory deductions shall be levied as per the prevailing rules.

Seal and Signature of Employer

Place:

Date:

Signature of Employee

Place:

Date:

PART III: MISCELLANEOUS

Laws

The Agreement shall be construed according to and be governed by the laws of the Kingdom of Bhutan.

Appeal

Any appeal due to breach of any of the terms and conditions under this agreement by either employer or contract teacher shall have recourse to a legal action/arbitration in a court of law in the Kingdom of Bhutan only.

IN WITNESS WHEREOF, I,(employer) on behalf of the Agency and I,
..... (employee), have hereto set our hands this day and year.

SIGNED by the contract employee
DD/MM/YYYY (Affix Legal Stamp)

In the presence of

SIGNED for and on behalf of the Agency:
DD/MM/YYYY

In the presence of

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****SCHOOL/DZONGKHAG/THROMDE ADMINISTRATION
(CONTRACT EXTENSION FORM)**

1. Name: _____
2. Emp. ID. No.: _____ CID No. _____
3. Date of Birth: _____
4. Permanent Address: _____
5. Present Agency: _____
6. Appointment under Present Contract Service:
 - a. Date of Appointment: _____
 - b. Appointment Letter No.: _____ (Issued by the Agency).
 - c. Position Title: _____ Position Level: _____
 - d. Consolidated Salary: _____
 - e. Present Contract Term: from _____ to _____
7. Contract Term Extension requested for _____ months: from _____ to _____

During the contract extension period, the contract teacher shall abide by the terms and conditions accepted by him at the time of initial appointment or revised based on mutual agreement and approved by the Dzongkhag/Thromde.

Signature of the Employee:
(Affix Legal Stamp)

Recommendation of HRC:

HRC Meeting No. _____ dated _____

Remarks (if any): _____

Signature of HR Officer

Approved

Extension of the contract term of the above contract teacher is hereby approved for a further period of _____ months from _____ to _____.

Not Approved

Reasons: _____

Place:

Date:

Seal and Signature:

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

NEEDS ASSESSMENT FOR OPERATIONAL CATEGORY

APPROVAL FOR VACANCY ANNOUNCEMENT			
Position details			
Position Title:			
Entry Position Level:			
Qualification required as per PD			
Type of recruitment	Consolidated contract		
Working Agency(D-zongkhag/ Agency/Ministry)			
Approved staff in 11 FYP*	Existing Staff (Cross check existing no. from Agency with CSIS)	Gap	Required Number

*Recruitment will have to be as per the approved staffing pattern for any operational category except for Drivers, which should be based on the standard of one vehicle to one Driver (Vehicles that are not off-road)

TICK			
Check list for recruitment/deployment	1. Is it New Recruitment/ replacement?	New Recruitment	Replacement (Attach transfer/ Separation order)
	2. If replacement, is the record updated in CSIS Record to be updated	Yes	No (update before proceeding)
	3. Can the job be multitasked by existing people? (if yes, no new recruitment required)	Yes	No
	4. Do you have any excess staff in Operational category who is yet to be deployed?	Yes	No
	5. If yes to Sl. 4, can the excess civil servant be redeployed? (If yes, no new recruitment required, if No, provide justification below and submit the list of excess to RCSC)	Yes	No
	6. Did you verify with RCSC on the availability of excess staff? (Email/phone? Specify date and focal)	Yes with _____ on _____	No (verify with your focal)

Additional Justification on requirement, if any	
Agency HRC recommenda-tion: (Reason)	Recommend/Not Recommend by the _____ HRC held on _____ to be recruited on consolidated contract for a period of _____ months (not exceeding 36 months)

Note: Recruitment should be based on the procedures specified in the BCSR unless otherwise specified with the minimum qualifications as stated in the Position Directory. Any exceptional cases beyond rules should be forwarded to the RCSC.

Name:
Chairperson of HRC

Name:
Member Secretary

Note:
This form should be enclosed with vacancy announcement(s) while processing the requisition in the CSIS for verification by the focal in RCSC.



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

**AGREEMENT ON SERVICE TERMS AND CONDITIONS
FOR CONTRACT EMPLOYEES**

PART I: GENERAL CONDITIONS

1. Agreement

THIS AGREEMENT is executed on..... (DD/MM/YYYY) between (the RCSC/ Agency), Royal Government of Bhutan, hereinafter called “the employer” and Mr./Ms., hereinafter called “the employee”.

WHEREAS the employer desires to engage the services of the contract employee on the terms and conditions hereinafter set forth; and

WHEREAS the contract employee is ready and willing to accept this engagement of service with the Government of Bhutan on these terms and conditions.

2. Nature of Service

The employer shall employ the employee oncontract and he shall serve the employer as or in such other capacity/place/department as the employer may from time to time require.

3. Duration of Agreement

The employment hereunder 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.

4. Documents

Upon joining duty in the organisation concerned, the contract employee shall send a copy of his joining report through the controlling officer concerned to the employer.

An expatriate contract employee shall produce a certificate issued by the police/local authority of the area of his home address, certifying that he is a bonafide inhabitant of that locality, or a letter from an Embassy of the country of which he is a national certifying/verifying the nationality of the individual concerned or a valid passport.

The contract employee shall sign an oath of adherence to the Civil Service Values and Conduct and Confidentiality in the prescribed format

5. Duty

The contract employee shall devote exclusively to duties or to such other duties as the employer shall reasonably assign to him and shall personally attend thereto at all times by day or by night (including Sundays and Public Holidays, if necessary) except in the case of illness or accident in which case the employee shall forthwith notify the employer of such illness or accident and shall furnish such evidence as it may require.

The contract employee shall promptly and faithfully obey, observe and comply with all lawful orders, instructions and directions of the employer and observe all the rules and regulations and instructions in force for and in respect of the Government of Bhutan's property and management thereof.

6. Civil Service Values and Conduct

The employee shall be bound by the Civil Service Values and Conduct prescribed in Chapter 3 of the BCSR and in particular shall:

- 6.1 At all times during the continuance of this Agreement use the best endeavours to promote the interest and welfare of the employer; and
- 6.2 Respect all the Bhutanese spiritual, traditional and cultural values and practices. Accordingly, the employee shall conduct at all times in accordance with the BCSR.

7. Remuneration and Allowance

- 7.1 The employer shall during the employment period, pay to the contract employee the pay and allowances specified in Part-II which shall be payable monthly in arrears on the last working day of every calendar month.

8. Leave

- 8.1 A contract employee shall be eligible for the following categories of leaves except Extraordinary Leave and the Study Leave
 - 8.1.1 Casual Leave, Bereavement Leave, Paternity Leave shall be as per the relevant Sections in Chapter 10 of the Rule.
 - 8.1.2 Maternity Leave: The employee shall be eligible for Maternity Leave as per Section 10.7 of the Rule if the employee has served minimum of 12 months of service. However, if the employee has not completed 12 months of service

before applying for the leave, she shall be eligible for three months of Maternity Leave.

- 8.1.3 Earned Leave: The employee shall earn leave at the rate of 2.5 (two and half days) for every completed month of service. This leave shall be accumulated to a maximum of 30 days annually, which the employee is permitted to encash. In case the employee does not render a minimum of one year's service, he/she shall not be eligible to encash leave at credit.
- The employee under teaching profession entitled to annual vacation shall not be eligible to Earned Leave. In an academic year, a civil servant in the Teaching Profession shall be entitled to:
- Full paid annual vacation for rendering a minimum of seven months service;
 - One month paid vacation for rendering less than seven months but three months or more service; and
 - No paid vacation for rendering less than three months service.
- 8.1.4 Medical Leave: The employee, who has been certified as incapable of performing duties due to illness or injury shall be granted Medical Leave up to a month on production of a medical certificate from a certified medical doctor in Bhutan. The employee on Medical Leave shall be entitled to gross pay.
- 8.1.5 If the Medical Leave exceeds one month at a time, the employer shall end the contract without notice whereby the employee shall be paid gratuity and repatriation benefits.

9. Leave Travel Concession (LTC)

The employee shall only be eligible for LTC after rendering a minimum of one year of service. LTC shall be paid once in a financial year with a maximum ceiling as per existing financial rules.

10. Difficult Area Allowance, Professional Allowance, Uniform Allowance, and Radiation Allowance shall be paid to the contract employees as per Chapter 11 of BCSR 2018.
11. Training: The employee shall be eligible for profession relevant in-country short term training only.

12. Medical Facility

A contract employee and the family members shall be provided medical treatment by the Government as per the prevailing medical treatment rules.

13. Housing

The employee shall be eligible for house rent allowance, where admissible, as per the prevailing financial rules. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

14. Pension, Provident Fund, and Insurance Scheme

Pension, Provident Fund, Government Employee Group Insurance Scheme shall be, in accordance with relevant laws and regulations

15. Compensation

In the event of death, injury, or illness attributable to the performance of service under the terms of this Agreement, the employee shall be entitled only to compensation payable under Government Employee Group Insurance Scheme admissible for the grade of his post.

16. Deduction

Personal Income Tax and other statutory deductions shall be deducted according to the prevailing rules.

17. Terminal Benefit

17.1 Gratuity

A contract employee shall be entitled to receive one month's last basic as gratuity for every completed year of satisfactory contract service. However, for teaching profession, every completed academic year shall be considered for the purpose of calculating gratuity.

In the event the employee initiates and terminates the contract before the expiry of the contract term, one month's notice should be given to the employer to avail the gratuity for the completed year of satisfactory contract service.

In the event the employer terminates the contract, the gratuity shall be paid for the completed year of satisfactory contract service. However, when the employee's contract is terminated by the employer on ground of non-performance or misconduct or breach of contract terms and conditions, he shall not be eligible for gratuity.

In the event of the employee's death while in service, the gratuity shall be payable to the nominee(s) of the employee for the completed year of satisfactory contract service.

17.2 Repatriation Benefit

17.2.1 The following repatriation benefits shall be payable to the employee only once during the entire Civil Service period, irrespective of changing the status or terms of appointment:

- i. Transfer grant according to the prevailing rules;
- ii. Travel Allowance of an amount equal to the last basic pay that the employee is entitled to at the time of repatriation; and
- iii. Transport charge of personal effects as per the prevailing rules.

17.2.2 However, repatriation benefit shall not be permissible on the following conditions:

- i. When the employee's contract is terminated by the employer on ground of non-performance or misconduct or breach of contract terms and conditions;
- ii. When the employee initiates and terminates the contract before expiry of the initial contract term; and
- iii. When the service status is changed from contract to regular or regular to contract, except if required to travel to new place of posting which should be as per Section 14.9 of the BCSR 2018.

18. Mode of Payment

Remuneration and allowances and all other entitlements under the agreement shall be payable only in Ngultrums.

19. Rights and Obligations of the Employee

- 19.1 The rights and obligations of the contract employee are strictly limited to the terms and conditions of this Agreement. Accordingly, the contract employee shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.
- 19.2 The employee shall be solely liable for claims by third parties arising from the employee's own negligent acts or commissions in the course of performing this agreement, and under no circumstances shall the Government of Bhutan be held liable for such claims by third parties.
- 19.3 The title rights, copyrights, and all other rights of whatever nature in any material produced under the provision of this agreement by the employee shall be vested exclusively with the Government of Bhutan.
- 19.4 The employee shall not, at any time during the continuance of his employment hereunder, acquire or attempt to acquire any option or concession in Bhutan for him/herself or any other person.

- 19.5 The 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 he may have been authorized by the employer either generally or in any particular case.

20. Unpublished Information

- 20.1 The contract employee shall not communicate to any person, Government, or other Agency of the Government of Bhutan any unpublished information made known to the employee by reason of his association with the Government of Bhutan except as required by this assignment or upon written authorisation by the Government of Bhutan.
- 20.2 The contract employee shall not advertise or publicize his association with the Government of Bhutan under this agreement. Nor shall the name, letterhead, emblem, or official seal of the Government of Bhutan be used for business or professional purposes or otherwise without the prior written approval of the Government of Bhutan. Such materials intended for official use by employees of the Government of Bhutan should not be permitted to come into the possession of persons who might make unauthorized use of them, and shall not be used for personal purposes. The provision shall survive the expiration or termination of this agreement.

21. Confidentiality and Non-competition

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

22. Renewal of Contract

Not less than six months before the date of which the contract employee's residential service in Bhutan under this Agreement is due to expire, he shall inform the employer in writing whether he desires to remain and continue in the service of the employer, who shall thereupon consider whether to re-engage the contract employee, provided that any such re-engagement shall be upon such conditions, including the duration of the new contract, as shall be agreed upon between the employer and employee.

The criteria for contract extension and renewal shall be based on Performance Rating, Availability of vacancy and Clean service record.

Any notice to be given hereunder shall be given in writing and be delivered or sent by registered post to the employer, and any complaint or application of the employee shall in the first instance be addressed to the Head of the office of the employing Department/Agency.

23. Termination of Contract

A contract employee shall not be indispensable to the Government of Bhutan and hence shall be liable to be removed from service at any time when the Government finds his services redundant or on violation of any of these provisions.

A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. However, in the case of lecturers/teachers, three months notice shall be required. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other, the basic pay of the employee for the stipulated notice period.

The required notice period should also be given to avail gratuity.

24. Clearance Certificate

The contract employee shall be paid his retirement benefits upon completion of his assignment under this agreement upon production of a clearance certificate from the Royal Audit Authority and the employing Agency concerned.

Seal and Signature of Employer

Signature of Employee

Note: Employer and employee to sign on all pages of this document

PART II: PAY FIXATION

1. Position Title:.....

Position Level:.....

2. Agency:.....

3. Period of Contract

- a) Initial appointment: from to (DD/MM/YYYY)
- b) Renewal/Extension: fromto..... (DD/MM/YYYY)

4. Contract Type: Regular Consolidated Special

5. Emolument

Basic Pay: Nu.....[Nu. (in words)
.....only]

6. Contract Allowance: (if eligible) Nu.....

Annual Increment: (if eligible) Nu.

7. Other allowance (if entitled)

a. Professional allowance : Nu.....per month

b. Uniform allowance : Nu.....per month

c. Radiation allowance : Nu.....per month

d. House rent allowance : Nu.....per month

e. Difficulty area allowance : Nu.....per month

f. Other allowances, if any : Nu.....per month

(Specify)

Gross Total (5+6+7) : Nu.....per month

8. Deduction

All deductions such as Personal Income Tax, Health Contribution, House rent (if a government house is allotted) shall be levied as per the prevailing rules.

Seal and Signature of Employer

Signature of Employee

PART III: MISCELLANEOUS

Laws

The Agreement shall be construed according to and be governed by the laws of the Kingdom of Bhutan.

Appeal

Any appeal due to breach of any of the terms and conditions under this agreement by either employer or employee shall have recourse to a legal action/arbitration in a court of law in the Kingdom of Bhutan only.

IN WITNESS WHEREOF, I,(employer) on behalf of the Agency and I, (employee), have hereto set our hands this day and year.

SIGNED by the contract employee

DD/MM/YYYY (Affix Legal Stamp)

In the presence of

SIGNED for and on behalf of the Agency:

DD/MM/YYYY

In the presence of



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

(CONTRACT EXTENSION FORM)

1. Name : _____
2. Employee Identity No : _____
3. Date of Birth : _____
4. Nationality : _____
5. Permanent Address : _____
6. Present Ministry/Agency/School : _____
7. Appointment under Present Contract Service:
 - a. Date of Appointment : _____
 - b. Appointment Letter No : _____
 - c. Position Title : _____
 - d. Position Level : _____
 - e. Pay Scale/consolidated salary : _____
Basic Pay : _____
Contract Allowance : % of basic pay (if eligible)
 - f. Present Contract Term: from _____ to _____
8. Extension under proposed contract services *
 - a. Position Title : _____
 - b. Position Level : _____
 - c. Contract Term Extension requested for (in months): from _____ to _____

**All proposals for payment of a higher salary or assignment of higher level requires approval of the RCSC*

During the contract extension period, the contract employee shall abide by the terms and conditions accepted by him/her at the time of initial appointment or revised based on mutual agreement and approved by the RCSC/Dzongkhag/Thromde.

[Affix Legal Stamp]
Signature of the Contract Employee

Recommendation of HRC:

HRC Meeting No.held on

Remarks (if any):



Signature of Chief/Sr./HR Officer

Name:

Approval of the RCSC (Agency, if relevant)

Approved:

Extension of the contract term of the above contract employee is hereby approved for a period of months from _____ to _____

Not approved:

Reasons:

Place:

Date:

Seal and Signature

CHAPTER 6

GENERAL AND ELEMENTARY SERVICE

CHAPTER 6: GENERAL AND ELEMENTARY SERVICE

6.1 Policy

- 6.1.1 Facilitate appointment and management of basic service-oriented personnel.
- 6.1.2 Meet the requirement of semi-skilled and low skilled service personnel in the Government.
- 6.1.3 Such personnel shall be outside the Civil Service.

6.2 Strategy

- 6.2.1 Endeavour to outsource the services to private parties including individuals, whenever it is cost effective, in order to minimise the appointment of General Service Personnel (GSP) and Elementary Service Personnel (ESP) and gradually replace the GSP/ESP appointment system.
- 6.2.2 The appointment of GSP/ESP shall be from the local community to the extent possible.
- 6.2.3 Prior approval to be sought from the RCSC in the event there is a need to recruit Non-Bhutanese in exceptional cases.
- 6.2.4 Recruitment of GSP/ESP shall be as per the standard prescribed by the RCSC.
- 6.2.5 Endeavour to promote greater autonomy in the recruitment and management of such personnel.
- 6.2.6 Such positions shall be required to multitask to ensure optimum workload, where possible.

6.3 GS/ES Position

The positions under the GSP/ESP against which appointments shall be made are given in Schedule 6/A and 6/B respectively, which may be revised from time to time.

6.4 Authority

6.4.1 Appointment

- 6.4.1.1 The appointment of GSP/ESP shall be made by the Agency concerned based on the approved standards and number. Standards for new positions of GSP/ESP shall be reviewed by the RCSC as and when need arises.

- 6.4.1.2 The appointment of GSP/ESP in the regional/field offices may be delegated by the HRC to the appropriate Recruitment and Selection Committee headed by the Head of the regional/field offices. However, HR Division/Services shall provide all technical backstopping and maintain proper records.
- 6.4.2 Outsourcing of GSP/ESP Services
 - 6.4.2.1 The Agency shall seek RCSC's approval to outsource GSP/ESP.
 - 6.4.2.2 RCSC shall promote outsourcing of service to reduce/ phase out GSP and ESP wherever viable.

6.5. Recruitment and Selection Procedures

- 6.5.1 All recruitments shall be made as per the standard and number approved by the RCSC.
- 6.5.2 The Recruitment and Selection Committee shall announce the vacancy and clearly define the eligibility criteria as approved by the HRC, including:
 - 6.5.2.1 Position Title;
 - 6.5.2.2 Brief job description if multi-tasked;
 - 6.5.2.3 General or Elementary Service;
 - 6.5.2.4 Skills/Qualification required, if any;
 - 6.5.2.5. Documents required; and
 - 6.5.2.6 Contact number and address.
- 6.5.3 A candidate shall be required to submit the following documents to the Recruitment and Selection Committee:
 - 6.5.3.1 Civil Service Employment Application Form as per Form 4/1;
 - 6.5.3.2 Copies of academic transcripts, if required;
 - 6.5.3.3 Copy of Bhutanese Citizenship ID card;
 - 6.5.3.4 Medical Fitness Certificate issued by a competent RGoB medical doctor;

- 6.5.3.5 Security Clearance Certificate which shall be verified online; and
 - 6.5.3.6 No Objection Certificate, if employed.
- 6.5.4 A candidate shall produce original documents to the Recruitment and Selection Committee at the time of interview for verification.
- 6.5.5 The Recruitment and Selection Committee shall short-list applicants and conduct selection interview for appointment based on merit.

6.6. General Terms of Appointment

- 6.6.1 A candidate shall be a Bhutanese citizen.
- 6.6.2 A candidate shall have attained a minimum age of 18 years and not more than 50 years at the time of recruitment.
- 6.6.3 Physical fitness of the candidate shall be taken into account.
- 6.6.4 A selected candidate shall submit drug test report prior to appointment. If the selected candidate fails the drug test, the position shall be offered to next candidate in order of merit ranking.
- 6.6.5 Initially be appointed for a maximum period of three years.
- 6.6.6 A GSP/ESP shall sign an agreement with the Agency specifying the terms and conditions at the time of appointment as per Form 6/1.
- 6.6.7 Performance appraisal of GSP/ESP shall be done on the agreed core competencies only.
- 6.6.8 A GSP/ESP shall not be eligible for transfer.
- 6.6.9 A GSP/ESP shall not be employed beyond 56 years of age.
- 6.6.10 A GSP/ESP shall be governed by Chapter 18 on Private Trade and Employment and Chapter 3 on Civil Service Values and Conduct of the BCSR.
- 6.6.11 Appellate Authority to review the decisions taken by the Disciplinary Committee shall be the RCSC.

- 6.6.12 Disciplinary cases after establishing, beyond reasonable doubt by the Agencies, the need for criminal prosecution in the court of law shall be forwarded to the court of law through the Office of Attorney General.
- 6.6.13 The Recruitment and Selection Committee shall observe the Civil Service Values and Conduct as enshrined in the Rule including declaration of “Conflict of Interest” as per Form 3/2.

6.7. Remuneration and Benefits

A GSP/ESP shall be eligible for the following remuneration and benefits only.

6.7.1 Remuneration

- 6.7.1.1 The remuneration of a GSP shall be fixed at the minimum pay scale and shall be entitled to annual increment.
- 6.7.1.2 An ESP shall be paid as per the rate approved by the Government and shall not be entitled to annual increment.
- 6.7.1.3 A GSP/ESP appointed under the Rule shall not be admissible for contract allowance.
- 6.7.1.4 A GSP/ESP shall be paid High Altitude allowance and Difficulty Allowance, as determined by the Government.
- 6.7.1.5 For the purpose of payment of salary, in the event of death of an employee, remuneration shall be paid for the whole month.

6.7.2 Leave and Travel

- 6.7.2.1 A GSP/ESP appointed under the provisions of the Rule shall be eligible for Leave as per Chapter 10.
- 6.7.2.2 A GSP/ESP shall be eligible for TA and DA as admissible to OC.
- 6.7.2.3 Notwithstanding, Section 6.7.2.1 a GSP/ESP shall be eligible for Maternity Leave of six months if the employee has served minimum of 12 months of service. However, if the employee has not completed 12 months of service before applying for the leave, she shall be eligible for three months of Maternity Leave. New appointees who are within the maternity period (3 months) shall be eligible for the balance Maternity Leave calculated from the date of delivery.

6.7.3 Medical Facility

The Government as per rules prescribed by the Ministry of Health shall provide medical treatment.

6.7.4 Housing

A GSP/ESP shall make his own arrangements for housing. The GSP employee shall be eligible for house rent allowance, where admissible, as per the prevailing financial rules. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

6.7.5 Training

GSP/ESP shall be eligible for mandatory job related in-country short term training. However, they shall not be eligible for ex-country training/travel.

6.7.6 Pension, Provident Fund and Insurance

Pension, Provident Fund and Insurance of a GSP/ESP, shall be, in accordance with relevant laws and regulations.

6.7.7 Deduction

All statutory deductions shall be made in accordance with the relevant laws.

6.7.8 Gratuity

A GSP/ESP on separation from service shall be entitled for gratuity as follows:

- 6.7.8.1** A GSP/ESP shall be entitled to receive one month's last basic pay as gratuity for every completed year of satisfactory service;
- 6.7.8.2** In the event, the employee initiates and terminates the contract before the expiry of the contract term, one month's notice should be given to the employer to avail the gratuity for the completed year of satisfactory service;
- 6.7.8.3** In the event, the employer terminates the contract, the gratuity shall be paid for the completed year of satisfactory service. However, when the employee's contract is terminated by the employer on grounds of non-performance or misconduct or breach of contract terms and conditions, he shall not be eligible for gratuity; and

6.7.8.4 In the event of the employee's death while in service, the gratuity shall be payable to the nominee(s) of the employee for the completed year of satisfactory service.

6.7.9 Extension

6.7.9.1 Extension of service for GSP/ESP shall be granted by the recruiting Agency as per Form 6/2.

6.7.9.2 A GSP/ESP's service may be extended with the consent of both the Agency and the employee concerned for terms not exceeding two years at a time.

6.7.9.3 Extension shall be granted only to those having clean service history which shall not contain any record of indiscipline, adverse report, misdemeanour, financial dishonesty, or any act that is considered as violation of the Civil Service Values and Conduct and Administrative Discipline.

6.7.9.4 The Civil Service promotion rules shall not apply to GSP/ESP. However, for GSP, the Agency concerned shall consider up-gradation to GSP I when the service is extended after a minimum period of five years of active service based on performance.

6.7.9.5 Performance shall be the main criterion for extension.

6.7.10 Termination of Service

6.7.10.1 A minimum of one month's notice shall be issued by the party intending to terminate the service before expiry of the term. Basic pay of the employee concerned for the period of the stipulated notice period shall be paid by the defaulting party in the event of failure to give the required period of notice in addition to the Section 6.7.8.2.

6.7.10.2 The service of a GSP/ESP shall be terminated without any notice and payment of gratuity thereof, if the employee is found guilty of an administrative offence by the Disciplinary Committee.

6.7.10.3 A GSP/ESP shall be removed at any time if his service is not required and/or when the services are decided to be outsourced.

6.8 Accountability

- 6.8.1 An appointment which does not conform to the Rule shall be treated as unauthorised, and hence it shall be revoked by the Agency.
- 6.8.2 The authority responsible for the violations shall be accountable and liable for administrative actions.

SCHEDULE 6/A

POSTS UNDER GENERAL SERVICE

- | | |
|-----------------------------|--|
| 1. Messenger | - Agencies (minimum qualification: Class VIII). |
| 2. Wet Cleaner | - Hospitals. |
| 3. Ward Boy | - Hospitals (minimum qualification: Class VIII). |
| 4. Washer-man | - Hospitals/Schools with boarding facilities. |
| 5. Mahout | - Royal National Park. |
| 6. Boatman | - Royal National Park. |
| 7. Cook/Baker | - Institutes/Hospitals. |
| 8. Blaster | - Department of Roads/Dzongkhags. |
| 9. Khangnyer | - Dzongkhags. |
| 10. Banga Dungmi | - Dzongkhags. |
| 11. Tringti Dungmi | - Dzongkhags. |
| 12. Jhali Phumi | - Dzongkhags. |
| 13. Survey Field Assistants | - Agencies. |

SCHEDULE 6/B

POSTS UNDER ELEMENTARY SERVICES

1. Cleaner (Wet/Dry)
2. Waiter/Waitress
3. Security Guard (normal)
4. Care Taker(Risup/Misup/Chunyer/Night Guard/Guest House/Nursery)
5. Syce
6. Farm Labourer/Attendant
7. Helper/Assistant:
 - a. Silt;
 - b. Store/Meteorology/Gauge and Discharge;
 - c. Swimming Pool;
 - d. Lab Utility; and
 - e. Quarantine.
8. Animal/Fishery Attendant
9. Custom/Excise Constable
10. Gardener
11. Game Watcher
12. Handy Boy
13. Pasture Attendant
14. Black Smith
15. Ghasi
16. Care Giver



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

**AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR
GENERAL AND ELEMENTARY SERVICE**

Affix
Passport
size
Photograph

1. Agreement

- 1.1 THIS AGREEMENT is executed on day month..... year between Agency, Royal Government of Bhutan, hereinafter called “the employer” and Mr./Ms., Citizenship Identity Number hereinafter called “the employee”.
- 1.2 He/she shall serve the Agency asor in such other capacity/place/department as the Agency may from time to time require.
- 1.3 He/she shall serve for a total period of months commencing from (DD/MM/YYYY) (hereinafter referred to as the contract period).

2. Remuneration and Benefits

2.1 Remuneration

- 2.1.1 The remuneration of a GSP employee shall be fixed at the minimum of the pay scale and shall be entitled to annual increment.
- 2.1.2 An ESP employee shall be paid as per the minimum wage rate approved by the Government and shall not be entitled to annual increment.
- 2.1.3 A GSP/ESP employee appointed under the BCSR 2018 shall not be admissible for contract allowance.
- 2.1.4 A GSP/ESP shall be paid Difficulty Allowance posted to a place beyond one dholam from the motorable road and High Altitude Allowance as determined by the Government.

2.2 Leave and Travel

- 2.2.1 A GSP/ESP employee appointed under the provisions of the BCSR 2018 shall be eligible for Leave as per Section 6.7.2 of BCSR 2018.
- 2.2.2 A GSP/ESP employee shall not be eligible for transfer.

2.3 Medical Facility

- 2.3.1** The Government as per rules prescribed by the Ministry of Health shall provide medical treatment.

2.4 Housing

- 2.4.1** A GSP/ESP employee shall make his own arrangements for housing. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

2.5 Pension, Provident Fund and Insurance

- 2.5.1** Pension, Provident Fund and Insurance of a GSP/ESP, shall be, in accordance with relevant laws and regulations.

2.6 Deduction

- 2.6.1** All statutory deductions shall be made in accordance with the rules.

2.7 Retirement Benefit

- 2.7.1** Gratuity shall be paid at the rate of one month's last basic pay for every completed year of satisfactory service. The gratuity shall also be payable to the nominee(s) of a GSP/ESP employee if he expires while in service.
- 2.7.2** In the event the employee initiates and terminates the contract before the expiry of the contract term, one month's notice should be given to the employer to avail the gratuity for the completed year of satisfactory contract service.
- 2.7.3** In the event the employer terminates the contract, the gratuity shall be paid for the completed year of satisfactory contract service. However, when the employee's contract is terminated by the employer on ground of non-performance or misconduct or breach of contract terms and conditions, he shall not be eligible for gratuity.
- 2.7.4** In the event of the employee's death while in service, the gratuity shall be payable to the nominee(s) of the employee for the completed year of satisfactory contract service.

3. Extension

- 3.1** Extension of services for GSP/ESP employee shall be granted by the recruiting Agency.
- 3.2** GSP/ESP's service may be extended/renewed with the consent of both the Agency and

- the employee concerned for terms not exceeding two years at a time.
- 3.3 Extension shall be granted only to those having a clean service history, which shall not contain any record of indiscipline, adverse report, misdemeanour, or any act that is considered as violation of the Civil Service Values and Conduct.
- 3.4 Performance shall be the main criterion for extension.

4. Termination of Service

- 4.1 A minimum of one month's notice shall be issued by the Agency/Employee intending to terminate the service before expiry of the term.
- 4.2 The services of a GSP/ESP employee shall be terminated without any notice and payment of post-service benefits thereof, if the employee is found guilty of an administrative offence by the Disciplinary Committee.
- 4.3 A GSP/ESP employee shall be removed at any time if his service is not required and/or when the Government decides to outsource the service.

IN WITNESS WHEREOF, I,(employer) on behalf of the Agency and I,
..... (employee), have hereto set our hands this day and year.

SIGNED by the contract employee
DD/MM/YYYY (Affix Legal Stamp)

In the presence of

SIGNED for and on behalf of the Agency:
DD/MM/YYYY

In the presence of

Note: Employer and employee to sign in all pages of this document

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****(CONTRACT EXTENSION FORM FOR GSP/ESP)**

1. Name : _____
2. Citizenship Identity Number : _____
3. Date of Birth : _____
4. Nationality : _____
5. Permanent Address : _____
6. Present Ministry/Agency/School : _____
7. Appointment under Present Contract Service :
 - a. Date of Appointment : _____
 - b. Appointment Letter No : _____
 - c. Position : _____
 - d. Pay Scale/consolidated salary : _____
 - e. Basic Pay : _____
 - f. Present Contract Term: from _____ to _____
8. Contract Term Extension requested for (in months): from _____ to _____

During the contract extension period, the contract employee shall abide by the terms and conditions accepted by him at the time of initial appointment or revised based on mutual agreement and approved by the Agency.

[Affix Legal Stamp]**Signature of the Employee**

Recommendation of HRC:

HRC Meeting No.held on

Remarks (if any):

Signature of Chief/Sr./HR Officer

Name:

Approval of the Head of the Agency

Approved:

Extension of the contract term of the above contract employee is hereby approved for a period of months from.....to.....

Not approved:

Reasons:

Place :

Date :

Seal and Signature

CHAPTER 7

BHUTAN CIVIL SERVICE EXAMINATION FOR RECRUITMENT OF UNIVERSITY GRADUATES



CHAPTER 7: BHUTAN CIVIL SERVICE EXAMINATION FOR RECRUITMENT OF UNIVERSITY GRADUATES

7.1 Policy

- 7.1.1 Attract and select the most qualified and competent graduates with right attitude.
- 7.1.2 Uphold meritocracy and transparency for recruitment in the Civil Service.
- 7.1.3 Comply with Section 47 of the Civil Service Act of Bhutan 2010, which reads as:

“The Commission shall recruit university graduates through competitive examinations conducted in accordance with the procedures laid down in the BCSR for initial appointments to Professional & Management positions in Civil Service.”

7.2 Strategy

- 7.2.1 Ensure a rigorous, credible and merit based examination system called the Bhutan Civil Service Examination (BCSE).
- 7.2.2 Appoint to regular service in PMC through the BCSE only.
- 7.2.3 Select candidates with the minimum qualification of Bachelor’s Degree and above for appointment based on requirement against approved positions.
- 7.2.4 Ensure the best and the brightest are selected.

7.3 Examination

- 7.3.1 The BCSE shall consist of the following two stages of examination:
 - 7.3.1.1 Stage I : Preliminary Examination (PE); and
 - 7.3.1.2 Stage II: Main Examination (ME).
- 7.3.2. Preliminary Examination (PE)
 - 7.3.2.1 The objective of PE shall be to shortlist candidates for the ME and ensure minimum standard required of a candidate.
 - 7.3.2.2 A candidate shall be permitted to appear PE up to a maximum of three attempts only.

- 7.3.2.3 PE papers shall be common to all categories of graduates.
- 7.3.2.4 PE shall be objective type questions to test English and Dzongkha communication skills, logic and analytical, problem solving and data interpretation abilities of the candidates.
- 7.3.2.5 Only those candidates who achieve the minimum cut off marks as decided by the RCSC, shall be eligible to sit for the ME.
- 7.3.2.6 Marks obtained in the PE shall not be carried forward to the ME and shall be valid only for that particular year/examination.
- 7.3.2.7 The Commission may waive the requirement of PE for categories of profession that are accredited and certified by a competent body to practice that profession, and when there are critical shortages of such profession.
- 7.3.3 Main Examination (ME)
- 7.3.3.1 The objective of the ME shall be to test the candidate's core competencies and subject/general knowledge for final selection.
- 7.3.3.2 A candidate shall be permitted to appear ME up to a maximum of two attempts only.
- 7.3.3.3 Candidates appearing the ME shall be grouped as per the Super Structure group in line with Section 2.3 under the following categories:
- a. Administrative Service (AS);
 - b. Finance Service (FS);
 - c. Education Service (ES); and
 - d. Technical Service (TS)
- 7.3.3.4 Education Service shall have two sub categories of examination i.e. one for the general graduates who shall undergo PGDE before an appointment and another for B.Ed graduates for direct appointment.
- 7.3.3.5 ME shall consist of three parts with the weight assigned against each part as follows:

Components	For AS/FS/TS/ES (PGDE)	ES (B.Ed)
Part I: Academic Achievement	10%	20%
Part II: Written Examination	70%	60%
Part III: Viva Voce	20%	20%

7.3.3.6 The RCSC shall review weightage for the three parts of the examination from time to time and make required changes.

7.3.3.7 The RCSC shall not declare a candidate's result if he has not appeared in all three examination papers of WE and Viva Voce, and this shall be counted as one of the two permissible attempts in ME.

7.3.4 Academic Achievement

7.3.4.1 Academic achievement shall be assessed based on the marks obtained in the Bachelor's Degree from a higher education Institution recognised by the relevant competent authority. In addition, a candidate shall be required to produce both Class X and Class XII academic transcripts as documentary evidence unless specified otherwise.

7.3.4.2 A candidate having more than one Degree shall have the option to choose any one of the Degrees to be considered for the assessment while applying for Administrative Service Examination. However, for other categories of Examination, the most relevant degree shall be considered for assessment where necessary.

7.3.4.3 Only one Degree of the same level shall be accepted for the assessment.

7.3.4.4 In the case of a candidate whose result is based on a letter grading system, the grades shall be converted to percentage as per the conversion table given in Schedule 7/A if conversion value is not specified in the transcripts issued by the University.

7.3.5 Written Examination (WE)

7.3.5.1 The WE for general graduates opting for the Administrative Service (AS), Finance Service (FS) and Education Service (ES) for PGDE shall appear for examinations according to eligibility. The written examination shall comprise of the following three papers for a duration of three hours each:

- a. Paper I : Dzongkha;
- b. Paper II : English and General Knowledge; and
- c. Paper III : Bhutan and its (i) Socio-Political Institutions and (ii) Socio-Economic Development.

Each paper shall carry equal weightage and be evaluated out of 100 marks and the aggregate of the three papers shall be converted to 70% to obtain the total marks for the WE.

7.3.5.2 The WE for B.Ed. graduates opting for Education Service shall comprise of the following three papers:

- a. Paper I : English Language;
- b. Paper II : Dzongkha Language; and
- c. Paper III : Teacher Aptitude Test.

Each paper shall carry equal weightage and be evaluated out of 100 marks and the aggregate of the three papers shall be converted to 60% to obtain the total marks for the WE.

7.3.5.3 The WE for technical graduates, including law graduates opting for the Technical Service shall comprise the following three papers:

- a. Paper I : Language and General Knowledge (Common Paper - 20%);
- b. Paper II : General Subject Knowledge (Common Paper for each professional group-15%); and
- c. Paper III : Subject Specialisation Paper (Subject specific – 35%).

Each paper shall be evaluated out of 100 marks and converted to the respective scale of 20% for Paper I, 15% for paper II and 35% for Paper III, and then added to obtain the total marks for the WE.

7.3.5.4 The WE for Dzongkha graduates (TS) opting for appointment in positions requiring Dzongkha specialisation and Education Service shall comprise of the following three papers:

- a. Paper I : Dzongkha Language and General Knowledge (20%);
- b. Paper II : English Language and Current Affairs (15%); and
- c. Paper III : Buddhist Studies (35%).

Each paper shall be evaluated out of 100 marks and converted to the respective scale of 20% for Paper I, 15% for Paper II and 35% for Paper III and then added to obtain the total marks for the WE.

7.3.5.5 The RCSC shall review the examination papers from time to time to enhance its relevancy.

7.3.6 Viva Voce

- 7.3.6.1 Viva Voce shall be based on an oral interview, bilingual in both Dzongkha and English, to be conducted by a Committee consisting of a minimum of five members appointed by the RCSC.
- 7.3.6.2 The assessment shall be based on a total of 100 marks and each Interview Committee Member shall assess individually, except in areas where documentary evidence is required, in which case marking for that particular area shall be based on consensus.
- 7.3.6.3 Two extreme marks awarded to the candidate by the panel members shall be eliminated and average of the remaining shall determine the final marks.

7.4 Eligibility

- 7.4.1 A candidate shall:

- 7.4.1.1 Be a Bhutanese citizen;
- 7.4.1.2 Have attained at least 18 years and not be older than 35 years for pre-service and 45 years for in-service candidates, as on the last date of online registration;
- 7.4.1.3 Have a minimum of Bachelor's Degree (full time on campus course meeting the requirement of the minimum contact hours) for minimum duration of three years from an Institute recognised by the competent authorities in the relevant field with an exception for the following:
 - a. Candidates from Shedras who are awarded equivalent Bachelor's/ Master's Degree in two years;
 - b. With a minimum two-year Bachelor's Degree acquired by in-service candidates with minimum of Class X and Certificate/Diploma of two years or more, if duly validated by the Royal University of Bhutan / Bhutan Accreditation Council/Bhutan Medical and Health Council and other competent authorities empowered by an Act of the Parliament, for in-service candidates; and
 - c. With Master's Degree but without Bachelor's Degree approved by the RCSC for in-service candidates prior to 2nd September, 2007.

- 7.4.2 Meet the following qualification and subject requirements:

Category	Minimum qualification required
Administrative Service	Minimum of a Bachelor's Degree in any field.
Finance Service	Minimum of a Bachelor's Degree in Commerce/ Economics/ Finance/Accountancy (Honours)/Economics (Majors)/Business Administration /Business Management.
Education Service	a. Minimum of Bachelor's/Master's Degree with at least one relevant subject prescribed for the Bhutanese School Syllabus or Higher Educational Institute programmes and has obtained the minimum qualifying marks in the Bachelor's Degree and relevant subject, if prescribed. b. Bachelor of Education (B.Ed).
Technical Service	Minimum of Bachelor's Degree in relevant field.

- 7.4.3 Be eligible to appear the BCSE if he meets all the entry qualification requirement in the event he has voluntarily resigned in SSC and OC.

- 7.4.4 Have qualified in the PE of the particular year of examination to appear in the ME.

7.5 Disqualification

A candidate shall not be eligible to appear for BCSE if he has:

- 7.5.1 Bachelor's Degree which is not a full time on campus course meeting the requirement of minimum contact hours on campus and is not recognised by the competent authority.
- 7.5.2 Been convicted of a criminal offence or is under investigation or prosecution for a criminal charges.
- 7.5.3 Been terminated or compulsorily retired from the Civil Service, Government Corporation/Project.
- 7.5.4 Been adjudged by a competent medical authority as mentally unsound.
- 7.5.5 Already appeared the BCSE-PE thrice and/or CSCE/BCSE-ME twice.
- 7.5.6 Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations.
- 7.5.7 Used fake/forged documents.

- 7.5.8 Failed to furnish testimonials as required under the Civil Service Rules.
- 7.5.9 Been previously selected and appointed in the Civil Service, including being selected for mandatory PGD course, but has dishonoured/discontinued the appointment/course.
- 7.5.10 Failed to produce NOC from the employer for appearing the BCSE and appointment in the Civil Service, if employed.
- 7.5.11 Participated in politics and not completed the required “cooling off” period of one year.

7.6 Registration for Examination

- 7.6.1 A graduate wishing to appear for the BCSE shall register online.
- 7.6.2 Candidates who qualify in the PE shall be required to report to the venue, on the announced date and time in person for verification and confirmation for the ME with the following documents in original as well as photocopies:
 - 7.6.2.1 Bhutanese Citizenship Identity Card;
 - 7.6.2.2 Security Clearance Certificate which shall be verified online;
 - 7.6.2.3 Class X transcripts;
 - 7.6.2.4 Class XII transcripts;
 - 7.6.2.5 Degree certificate/provisional certificate and academic transcripts; and
 - 7.6.2.6 No Objection Certificate from the employer, if employed.
- 7.6.3 A graduate in medical and health profession shall produce a certificate of registration/accreditation from the Bhutan Medical and Health Council (BMHC). Similarly, any technical graduates requiring professional license/certificate to practice shall submit certificate of registration/accreditation, if applicable.
- 7.6.4 Degree marks shall be confirmed with the candidates during the registration for the purpose of calculating academic weightage.
- 7.6.5 The confirmed candidate shall be issued an e-Admission Card, which shall be used for PE, WE and Viva Voce. The card shall have the most recent photograph of the candidate with his name, CID, registration number, year of the examination and signature.

7.7 Conduct of Candidate

7.7.1. A candidate shall:

- 7.7.1.1 Reach the examination/viva voce centre at least 15 minutes before the scheduled time;
 - 7.7.1.2 Be in the national dress;
 - 7.7.1.3 Be allowed to enter examination only on production of the e-Admission Card;
 - 7.7.1.4 Allow frisking/checking at entry point of the exam hall as well as after completing examination;
 - 7.7.1.5 Not bring any article, electronic devices, document or written material of any form inside the hall, except the Admission Card, ink, pen, pencil, eraser and non-programmable calculator (if required);
 - 7.7.1.6 Conform his behaviour to the Civil Service Values and Conduct prescribed under the Rule;
 - 7.7.1.7 Not be under the influence of intoxicants/alcohol in and around examination premises;
 - 7.7.1.8 Not canvass for getting favour in the examination in any manner;
 - 7.7.1.9 Not talk, consult, whisper, smoke, eat or indulge in any unacceptable behaviour in the examination hall;
 - 7.7.1.10 Not carry electronics, including mobiles; and
 - 7.7.1.11 Not give or leave any identification marks on the written answer sheet(s) other than the allotted registration number.
- 7.7.2. Non-compliance to the above rules shall result in debarring of the candidate from the present as well as future BCSE.
- 7.7.3. Any breach of rules during the examination by a candidate shall be reported in writing to the RCSC by the Chief Invigilator. Such a candidate shall be liable for disciplinary/legal action by the RCSC.

7.8 Administration

- 7.8.1 The RCSC shall be responsible for overall administration, coordination and management of BCSE.
- 7.8.2 The Agencies shall be responsible for submitting graduate requisition against approved positions to the RCSC on annual basis in May of each year, unless specified otherwise as per Form 7/1.
- 7.8.3 The RCSC shall prioritise graduate vacancies against approved positions based on the requisition of the Agencies, including the returning DAHE scholarship candidates.
- 7.8.4 The RCSC shall make public announcement of the BCSE schedule and allow registration time of one month. The announcement shall specify all relevant information on the examination including the following:
 - 7.8.4.1 Vacancies in the Civil Service;
 - 7.8.4.2 Eligibility as well as the disqualification criteria;
 - 7.8.4.3 Documents required;
 - 7.8.4.4 Registration process and schedule;
 - 7.8.4.5 Schedule and venue for registration, PE and ME centres, declaration of PE and ME results, selection and placement of candidates; and
 - 7.8.4.6 Selection and placement procedures.
- 7.8.5 The RCSC shall prescribe general standards and guidelines for the PE and ME.
- 7.8.6 The RCSC shall call upon any entity or official in the Government to assist the Commission in the preparation and conduct of BCSE, including facilities.
- 7.8.7 The question setters, invigilators, evaluators and interview Committee members and others so appointed shall be paid an honorarium.
- 7.8.8 The question setters, evaluators and interview Committee members shall declare Conflict of Interest to the RCSC in the prescribed format given at Form 3/2.
- 7.8.9 The RCSC shall appoint officials comprising of representatives of relevant Agencies to assist in the smooth conduct of the BCSE.

- 7.8.10 The RCSC shall coordinate deployment of security personnel, if required.
- 7.8.11 Registered applicants shall be provided with information on the BCSE, vacancies and code of conduct before the examination.
- 7.8.12 The RCSC shall facilitate with appropriate logistics arrangements for physically and visually challenged candidates.
- 7.8.13 A civil servant shall be eligible for authorized leave of absence (actual dates of travel and scheduled programme) to appear BCSE but shall not be entitled to TA/DA.
- 7.8.14 Any misconduct that breaches the confidentiality, credibility and legitimacy of the examination shall be liable for administrative and legal action by the RCSC.

7.9 Invigilation, Evaluation and Interview

- 7.9.1 Invigilation
- 7.9.1.1 The RCSC shall appoint qualified civil servants as Chief invigilator and Invigilators for the proper conduct of the BCSE. They shall keep strict vigilance and carry out their responsibility sincerely and without any fear or favour.
- 7.9.1.2 The RCSC shall provide the list of registered candidates to the Chief Invigilator containing the following information:
- Registration number of each candidate listed serially;
 - CID number;
 - Provision for signature of the candidate;
 - The date, time and subject of the Written Examination of the particular paper; and
 - Provision for dated signature of Invigilators, before submission of the list to the RCSC.
- 7.9.2 Chief Invigilator shall:
- 7.9.2.1 Declare Conflict of Interest as per Form 3/2;
- 7.9.2.2 Be responsible for the smooth conduct of the examination in the respective centre;
- 7.9.2.3 Direct and supervise all Invigilators in the respective Centre to ensure proper conduct of examinations;

- 7.9.2.4 Hand over the attendance sheet and answer papers in sealed covers to the RCSC focal person, immediately after completion of the examination for each paper;
- 7.9.2.5 Submit a written report to the RCSC focal person at the end of the examinations; and
- 7.9.2.6 Conform his behaviour to the Civil Service Values and Conduct prescribed under the Rule.
- 7.9.3 Invigilators shall:
- 7.9.3.1 Declare Conflict of Interest as per Form 3/2;
- 7.9.3.2 Be responsible for smooth conduct of the examination in the respective hall/room;
- 7.9.3.3 Be responsible for ensuring admission of only the registered candidates to the examination hall/room after verifying the registration number and admission cards, and in accordance with the provisions of the Rule;
- 7.9.3.4 Ensure the candidate signs the attendance column before entering the examination hall;
- 7.9.3.5 Hand over the attendance sheet and answer papers in sealed covers to the Chief Invigilator, immediately after completion of the examination for each paper;
- 7.9.3.6 Frisk and check the candidates at entry and exit of the exam hall/room;
- 7.9.3.7 Report any untoward incidence to the Chief Invigilator immediately; and
- 7.9.3.8 Conform his behaviour to the Civil Service Values and Conduct prescribed under the Rule.
- 7.9.4 Setting Questions and Evaluating Answer Papers.
- 7.9.4.1 The RCSC shall appoint qualified officials/persons as resource persons to set the question papers as well as to evaluate the answer papers.
- 7.9.4.2 The RCSC shall maintain question item bank.

- 7.9.4.3 The evaluation of PE shall be carried out by Optical Mark Reader (OMR) or any other technology that the Commission may deem appropriate.
- 7.9.4.4 The evaluation of answer sheet/papers shall be on the basis of alternate numbers and not by disclosing the identity of the candidate by name and actual registration number.
- 7.9.4.5 The setting of question papers and evaluation of answer papers shall be conducted in strict secrecy. Any breach of the confidentiality of these processes by any official/person involved shall result in disciplinary/legal action as per the Undertaking executed with the RCSC.
- 7.9.4.6 Re-evaluation of answer papers shall not be permitted, except for recounting.

7.9.5. Conduct of Viva Voce

- 7.9.5.1 The Viva Voce shall be conducted by a Committee comprising a minimum of five members, one of whom shall be designated as the Chairperson.
- 7.9.5.2 The Interview Committee Members shall be composed of serving civil servants and retired senior civil servants appointed by the RCSC.
- 7.9.5.3 The Interview Committee shall be assisted by an Interview Assistant who shall:
- Confirm the attendance of the candidates;
 - Assess the merit certificates and extracurricular certificates; and
 - Verify and tabulate the interview score sheet.
- 7.9.5.4 The Viva Voce shall be conducted in the sequence of registration numbers.
- 7.9.5.5 Each member shall use the assessment form given at Form 7/2. The Chairperson of the Committee shall ensure results are compiled in the format given at Form 7/3.

7.10 Declaration of Result

- 7.10.1 The RCSC shall declare results of the PE within one month from the date of the examination.
- 7.10.2 The final results of the ME, ranked in order of merit shall be announced within 45 days from the last day of Viva Voce.

- 7.10.3 Public announcement of results shall be by the registration numbers of the candidates.
- 7.10.4 A candidate shall be given an opportunity to appeal to the RCSC only once for each paper for review of the examination result within five working days from the date of declaration of the result and outcome of the appeal shall be delivered within seven working days from the last date for submission of appeal.
- 7.10.5 The RCSC shall preserve all records of the examination results.
- 7.10.6 Answer scripts and registration documents shall be preserved for one year or till the conduct of the next exam, whichever is later.
- 7.10.7 Recounting of answer papers shall be charged an administrative fee approved by the Commission from time to time.
- 7.10.8 A selected candidate shall be given direct appointment or sent for PGD courses as per Chapter 8 to relevant Institute depending on the category of BCSE.

7.11 Annual Intake

- 7.11.1 The annual intake shall be decided by the Commission based on the results against approved annual recruitment plan and vacancies.

7.12 Selection, Placement and Appointment

- 7.12.1 To be eligible for selection, a candidate shall be required to obtain at least 50% average mark in the BCSE ME.
- 7.12.2 Placement of qualified candidates for direct appointment shall be based on the following criteria:
- 7.12.2.1 Merit ranking of the BCSE results for the respective examination category; and
- 7.12.2.2 Availability of vacancy.
- 7.12.3 Notwithstanding Section 7.12.2, placement of an in-service candidate from/to a Constitutional Office shall be decided in consultation with the Office concerned.
- 7.12.4 A selected candidate before the appointment into the Civil Service shall be required to undergo mandatory pre-employment drug test, which shall be conducted after the declaration of selection result.

- 7.12.5 The candidate failing to produce drug test result and medical fitness certificate or if tested positive in the drug test shall be disqualified for appointment and the BCSE result shall remain cancelled for that particular year. His participation in the BCSE shall be counted as one of the three and two permissible attempts in the PE and ME respectively.
- 7.12.6 If a selected candidate fails to produce medical fitness certificate and drug test report or tested positive to the prescribed drugs, the vacancy shall be offered to the next qualified candidate in the order of merit ranking of the result.
- 7.12.7 A candidate tested positive shall be eligible to appear for the next BCSE provided his permissible BCSE attempts are not exhausted, he meets other eligibility criteria and clears medical fitness and drug test again upon selection.
- 7.12.8 The selected candidates are required to submit Degree Certificate within two years from the year of examination in the Civil Service. Failure to submit the Degree Certificate shall result in cancellation of the appointment.
- 7.12.9 If a selected candidate withdraws his candidature before the start of the PGD Course or within one month from the date of appointment for direct appointees, the vacancy shall be offered to the next qualified candidate in order of merit.
- 7.12.10 In addition to Section 7.12.9 above, withdrawal or failure to take up the position shall be treated as dishonouring the appointment and the candidate shall not be eligible for regular employment in the Civil Service. The list of such candidate with CID number shall be maintained by the RCSC.
- 7.12.11 A candidate selected for PGD Course shall successfully complete the respective course at the Institutes/Colleges designated by the RCSC as a pre-service training before his appointment in the Civil Service and shall be governed by Chapter 8.
- 7.12.12 A PGD candidate withdrawing the course after one month of the course start date shall be liable to refund the expenditure incurred for PGD course to the RGoB as per Section 8.10.3. In addition, Section 7.12.10 shall apply.
- 7.12.13 A BCSE selected candidate who has already completed PGD course prior to being selected through the BCSE shall be given appointment only when his BCSE batch mates complete the PGD course.
- 7.12.14 The placement of qualified PGD candidates shall be based on the following criteria:
- 7.12.14.1. Successfully completed the PGD course;

- 7.12.14.2. Merit ranking calculated on the aggregate percentage of the marks obtained in the BCSE (75%) and Post Graduate Diploma course (25%); and
- 7.12.14.3. Subject relevancy shall be considered for Teacher candidates.
- 7.12.15 Medical Doctors with Post Graduate specialization shall be appointed in Position Level P3 provided they meet all the criteria as specified in Schedule 13/A.
- 7.12.16 A qualified candidate shall be appointed as per the entry position level and position title as specified in latest Position Directory or vacancy announcement.
- 7.12.17 For in-service candidates selected through the BCSE, Position Level and seniority shall be protected as specified in Section 8.6.2.
- 7.12.18 A civil servant shall serve a minimum of three years in the first place of posting/position specified in the appointment order, including probation period, from the date of initial appointment as per Section 14.4.13.

7.13 Oath of Allegiance

- 7.13.1 A candidate selected for an appointment shall execute an Undertaking of adherence to the Civil Service Values and Conduct and undertake an Oath of Allegiance as per Form 4/3.

7.14 Orientation

- 7.14.1 A pre-service technical graduate selected for an appointment shall be required to undergo an orientation programme organized by the RCSC.
- 7.14.2 A candidate selected for an appointment in the Civil Service shall undergo an Induction Programme of appropriate duration during the probation organized by the Agency.

7.15 Probation

- 7.15.1 A pre-service candidate shall initially be placed on probation for a period of one year during which, the relevant provisions of Section 4.12.1 to Section 4.12.5 shall apply.
- 7.15.2 An in-service candidate selected through the BCSE shall not be required to serve probation period provided he has already completed one year probation in his earlier position and his service has been regularized.

7.16 Minimum Service Obligation upon Appointment

- 7.16.1 A candidate appointed through the BCSE shall be obliged to serve a minimum of four years of active service including probation or completion of pre-service training obligation as per Section 8.10.2/Section 8.11.5, whichever is higher.
- 7.16.2 A civil servant resigning without fulfilling Section 7.16.1 shall:
 - 7.16.2.1 Forfeit his retirement benefits, except Provident Fund and Group Insurance Scheme benefits; and
 - 7.16.2.2 Be liable for financial obligation in lieu of the service obligation as per Section 8.10.3/Section 8.11.6 of the Rule.

SCHEDULE 7/A

ACADEMIC CONVERSION TABLE

Grading	Marks in %
A+	80
A	75
A-	70
B+	65
B	60
B-	55
C+	50
C	45
C-	40
D	35

Note: This table shall be used when such conversion is not provided in the academic transcripts.

SCHEDULE 7/B

DETERMINATION OF 'RCSC-SELECT GRADUATES'

Super Structure Group	Select Graduates	Remarks
Administrative Service, Finance Service, Education Service (PGDE)	Graduates who joined Civil Service prior to 1983.	No examination.
		RCSC Officers' Selection Examination introduced in 1983 for recruitment of all university graduates interested to join the Civil Service.
	Graduates selected through National Level Graduate Recruitment Examination and joined Civil Service from 1983 onwards.	Later, upon delegation by the RCSC, separate examinations for finance officers (AC - Finance) was introduced by RIM and for teaching (TC) by Education Department.
Education Service (B.Ed.)	Graduates who joined Civil Service prior to 2010.	Graduate recruitment centralized by the RCSC and selected through the Civil Service Common Examination (CSCE) from 2005 - 2009 and Bhutan Civil Service Examination (BCSE) from 2010 onwards.
	Graduates selected by MoE in 2010 and BCSE 2011 onwards.	No examination.
Technical Service	Graduates who joined Civil Service prior to 2006.	Selection of B.EDs introduced in 2010 and the first batch was selected by MoE as delegated by the RCSC. Taken over by the RCSC from 2011 onwards.
	Graduates selected through CSCE from 2006 to 2008 and BCSE from 2010 onwards including in-service engineers from CST, RUB.	No examination
	In-service graduates from in-country institutes/ colleges selected through BCSE from 2012 onwards.	Examination for all technical graduates was introduced in 2006.
	In-service candidates with master's degree but without Bachelors degree selected through BCSE from 2012 onwards.	Selection of in-service candidates with Bachelor's degree from in-country institutes/colleges starting with B.Sc from CNR and B.P.H from RIHS through BCSE introduced in 2012.
		Selection of in-service candidates with Master's degree but without Bachelors degree through BCSE started in 2012.

Super Structure Group	Select Graduates	Remarks
Technical Service (Dzongkha)	Graduates who joined Civil Service prior to 1983.	No examination
	Graduates selected through National Level Graduate Recruitment Examination and joined Civil Service from 1983 – 2007.	From 1983 - 2007, Dzongkha graduates were required to appear examination along with general Graduates.
	Graduates selected through CSCE in 2008 & 2009 and BCSE from 2010 onwards.	Separate Examination for Dzongkha graduates introduced in 2008 specifically for those interested to join teaching and positions in the Agencies (non-teaching) requiring Dzongkha graduates.

Note:

1. *For a civil servant who upgraded his qualification to a Bachelors'/Masters' Degree as an in-service candidate, the year of graduation is being referred, to determine whether he is to be considered as a 'RCSC-Select Graduate'*
2. *Militia Officers (1989-1990) are treated as 'RCSC-Select Graduate'*

FORM 7/1

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

ANNUAL GRADUATE REQUISITION FORM FOR THE YEAR
MINISTRY/AGENCY:



Sl. No	Department	Division/Section	Position Title	PL	Qualification required	Super Structure	Approved	Existing	Gap	Requested	Priority Ranking	Remarks

Note: The above annual graduate requisition shall supersede all the earlier requisition submitted to RCSC and this shall remain valid till the next annual graduate requisition is submitted in May of the following year.

Reference:

HR Committee Meeting held on.....

Prepared by :
 Signature :
 Name :
 Position Title :
 Date :

Chairperson of HR Committee :
 Signature :
 Name :
 Position Title :
 Date :

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

BHUTAN CIVIL SERVICE EXAMINATION INTERVIEW FORM

Registration No. :

Exam Category :

Sl. No.	Factors	Marks	Marks Awarded
1	MANNER and DISPOSITION	5	
2	LANGUAGE PROFICIENCY		
	a) Dzongkha	10	
	b) English	10	
	c) Others*- Major Bhutanese dialects/ and regional/international languages	5	
3	INTELLIGENCE, ABILITY and COMPETENCE		
	a) Professional subject knowledge	10	
	b) General awareness	10	
	c) Presentation skills (organisation of thoughts)	10	
	d) Analytical ability	10	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	5	
4	EXTRA CURRICULAR ACTIVITIES**	10	
5	ACADEMIC AND OTHER ACHIEVEMENTS **	5	
TOTAL MARKS		100	

* Marking based on consensus of the Committee members

** Marking based on documentary evidence and consensus of the Committee members.

Place:

Date:

(Name of the Committee Member and Signature)



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

**BHUTAN CIVIL SERVICE EXAMINATION
.....[YEAR]
ASSESSMENT FORM FOR INTERVIEW**

Candidate's Registration No.: _____

Sl. No.	Name of the Board Member	Total Marks	Marks Awarded
1	(Chairperson)	100	
2	(Member)	100	
3	(Member)	100	
4	(Member)	100	
5	(Member)	100	
Total			

Middle Scores	
Panel Member No.	Marks
Total	

Percentage of marks in the interview:%

(Sum of 3 middle scores/3)

Verified & certified by:

Place: _____

Date: _____

Name & Signature of Chairperson

CHAPTER 8

PRE-SERVICE TRAINING

CHAPTER 8: PRE-SERVICE TRAINING

8.1 Policy

- 8.1.1 Ensure that a new recruit is properly inducted into the Civil Service with appropriate skills, knowledge, and competence required for the position.
- 8.1.2 Ensure a predictable supply of trained and competent human resources for the Civil Service which are not readily available in the market and which cannot be met through in-service HRD interventions.
- 8.1.3 Professionalise the Civil Service workforce through effective implementation of foundational competency based training.

8.2 Strategy

- 8.2.1 The RCSC, in collaboration with the Parent Agency, shall prescribe minimum pre-service training programmes for positions under various Super Structure Groups.
- 8.2.2 Select candidates through a merit-based and transparent system.
- 8.2.3 RCSC shall make periodic assessment of effectiveness of such training and make necessary interventions.
- 8.2.4 Agency shall forecast its medium and long term professional HR requirements for pre-service annually and submit to the RCSC by May along with the annual HR Recruitment Plan and Annual HRD priority areas.
- 8.2.5 RCSC shall collaborate with competent authority of the RGoB in determining the requirement in the Civil Service for ex-country pre-service Bachelor's degree scholarship programme.

8.3 Application

Pre-service training is defined as follows:

- 8.3.1 Training given to new recruits who have joined Civil Service prior to taking up full-fledged responsibility;
- 8.3.2 Training that provides professional foundation and skills to those graduates who have been selected through the Bhutan Civil Service Examination (BCSE) for PGDPA, PGDFM, PGDNL, PGDE and such other courses to be approved by the RCSC from time to time; and

- 8.3.3 Those candidates who have been selected to undergo professional and other undergraduate courses on RGoB Scholarship for the priority areas identified by RCSC.

8.4 Approving Authority

- 8.4.1 The RCSC shall be the authority to approve in-country PGD courses related to specific MoG. The Agency concerned shall forward the application for proposal of a new training programme to the RCSC as per Form 8/1.
- 8.4.2 The RCSC may recommend stipend rates for all PGD courses.
- 8.4.3 RCSC shall be the authority to approve, monitor and enforce all obligations arising from the PGD course for pre-service.
- 8.4.4 The authority to approve, monitor and enforce all obligations arising from the UG scholarship programme until the candidates are formally handed over to the RCSC, shall rest with the competent authority of the RGoB.

8.5 Entitlement

- 8.5.1 Stipend and any other entitlements shall be at the rates determined by the Government or as per the terms and conditions of scholarship, whichever is applicable.
- 8.5.2 For the in-country pre-service training, the TA/DA shall be paid by the Institute concerned to candidates while on a field trip at the rates determined by the Government.
- 8.5.3 Annual vacation and holidays shall be granted as per the schedule of the Institute.

8.6 In-service ‘Graduate Selected through BCSE’ Undergoing a Pre-Service PGD Course

He shall:

- 8.6.1 Not be required to serve probation period after completing the PGD course, provided he has already completed one year probation in his earlier position;
- 8.6.2 Have his Position Level and seniority protected. Exception shall be made for calculating seniority and rural posting weightage for LTT scholarship and Open Competition;
- 8.6.3 Be eligible for LTT only after serving two years active service in the current position excluding probation period; and

- 8.6.4 Shall not be eligible to receive his regular remuneration and benefits, including LTC and Leave Encashment as a civil servant but only the entitlements payable to pre-service candidates.

8.7 Pre-departure Procedure for Candidates Selected for PGD Courses, UG Scholarship, and Guarantor

- 8.7.1 A candidate selected to undertake UG scholarship and PGD courses along with the guarantor shall attend pre-departure briefing which will be conducted by competent authority of the RGoB/RCSC before the commencement of the course.
- 8.7.2 During the pre-departure briefing, the candidate and guarantor shall sign the Undertaking with the Rcompetent agency of RGoB/RCSC in the prescribed Form 8/2 and Form 8/3 in the presence of an official designated by a competent authority of the RGoB/RCSC.
- 8.7.3 The Undertaking or specific clause may be revised depending on the cost of scholarship and the criticality of specialisation.
- 8.7.4 The guarantor of the candidate shall be briefed on the accountability and liability of signing the Undertaking in case the candidate fails to abide by the Undertaking signed.
- 8.7.5 A guarantor must be a credible person, preferably an immediate family member i.e. parent or a guardian and should be acceptable to the competent authority of the RGoB/RCSC.

8.8 Repetition, Extension, and Termination of PGD Courses

- 8.8.1 Repetition, extension, and termination of a candidate from the training shall be as per the rules stipulated by the Institute.
- 8.8.2 A candidate shall not be allowed to repeat or extend training if he discontinues for reasons within his control.
- 8.8.3 A candidate who is unsuccessful in completing the course may continue and complete the course but at his own expenses. However, his appointment shall be along with next cohort based on merit, irrespective of course completion date.
- 8.8.4 A candidate discontinuing the course shall be liable to pay back the expenditure incurred to the RGoB as per the Undertaking signed.

8.9 Repetition, Extension, and Termination of UG Studies

- 8.9.1 A candidate is not allowed to extend the duration except for reasons beyond individual control with prior approval from competent authority of the RGoB.
- 8.9.2 A candidate must seek prior approval of competent authority of the RGoB concerned for extension of course for reasons beyond the control of the candidate supported by relevant documents and extension approval shall not be granted to undertake an additional/different course.
- 8.9.3 The duration of course extended, except on grounds of health, political disruption or events beyond individual control, shall be added to the service obligation period.
- 8.9.4 A candidate who is unsuccessful in completing the course may continue and complete the course but at his own expenses.
- 8.9.5 A candidate discontinuing the course shall be liable to pay back the expenditure incurred, to the RGoB as per the Undertaking signed.
- 8.9.6 The study and scholarship shall be terminated if:
 - 8.9.6.1 The conduct of the candidate is not in conformity to the scholarship norms and/or college/university rules;
 - 8.9.6.2 The performance of the candidate is below average or unacceptable to the Institute or the competent authority of the RGoB;
 - 8.9.6.3 The candidate does not fulfill the attendance requirements stipulated by the Institute; and
 - 8.9.6.4 The candidate fails to complete the course in the specified period and approval for extension is not accorded.

8.10 Requirement/Obligation During and on Completion of the PGD Course

- 8.10.1 No candidate shall be allowed to defer/discontinue the course without the prior approval of the RCSC. A candidate seeking to defer/discontinue the course shall seek approval from the RCSC through the Institute concerned.
- 8.10.2 A candidate upon selection and appointment in the Civil Service shall serve for a minimum period of double the duration of the course which is the training obligation for the PGD candidate, in addition to in-service LTT obligation, if any.

- 8.10.3 A candidate shall be liable for financial obligation to pay an amount equal to two times the scholarship cost (including tuition fee waivers, bursaries, concession and quota, stipend and other expenditure) if he:
- 8.10.3.1 Fails to serve two times the duration of the course approved or as per the Undertaking, whichever is higher; or
 - 8.10.3.2 Does not report to RCSC upon completion of the PGD course; or
 - 8.10.3.3 Discontinues his studies for reasons within his control.
- 8.10.4 If the PGD candidate fails to pay financial obligation, his guarantor shall be liable to make the payment to the RGoB failing which legal actions shall be initiated in accordance with the Undertaking signed and the law of the country.
- 8.10.5 Withdrawal from PGD course or failure to take up the position shall be treated as dishonouring the appointment and the candidate shall not be eligible for regular employment in Civil Service. The list of such candidate with CID number shall be maintained by the RCSC. Such candidate shall be liable to pay the financial obligation specified in Section 8.10.3 or Undertaking, whichever is higher.
- 8.10.6 On successful completion of the PGD course, the candidate shall be appointed against a vacant position and be assigned appropriate Position Title as per the vacancy announcement.

8.11 Requirement/Obligation on Completion of the UG Studies

- 8.11.1 A UG candidate shall report to RGoB Agency concerned with course completion evidence (academic certificate/transcript) within one month after the completion of the course.
- 8.11.2 He shall then report to the RCSC along with a representative from the competent authority of the RGoB and personal file.
- 8.11.3 He shall appear for the upcoming BCSE unless the candidate is relieved of his obligation to work for Civil Service by the RCSC.
- 8.11.4 The RCSC shall have the right to recruit UG scholarship candidates who fail to sit for BCSE or who do not get selected through BCSE, on contract until the completion of training obligations depending on the critical requirement as determined by RCSC.
- 8.11.5 A UG candidate shall serve the Civil Service for a minimum period of two times the

duration of the course approved (including extension if approved) or serve obligation specified in the Undertaking, whichever is higher.

- 8.11.6 A UG candidate shall pay to the RGoB an amount equal to two times the scholarship cost (including tuition fee waivers, bursaries, concession and quota, stipend and other expenditure) or as per the Undertaking, whichever is higher, if he:
- 8.11.6.1 Fails to produce the completed academic transcript/certificate; or
 - 8.11.6.2 Fails to serve the Civil Service two times the duration of the course approved, if required; or
 - 8.11.6.3 Does not report to the RCSC upon completion of the UG course; or
 - 8.11.6.4 Discontinues his studies for reasons within his control.
- 8.11.7 If the UG candidate fails to pay as required in Section 8.11.6, his guarantor shall be liable to make the payment to the RGoB failing which legal actions shall be initiated in accordance with the Undertaking signed and the law of the country.
- 8.11.8 A UG candidate on completion of his studies, shall procure return air ticket in the economy class (the most direct and economical route) or request the Agency concerned to procure.
- 8.11.9 The UG candidates on selection through BCSE shall be appointed in Position Level as per Chapter 4 and Chapter 7.

8.12 Obligation of the Institute/Agency and the Guarantor

- 8.12.1 The Agency/Institute administering and implementing the UG and PGD courses shall maintain the list of candidates upon selection to the programme.
- 8.12.2 The Institute shall forward the list of PGD candidates to the RCSC along with the duly completed pre-service training form prescribed by the RCSC upon enrolment to the programme.
- 8.12.3 The Agency/Institute administering and implementing the UG and PGD courses shall monitor the performance of the candidates based on the periodic semester reports.
- 8.12.4 Institution shall report to the RCSC on completion/failure/termination/repetition/extension of PGD course by the candidate.
- 8.12.5 In the event that the candidate does not adhere to the conditions of the Undertaking and is not able to fulfil the obligations, the guarantor shall be liable for any and all obligations.



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

PROPOSAL TO INTRODUCE IN-COUNTRY PGD PROGRAMME

To be completed by the Agency:

1. Name of the Training :
2. Objective of the Training Programme :
(Please attach the training proposal)
3. Level :
4. Duration :
5. Proposed date of commencement :
6. Proposed date of completion :
7. Name of Institute and location :
8. Intake capacity :
9. Entry qualification :
10. Name of Head/In-charge of Institute :
11. Any other information :

Date: _____ Signature of the Head of Institute/Department

Recommendation of the Agency

Date: _____ Signature

TO BE COMPLETED & APPROVED BY THE ROYAL CIVIL SERVICE COMMISSION

- Super Structure Group :
Major Occupational Group :
Sub-group :
Position Title :
Position Level :

Date: _____ () for the Royal Civil Service Commission

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****UNDERTAKING****(FOR EX-COUNTRY UNDERGRADUATE SCHOLARSHIP EARMARKED FOR CIVIL SERVICE)**

This Undertaking shall be completed in all respects and duly signed by the candidate in accordance with the information contained therein, prior to his/her departure for studies abroad. Clauses may be revised depending on the cost of the scholarship and the criticality of the specialization.

I,(name of candidate) CID. No....., son/daughter of (name of parent) hereby accept the offer of scholarship from(mention sponsoring Agency) for studies in(mention the course) in (mention institute/university and country) for a duration of years.

I, as the recipient of the scholarship, hereby agree and accept the following terms and conditions:

GENERAL OBLIGATION

1. Pursue the course of study as offered by the Royal Government and complete it within the duration specified as per Letter of Award No. dated
2. Undertake the study as approved by the Royal Government and not change to another course, institute or college or deviate from the Letter of Award.
3. Abide by all the rules and regulations of the Royal Government and the institute concerned.
4. Submit course joining report to the Scholarship and Student Support Division with complete details of Bank account number, Bank address including the branch name and Swift code after completion of admission formalities in the college/institute/university.
5. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the institute/university and the DAHE, MoE.
6. Complete studies and serve the Civil Service for a minimum period of *two times* the duration of the approved course (including extension approved by DAHE).
7. Pay to the Royal Government an amount equal to *two times* the scholarship cost (including tuition fee waivers, bursaries, concession and quota, stipend and other expenditure) if:
 - 7.1 I fail to produce the completed academic transcript/certificate; or
 - 7.2 I fail to serve the Civil Service two times the duration of the course approved, if required; or
 - 7.3 I do not return to Bhutan upon completion of the UG course; or
 - 7.4 I discontinue my studies for reasons within my control.

8. Refrain from making any statements of facts or opinion in any public forum/media that would reflect negatively on the image of the host institute and/or the Royal Government.
9. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government.
10. Produce letter from the institute/college/university specifying the need for such a programme (RGOB/GOI, India) for any internship programme.
11. The student pursuing MBBS shall be entitled to stipend during the internship period. However, the payment for internship period shall be made only after the commencement of the internship and upon submission of the enrollment letter.
12. Submit the academic reports (trimester/semester/annual) to the Scholarship and Student Support Division, DAHE for timely release of funds (stipend/tuition and other fees).
13. Stipend/fee shall be released bi-annually based on the semester report. Scholarship and Student Support Division, DAHE,MoE shall monitor the academic progress of the candidates.
14. Become a member of the nearest BSA.
15. Be held responsible for any cost not covered under the scholarship grant: - e.g. spouse accompanying the scholars to the place of study.
16. Give top priority to acquire knowledge and skills and also carry out the role of "Goodwill Ambassador of Bhutan".
17. Return and report to the Scholarship and Student Support Division, DAHE,MoE with Course Completion report and certificate/provisional certificate/letter of completion within one month after the completion of the course i.e. on or before
18. Register and appear for the Bhutan Civil Service Examination (BCSE) soon after graduation i.e. for the year
19. Agree to be placed on attachment programme if the student does not register and appear for the BCSE based on critical requirement as determined by RCSC. The attachment period shall not be counted as part of the obligation to serve double the duration of the study period.
20. Agree to be placed on consolidated contract at one Position Level lower than the BCSE selected Technical Graduate/Teacher in the event the student is not able to clear the examination provided:
 - 20.1 The candidate is eligible for entry into technical category/teacher; and
 - 20.2 Such technical position/teacher is critically required as determined by the RCSC.
21. The contract period shall form part of the study obligation to serve double the duration of the study period.

Extension

1. Complete the course of study within the duration specified in the Letter of Award.
2. Not allowed to extend the duration except for reasons beyond individual control with prior approval from DAHE.

3. Seek prior approval of DAHE, MoE for extension of course for reasons beyond the control of the candidate supported by relevant documents and extension approval shall not be granted to undertake an additional/different course.
4. The duration of course extended, except on grounds of health, political disruption or events beyond individual control, shall be added to the service obligation period.

Termination/Suspension of Study and Scholarship

The study and scholarship shall be terminated if:

1. The conduct of the candidate is not in conformity to the scholarship norms and/or college/university rules;
2. The performance of the candidate is unacceptable to the Institute or DAHE, MoE;
3. The candidate does not fulfil the attendance requirements stipulated by the Institute; and
4. The candidate fails to complete the course in the specified period and approval for extension is not accorded.

I hereby do confirm that I have been briefed on all rules, terms and conditions governing my study and I have understood them, including the implications and consequences of deviating from them. In particular, I understand that in the event that I do not adhere to any one of the above-stated terms and conditions, I and/or my guarantor shall be liable for prosecution in the court of law as per the provisions of the laws of the Country.

Place: (Affix Legal Stamp)
Date: Signature of candidate
Contact No.:
Email address:

(Any update/information related to your study shall be shared using the email address and contact number reflected in this Undertaking. Therefore, DAHE,MoE/RCSC shall not be responsible for non-receipt of information if the email address/contact number is changed or if wrong email/contact number is given)

Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

In the event of any failure on the part of the aforementioned person to abide by this Undertaking, I.....(name of guarantor), CID. No..... resident of hereby undertake to refund to the RGoB the stipulated amount failing which, I understand that I as the guarantor shall be liable for prosecution in the court of law as per the provisions of the laws of the Country.

Place:

(Affix Legal Stamp)

Date:

Signature of Guardian

(Note: The Guarantor should be parents/guardian)

Name of Guarantor:

Citizenship ID No.:

Relation with the candidate:

Occupation:

Present address:

Permanent Address:

Mailing Address:.....

Contact No.:

(Any update/ information related to the study shall be shared using the email address and contact number reflected in this Undertaking. Therefore, DAHE,MoE/RCSC shall not be responsible for non-receipt of information if the email address/contact number is changed or if wrong email/contact number is given)

Witnesses:

Signature.....

Name.....

CID. No.....

Briefed by and Undertaking signed in the presence of:

Signature

(Official Seal/Stamp)

Date:

Note: Candidate and the guarantor need to sign on all the pages of this Undertaking.

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****UNDERTAKING
(FOR IN-COUNTRY PGD COURSES SELECTED THROUGH BCSE)**

This Undertaking shall be completed in all respects and duly signed by the candidate in accordance with the information contained therein, prior to his/her departure for studies.

I, (name of candidate) CID. No....., son/daughter of (name of parent) hereby accept the offer of scholarship from RGoB for studies in (mention the course) in (mention institute/university and country) for a duration of years.

I, as the recipient of the scholarship, hereby agree and accept the following terms and conditions:

GENERAL OBLIGATION OF THIS UNDERTAKING

1. Pursue the course of study as offered by the Royal Government and complete it within the duration specified as per Letter of Award No dated
2. Undertake the course as approved by the Royal Government and not change to another course, institute or college or deviate from the letter of award.
3. Abide by all the rules and regulations of the Royal Government and the institute concerned.
4. Submit course joining report to the CSED, RCSC after completion of admission formalities in the college/institute/university.
5. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the institute/university and the RCSC.
6. Complete studies and serve the Civil Service for a minimum period of double the duration of the approved course (including extension approved by RCSC).
7. Pay to the government an amount equal to two times the scholarship cost (including tuition waivers, bursaries, concessions and quota, stipend and other expenditures) if:
 - 7.1 I fail to produce the completed academic transcript/certificate; or
 - 7.2 I fail to serve the Civil Service two times the duration of the course approved, if required; or
 - 7.3 I do not report to RCSC upon completion of the PGD course; or
 - 7.4 I discontinue my studies for reasons within my control.
8. Refrain from making any statements of facts or opinion in any public forum/media that would reflect negatively on the image of the host institute and/or the Royal Government.

9. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government.
10. Give top priority to acquire knowledge and skills.

Extension

1. Complete the course of study within the duration specified in the Letter of Award.
2. Not allowed to extend the duration except on grounds of health or events beyond individual control with prior approval from RCSC.
3. Seek prior approval of RCSC for extension of course for reasons beyond the control of the candidate supported by relevant documents and extension approval shall not be granted to undertake an additional/different course.

Termination/Suspension of Study and Scholarship

The study and scholarship shall be terminated if:

1. The conduct of the candidate is not in conformity to the scholarship norms and/or college/university rules;
2. The performance of the candidate is unacceptable to the Institute or RCSC concerned;
3. The candidate does not fulfil the attendance requirements stipulated by the Institute; and
4. The candidate fails to complete the course in the specified period and approval for extension is not accorded.

I hereby do confirm that I have been briefed on all rules, terms and conditions governing my study and I have understood them, including the implications and consequences of deviating from them. In particular, I understand that in the event that I do not adhere to any one of the above-stated terms and conditions, I and/or my guarantor shall be liable for prosecution in the court of law as per the provisions of the laws of the Country.

Place:

(Affix Legal Stamp)

Date:

Signature of candidate

Contact No.:

Email address:

(Any update/ information related to the study shall be shared using the email address and contact number reflected in this Undertaking. Therefore, RCSC shall not be responsible for non-receipt of information if the email address/contact number is changed or if wrong email/contact number is given)

Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

In the event of any failure on the part of the aforementioned person to abide by this Undertaking, I.....(name of guarantor), CID. No..... resident of hereby undertake to refund to the RGoB the stipulated amount failing which, I understand that I as the guarantor shall be liable for prosecution in the court of law as per the provisions of the laws of the Country.

Place:

(Affix Legal Stamp)

Date:

Signature of Guardian

(Note: The Guarantor should be parents/guardian)

Name of Guarantor:

Citizenship ID No.:

Relation with the candidate:

Occupation:

Present address:

Permanent Address:

Mailing Address:

Contact No.:

(Any update/ information related to the study shall be shared using the email address and contact number reflected in this Undertaking. Therefore, RCSC shall not be responsible for non-receipt of information if the email address/contact number is changed or if wrong email/contact number is given)

Witnesses:

Signature.....

Name.....

CID. No.....

Briefed by and Undertaking signed in the presence of:

Signature

(Official Seal/Stamp)

Date:

Note: Candidate and the guarantor need to sign on all the pages of this Undertaking.

CHAPTER 9

IN-SERVICE HUMAN RESOURCE DEVELOPMENT

CHAPTER 9: IN-SERVICE HUMAN RESOURCE DEVELOPMENT

9.1 Policy

- 9.1.1 Develop capacity and maintain competency and professionalism in the Civil Service to provide a high standard of citizen-centric services consistent with the strategic objectives of the organisation.
- 9.1.2 Promote a balanced and sustainable human resource development through optimal use of available resources.
- 9.1.3 Ensure HRD programmes are implemented through a merit-based and transparent system.
- 9.1.4 Optimise returns in terms of service to the RGoB from investments made on HR Development of civil servants.
- 9.1.5 Reduce the need for technical assistance from expatriates for specialised functions and services.
- 9.1.6 Facilitate continuing education for civil servants to enhance qualifications and knowledge for career progression.

9.2 Strategy

- 9.2.1 The Commission shall assess HRD needs of Agencies and civil servants through:
 - 9.2.1.1 Five Year Strategic HRD Plan; and
 - 9.2.1.2 Annual HRD Plan.
- 9.2.2 Mid-Term Review of the Strategic HRD Plan shall be conducted to respond to the changing priorities of the Agency.
- 9.2.3 Areas of HRD programmes shall be identified in the Strategic HRD Plan based on Competency Framework and HRD Needs Assessment carried out periodically.
- 9.2.4 Agency shall assess its own specific HRD needs and develop Annual HRD Plan aligned to the budget proposal. Therefore, HRD resources under the Formal Training (OBC 45.01) once approved, shall be consolidated with the annual HRD plan and its implementation plan shall be presented to the HRC for approval.

- 9.2.5 The Agency shall identify critical HRD requirements based on the Strategic HRD Plan and Annual HRD Plan approved and provide required HRD interventions to all relevant employees periodically based on the availability of funds.
- 9.2.6 All scholarships (including cost sharing) shall be made available through a transparent and equitable system.
- 9.2.7 Monitoring and Evaluation system shall be instituted to assess training impact and make necessary interventions.
- 9.2.8 Agencies shall be encouraged to tap online resources from credible and recognised Institutes to build capacities through Short Term Training (STT).

9.3 General Rules

- 9.3.1 The HRC of the Agency shall ensure that only relevant and appropriate officials are nominated for HRD Programmes.
- 9.3.2 The HRC shall ensure that the training develops the capacity and maintains competency and professionalism.
- 9.3.3 The HRC shall ensure all Long Term Training (LTT) lead to specialisation as per the Super Structure and Competency Framework.
- 9.3.4 The HRC shall rationalise the frequency of a civil servant availing HRD Programmes.
- 9.3.5 Agency shall ensure effective succession planning while implementing LTT.
- 9.3.6 The performance of a civil servant undergoing LTT shall be monitored and assessed for the purpose of HR actions.
- 9.3.7 A civil servant shall avail study leave for LTT as per Section 10.11.
- 9.3.8 Service protection shall be ensured for civil servants on all HRD programmes. However, the position shall not be protected while pursuing Bachelor degree.
- 9.3.9 Completion of HRD Programmes shall not entail automatic enhancement of Position Level.
- 9.3.10 All Multilateral and Bilateral training offers shall be routed through the RCSC.
- 9.3.11 Travel documents shall be issued by the Ministry of Foreign Affairs based on the letter issued by the competent authority in the Agency.

9.3.12 The Ministry of Foreign Affairs is responsible for high-level official delegations representing the country on regional and international issues led by Head of Government and/or representatives approved by him, Head of Constitutional Offices. The Ministry may issue guidelines on the eligibility criteria and procedures for processing nominations for such cases to ensure uniformity in application.

9.4 Categories of HRD Programmes

9.4.1 Any HRD Programme, as categorised below based on the duration of the programme, availed by civil servants in their official capacity or as representatives of their Agency irrespective of the funding shall be considered as a training programme.

9.4.2 The categories of HRD Programmes shall be as follows:

9.4.2.1 Training of six months and below are defined as STT; and

9.4.2.2 Training above six months are defined as LTT.

9.4.3 STT are as follows:

9.4.3.1 Certificate/Diploma course;

9.4.3.2 Counterpart training;

9.4.3.3 Attachment and Internship;

9.4.3.4 Study Tour/Institutional visit;

9.4.3.5 Inspection visit/Procurement visit;

9.4.3.6 Seminar/Workshop;

9.4.3.7 Conference/Symposium/Forum/Meeting; and

9.4.3.8 Any other ex-country official travel.

9.4.4 LTT are as follows:

9.4.4.1 Ph.D.;

9.4.4.2 Fellowship/Specialisation;

9.4.4.3 Master's degree/Bachelor's degree;

9.4.4.4 Diploma/Certificate course;

9.4.4.5 Counterpart training; and

9.4.4.6 Attachment and Internship.

9.5 Training Gap Requirement for Availing HRD Programmes

9.5.1 Training gap is a minimum duration required to be maintained between two trainings to ensure equitable access to HRD programmes available for civil servants.

- 9.5.2 A civil servant shall be required to maintain training gap as per the Schedule 9/A to avail STT and LTT. However, the HRC shall draw up criteria to rationalise the frequency in addition to training gap requirement and service delivery shall not be interrupted.

9.6 Short Term Training

9.6.1 Approving Authority for STT

- 9.6.1.1 STT for all positions shall be approved by the HRC of the Agency concerned as per the Annual HRD Plan.
- 9.6.1.2 STT (including cost sharing) not reflected in the Annual HRD Plan shall be reviewed and approved by the HRC depending on the priority of the Agency.
- 9.6.1.3 STT for all positions shall be implemented as per the Schedule 9/B where a civil servant shall submit STT Nomination Application in Form 9/1 and the HRO shall review the nomination as per the checklist in Schedule 9/C for submission to the HRC.
- 9.6.1.4 Exception to Section 9.6.1.3 shall be made for STT (ex-country) in Section 9.4.3.5 to Section 9.4.3.8 which are of five days and below duration for which a civil servant need not fill in STT Nomination Application Form 9/1 and STT PDB Form 9/3.

9.6.2 Eligibility for STT

A civil servant shall be eligible for STT when:

- 9.6.2.1 He is a regular civil servant. Exception shall be made for contract employees to avail in-country STT as per Section 5.6.11;
- 9.6.2.2 The programme is relevant to his work and his position level;
- 9.6.2.3 He has completed probation period. Exception shall be made for availing in-country STT as per Section 4.12.4;
- 9.6.2.4 He has completed training gap requirement as per Schedule 9/A; and
- 9.6.2.5 He has at least six months to serve before superannuation at the time of commencement of the course.

9.6.3 Disqualification for STT

A civil servant shall not be eligible for STT when:

- 9.6.3.1** He has been selected for another training programme;
- 9.6.3.2** He is on contract service. Exception shall be made for in-country STT as per Section 5.6.11;
- 9.6.3.3** He has not completed training gap requirement after availing STT/LTT as specified in Schedule 9/A;
- 9.6.3.4** He is on secondment; and
- 9.6.3.5** He is on EOL.

9.6.4 Pre-departure procedure for STT

- 9.6.4.1** Agency shall issue Approval Letter as per Form 9/2 and provide pre-departure briefing to a candidate after the STT has been approved by the HRC.
- 9.6.4.2** A candidate shall sign a PDB Form 9/3 before leaving for the programme.

9.6.5 Requirement during and after completion of STT

- 9.6.5.1** As an official nominee of the RGoB, a candidate on STT shall adhere to the PDB points signed between the Agency and the candidate.
- 9.6.5.2** A candidate on completion of the approved course shall return to Bhutan and report to the Agency immediately with the following:
 - a. Office Joining Letter as per Form 9/4;
 - b. Training Report as per Form 9/5;
 - c. Feedback Form as per Form 9/6; and
 - d. Certificate (if applicable).
- 9.6.5.3** Upon joining the office, the candidate shall share his learnings, achievements, challenges and other experiences and make a presentation to the Division/ Department/HRC of his Agency if required.

9.7 Long Term Training

9.7.1 Modes of LTT

- 9.7.1.1 Full-Time:** A full-time course is one which meets the requirement of minimum contact hours on campus and is recognised by a competent authority.
- 9.7.1.2 Mixed Mode:** Mixed mode course is an arrangement for availing in-country award bearing programmes approved for Teaching Profession under MoE, by attending the course during the winter/summer breaks. Exception shall be made for special/strategic programmes determined by RCSC.
- 9.7.1.3 In-country Continuing Education:** In-country Continuing Education, is an arrangement to enable the civil servants to upgrade their qualification to Class X and XII level by attending classes after office hours in in-country institutes.

9.7.2 Approving authority for LTT

- 9.7.2.1** LTT for all positions through full time and mixed mode shall be approved by the RCSC. However, HRC of the Agency shall ensure that the course is a priority, only relevant officials are nominated and the courses lead to specialisation.
- 9.7.2.2** In-country Continuing Education (Class X and XII) attended after office hours shall be approved by respective Agency's HRC to be eligible for Study Leave in Section 10.11.10.
- 9.7.2.3** For all LTTs, a civil servant shall submit LTT Nomination Application Form 9/7 and the HRO shall review the nomination as per the checklist in Schedule 9/D for submission to HRC.
- 9.7.2.4** Exception to Section 9.7.2.3 shall be made for LTT in Section 9.7.1.3 for which a civil servant need not fill in LTT Nomination Application Form 9/7.

9.7.3 Eligibility for LTT

- 9.7.3.1** A civil servant shall be a Bhutanese citizen.
- 9.7.3.2** A civil servant shall avail studies that are relevant and leads to greater specialisation.

- 9.7.3.3 A civil servant shall be 45 years of age or below at the time of commencement of the LTT.
- 9.7.3.4 A civil servant may avail a maximum of three in-service LTT (if required) in the entire service period.
- 9.7.3.5 A civil servant shall not be allowed to pursue more than one LTT of same level/degree. Exception shall be made for mandatory/special/strategic programmes determined by the RCSC.
- 9.7.3.6 A civil servant shall meet the training gap requirement as per Schedule 9/A.
- 9.7.3.7 A civil servant selected through BCSE shall serve a minimum of two years of active service excluding the probation period, at the time of commencement of the course.
- 9.7.3.8 Exception to Section 9.7.3.7 shall be made for critical services for pursuing specialization programme as prioritized by the RCSC.
- 9.7.3.9 All categories besides those covered under Sections 9.7.3.7 and 9.7.3.8 shall serve a minimum of four years of active service excluding the probation period, at the time of commencement of course.
- 9.7.3.10 A civil servant shall have a Bachelor's degree and be selected through BCSE or in PMC level with Bachelor's degree to be eligible for pursuing postgraduate degree.
- 9.7.3.11 An eligible civil servant, without requiring to resign, shall be allowed to pursue Bachelor's degree irrespective of relevance of the course with the following conditions:
- a. Study leave shall be without pay;
 - b. Service shall be protected but the position shall not be protected;
 - c. Completion of degree shall not entail automatic enhancement of position level;
 - d. The entire duration of the course shall not be counted as active service for the purpose of promotion; and
 - e. He shall be placed on waiting list if there is no vacant position as per Section 14.4.20.
- 9.7.3.12 A civil servant shall have successfully completed Class XII for pursuing Bachelor's Degree and Diploma.

9.7.3.13 Exception to Section 9.7.3.12 shall be made for civil servants who joined before 2nd September 2007. He should meet the following criteria to be eligible for Bachelor's degree and Diploma:

- a. Bachelor's degree:
 - i. Class X + minimum of two years Diploma from in-country institutes + minimum of five years in the service;
 - ii. Class X + minimum of two years certificate course from in-country institutes + one year diploma from in or ex-country + minimum five years of experience; and
 - iii. Class X + minimum of two years certificate course from in-country institutes + minimum six years of service.
- b. Diploma:
 - i. Class X + Certificate (minimum one year) from in-country institutes + a candidate must reach a minimum Position Level of S1A or should have served a minimum of six years of service.

9.7.4. Disqualification for LTT

- 9.7.4.1. A civil servant shall not be eligible for LTT when:
- a. The programme he is nominated for is not relevant to his work and his Position Level;
 - b. He has discontinued a training programme to which previously nominated for reasons within his control;
 - c. He has previously discontinued a programme for reasons beyond his control on medical ground and fails to produce fitness certificate from medical board to apply for LTT;
 - d. He has not completed training gap requirement after availing STT/LTT as specified in Schedule 9/A;
 - e. He is on secondment;
 - f. He/She is on EOL, Maternity Leave, Medical Escort Leave and Medical Leave;
 - g. He is a contract employee; and
 - h. He fails the drug test.

9.7.5 Pre-departure procedure for LTT

- 9.7.5.1 A civil servant whose study leave is approved shall attend PDB which will be conducted by the RCSC.

- 9.7.5.2 During the PDB, the candidate and guarantor shall sign the Undertaking with the RCSC in the prescribed Form 9/8 in the presence of an official designated by the RCSC. A copy of the Undertaking shall be shared with the Agency.
- 9.7.5.3 The Undertaking or specific clauses of the Undertaking may be revised depending on the cost of scholarship, the criticality of specialisation and scholarship announcement.
- 9.7.5.4 The guarantor of the candidate shall be briefed on the accountability and liability of signing the Undertaking in case the candidate fails to abide by the Undertaking signed.
- 9.7.5.5 A guarantor must be a credible person preferably a family member and should be acceptable to the RCSC.
- 9.7.5.6 In the event a candidate has left for LTT without completing the pre-departure requirements, his promotion shall be delayed by double the approved duration of the course from the due date of his promotion and his guarantor shall submit a signed Undertaking within a month failing which the candidate shall be compulsorily retired.
- 9.7.6 Requirement during and after completion of LTT
- 9.7.6.1 As an official nominee of the RGoB, a civil servant on studies shall adhere to the Undertaking signed between the RCSC and the candidate.
- 9.7.6.2 A civil servant shall complete the training within the approved duration prescribed in the Letter of Award (LoA).
- 9.7.6.3 A civil servant shall not change from the training/degree specified in the LoA or change the Institute/University without prior written approval of the RCSC.
- 9.7.6.4 The academic performance of a civil servant undergoing LTT shall form part of the performance appraisal for any HR actions as per the MaX Manual.
- 9.7.6.5 A civil servant on RGoB scholarship, shall seek prior approval of the RCSC through Agency before Undertaking field trips that are part of the course requirement:
- a. Such field trips shall be made known while processing for Study Leave;

- b. The application and the programme for such field trips shall be signed and certified by the Institute; and
 - c. The maximum duration of a field trip is fixed at two weeks in a year. However, exception shall be made for medical courses in which case the duration of field trip is fixed at three weeks in a year.
- 9.7.6.6 A civil servant on completion of approved course shall procure return air ticket in the economy class (the most direct and economical route) or request the Agency concerned to procure with adequate notice.
- 9.7.6.7 A civil servant on completion of approved course shall return to Bhutan and report to the RCSC in person within 21 days (including weekends and government holidays) from the course end date as per the LoA.
- 9.7.6.8 A civil servant when reporting to the RCSC shall submit the following which shall be maintained in their Personal File:
- a. Office Joining Letter as per Form 9/4;
 - b. Training Report as per Form 9/5;
 - c. Feedback Form 9/6;
 - d. Consolidated academic certificate, academic transcript as evidence of successful completion of the course; and
 - e. Thesis/research copy with a synopsis of the research and consent letter to share with relevant Agency (if research-based).
- 9.7.6.9 A civil servant after completion of LTT shall not avail any other form of leave before completing the reporting requirements as stated in Section 9.7.6.7.
- 9.7.6.10 Upon joining the office, a civil servant shall be required to make an independent study as to how best he can contribute to the Agency concerned and make a presentation to the Division/Department/HRC of his Agency.
- 9.7.6.11 The RCSC shall carry out periodic monitoring of all undergoing LTT.
- 9.7.6.12 The Agency shall carry out regular monitoring of the civil servants on LTT and plan for their re-deployment upon their return from studies.
- 9.7.6.13 The Agency shall ensure the timely return of the civil servants on completion of LTT and failing which Agency shall initiate appropriate administrative action as per the Undertaking.

9.7.7 LTT Obligation

- 9.7.7.1 A civil servant after returning from LTT shall be required to serve LTT service obligation to be eligible for EOL.
- 9.7.7.2 A civil servant shall complete a minimum duration equal to the LTT period in the same position at the time of the announced application deadline, if any, to apply to another position within or outside an Agency.
- 9.7.7.3 A civil servant shall complete LTT service obligation to separate from the Civil Service.
- 9.7.7.4 A civil servant after availing LTT shall be liable as follows:
- a. Service obligation: A civil servant after availing LTT shall be liable to serve the stipulated number of years based on the number of progressive LTT availed as prescribed in the Section 9.7.7.5 or the Undertaking which ever is higher. In the event the civil servant is not able to fulfil the service obligation, he shall be liable to pay the corresponding financial obligation or as specified in the Undertaking, whichever is higher; and
 - b. Financial Obligation: In the event a civil servant does not fulfil his service obligation, he shall be liable to pay to the RGoB the financial obligations based on the funding types as prescribed in Section 9.7.7.5 or the Undertaking which ever is higher:
 - i. RGoB funded (partial or full) scholarship: Where the civil servants receive remuneration and benefits during the period of study and the cost related to study is funded by the RGoB fully or partially; and
 - ii. Private funded/Open scholarship: Where the candidate receives remuneration and benefits from the RGoB during the period of LTT and the cost related to LTT is through Private funding/Open scholarship.
- 9.7.7.5 LTT obligation shall be applicable as follows based on the number of progressive LTT availed, the Undertaking or the obligations specified in the announcement of the scholarship, whichever is higher.

Sl. No.	Progressive No. of LTT	Service Obligation	Financial Obligation (RGoB funded- partial or full scholarship)	Financial Obligation (Private funded/Open scholarship)
i.	1 st LTT	2 times the approved duration of course	2 times the total scholarship cost including concessions received by the Govt + remuneration and other benefits for the approved duration of the course.	2 times the expenditure (remuneration and other benefits) incurred.
ii.	2 nd LTT	3 times the approved duration of course	3 times the total scholarship cost including concessions received by the Govt + remuneration and other benefits for the approved duration of the course.	3 times the expenditure (remuneration and other benefits) incurred.
iii.	3 rd LTT	4 times the approved duration of course	4 times the total scholarship cost including concessions received by the Govt + remuneration and other benefits for the approved duration of the course.	4 times the expenditure (remuneration and other benefits) incurred.
iv.	For Mixed mode courses specified in Section 9.7.1.2: a. Financial obligation shall be to Refund the Tuition fee, Stipend/DSA, TA/DA, mileage and any other expenses incurred (2/3/4 times the approved duration of course); and b. Will be counted as 1 st /2 nd /3 rd LTT.			
v.	For Continuing Education specified in Section 9.7.1.3: a. There shall not be any LTT obligation; and b. Will not be counted as 1st/2nd/3rd LTT.			
vi.	For Bachelor's Degree specified in Section 9.7.3.11: a. There shall not be any LTT obligation; and b. Will be counted as 1 st /2 nd /3 rd LTT.			
vii.	Service Obligation and Financial obligation for all LTTs shall be based on the number of LTT availed and as per the Undertaking or the obligations specified in the announcement of the scholarship, whichever is higher.			

- 9.7.7.6 The candidate/guarantor shall pay the financial obligation within 90 days from the date the office order is issued, failing which legal actions shall be initiated in accordance with the Undertaking and the laws of the country.
- 9.7.7.7 In case a candidate is terminated/compulsorily retired without fulfilling service obligation or during the study period, the financial obligation shall be levied as per the Undertaking.
- 9.7.7.8 In case, a candidate who is unsuccessful in completing the course, failed the course or withdrew/discontinued for reason within his control and then resigns from Civil Service, the financial obligation shall be levied as per the Undertaking.

- 9.7.7.9 In case of demise of a civil servant during the study period or before completing the service obligation, the financial obligation shall be treated null and void.
- 9.7.7.10 In the event the Undertaking is lost/damaged, training obligation and penalty as per BCSR 2018 shall be applied based on circumstantial evidence as per the Evidence Act of Bhutan 2005.
- 9.7.7.11 A civil servant, who has availed UG scholarship as earmarked candidate for Civil Service, will have to complete his obligations for both the UG and in-service LTT as per the Undertakings signed, when separating from service.

9.7.8 Penalty for Violation of the Undertaking

- 9.7.8.1 Administrative and/or financial penalty shall be imposed as follows if the candidate violates the Undertaking:

Sl. No.	Issues	Penalties and HR action
i.	Incomplete Course	<ul style="list-style-type: none"> Not eligible for secondment, promotion, EOL and training until evidence of successful completion of course is submitted within 6 months from the reporting date. Subsequently, LTT status shall be reflected as “Reported but Pending Completion” in CSIS. After 6 months from the reporting date, if the evidence of successful completion of course is not submitted, then it will be considered as “Failed the course” and be liable for penalty for failing the course. <p><i>Once LoA is issued, irrespective of the final outcome of studies, it will be counted as 1st/2nd/3rd LTT.</i></p>
ii.	a. Fails the course; or b. Withdrawal with reason within his control; or c. Course incomplete as a result of administrative discipline taken by the University.	<ul style="list-style-type: none"> Promotion to be delayed by double the approved duration of the course from the due date of his promotion. <p><i>Once LoA is issued, irrespective of the final outcome of studies, it will be counted as 1st/2nd/3rd LTT.</i></p>
iii.	Withdrawal with reason beyond his control.	No penalty

Sl. No.	Issues	Penalties and HR action
iv.	Change of Course/Institute without RCSC approval.	<ul style="list-style-type: none"> • Cancel the Study Leave for dishonouring the LoA and the candidate to report to RCSC within a stipulated time. • Promotion to be delayed by equal the approved duration of the course from the due date of his promotion. • Course will be counted as 1st/2nd/3rd LTT.
v.	Late reporting Reporting after 21 days (including weekends and government holidays) from the course end date as per LoA.	<ul style="list-style-type: none"> • Compulsorily retired from the service and • Financial obligation shall be imposed as per Section 9.7.7. for violating the Undertaking
vi.	Resignation before completing the LTT obligation.	Financial obligation shall be imposed as per Section 9.7.7. for violating the Undertaking.
vii.	Resignation during study leave.	Financial obligation shall be imposed as per Section 9.7.7. for violating the Undertaking.
viii.	<p>For Mixed mode courses in Section 9.7.1.2, penalty for withdrawal with reason within his control, incomplete/failing the course and resignation during and after completing LTT with training obligation shall be:</p> <p>a. Financial obligation shall be to refund the tuition fee, stipend/DSA, TA/DA, mileage and any other expenses incurred (2/3/4 times the approved duration of course);</p> <p>b. Will be counted as 1st/2nd/3rd LTT; and</p> <p>c. In the event the candidate fails to refund the financial obligations within the stipulated period, his promotion shall be delayed by one year from the due date of his promotion</p> <p><i>Duration of the course shall be based on actual duration on campus/absence from the Office for studies verified against the attendance sheet.</i></p>	

9.8 Selection Procedures for LTT

- 9.8.1 All scholarships (including cost sharing) shall be advertised.
- 9.8.2 For all Agency specific scholarships (including cost sharing), there may be restrictive advertisement within the Agency concerned. However, if there are no applicants, the Agency shall re-announce for relevant MoG outside the Agency.
- 9.8.3 The time between advertisement and application deadline shall be a minimum of four weeks.

- 9.8.4 Agency shall carry out the shortlisting as per Form 9/9.
- 9.8.5 An applicant shall be required to submit the following documents for shortlisting purposes:
- 9.8.5.1 A copy of academic transcripts;
 - 9.8.5.2 CV from CSIS where the accuracy is assured as of the application submission date; and
 - 9.8.5.3 Any other documents that may be required as per the shortlisting criteria/announcement.
- 9.8.6 The Agency nominating the candidate shall:
- 9.8.6.1 Verify eligibility and relevancy;
 - 9.8.6.2 Verify all documents; and
 - 9.8.6.3 Compile all applications as per announcement and submit for shortlisting/selection.
- 9.8.7 Applicants shall be shortlisted based on eligibility criteria in Section 9.7.3, scholarship announcement requirement and shortlisting criteria. However, a candidate shall not be shortlisted if he had availed RGoB Scholarship and was unsuccessful in completing the course for reason within his control.
- 9.8.8 Calculation of academics marks shall be:
- 9.8.8.1 For Ph.D. - Aggregate marks of Master's degree;
 - 9.8.8.2 For Postgraduate degree – 60% of Bachelor's degree + 40% of Cl. XII (English + four best subjects)/Diploma/Certificate**
 - 9.8.8.3 For Diploma/Certificate:
 - a. For non-technical: Cl. XII (English + four best subjects) or Cl. X (Aggregate); and
 - b. For technical: 50% of Cl. XII (English + four best subjects) or Cl. X (Aggregate) + 50% of Certificate/Diploma.
- **Aggregate marks for those without Class XII/Diploma
- 9.8.9 A minimum of two applicants shall be shortlisted against each slot, failing which time extension may be considered for another two weeks.
- 9.8.10 The Agency shall proceed with the Selection Interview even if there is only one eligible candidate despite the extension.

- 9.8.11 The Agency shall announce the shortlisted applicants at least one week before Selection Interview.
 - 9.8.12 For open scholarships targeting civil servants as well as non-civil servants, the RCSC and MoLHR shall agree on a separate shortlisting and selection criteria.
 - 9.8.13 The HRC of the respective Agency shall conduct or nominate relevant panel members for the Selection Committee to conduct the interview with a minimum of five panel members including the Chairperson. RCSC shall reserve the right to participate in such selection processes.
- 9.8.14 The panel members shall declare Conflict of Interest, if any as per Section 3.3.25.
- 9.8.15 The panel members shall be briefed by the Interview Assistant on all relevant information related to the Selection Interview.
 - 9.8.16 The Selection Committee shall carry out the Selection Interview as per Form 9/9.
 - 9.8.17 A candidate must obtain a minimum aggregate of 50% or higher as decided by the Selection Committee during the Selection Interview to be eligible for selection.
 - 9.8.18 Two extreme marks awarded to the candidate by the panel members shall be eliminated and average of the remaining shall determine the final marks.
 - 9.8.19 The Interview Assistant shall compile the selection result which shall be verified and approved by the Selection Committee. The selection result shall be then endorsed by the HRC.
 - 9.8.20 The result shall be declared on the website and/or media within five working days of completion of Selection Interview.
 - 9.8.21 The Agency shall submit the Study Leave proposal through CSIS for the selected candidate once confirmation of admission is received to the RCSC for approval.
 - 9.8.22 Upon approval, the candidate shall be issued a Letter of Award by the RCSC.
 - 9.8.23 The candidate shall complete the PDB with the RCSC as specified in Section 9.7.5.

9.9 Entitlements

9.9.1 Entitlements for STT (in-country and ex-country)

- 9.9.1.1 A civil servant undergoing STT shall be entitled to DSA when the duration of the course is for 30 days or less and stipend for the entire duration if the duration exceeds 30 days as below except for in-country training:
- a. If the duration of STT is 30 days or less, a civil servant shall be entitled to full DSA for the first 15 days and 50% DSA for the balance 15 days; and
 - b. If the duration of STT is more than 30 days, a civil servant shall be entitled to stipend only for the entire duration.
- 9.9.1.2 A civil servant shall not be entitled to 100% DSA/Stipend in the following conditions:
- a. No DSA/stipend if the sponsor/organizer provides all the following:
 - i. Accommodation;
 - ii. All meals; and
 - iii. Incidental expenses/out of pocket allowance.
 - b. 20% DSA/stipend if the sponsor/organizer provides following two and does not provide Incidental expenses/out of pocket allowance:
 - i. Accommodation; and
 - ii. All meals.
 - c. 50% DSA/stipend if the sponsor/organizer provides either of the following two and does not provide Incidental expenses/out of pocket allowance:
 - i. Accommodation; or
 - ii. All meals.
- 9.9.1.3 The travel time from the home country to destination shall be excluded for the purpose of calculating the total number of days for training.
- 9.9.1.4 DSA/stipend shall be paid at the rates determined by the Government.
- 9.9.1.5 Allowance of any form, except House Rent Allowance, shall cease to be paid if the duration of STT is for more than 30 days.
- 9.9.1.6 A civil servant who is required to halt in transit for the next flight for travel

outside the country shall be paid 50% DSA at the rate payable for the country in which he is in transit. However, a civil servant shall not be paid DSA twice for the same day.

- 9.9.1.7 A civil servant shall also be paid DSA for enforced halts beside halts in transit, limited to two days for a round trip.
- 9.9.1.8 A civil servant shall be paid DSA for the actual period of halts required for processing visa if it was approved by the HRC when approving the nomination and if it is not paid by the sponsor.
- 9.9.1.9 A civil servant shall be reimbursed visa fee, official passport fee and airport tax on production of original receipts if not provided by the sponsor, provided it was approved by the HRC.
- 9.9.1.10 A civil servant shall be covered by medical insurance while on training. In the event the medical insurance scheme does not cover emergency medical treatments, such expenditure shall be borne by the Ministry of Health on production of original receipts as per the Policy/Guidelines of MoH.
- 9.9.1.11 For an in-country STT, a civil servant shall be entitled to:
- a. DSA/stipend for the duration of training at the rates determined by the Government;
 - b. A civil servant undergoing training for a duration of 30 days or less shall be paid DSA at the rate of Nu. 1000/- per day or as determined by the Government. However, he shall be paid 50% of the DSA while attending training within the same place of posting;
 - c. A civil servant undergoing training for a duration of more than 30 days shall be paid stipend for the entire duration at the rate of Nu. 8000/- per month or as determined by the Government; and
 - d. Provision of Uniform/Uniform Allowance, if required, for the particular training programme.

9.9.2 Entitlements for LTT (in-country and ex-country)

- 9.9.2.1 A civil servant shall be granted study leave with remuneration and benefits as per Section 10.11 to pursue approved LTT.
- 9.9.2.2 A civil servant undergoing LTT shall be entitled to stipend at the rates determined by the Government.

9.9.2.3 A civil servant shall not be entitled to 100% stipend in following conditions:

- a. No stipend if the sponsor/organizer provides all the following:
 - i. Accommodation;
 - ii. All meals; and
 - iii. Incidental expenses/out of pocket allowance.
- b. 20% stipend if the sponsor/organizer provides following two and does not provide Incidental expenses/out of pocket allowance:
 - i. Accommodation; and
 - ii. All meals.
- c. 50% stipend if the sponsor/organizer provides either of the following two and does not provide Incidental expenses/out of pocket allowance:
 - i. Accommodation; or
 - ii. All meals.

9.9.2.4 Allowance of any form shall cease to be paid during LTT, except House Rent Allowance which shall be as per Section 11.11.1.12.

9.9.2.5 Stipend shall be released bi-annually based on the semester report.

9.9.2.6 A civil servant who is required to halt in transit for the next flight for travel outside the country shall be paid 50% DSA at the rate payable for the country in which he is in transit. However, a civil servant shall not be paid DSA twice for the same day.

9.9.2.7 A civil servant shall also be paid DSA for enforced halts beside halts in transit, limited to two days for a round trip.

9.9.2.8 A civil servant shall be paid DSA for the actual period of halts required for processing visa if it was approved by the HRC when approving the nomination and if it is not paid by the sponsor.

9.9.2.9 A civil servant shall be reimbursed visa fee, passport fee, admission mandated subject/English language proficiency test fee and airport tax on production of original receipts:

- i. If it is not provided by the sponsor;
- ii. Provided the LTT scholarship selection was administered by the Agency/RCSC;

- iii. Provided study leave is approved; and
- iv. It shall be paid only once for one LTT.

- 9.9.2.10 The funding Agency shall bear all transaction costs including the difference in exchange rates.
- 9.9.2.11 A civil servant shall be covered by medical insurance while on training. In the event medical insurance scheme does not cover emergency medical treatments, such expenditure shall be borne by the Ministry of Health on production of original receipts as per the Policy/Guidelines of MoH.
- 9.9.2.12 For an in-country LTT, a civil servant shall be entitled to:
- a. Stipend for the duration of training at the rate of Nu. 8000/- per month or as determined by the Government;
 - b. Uniform/Uniform Allowance, if required, for the particular training programme; and
 - c. Actual travel expenditure and Daily Allowance at the rates determined by the Government during field attachment/visit.

9.10 Accountability

- 9.10.1 Any HRD programmes implemented by Agencies which do not conform to the Rule shall be treated as unauthorised, and hence it shall be revoked by the HRC of the Agency/RCSC.
- 9.10.2 The HRC of the Agency shall be made primarily accountable while the individual civil servant shall be required to refund the expenditure incurred on his training based on circumstances in addition to being liable for administrative actions.
- 9.10.3 Agency shall maintain up-to-date records of HRD programmes implemented and update the same in CSIS.

SCHEDULE 9/A

TRAINING GAP REQUIREMENT FOR AVAILING STT AND LTT

(However, the HRC shall rationalize the frequency and service delivery shall not be interrupted)

Recent Programme availed	Proposed Programme	Gap
STT (In-country)	STT (In-country/Ex-country)	Not required
STT (In-country)	LTT (In-country/Ex-country)	Not required
STT (Ex-country)	STT (In-country)	Not required
STT (Ex-country): <ul style="list-style-type: none"> ● Certificate courses ● Counterpart training ● Attachment and Internship ● Study Tour/Institutional visits 	STT (Ex-country): <ul style="list-style-type: none"> ● Certificate courses ● Counterpart training ● Attachment and Internship ● Study Tour/Institutional visits 	6 months
STT (Ex-country): <ul style="list-style-type: none"> ● Certificate courses ● Counterpart training ● Attachment and Internship ● Study Tour/Institutional visits 	STT (Ex-country) exceeding 5 days: <ul style="list-style-type: none"> ● Inspection visits/Procurement visit ● Seminar/Workshop ● Conference/symposium/forum/meeting ● Other Ex-country official travel 	6 months
STT (Ex-country): <ul style="list-style-type: none"> ● Certificate courses ● Counterpart training ● Attachment and Internship ● Study Tour/Institutional visits 	STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> ● Inspection visits/Procurement visit ● Seminar/Workshop ● Conference/symposium/forum/meeting ● Other Ex-country official travel 	Not required
STT (Ex-country): <ul style="list-style-type: none"> ● Certificate courses ● Counterpart training ● Attachment and Internship ● Study Tour/Institutional visits 	LTT (In-country/Ex-country)	6 months
STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> ● Inspection visits/Procurement visit ● Seminar/Workshop ● Conference/symposium/forum/meeting ● Other Ex-country official travel 	STT (Ex-country): <ul style="list-style-type: none"> ● Certificate courses ● Counterpart training ● Attachment and Internship ● Study Tour/Institutional visits 	6 months
STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> ● Inspection visits/Procurement visit ● Seminar/Workshop ● Conference/symposium/forum/meeting ● Other Ex-country official travel 	STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> ● Inspection visits/Procurement visit ● Seminar/Workshop ● Conference/symposium/forum/meeting ● Other Ex-country official travel 	6 months

Recent Programme availed	Proposed Programme	Gap
STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	Not required
STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	LTT (In-country/Ex-country)	6 months
STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	STT (Ex-country): <ul style="list-style-type: none"> • Certificate courses • Counterpart training • Attachment and Internship • Study Tour/Institutional visits 	Not required
STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	Not required
STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	Not required
STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	LTT (In-country/Ex-country)	Not required
LTT (In-country/Ex-country)	STT (Ex-country): <ul style="list-style-type: none"> • Certificate courses • Counterpart training • Attachment and Internship • Study Tour/Institutional visits 	1 year
LTT (In-country/Ex-country)	STT (Ex-country) exceeding 5 days duration: <ul style="list-style-type: none"> • Inspection visits/Procurement visit • Seminar/Workshop • Conference/symposium/forum/meeting • Other Ex-country official travel 	1 year

Recent Programme availed	Proposed Programme	Gap
LTT (In-country/Ex-country)	STT (Ex-country) 5 days or less duration: <ul style="list-style-type: none"> ● Inspection visits/Procurement visit ● Seminar/Workshop ● Conference/symposium/forum/meeting ● Other Ex-country official travel 	Not required
1 st LTT (In-country/Ex-country)	2 nd LTT (In-country/Ex-country)	Twice the duration of the 1 st LTT.
2 nd LTT (In-country/Ex-country)	3 rd LTT (In-country/Ex-country)	Thrice the duration of the 2 nd LTT.

SCHEDULE 9/B

GUIDELINE FOR IMPLEMENTING STT

Procedures to be followed by Agency:

Planned HRD Programmes (RGoB funded/Project tied donor- funded/cost sharing programmes)	Adhoc Offers
HR Division/Services shall review Approved Annual HRD Plan and develop and present implementation work plan to HRC for approval. <i>(Agency to ensure all HRD programmes with budget under the Formal Training (OBC 45.01) are included in the Annual HRD Plan and uploaded in the Agency's website within two months from the budget approval date).</i>	HR Division/Services shall receive (acknowledge), review and distribute training offers.
Department/Division/Sector nominates a candidate(s).	Department/Division/Sector nominates a candidate(s).
Candidate nominated submits STT Nomination Application Form (<i>Form 9/1</i>).	Candidate nominated submits STT Nomination Application Form (<i>Form 9/1</i>)
HR Division/Services reviews the nomination and submits to HRC for approval. Refer STT Nomination Review Form <i>Schedule 9/C</i> .	HR Division/Services reviews the nomination and submits to HRC for approval. Refer STT Nomination Review Form <i>Schedule 9/C</i> .
HRC approves the nomination.	HRC approves the nomination.
HR Division/Services issues Approval Letter with a copy to Accounts Division/Services for payment of 80% entitlements.	HR Division/Services issues Approval Letter with a copy to Accounts Division/Services for payment of 80% entitlements.
HR Division/Services provides detailed Pre-departure Briefing (PDB) to the candidate. Refer STT PBD Form- <i>Form 9/3</i> .	HR Division/Services provides detailed Pre-departure Briefing (PDB) to the candidate. Refer STT PBD Form - <i>Form 9/3</i> .
HR Division/Services monitor timely completion and reporting to Agency.	HR Division/Services monitor timely completion and reporting to Agency.
HR Division/Services facilitates sharing of knowledge/experience by the candidate where applicable.	HR Division/Services facilitates sharing of knowledge/experience by the candidate where applicable.
HR Division/Services issues instructions to Accounts Division/Services for payment of 20% balance entitlements after receiving/reviewing Office Joining Letter along with Training Report and Feedback Form from the candidate. Refer <i>Form 9/4, 9/5 and 9/6</i> .	HR Division/Services issues instructions to Accounts Division/Services for payment of 20% balance entitlements after receiving/reviewing Office Joining Letter along with Training Report and Feedback Form from the candidate(s). Refer <i>Form 9/4, 9/5 and 9/6</i> .
HR Division/Services updates record in CSIS.	HR Division/Services updates record in CSIS.

Note:

Civil servants nominated for STT (Ex-Country) in Section 9.4.3.5 to Section 9.4.3.8 which are of 5 days and below duration need not fill in STT Application/Nomination form and STT PDB form.

SCHEDULE 9/C

STT NOMINATION REVIEW FORM

(To be used by HRO for reviewing training nomination for approval)

I. Detail of the candidate

- a. Name: (EID:
- b. List the details of the candidates in a separate sheet, if there are more than one nomination.

II. Checklist for verifying eligibility for STT (please tick to assure)

- The candidate is a regular civil servant and not on contract service (Section 9.6.2.1).
- The programme is relevant to his/her work and Position Level (Section 9.6.2.2).
- The candidate has completed probation period. Exception for in-country STT (Section 9.6.2.3).
- The programme nominated for is aligned to Super Structure, Competency Framework and Annual HRD Plan (Section 9.3.3).
- The frequency of training availed by the candidate nominated is rationalised (Section 9.3.4).
- The candidate meets the minimum training gap requirement after availing STT/LTT as per Schedule 9/A.
- The candidate has at least six months to serve before superannuation (Section 9.6.2.5).
- The candidate has not been selected for another training (Section 9.6.3.1).
- Verified Acceptance/Invitation Letter from the Institute.
- Verified Institute.
- Verified Course content.
- Verified Secondment History as per Section 9.6.3.4.
- Verified EOL History as per Section 9.6.3.5.
- Verified Security clearance validity.
- Verified Audit clearance validity.
- Verified Medical Certificate.
- Any other Eligibility criteria:
 -
 -

III. Assurance from Agency for approving the Nomination (please tick to assure).

- The Agency shall give pre-departure briefing to the candidate.
- The Agency shall monitor and ensure candidate's return to Bhutan immediately after completion of training.
- The Agency shall ensure all HRD programmes are updated in the CSIS.
- The Agency shall carry out M&E periodically to evaluate impact of the training on performance of the candidate and office.

Decision of the HRC:

HRC No. date:.....

HRC Decision with rationale:

.....
.....
.....
.....

The HRC members including the official countersigning this form shall be accountable and liable for administrative and disciplinary action in case nomination is processed in violation of BCSR 2018 and in case the conditions in Sl.no III above are not fulfilled. Therefore, the HRC shall be adequately informed of the eligibility criteria and checklist requirements.

Processed by (Signature)

Name of HR Officer reviewing the nomination

Date:

Note:

- For STT (ex-country) in Section 9.4.3.5 to Section 9.4.3.8 which are of 5 days and below duration need not fill in STT Application/Nomination Form and STT PDB Form.
- File the STT Nomination Application Form submitted by the candidate with this form for record.
- If STT is approved by the HRC and is implemented, update in CSIS immediately.

LTT REVIEW CHECKLIST

(To be used by HRO for reviewing training nomination for approval)

I. Name of candidate: (EID:**II. Checklist for verifying eligibility for LTT (please tick to assure)**

- The candidate is a Bhutanese citizen (Section 9.7.3.1).
- The programme is relevant and leads to greater specialization and is aligned to Super Structure and Competency Framework (Section 9.7.3.2).
- The candidate is 45 years of age or below at the time of commencement of LTT (Section 9.7.3.3).
- The proposed LTT is his (1st/2nd/3rd LTT) and does not exceed three in-service LTT (Section 9.7.3.4).
- Verified proposed LTT is not of same level/degree as his/her current qualification (Section 9.7.3.5).
- The candidate meets the training gap requirement as per Schedule 9/A.
- The frequency of training availed by the candidate nominated is rationalised (Section 9.5.2).
- Verified fulfilment of minimum years of service (Sections 9.7.3.7, 9.7.3.8, 9.7.3.9 and 9.7.3.13). Candidate has rendered years of service.
- Verified candidate meets the minimum qualification to be eligible for LTT (Sections 9.7.3.10, 9.7.3.12 and 9.7.3.13).
- For Bachelor's degree, the candidate is informed and is aware of the following (Section 9.7.3.11):
 - Study leave shall be without pay;
 - Service shall be protected but position shall not be protected;
 - Completion of degree shall not entail automatic enhancement of position level;
 - The entire duration of the course shall not be counted as active service for the purpose of promotion; and
 - Shall be placed on waiting list if there is no vacant position as per Section 14.4.20.
- The candidate has not discontinued a training programme to which previously nominated for reasons within his control (Section 9.7.4.1(b)).
- The candidate has not previously discontinued a programme for reasons beyond his control on medical ground and failed to produce fitness certificate from medical board to apply for LTT (Section 9.7.4.1(c)).
- The candidate has passed the drug test.
- Verified Acceptance/Invitation Letter from the Institute.
- Verified Institute.
- Verified course content.
- Verified leave history as per Section 9.7.4.1(f).
- Verified secondment history Section 9.7.4.1(e).

III. Assurance from Agency for approving the Nomination (please tick to assure)

- Agency shall not ask for additional staff as replacement except for candidate pursuing for Bachelor's degree.
- Agency shall ensure effective succession planning while implementing LTT and ensure service delivery is not disrupted (Section 9.3.5).
- Agency shall monitor and ensure candidate's return to Bhutan immediately after completion of training (Section 9.7.6.13).
- The Agency shall carry out regular monitoring of the civil servants on LTT and plan for their re-deployment upon their return from studies (Section 9.7.6.13).
- The Agency shall carry out M&E periodically to evaluate impact of the training on performance of the candidate and office.

Decision of the HRC:

HRC No. date:.....

HRC Decision with rationale:

.....
.....
.....
.....

The HRC members including the official countersigning this form shall be accountable and liable for administrative and disciplinary action in case nomination is processed in violation of BCSR 2018 and in case the conditions in Sl.no III above are not fulfilled. Therefore, the HRC shall be adequately informed of the eligibility criteria and checklist requirements.

Processed by (Signature)

Name of HR Officer reviewing the nomination

Date:

Note:

- File the LTT Nomination application form submitted by the candidate with this form for record.
- If approved by the HRC, submit the LTT proposal to RCSC through CSIS.
- Retain all the documents with the Agency.

SCHEDULE 9/E

CALCULATION OF RURAL POSTING WEIGHTAGE

A. Assignment of rank and point for Rural Areas

C1	C2	C3	C4	C5
Rank of Rural Areas	No. of years for Max. Point	Maximum Point	Point Per Year	Rural Posting Weightage
8	5	5	1.00	C2xC4
7	6	5	0.83	
6	7	5	0.71	
5	8	5	0.63	
4	9	5	0.56	
3	10	5	0.50	
2	11	5	0.45	
1	12	5	0.42	

* Serving 5 years in a place ranked 8=5 points

* Serving 12 years in a place ranked 1=5 points

B. Ranking of Dzongkhags and Gewogs

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank
1	Bumthang	2			Chummey	3
					Chokhor	3
					Ura	4
					Tang	4
2	Chukha	2	Phuentsholing	0	Chapcha	4
					Phuentsholing	0
					Darla	4
					Sampheling	4
					Bjapchho	3
					Bongo	5
					Gelling	5
					Dungna	8
					Getena	8
					Logchina	5
					Metakha	8

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank
3	Dagana	4	Lhamoizingkha	5	Goshi	4
					Tashiding	4
					Tsendagang	4
					Drujegang	5
					Tseza	5
					Kana	4
					Khibisa	5
					Tshangkha	6
					Karmaling	6
					Geserling	5
					Nichula	6
					Laja	6
					Lhamoizingkha	5
					Dorona	6
4	Gasa	4			Khamey	4
					Khatey	4
					Laya	7
					Lunana	8
5	Haa	3	Sombekha	7	Uesu	3
					Bjee	3
					Katsho	3
					Samar	4
					Gakiling	6
					Sombekha	7
6	Lhuentse	4			Metsho	5
					Minjey	4
					Kurtoe	5
					Menbi	5
					Tsenkhar	5
					Gangzur	4
					Jarey	6
					Khoma	5

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank
7	Mongar	2	Werringla	8	Ngatshang	3
					Monggar	2
					Chaskhar	4
					Dramitse	4
					Balam	4
					Chali	3
					Shermung	5
					Drepong	4
					Saling	6
					Silambi	8
					Gongdue	8
					Jurmey	7
					Kengkhar	7
					Narang	6
					Thangrong	6
					Tsakaling	5
					Tsamang	5
8	Paro	1			Dotey	2
					Hungrel	2
					Lamgong	2
					Naja	2
					Shaba	2
					Wangchang	2
					Dogar	2
					Tsento	2
					DopShari	2
					Lungnyi	2
9	PemaGatshel	4	Nganglam	4	Shumar	4
					Zobel	4
					Khar	4
					Urung	5
					Nanong	6
					Choekhorling	7
					Chimung	5
					Chongshing	4
					Dechenling	7
					Dungmin	6
					Norbugang	7

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank	
10	Punakha	1			Barp	2	
					Talo	3	
					Toeb	2	
					Dzomi	2	
					Gumma	2	
					Chubu	3	
					Shengana	3	
					Toewang	3	
					Goenshari	4	
					Kabjisa	3	
					Limbukha	3	
11	Samtse	2	Tashichoeling	3	Tashichoeling	3	
				5	Sa-ngagchhoeling	3	
					PhuentshogPelri	3	
					Ugyentse	3	
					Yoeseltse	3	
					Norbugang	3	
					Samtse	2	
					Norgaygang	5	
					Pemaling	4	
					NamgayChoeling	4	
					Tading	4	
					Tendu	4	
					Dophuchen	5	
12	Samdrup Jongkhar	0	Jomotshangkha	4	Deothang	2	
				Samdrup Choeling	Pemathang	4	
			Phuentshothang		4		
			Martshalla		4		
			Serthi		5		
			Wangphu		5		
			Gomdhar		4		
			Orong		4		
			Langchenphu		4		
			Samrang		5		
			Lauri		7		

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank
13	Sarpang	2	Gelephu	0	Dekiling	2
					Gelephu	1
					Jigmecholing	2
					Shompangkha	2
					Bhur	2
					Hilley	3
					Taraythang	5
					Sengye	5
					Chuzagang	2
					Sershong	3
					Umling	3
					Doban	7
14	Thimphu	0	Lingzhi	8	Kawang	1
					Mewang	1
					Genekha	2
					Chang	1
					Dagala	2
					Lingzhi	8
					Soey	7
					Naro	7
15	Trashigang	3	Thrimshing	4	Kanglung	3
				3	Bidung	4
				7	Bartsham	4
				Phongmey	4	
				Khaling	3	
				Radhi	4	
				Lumang	6	
				Yangner	4	
				Samkhar	3	
				Shongphu	4	
				Uzorong	4	
				Kangpara	6	
				Thrimshing	4	
				Merak	7	
				Sakteng	7	

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank
16	Trashi Yangtse	3			Taetsho	5
					Jamkhar	5
					Khamdang	5
					Ramjar	5
					Tongzhang	4
					Yalang	6
					Yangtse	4
					Bumdeling	5
17	Trongsa	2			Langthel	4
					Tangsibi	4
					Nubi	3
					Drakteng	4
					Korpu	5
18	Tsirang	2			Kilkhorathang	2
					Goseling	4
					Rangthangling	2
					Tsholingkhar	2
					Semjong	4
					Sergithang	4
					Dunglagang	4
					Mendrelgang	4
					Tsirangtoe	4
					Barshong	5
					Phuentenchu	5
					Patshaling	4

Sl. No.	Dzongkhag	Rank	Dungkhag	Rank	Geog	Rank
19	Wangdue Phodrang	2			Gasetshog Gom	4
					Gasetshog Wom	4
					Khazhi	4
					Nahe	4
					Nisho	4
					Phangyul	4
					Rubisa	4
					Thetsho	3
					Bjena	4
					Dangchu	5
					Gangtey	4
					Phobjikha	4
					Sephu	4
					Daga	6
					Athang	7
20	Zhemgang	4	Panbang	6	Trong	4
					Goshing	5
					Nangkhor	5
					Ngangla	6
					Phangkhar	6
					Bardo	6
					Bjoka	7
					Shingkhar	6



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

**STT NOMINATION APPLICATION FORM
(To be filled in by candidate)**

Particulars of Candidate:

- Name:.....
- Employee ID No.:.....

LTT availed:

Sl. No.	Course Title	Institute/City/ Country	Start Date (dd/ mm/yyyy)	Duration	Source of Funding
1					
2					
3					

STT availed (Last three STT):

Sl. No.	Course Title	Institute/City/ Country	Start Date (dd/ mm/yyyy)	Duration	Source of Funding
1					
2					
3					

Supporting documents for training (please tick/fill in where relevant):

- Valid Security Clearance Certificate.
Reference No..... Date
- Valid Audit Clearance Certificate.
Reference No..... Date
- Medical Fitness Certificate issued by a competent RGoB medical doctor.
Reference No..... Date
- Letter of Acceptance from the Institute/confirmation of enrolment (CoE).
- Course content and schedule from the Institute (If applicable).
- Assurance of funding from sponsor (If applicable).
- Any other document:
 -
 -
 -

Details of Training proposed as per Acceptance letter from Institute:

- a. Course Title:
- b. Institute:
City: Country:
- c. Commencement Date:
- d. End date/Duration:
- e. Source of Funding:

I assure that I (please tick to assure):

- Have checked above information and are correct.
- Shall properly hand over my work and ensure service delivery is not interrupted during my absence.
- Shall return immediately and report to the Agency with:
- Office Joining Letter Form 9/4;
- Training Report as per Form 9/5;
- Feedback Form as per Form 9/6; and
- Certificate if applicable.

Date: **(Signature of the Candidate)**

Note:

- *For STT (in-country), candidates are not required to produce Security Clearance Certificate, Audit Clearance Certificate and Medical Fitness Certificate.*
- *Agency shall process the application as per the information in CSIS. Therefore, the candidate should ensure the accuracy of his/her CV in CSIS.*



FORM 9/2

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

STT APPROVAL LETTER

File no. Day Month Year

Head

Agency name

Location

Subject: Approval Letter

Madam/Sir,

The(Agency name) on behalf of the Royal Government of Bhutan is pleased to approve the candidature of.....(name),(position title),(EID No.) of your Agency to pursue following short term training:

Name of the Course :
Institute and Country :
Start and End Date : (DD/MM/YY) to (DD/MM/YYYY)
Duration : Months days
Funding Agency :

Kindly instruct the candidate to contact HR Division/Services for Pre-departure Briefing and to process Official Passport.

Thanking you,

Yours faithfully,

(.....)

Chief HRO

HR Division/Services

Cc:

1. Passport Section, MoFA, Thimphu for release of official passport.
2. Accounts Officer, Agency, location for release of entitlements (if applicable).
3. Candidate concerned.
4. Personal file



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

STT PRE-DEPARTURE BRIEFING (PDB) FORM

As an official nominee of the Royal Government of Bhutan, a candidate shall:

- Learn optimally to acquire knowledge and skills for the benefits of the Agency/Country/ individual;
- Conduct himself in a manner befitting his status and acceptable to the Institute;
- Refrain from engaging in political, criminal or commercial activity;
- Not change the training or the Institute specified in the Approval Letter;
- Complete the training successfully within the duration prescribed in the Approval Letter; and
- Return immediately and report to the HR Division/Section of the Agency with Office Joining Letter, Training Report, Feedback Form and certificate (if applicable) after completion of training.

Name of the candidate:

EID No.

Position Title:

E-mail:

Contact No. in the event of an emergency:

Signature and date

Briefed by:

Name:

Position Title:

Signature and date

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

Chief HR Officer

.....
.....
.....

Subject: Office Joining Letter upon Completion of Training (for STT and LTT)

Sir/Madam,

As per the Letter of Award/STT Approval Letter No.dated, the undersigned has successfully completed the training and hereby would like to report to the Agency for STT/RCSC for LTT on(DD)(MM).....(YYYY).

The following documents are attached herewith (Please tick):

- Training Report as per Form 9/5.
- Feedback Form as per Form 9/6.
- Evidence of successful completion of training:
 - For STT, Certificate if applicable; or
 - For LTT, Certificate/Consolidated transcript from the Institute and Thesis/Research copy with consent letter to share with relevant Agency (if research-based).

Thanking you

Yours faithfully

(Signature of candidate)

Name:

EID:

Position Title:

Agency:

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****TRAINING REPORT
(LTT AND STT)**

I have completed the training as per details below:

1. Course Title:
2. Location (Institute, City, Country):
3. Commencement Date:
4. Completion Date and Duration:
5. Report (please use extra pages if required):
 - a. Describe courses/subjects covered during the training); and
 - b. Propose how the knowledge and skills gained from the course can be utilised to further improve the effective delivery of services of the Agency.

Signature and date:



FORM 9/6

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

FEEDBACK FORM

(to be completed by a candidate after availing training)

Course Title:

Institute name:

Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I found the course relevant.					
I recommend sending more candidates for this course.					
I found the institute most suitable for this course.					
Resource Persons were highly knowledgeable.					
Resource Persons were highly engaging.					
Services and facilities were good.					
Institute had conducive environment for learning.					
I recommend sending more candidates to this institute.					
I did not have any issue receiving my results/transcripts on time (For LTT).					
I found the course very practical.					
List most useful module/unit of the course and describe why?					
Any other observation or recommendation.					

Thank you for completing this form. Please return the form to HRDD, RCSC for LTT and HRD, Agency for STT.



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

LTT NOMINATION APPLICATION FORM
(To be filled in by candidate)

Particulars of Candidate:

- Name:.....
- Employee ID No.:.....

LTU availed:

Sl. No.	Course Title	Institute/City/ Country	Start Date (dd/ mm/yyyy)	Duration	Source of Fund- ing

STT availed (Last three STTs):

Sl. No.	Course Title	Institute/City/ Country	Start Date (dd/ mm/yyyy)	Duration	Source of Fund- ing

Supporting documents for training (please tick/fill in where relevant):

- Valid Security Clearance Certificate.
Reference No..... Date
- Valid Audit Clearance Certificate.
Reference No..... Date
- Medical Fitness Certificate issued by a competent RGoB medical doctor.
Reference No..... Date
- Academic transcripts.
- Letter of confirmation of enrolment (CoE)/Acceptance from the Institute.
- Course content and schedule from the Institute (and for PhD, field visit work plan).

- Assurance of funding from sponsor (if private/self-funding, open scholarship or University scholarship).
- English Language Proficiency Certificate (if required).
- Any other document that may be required as per announcement:
 -
 -
 -

Details of Study proposed as per Confirmation of Enrolment Letter/Acceptance letter from Institute:

- a. Course Title:
- b. Institute:
 - City:
 - Country:
- c. Commencement Date:
- d. End date/Duration:
- e. Source of Funding:

I assure that I (please tick to assure):

- Have checked above information and are correct;
- Shall properly hand over my work and ensure service delivery is not interrupted during my absence;
- Shall submit Course Joining Report Form 9/10 as required by BCSR;
- Shall submit periodic semester/academic report; and
- Shall return immediately and report to the RCSC with:
 - Office Joining Letter Form 9/4;
 - Training Report as per Form 9/5;
 - Feedback Form as per Form 9/6; and
 - Evidence of successful completion of training i.e. Certificate/Consolidated transcript from the Institute and Thesis/Research copy with consent letter to share with relevant Agency (if research-based).

Date: _____ (Signature of the Candidate)

Note:

- *Agency shall process the application as per the information in CSIS. Therefore, the candidate should ensure the accuracy of his/her CV in CSIS.*



FORM 9/8

ROYAL CIVIL SERVICE COMMISSION ROYAL GOVERNMENT OF BHUTAN

UNDERTAKING

(A candidate approved to avail LTT shall sign an Undertaking with the RCSC in the prescribed format. Clauses may be revised/added depending on the cost of scholarship and the criticality of specialization)

I, EID No..... accept to pursue the approved course as specified in the Letter of Award No. RCSC/HRD-...../...../..... dated

Name of the Course :
Institute and Country :
Mode of Study :
Start and End Date :
Duration :
Funding Agency :
No. of Progressive LTT :
LTT Track ID :

I shall hereby undertake to:

1. Strive for academic excellence as the primary objective of study leave is to learn. Further, my academic performance during the study leave shall form part of my performance appraisal for promotion and/or any HR action.
2. Abide by the Laws of Bhutan and the host country.
3. Abide by the Rules and Regulations of the institute and conduct myself in a manner befitting my status and acceptable to the University/Institute.
4. Refrain from engaging in political, criminal or commercial activity.
5. Refrain from giving expressions and statements on sensitive policy matters on national or international affairs including written or oral statement without specific prior approval of the RGoB.
6. Submit a Course Joining Report (Form 9/10) to the RCSC at hrdd@rcsc.gov.bt and my Agency within one month from the course start date.
7. Submit periodic semester/progress reports to RCSC at hrdd@rcsc.gov.bt and my Agency.

8. Seek prior approval of the RCSC through Agency before undertaking field trips that are part of the course requirement (for LTT on RGoB Scholarship only).
9. Not take any other leave during study leave.
10. Not take up additional course(s).
11. Not change course/degree or Institute.
12. Agree to be called back and study leave shall be cancelled and liable for applicable penalty if:
 - 12.1. My conduct is not in conformity to the BCSR and/or to the University rules; or
 - 12.2. My academic performance is unacceptable to the Institute, the Agency concerned and/or the RCSC; or
 - 12.3. I do not fulfil the attendance and other requirements stipulated by the Institute; or
 - 12.4. I change my course without RCSC approval; or
 - 12.5. I am unsuccessful in completing the approved course for reasons such as poor academic performance or academic misconduct (plagiarism) or Not taking the required course module/unit or poor/inadequate attendance.
13. Complete my studies, return to Bhutan and report to the RCSC without fail within 21 days (including weekends and government holidays) from the course end date as per Letter of Award.
14. Report to the RCSC with following:
 - 14.1 Office Joining Letter (Form 9/4);
 - 14.2 Training Report (Form 9/5);
 - 14.3 Feedback Form (Form 9/6);
 - 14.4 Consolidated academic transcript/Certificate as evidence of successful completion of the course; and
 - 14.5 Thesis/research copy with consent letter with a summary of the research to share with relevant Agency, if research based.
15. Submit course completion evidence without which I shall not be eligible for any positive HR action such as secondment, promotion, training, EOL, etc.
16. Not avail any form of leave until I complete the reporting procedure specified in clause 13 and 14.
17. Serve the Royal Government of Bhutan as a civil servant for a minimum of years or (two/three/four times) the approved duration of the course after completion of my study or be liable to refund whichever is higher of the following based on study obligation category specified in Chapter 9 of BCSR 2018:
 - 17.1 Refund (two/three/four times) the cost of course which includes tuition fee waivers, bursaries, concession and quota, stipend and other expenditure; or
 - 17.2 Refund amount equivalent to the cost of sending another person to undergo the same course as my replacement; or

- 17.3 Forfeit post-retirement benefits (except individual's contribution to PF).
18. Be liable for administrative and/or financial penalty as per Chapter 9 of BCSR 2018 or as prescribed in clause 17, whichever is higher, if I deviate from this Undertaking.
19. Maintain training gap as prescribed in Chapter 9 of BCSR 2018 after completion of study and joining the office.

I hereby do confirm that I have been briefed on above terms and conditions and I have understood them, including the implication and consequences of deviating from them. In particular, I understand that in the event that I do not adhere to any one of the above stated terms and conditions, the guarantor and/or I shall be liable for prosecution in the court of law as per the Undertaking and/or provisions of the laws of the Country.

Place: (Affix Legal Stamp)
Date: Signature of candidate
Contact No.:
Email address:

(Any update/ information related to the study shall be shared using the email address and contact number reflected in this Undertaking. Therefore, RCSC shall not be responsible for non-receipt of information if the email address/contact number is changed or if wrong email/contact number is given)

Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

I hereby do confirm that I have been briefed and understood above terms and conditions and in the event of any failure on the part of (Candidate name) to abide by this Undertaking, I, CID No. (attach a copy), (relationship with the candidate) of the candidate, as the guarantor hereby undertake to refund to the Government the stipulated amount within 90 days from the day the office order is issued to effect relevant Clauses of this Undertaking or be liable for prosecution in the court of law as per the provisions of the laws of the Country.

Name of Guarantor:

Place:

(Affix Legal Stamp)

Date:

Signature of guarantor

Occupation:

Current Address:

Contact No. :

Email address:

(Any update/information related to the study shall be shared using the email address and contact number reflected in this Undertaking. Therefore, RCSC shall not be responsible for non-receipt of information if the email address/contact number is changed or if wrong email/contact number is given)

Witness:

(Name and signature)

Briefed by:

Signature

(Official Stamp)

Date:

Note: Candidate and the guarantor need to sign on all the pages of this Undertaking.

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

SCHOLARSHIP SELECTION FORMAT

Step 1 Shortlist (Out of 100 points)

Criteria	Factors	Weightage	Marks
PERFORMANCE SCORE	Recent 2 years	40	
RURAL POSTING	Should have served at least 10 months in one particular Ge-wog. Score based on Schedule 9/E <i>For PG courses, counted after entry into PMC</i> <ul style="list-style-type: none">● through BCSE or● appointment with Bachelor's degree at the time of entry to Civil Service.	5	
SENIORITY	Should have served at least 6 months. <i>For PG courses, counted after entry into PMC</i> <ul style="list-style-type: none">● through BCSE or● appointment with Bachelor at the time of entry to Civil Service.	5	
ACADEMIC ACHIEVEMENT/ACADEMIC MARKS	PhD: Master and Bachelor Master: Bachelor and Class XII	40	
INDIVIDUAL ACHIEVEMENT RECORDS (<i>Counted after entry into Civil Service</i>)	<ul style="list-style-type: none">● Leadership - 2.5 Eg. Officiating more than one month, team/task force leader with evidence of completion of assignment, etc.● Volunteerism/Community service/Extracurricular activities - 2.5● Publication/Research (peer reviewed) - 2.5● Professional Recognition - 2.5 Eg. task force member with evidence of completion of assignment, Civil Service Award (bronze/silver medal), etc.	10	
TOTAL		100	

Name and Signature of Interview Assistant
(Computed by)

Date:

Name and Signature of HR Officer
(Verified by)

Date:

Note:

- The marks obtained during the shortlist shall not be carried forward to the final selection interview.
- Marking for the above documents shall be considered only after entry into the Civil Service.
- For civil servants who obtained Bachelor degree qualification through in-service programme, their individual achievement shall be counted from the date of appointment after getting selected through BCSE.
- Rural posting weightage shall be as per Schedule 9/E
- A candidate shall not be shortlisted if he had availed RGoB Scholarship and was unsuccessful in completing the course for reason within his control.

Step 2 VIVA VOCE (Out of 100 points)

Criteria	Factors	Weightage	Marks
General Competency	<ul style="list-style-type: none"> ● Language proficiency -5 ● Pursuit of continuing learning - 10 ● Presentation (Communication and Comprehension) skills- 10 <ul style="list-style-type: none"> ○ Content ○ Organisation of thoughts ○ Clarity in expression ○ Analytical ability ● General awareness - 5 	30	
Professional and Personal Leadership attributes	<ul style="list-style-type: none"> ● Planning skills ● Self-management and adaptability ● Acting with integrity and engaging responsibly with risk ● Ethical practice ● Creating and maintaining productive working relationships and associations ● Knowledge sharing and transfer ● Problem-solving and relationship-building ● Managing for results ● Influencing others and negotiating effectively ● Inclusive participation and ownership ● Identifying and managing change ● Ability to create and communicate a vision ● Leading by example and inspiring others 	35	
Potential	<ul style="list-style-type: none"> ● Strength of rationale for selecting study programme ● Anticipated individual outcomes ● Strength of relationship of study programme to current and future work experience ● Anticipated institutional/disciplinary/occupational outcomes ● Strength of relationship of study programme to home country's development priorities ● Anticipated benefits to home country 	35	
TOTAL		100	

Name and Signature of Panel Member

Date:



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

Chief HR Officer
HRD Division
Royal Civil Service Commission
Thimphu

Subject: COURSE JOINING REPORT for LTT

Sir/Madam,

Ref: Letter of Award No: Dated:

I have joined the Institute on..... as per details below:

Course title:

Institute:

No. of semesters per year:

Course contents: (*list all, if the space provided is not sufficient, use a separate sheet*)

-
-
-

(Signature of candidate)

Course Supervisor/Head of Institute

Name:

(Signature with official seal)

EID:

Name:

Position Title:

Contact No.:

e-mail:

e-mail:

(This Section to be completed by candidate only if the funding is from RGoB)

I have opened the following bank account for payments of stipend and other entitlements.

Complete Address of the Bank:

Bank Account No. :

BSB No. (if applicable) :

Swift Code :

CHAPTER 10

LEAVE

CHAPTER 10: LEAVE

10.1 Policy

Leave shall be granted to:

- 10.1.1 A civil servant to be away from duty for genuine reasons without having to leave the job permanently;
- 10.1.2 Facilitate periodic rejuvenation; and
- 10.1.3 Facilitate work-life balance.

10.2 General Rule

- 10.2.1 This Chapter shall be applicable to regular civil servants only.
- 10.2.2 A civil servant shall not claim leave as a matter of right except for Maternity Leave, Paternity Leave, Bereavement Leave and emergency situation which could not have been anticipated.
- 10.2.3 Agency may determine their own internal leave policies to limit disruption to service delivery.
- 10.2.4 A civil servant, even on leave, shall be considered on duty at any time in a day and can be called on duty by the appropriate authority at any time of a day according to exigencies of service.
- 10.2.5 Except in the case of sudden illness or unforeseen circumstances, no civil servant shall remain absent from duty or leave the station without prior permission from the immediate superior.
- 10.2.6 A controlling officer shall plan the leave for his subordinates in consultation with them. The approval of the competent authority shall be obtained well in advance.
- 10.2.7 Submission of application for leave by a civil servant does not imply that the leave is approved until a written order is passed to that effect by the competent authority.
- 10.2.8 Leave shall not be approved beyond the date of superannuation.

- 10.2.9 If a civil servant fails to return to duty upon expiry of the leave, the Agency shall discontinue payment of salary until appropriate disciplinary action is taken.
- 10.2.10 Joining time on transfer may be suffixed to any form of leave.
- 10.2.11 All Leaves shall be appropriately recorded and accounted in the formats given in the service book.
- 10.2.12 A civil servant, during probation, shall be eligible only for Casual Leave, Medical Leave, medical escort leave, Bereavement Leave, Paternity Leave and Maternity Leave and shall not earn any other form of leave.
- 10.2.13 A civil servant shall be eligible for authorized leave of absence (actual dates of travel and scheduled program) to participate in open selection/interview, to appear BCSE, Open Competition/LTT but shall not be entitled to TA/DA.
- 10.2.14 Leave shall be availed as per format provided as per Form 10/1.

10.3 Category of Leave

- 10.3.1 A civil servant shall be entitled to the following categories of leave:
 - 10.3.1.1 Casual Leave;
 - 10.3.1.2 Earned Leave;
 - 10.3.1.3 Bereavement Leave;
 - 10.3.1.4 Maternity Leave;
 - 10.3.1.5 Paternity Leave;
 - 10.3.1.6 Medical Leave;
 - 10.3.1.7 Medical Escort Leave;
 - 10.3.1.8 Study Leave;
 - 10.3.1.9 Extraordinary Leave; and
 - 10.3.1.10 Preparatory Leave (on transfer/LTT/one month prior to superannuation).

10.4 Casual Leave

- 10.4.1 A civil servant shall be granted Casual Leave for a short period on account of illness, or urgent personal affairs and he shall be considered on duty for all purposes.
- 10.4.2 Casual Leave shall be admissible for a maximum of 10 working days during a financial year.
- 10.4.3 Casual Leave can be granted even for half-a-day.

- 10.4.4 For civil servants who work half day on Saturdays their Casual Leave availed on Saturday shall be treated as half-a-day Casual Leave.
- 10.4.5 Allowed to be availed by a civil servant while on tour with the approval of the competent authority, but Daily Allowance shall not be admissible for the days of Casual Leave.
- 10.4.6 Allowed to be availed by a fresh appointee joining service in the course of a financial year, proportionately calculated on a monthly basis.
- 10.4.7 Casual Leave account shall be maintained in respect of every civil servant.
- 10.4.8 Unused Casual Leave shall be carried forward and credited to the Earned Leave at the end of the financial year. A civil servant on probation period shall be permitted to credit the unused Casual Leave.
- 10.4.9 Unused Casual Leave shall be carried forward and accumulated by a civil servant in teaching profession. It shall be accumulated only to a maximum of 90 days and accordingly be eligible for encashment as per rule.
- 10.4.10 A civil servant shall seek the approval of his immediate supervisor to avail Casual Leave.

10.5 Earned Leave

- 10.5.1 A civil servant shall earn leave with gross pay at the rate of 2.5 (two and a half) days for every completed month of service, except during the probation period.
- 10.5.2 Earned Leave shall be accumulated only for a maximum period of 90 days.
- 10.5.3 Government holidays and weekly off days (Saturdays and Sundays) within the period of the Earned Leave sanctioned to a civil servant shall not be counted in the calculation of Earned Leave availed. This privilege shall also be extended to those civil servants for whom Saturdays are otherwise working days.
- 10.5.4 A civil servant shall not accrue Earned Leave during the period of training exceeding one month.
- 10.5.5 A member of the teaching profession entitled to annual vacation shall not be entitled to Earned Leave.

- 10.5.6 In an academic year, a civil servant in the Teaching Profession shall be entitled to:
- 10.5.6.1 Full paid annual vacation for rendering a minimum of seven months service calculated on basic pay;
 - 10.5.6.2 One month paid vacation for rendering less than seven months but three months or more service; and
 - 10.5.6.3 No paid vacation for rendering less than three months service.
- 10.5.7 Earned Leave shall be granted by the head of the Agency of the minimum rank of a head of Department/Dzongkhag/Regional office/Institutes except for aforementioned individuals for whom it shall be granted by the controlling officer. The powers to grant Earned Leave may be delegated to authorities under them if required.

10.6 Bereavement Leave

- 10.6.1 In the event of death of a family member, parents, siblings and spouse's parents, Bereavement Leave of 21 days, including weekends and holidays, shall be provided to a civil servant for each incident, calculated from the day of the incident.
- 10.6.2 Bereavement Leave shall be granted by the immediate supervisor of the applicant.

10.7 Maternity Leave

- 10.7.1 Maternity Leave of six months shall be admissible to a civil servant and be uniform for all births including twins, caesarean and premature births.
- 10.7.2 Maternity Leave shall be admissible during miscarriage for a maximum period of one month on the production of a medical certificate.
- 10.7.3 In case of demise of the child during birth or within three months from birth, the mother shall be eligible for three months of Maternity Leave including 21 days of Bereavement Leave, whichever is more. However, in case of demise of the child after three months from birth, the mother shall be eligible only for 21 days of Bereavement Leave and shall resume her office after completion of the Bereavement Leave.
- 10.7.4 The Maternity Leave shall commence from the date of delivery of the child.
- 10.7.5 Maternity Leave may be combined with any other form of leave.

- 10.7.6 Government holidays and weekly off days (Saturdays and Sundays) within the period of the Maternity Leave sanctioned to a civil servant shall be counted in the calculation of Maternity Leave.
- 10.7.7 To facilitate baby feeding, a mother with baby(ies) up to 24 months may be allowed to extend lunch time from 12 noon to 2 pm. In case of those providing direct services such as teaching and medical professions, the management shall ensure that services are not affected as a result of such arrangement.
- 10.7.8 Agency shall facilitate and make appropriate arrangement for a feeding mother, where normal working time is not followed.
- 10.7.9 Maternity Leave as per Section 10.7.1 shall be granted for a legally adopted newborn baby until the baby is six months old.
- 10.7.10 Maternity Leave shall be counted as part of active service for all HR actions including for the purpose of calculating Earned Leave, LTC, promotion, training and retirement benefits.
- 10.7.11 A civil servant availing the Maternity Leave shall be eligible for Basic pay, Difficulty Allowance, High Altitude Allowance and House Rent Allowance from the date the Maternity Leave commences.
- 10.7.12 However, for teachers, the allowance attached to professional practice while on Maternity Leave shall be as per the Section 11.12.
- 10.7.13 Civil servants who become parents during the period of Study Leave or EOL shall not be eligible for Maternity Leave. However, on rejoining service, they will be eligible for the balance leave if their child has not attained 6 months.
- 10.7.14 A civil servant, during probation, shall be eligible for Maternity Leave and the above relevant provisions.
- 10.7.15 New appointees who are within the maternity period shall be eligible for the balance Maternity Leave, calculated from the date of delivery.
- 10.7.16 Maternity Leave shall be granted by the respective controlling officer on production of the medical certificate, each time.

10.8 Paternity Leave

- 10.8.1 A civil servant shall be granted Paternity Leave of 10 working days uniformly for all births and shall commence from the date of delivery of child.
- 10.8.2 The Paternity Leave shall be granted as per Section 10.8.1 for a legally adopted new-born baby.
- 10.8.3 In case of demise of the mother during delivery or within six months from birth of the child, the father shall be eligible for six months or the remaining months of the Maternity Leave as extra-ordinary Paternity Leave until the child is six months old.
- 10.8.4 Civil servants who become parents during the period of their Study Leave or EOL shall not be eligible for Paternity Leave.
- 10.8.5 Paternity Leave shall be granted by the immediate controlling officer of the applicant.

10.9 Medical Leave

- 10.9.1 A civil servant, who has been certified as incapable of performing duties due to illness or injury shall be granted Medical Leave on production of a medical certificate issued by a medical authority in Bhutan as detailed below for the commensurate duration:
 - a. Up to one month - A Medical Doctor; and
 - b. Beyond one month or the person is availing the Medical Leave upto one month for the second time and more- Medical Board of Doctors appointed by the Ministry of Health.
- 10.9.2 A civil servant shall be granted Medical Leave upto a maximum period of 36 months in total, after which he shall be retired under ERS with post-service benefits.
- 10.9.3 Medical Leave availed for 30 days or more at a time will be counted as part of 36 months and shall be accordingly recorded in the service book.
- 10.9.4 A civil servant on Medical Leave shall be entitled to gross pay. However, if the Medical Leave exceeds one month, allowances attached to professional practice if any, shall cease to be paid for the subsequent period as per Section 11.12.1.3.

- 10.9.5 A civil servant, who has been granted Medical Leave for more than three months, on re-joining the duties, may be required to produce a medical certificate of fitness, to perform the duties, as decided by the Agency.
- 10.9.6 Medical Leave exceeding one month shall be approved by the HRC and for one month and less shall be approved by Head of the Division/Department.
- 10.9.7 Medical Leave of upto three months shall be counted as active service for promotion.

10.10 Medical Escort Leave

- 10.10.1 A civil servant shall be granted the Medical Escort Leave for a maximum period of one month to escort direct dependent of the civil servant concerned. HRC of the Agency may grant an extension based on the medical report but such extension shall not exceed 30 days inclusive of weekends and public holidays.
- 10.10.2 A civil servant on Medical Escort Leave shall be entitled to gross pay. However, if the Medical Escort Leave exceeds one month, allowances attached to professional practice if any, shall cease to be paid for the subsequent period as per Section 11.12.
- 10.10.3 Medical Escort Leave shall be sanctioned only by the HRC of the Agency.

10.11 Study Leave

- 10.11.1 Study Leave shall be granted to a civil servant to enable him to pursue RCSC approved LTT. The Study Leave shall be for the actual duration of the long term training.
- 10.11.2 A civil servant may avail a maximum of three in-service LTT (if required) in the entire service period or until he attains 45 years of age, whichever is earlier.
- 10.11.3 A civil servant shall be entitled to Study Leave with pay for the approved course duration.
- 10.11.4 A civil servant who has been granted Study Leave for any single LTT shall be entitled to the basic pay for the first twelve months. When the duration exceeds 12 months, he shall be entitled to 50% of the basic pay for the remaining period.
- 10.11.5 Notwithstanding Section 10.11.4 a civil servant who has been granted Study Leave for any single LTT shall be entitled to the full basic pay for the whole duration of the course when the course is held in a SAARC country.

- 10.11.6 Allowance of any form shall cease to be paid during Study Leave, except house rent allowance which shall be as per Section 11.11.1.12.
- 10.11.7 The period of Study Leave shall be considered as part of active service for the purpose of retirement benefits.
- 10.11.8 Notwithstanding Section 10.11.7 the period of Study Leave shall be considered as active service for the purpose of promotion as follows:
- a. Study Leave up to 18 months for any single long term training. However, for a civil servant in Schedule 13/A the entire duration of the course shall be considered as active service for promotion provided the course duration is more than two years; and
 - b. Notwithstanding the above Section 10.11.8 (a), for Bachelor's degree program Study Leave shall not be considered as active service for the purpose of promotion.
- 10.11.9 Civil servants availing Study Leave to pursue mixed-mode LTT shall be considered as part of active service for all purposes provided the time spent at the Institute is not more than 18 months.
- 10.11.10 For Continuing Education as provided in Section 9.7.1.3, Study Leave shall apply as follows, however, civil servant shall not be eligible for DSA/Stipend:
- a. Term examination preparation – one week
 - b. Trial examination preparation – one week
 - c. Final examination preparation – two weeks
 - d. Actual Examinations – as per schedule
- 10.11.11 Service protection shall be ensured for civil servants on Study Leave. However, the position shall not be protected while pursuing Bachelor degree as provided in Section 9.3.8.
- 10.11.12 The RCSC shall be the competent authority for granting long-term Study Leave based on the recommendation of the HRC of the Agency.

10.12 Extraordinary Leave (EOL)

- 10.12.1 EOL shall be granted to a civil servant up to a maximum period of 24 months including weekends and government holidays in total during the entire service period.

- 10.12.2 Government holidays may be prefixed and/or suffixed to EOL, but Government holidays intervening the period of leave shall be counted in the calculation of EOL.
- 10.12.3 Eligibility for EOL:
- a. A civil servant shall not be eligible for EOL during the probation period;
 - b. A civil servant shall be eligible for EOL for more than three months, only after rendering a minimum of five years of service including probation period;
 - c. EOL shall be granted to a civil servant only after fulfilling all conditions of service laid down under Section 15.7.2 and 15.7.3 and Section 9.7.7; and
 - d. A civil servant shall be eligible for EOL if he is not serving an administrative penalty.
- 10.12.4 The total period of EOL availed during the entire service shall be excluded while calculating the number of completed years of service rendered by a civil servant as on last day of his service for the purpose of gratuity claims.
- 10.12.5 EOL shall not be counted as active service for the purpose of all HR actions, such as promotion, training etc.
- 10.12.6 Remuneration and other benefits of the post held shall not be granted to a civil servant for the days of EOL.
- 10.12.7 Promotion processed prior to availing EOL, if granted, shall be effected only on rejoining the service.
- 10.12.8 A civil servant who has been provided with a government quarter shall vacate it when he leaves for LTT, EOL, and Secondment exceeding 12 months as per Section 11.10.3.2.
- 10.12.9 A civil servant applying for EOL shall furnish specific reasons in the application along with a completed and signed Undertaking as per Form 10/2, stating the reasons mentioned in the applications are true.
- 10.12.10 A civil servant availing EOL shall be liable for major administrative action if he is found to breach the Undertaking.
- 10.12.11 A civil servant may be granted the EOL for the following purposes:
- a. Family/personal problems, when the attention of the official concerned is genuinely required;

- b. Professional Enhancement, getting diverse experience and exposure; and
 - c. Career break/Sabbatical.
- 10.12.12 A civil servant shall not avail EOL for full-time employment and/or consultancy that conflict with his Civil Service roles and responsibilities or be employed by/ for RGOB works and project.
- 10.12.13 The position of a civil servant shall not be protected while availing EOL beyond six months and Section 14.4.20 shall apply if displaced on return from EOL.
- 10.12.14 A civil servant failing to join the service after completion of the EOL shall be compulsorily retired.
- 10.12.15 Authority to grant EOL to a civil servant shall be:
- | | | |
|----|---------------------------------------|----------------------------------|
| a. | EX/ES (1-3) | RCSC |
| b. | EX/ES (2-3) in Constitutional Offices | HRC of the Constitutional Office |
| c. | P1-O4 | HRC of Agency |

10.13 Preparatory Leave

- 10.13.1 A civil servant can avail Preparatory Leave in order to prepare for studies, transfer and prior to superannuation.
- 10.13.2 The number of days admissible as Preparatory Leave shall be:
- 10.13.2.1 A civil servant transferred from one duty station to another shall be eligible for five working days of Preparatory Leave provided the new duty station is at least 10 kilometers away from the previous station involving the change of residence. The actual time required for travel shall be allowed in addition to Preparatory Leave;
 - 10.13.2.2 A civil servant joining a new post on transfer without availing the full Preparatory Leave shall be entitled to credit the number of days of un-availed leave to the Earned Leave account subject to the maximum limit of 90 days of Earned Leave;
 - 10.13.2.3 A civil servant who has been approved Study Leave by RCSC shall be granted five days as Preparatory Leave before the course start date and 21 days to report after the course end date as specified in Letter of Award (LoA). Government holidays and weekends (Saturdays and Sundays) within the period of the Preparatory Leave for Study Leave shall be counted in the calculation of Preparatory Leave; and

- 10.13.2.4 A civil servant due for superannuation will be freed up of his duties one month before his superannuation date to ensure smooth transition to retirement. The period will be used by the individual to:
- Complete handing – taking over responsibilities;
 - Complete necessary formalities to process retirement benefits; and
 - Prepare for retirement.

10.13.3 Authority to grant Preparatory Leave shall be

a.	EX/ES (1-3)	RCSC
b.	EX/ES (2-3) in Constitutional Offices	HRC of the Constitutional Offices
c.	P1-O4	HRC of the Agency

10.14 Encashment of Leave

- 10.14.1 A civil servant who has at least 30 days Earned Leave at credit shall be permitted to encash 30 days of Earned Leave, subject to the following conditions:
- The amount payable on encashment of 30 days Earned Leave shall be equal to the civil servants one month's basic pay as on the date of encashment;
 - The 30 days Earned Leave encashed shall be debited from Earned Leave account on the date of such encashment;
 - Only one encashment of Earned Leave is allowed during a financial year;
 - Notwithstanding Section 10.14.1.3, a civil servant separating from the service for any reason shall be permitted to encash the Earned Leave at credit up to a maximum of 90 days;
 - Similarly, a civil servant in the teaching profession separating from the service for any reason shall be paid full salary for the entitled vacation period subject to Section 10.5.6;
 - If a civil servant in teaching profession on annual vacation is required to attend official duties he shall be paid basic pay on pro rata basis and TA/DA for the number of vacation days on duty in addition to normal salary. However, this shall not be applicable for travel outside Bhutan;

- 10.14.1.7 A civil servant shall be entitled to leave encashment during the Study Leave provided he has adequate leave balance prior to his departure; and
 - 10.14.1.8 A civil servant in the teaching profession shall be entitled to encash the accumulated Casual Leave (unused Casual and Preparatory Leave) of at least 30 days as per the conditions specified above.
- 10.14.2 Leave encashment shall be granted by the head of the Agency/Department/ Dzongkhag. The powers to grant leave encashment may be delegated to authorities under them through written order if required.

10.15 Leave Travel Concession (LTC)

- 10.15.1 An amount equal to one-month basic pay as LTC shall be paid to a civil servant once in a financial year with the maximum ceiling as approved by the Government.
- 10.15.2 A civil servant shall be eligible for the LTC during the LTT, except for Bachelor's Degree availed as per Section 9.7.3.11 and in-service candidate undergoing PGD course as specified in Section 8.6.4.
- 10.15.3 A civil servant shall not be eligible for the LTC during the probation period/EOL. If a civil servant completes the probation period/EOL in the course of a financial year, he shall be entitled to the LTC only in the following financial year.
- 10.15.4 LTC shall be granted by the head of the Agency / Department / Dzongkhag. The powers to grant LTC may be delegated to authorities under them through written orders if required.

10.16 Revocation of Leave

A competent authority shall have discretionary power to revoke leave based on exigencies of the circumstances.

10.17 Unauthorized Absence

- 10.17.1 Unauthorized absence shall not be regularized through grant of leave, even if leave is available at credit.
- 10.17.2 However, should the HRC of the Agency be convinced that the civil servant has remained absent due to unavoidable circumstances and deserves regularization, leave may be granted as per the entitlement of the individual civil servant.

10.18 Accountability

Leave availed in contravention to the Rule shall be considered illegal and the civil servant concerned shall be liable for administrative actions.



FORM 10/1

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN
LEAVE REQUEST AND APPROVAL FORM**

Date:

To :
From :

Kindly grant me leave as follows:

Sl. No	Type of Leave	Select to avail (v)	Duration			Remarks
			Start Date	End Date	Total	
1	Earned Leave					
2	Casual Leave					
3	Maternity Leave					Attach evidence
4	Paternity Leave					Attach evidence
5	Extraordinary Leave					Execute Undertaking
6	Bereavement Leave					Attach evidence
7	Medical Leave					Attach evidence
8	Medical Escort Leave					Attach evidence

* Submit reasons:
.....

Signature of Applicants

* Until today, the (date) of..... (month), (year), the applicant has..... days of Earned Leave, and days of Casual Leave remaining.

Signature
HR Officer

Approved

Not Approved

Signature of Supervisor/Manager

Approved by: HRC Meeting No..... dated..... for (i) Medical Leave beyond one month, (ii) Medical Escort Leave and (ii) EOL.

Signature of HR Officer



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

UNDERTAKING

I, a regular civil servant bearing EID No....., serving as in....., hereby accept to avail EOL for a period of months with effect from and I hereby undertake to:

1. Use the EOL only for reasons mentioned in my application;
2. Not engage in any other activity, including full time employment and/or consultancy that conflict with my Civil Service roles and responsibilities;
3. Abide by all relevant provisions of the CSAB 2010, BCSR 2018, and other relevant laws and rules of the country; and
4. Accept any disciplinary action if I fail to abide by this Undertaking.

I hereby do confirm that I have been briefed on all rules governing my EOL and I have understood them, including the implications and consequences of violating them.

In particular, I understand that if I fail to abide by any one of the above-stated conditions, I shall be liable for legal action.

Sd/-

Place:	(Affix Legal Stamp)
Date:	Name:
Witness	
Name:	Present Address:
CID No.:	Permanent Address:

Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

CHAPTER 11

REMUNERATION, ALLOWANCES AND BENEFITS

CHAPTER 11: REMUNERATION, ALLOWANCES AND BENEFITS

11.1 Policy

- 11.1.1 Ensure a judicious administration of compensation within the Civil Service founded on the principle of equal pay for work of equal value.
- 11.1.2 Attract and retain the best and the brightest civil servants.
- 11.1.3 Motivate civil servants.

11.2 Strategy

- 11.2.1 Maintain a competitive remuneration structure.
- 11.2.2 Pay adequate remuneration, allowances, and benefits to civil servants.

11.3 Determination of Remuneration, Allowances and Benefits

Salary, allowances, benefits and other emoluments of the civil servants shall be determined by the Royal Government as per the Constitution of the Kingdom of Bhutan.

11.4 Payment of Remuneration, Allowances and Benefits

During the employment, the employer shall pay the salary, allowances, and benefits at the pay scale and rates applicable for the Position Level held by the civil servant. It shall be payable monthly in arrears on the last working day of every calendar month.

11.5 Pay Scale

The Royal Government shall issue a Pay Scale for all Position Levels of the civil servants including the GSP, ESP and Contract Employees from time to time which, shall be used for determination and payment of salary of the civil servant.

11.6 Pay Fixation

11.6.1 On Initial Appointment

The basic pay of a civil servant on initial appointment shall be fixed at the minimum of the pay scale of the position level of the appointment. Seniority and Position Level for in-service candidates upgrading to a higher position category shall be protected and accordingly his pay shall be fixed at the minimum of the

scale for the new position level or, when the minimum of the pay scale at the new position level is less than the pay actually drawn by the in-service candidate in the earlier position level, the pay shall be re-fixed in the same manner as in the case of promotion.

11.6.2 On Promotion

- 11.6.2.1 Upon promotion of a civil servant, the pay shall be fixed at the minimum of the pay scale prescribed for the higher position.
- 11.6.2.2 Where the minimum of the pay scale of the higher Position Level is less than the pay actually drawn by the civil servant in the lower scale or when the difference between them is less than the amount of one annual increment in the higher scale, an amount equal to one annual increment in the higher scale shall be added to the pay drawn by the civil servant.
- 11.6.2.3 When a civil servant is promoted with effect from a date on which the annual increment is to be granted, the annual increment in the lower Position Level shall be released first and the pay shall then be re-fixed in the pay scale of the higher Position Level.
- 11.6.2.4 In case of promotion of a civil servant with Personal Pay component in the Position Level before getting promoted, the Personal Pay shall be first added to his basic pay at the earlier position level to arrive at the pay actually drawn by the civil servant in the lower scale. Thereafter, the new pay at the higher position level shall be re-fixed following the normal process for promotion.

11.6.3 On Demotion

The pay of a civil servant on demotion shall be fixed at the minimum of the pay scale for the position he is demoted to.

11.6.4 On return from Secondment

A civil servant, on return from secondment to an Agency outside the Civil Service and projects shall be placed in the same Position Level and pay scale held by the official immediately before the secondment. The pay in the respective Position Level/pay scale shall be fixed after taking into account the increment that would have been sanctioned to him during the period of secondment. However, if the civil servant has already reached the maximum ceiling of the pay scale, he shall not be entitled for personal pay for the secondment period.

11.6.5 On return from EOL

A civil servant shall not be entitled to increment during EOL. The pay fixation on return from EOL shall be based on the pay scale held by the official immediately before the EOL.

11.6.6 Pay Fixation Statement

A civil servant's Pay shall be fixed as per Schedule 11/A during first appointment into the Civil Service, promotion, demotion, and upon return from EOL and Secondment. This shall be jointly prepared by the HRO and the Finance Officer and approved by the Head of the Agency.

11.7 Annual Increments

- 11.7.1** Annual increment, in the respective pay scale, shall be given to all civil servants.
- 11.7.2** Agency shall sanction the annual increments to their subordinate civil servants.
- 11.7.3** A civil servant shall receive the increment on 1st January or 1st July upon serving a minimum of 12 months.
- 11.7.4** A civil servant who is demoted shall receive the annual increment on 1st January or 1st July upon serving a minimum of 12 months in that position.
- 11.7.5** Annual increment beyond the maximum ceiling of the pay scale of that Position Level may be granted by the HRC if the civil servant does not have disciplinary, adverse or non-performance record during the last three years.
- 11.7.6** In the event of separation, increment shall be released and considered for the purpose of gratuity and other benefits if he has completed 12 months of service after the previous increment.
- 11.7.7** Annual increment shall not exceed the maximum pay scale except for the reasons laid down in Sections 11.7.5 and 11.8.

11.8 Personal Pay

Personal pay is an additional pay granted to a civil servant over and above the maximum ceiling of the pay scale for that Position Level. It may arise as a result of pay revision, due to stagnation in one position level, any reduction of basic pay for reasons other than disciplinary measures and exceptional circumstances such as granting of annual increment beyond the maximum ceiling of the pay scale of that Position Level.

11.9 Special Pay Package

- 11.9.1 Additional remuneration given to scarce specialized profession beyond the existing pay structure.
- 11.9.2 The appointment may not follow the existing pay structure and the monthly remuneration to be paid to such appointment shall be recommended by RCSC and approved by the Royal Government.

11.10 Benefits

11.10.1 Duty-Free Vehicle Quota

A civil servant in Position Level P3/SS2 and above shall be entitled to import one foreign vehicle on completion of every seven year period from the date of registration of the last vehicle imported.

11.10.2 Post Service Benefits

- 11.10.2.1 Gratuity as per Chapter 20.
- 11.10.2.2 Early Retirement Scheme as per Chapter 20.
- 11.10.2.3 Group Insurance and Saving Scheme (GIS) as per Chapter 20.
- 11.10.2.4 Carriage of Personal Effects as per Chapter 14.

11.10.3 Government Accommodation

- 11.10.3.1 Government accommodation shall be provided to civil servants who are entitled to such designated accommodation. If such accommodations are not available, they shall be entitled to lump-sum House Rent Allowance as approved by the Royal Government.
- 11.10.3.2 A civil servant who has been provided with a government quarter shall vacate it when he leaves for LTT, EOL, and Secondment exceeding 12 months.

11.10.4 Other Benefits

A civil servant may be entitled to certain other benefits as may be decided by the Government.

11.11 Allowance

11.11.1 A civil servant shall be entitled to the following allowances as may be determined by the Government from time to time:

11.11.1.1 Red Kabney Allowance

A civil servant awarded a red Kabney shall be entitled to a monthly allowance approved by the Government.

11.11.1.2 Patang Allowance

A civil servant awarded Patang shall be entitled to a one-time Patang Allowance as per the rate approved by the Government, if not received in kind.

11.11.1.3 Scarcity Allowance

The Government may provide a Scarcity Allowance to attract and retain professional civil servants in certain skills and occupational groups. It shall be removed as and when the problem is redressed.

11.11.1.4 High Altitude Allowance

A High Altitude Allowance based on rates approved by the Royal Government, shall be paid to a civil servant posted to a place which is 10,000 feet and above. The High Altitude Area/Places shall be based on the notification issued by Ministry of Home and Cultural Affairs from time to time.

11.11.1.5 Difficult Area Allowance

The Difficulty Area Allowance, based on the rates approved by the Royal Government, shall be paid to a civil servant including contract employees as determined by the Royal Government. The difficulty Areas/Places shall be based on the notification issued by the Ministry of Home and cultural Affairs from time to time.

11.11.1.6 Radiation Allowance

The radiation allowance, at the rates approved by the Royal Government, shall be paid to civil servants at specific service group as determined by the RCSC.

11.11.1.7 Uniform Allowance

A Uniform Allowance shall be paid to a civil servant who is required to wear a uniform by reason of his profession as determined by the Royal Government, if it is not provided in kind.

11.11.1.8 Allowances for non-diplomatic civil servants posted in Embassies and Missions abroad

Allowances for non-diplomatic civil servants, other than those posted in Embassies and Missions abroad shall be paid as per the rates approved by the Royal Government.

11.11.1.9 Salary Based Allowances

All salary based allowances as approved and at the rates determined by the Royal Government shall be paid to the civil servants.

11.11.1.10 Professional Allowance

Professional allowances for specific professions, as determined and at rates approved by the Royal Government, shall be paid to the civil servants.

11.11.1.11 Overtime Allowance

Overtime Allowance shall be provided to a civil servant holding a position at the S5 level and below, where they are required by the supervisor to work beyond the normal working hours, weekends and Government holidays.

11.11.1.12 House Rent Allowance (HRA)

House rent allowance shall be paid to civil servants and public servants at the rates approved by the Royal Government.

A civil servant on LTT shall be paid full HRA for the first 12 months and 50% for the remaining period.

11.11.1.13 Daily Allowance (DA) and Daily Subsistence Allowance (DSA)

The daily allowances for in-country and DSA for in-country training and travel outside, shall be paid to the civil servants at the rates approved by the Royal Government.

11.11.1.14 Any other allowances

A civil servant may be entitled to certain other Allowances as may be approved by the Royal Government.

11.12 Non-admissibility of Professional Allowance(s)

11.12.1 A civil servant drawing allowance(s) attached to professional practices shall not be admissible to draw the allowance(s) while availing the following:

11.12.1.1 Maternity Leave, except when it falls during annual vacation for a civil servant in teaching profession subject to Section 10.5.6;

11.12.1.2 Study Leave/training exceeding one month;

11.12.1.3 Medical/Medical Escort Leave exceeding one month;

11.12.1.4 Extraordinary Leave; and

11.12.1.5 Secondment and Officer on Special Assignment (OSA)

However, if the civil servants seconded to or transferred on OSA continue their professional practice in the new government Agency, he shall continue to draw professional allowance at the rates approved by the Royal Government. Further, he will also be paid professional allowances if his new job/employment is eligible for the professional allowance.

11.12.2 A civil servant drawing allowance(s) attached to professional practices shall cease to draw the same upon transfer to a different profession.

11.13 Accountability

11.13.1 The remuneration and benefits of a civil servant fixed contrary to the provisions in the Rule shall be regarded as irregular and hence liable to be revoked by the RCSC/Agency.

11.13.2 The authority responsible shall be held accountable for such lapses and are liable for administrative actions.

SCHEDULE 11/A

(AGENCY LETTER HEAD)

**PAY FIXATION ON INITIAL APPOINTMENT, PROMOTION/DEMOTION/RETURN FROM EOL,
SECONDMENT, ETC.
(JANUARY/JULY 20.....)**

PART A – CURRENT PAY	
1	Name of Agency
2	Name of Employee
3	Employee ID
4	Nationality
5	Service Status
6	Position Title
7	Position Level
8	Existing Pay Scale
9	Date of Increment
10	Last Basic Pay Drawn (<i>In case of Promotion, if the promotion and increment date fall on the same date, the annual increment shall be released first to determine Last Basic Pay</i>)
11	Personal Pay (If any)
12	Total Existing Pay (S/Nos. 10+11)
13	Allowance (Professional/HRA/DAA/HA/Mobile/Cash Handling, etc.)
14	Total Pay & Allowances (S/Nos. 12+13)

PART B: I. PAY FIXATION ON PROMOTION	
1	New Position Title
2	New Position Level
3	New Pay Scale
4	Total Existing Pay (S/No. 12 of Part A)
5	Add One Increment of the New Pay Scale (S/No. 3 of PART B: I)
6	New Pay on Promotion (S/Nos. 4+5 of PART B:I)
7	New Basic Pay on Promotion (<i>Level the New Pay on Promotion (S/No. 6 of Part B: I) into the pay stages of the New Pay Scale (S/No. 3 of Part B: I) to determine the BASIC PAY on PROMOTION</i>)
8	Personal Pay (if any)
9	Allowance (Professional/HRA/DAA/HA/Mobile/Cash Handling, etc.)
10	Total Pay & Allowances (S/Nos. 7+8+9 of the PART B: I)
11	Date of Next Increment

PART B: II. PAY FIXATION ON DEMOTION

1	New Position Title	
2	New Position Level	
3	New Pay Scale	
4	Minimum Pay of the New Pay Scale (S/No. 3 of PART B: II)	
5	New Basic Pay on Demotion (S/No. 4 of PART B: II)	
6	Allowances of the New Position (Professional/HRA/DAA/HA/Mobile/Cash Handling, etc.)	
7	Total Pay & Allowances (S/Nos. 5+6 of PART B: II)	
8	Date of Next Increment	

PART B: III. PAY FIXATION ON RETURN FROM EOL

1	Position Title	
2	Position Level	
3	Pay Scale	
4	Basic Pay on the date of availing EOL	
5	New BASIC PAY on return from EOL (Same as S/No. 4 of part B: III)	
6	Allowance (Professional/HRA/DAA/HA/Mobile/Cash Handling, etc.)	
7	Personal Pay (if any) on the date of availing EOL	
8	Total Pay & Allowances (S/Nos. 5+6+7 of the PART B: III)	
9	Date of Next Increment (Should serve minimum of 12 months to receive the next increment)	

PART C: PAY FIXATION ON INITIAL APPOINTMENT

1	Name of Agency	
2	Name of Employee	
3	Employee ID	
4	Nationality	
5	Service Status	
6	Position Title	
7	Position Level	
8	Pay Scale applicable to the Position Level	
9	Date of Increment	
10	Minimum Pay of the Pay Scale applicable to the Position Level (with <i>exception to in-service candidates upgrading to a higher position category, in which case, the pay shall be fixed in accordance with Section 11.6.1</i>)	
11	Basic Pay on Initial Appointment (S/No. 10 of PART C)	
12	Personal Pay (If any-in case of in-service candidates upgrading to a higher position category only)	

13	Total Pay (S/Nos. 11+12 of PART C)	
14	Allowance (Professional/HRA/DAA/HA/Mobile/Cash Handling, etc. applicable for the Position Level)	
15	<i>Total Pay & Allowances (S/Nos. 13+14 of PART C)</i>	

Notes:

1. Refer Section 11.6.4 for pay fixation on return from secondment.
2. A civil servant is not eligible for personal pay during secondment period.
3. Personal Pay: Amount beyond the maximum ceiling of the pay scale of that position.
4. Refer Sections 11.6.2.1 to 11.6.2.4 for re-fixation of pay during promotion.
5. Any personal pay sanctioned before demotion shall cease to exist after demotion.
6. In case of pay revision, the basic pay immediately before EOL of the civil servant shall be applied for pay fixation for civil servants returning from EOL.
7. In case of pay fixation on initial appointment, only PART C shall be used.

Prepared by:

(Human Resource Officer)

(Finance Officer)

Approved by:

(Head of Agency)

CHAPTER 12

PERFORMANCE MANAGEMENT SYSTEM – Managing for Excellence



CHAPTER 12: PERFORMANCE MANAGEMENT SYSTEM – Managing for Excellence

12.1 Policy

- 12.1.1 Enhance and improve service delivery.
- 12.1.2 Promote professionalism, competency, meritocracy, productivity and morale.
- 12.1.3 Enhance fairness and transparency in career progression, reward and recognition, and promote differentiation of performers.
- 12.1.4 Strengthen accountability and alignment to the organisational and National objectives.
- 12.1.5. Enhance both organisational and individual development.

12.2 Strategy

- 12.2.1 Institute a culture of Individual Work Planning aligned to the organisational objectives.
- 12.2.2 Promote performance and merit based culture.
- 12.2.3 Institute result-based performance management system both at organisation and individual level.
- 12.2.4 Cascade Agency objectives and targets to Divisions, Sections, Services and individuals for greater ownership and accountability.
- 12.2.5 Institute periodic monitoring and review system for strengthened performance management.
- 12.2.6 Foster a feedback culture in the Civil Service.

12.3 Managing for Excellence (MaX)

12.3.1 Objective

MaX is a Performance Management System that aims to:

- 12.3.1.1 Enhance productivity by aligning employees job responsibility to the organisational objectives;
- 12.3.1.2 Ensure organisational effectiveness by cascading institutional accountability to the various levels of the organisation's hierarchy; and

- 12.3.1.3 Enhance Agency's overall performance by differentiating performers from non-performers.

12.3.2 Scope

MaX shall cover all civil servants. The procedural aspects of MaX shall be detailed in the MaX Manual.

12.4 General Rule

- 12.4.1 The Agency shall set annual performance targets and conduct periodic review of annual performance, viz-a-vis their set targets.

- 12.4.2 The Agency shall annually appraise the achievement of the previous year's annual performance targets and set reasonably ambitious performance targets for the following year.

- 12.4.3 The Agency shall cascade its annual performance targets into IWP, which shall be evaluated during Performance Appraisal.

- 12.4.4 The Agency shall promote and maintain conducive organisational culture through appropriate motivational measures.

- 12.4.5 The Agency shall promote a high performance culture through coaching, mentoring, training, guidance and other methods of cooperation and support between management and staff.

- 12.4.6 The RCSC and the respective Agency's HRD shall provide professional support for human resource development.

12.4.7 Training

Appropriate training programmes shall be made available by the Agencies to develop the competency required for an effective performance management. These shall include:

- 12.4.7.1 Understanding performance management policies.
- 12.4.7.2 Individual work planning, review and evaluation.
- 12.4.7.3 Managing and coaching staff.
- 12.4.7.4 Giving and receiving feedback.
- 12.4.7.5 Motivation and rewards.

12.4.8 Performance Culture Survey

- 12.4.8.1 The performance of each Agency may be reviewed every three to five years through a performance culture survey covering staff and citizen satisfaction.
- 12.4.8.2 The RCSC shall coordinate and monitor the performance culture survey.
- 12.4.9 All civil servants shall familiarize themselves with MaX. The Human Resource Divisions /Services shall provide support and clarifications on MaX, and all new employees shall be provided with this information through an induction programme.
- 12.4.10 All civil servants are required to submit the Annual Performance appraisal (IWP and Competency Behaviour) through MaX online system.
- 12.4.11 The respective supervisor shall study the overall performance trends of his employees, make provisions for improvement and provide feedback and coaching, if required.
- 12.4.12 Annual Performance Appraisal Cycle shall be as follows:
 - 12.4.12.1 January – December: For civil servants in schools; and
 - 12.4.12.2 July – June: For rest of the civil servants.
- 12.4.13 The performance rating shall be entered in the MaX/CSIS within the prescribed duration. The HR Division/Services shall be responsible for managing this information.
- 12.4.14 In case where an employee has been transferred under a new supervisor, irrespective of the duration served, the employee shall be rated by the new supervisor in close consultation with the earlier supervisor(s) on the planned activities and targets set by the employee for the former Agency.
- 12.4.15 Agencies listed under Schedule A of the MaX Manual and OC shall be exempted from moderation exercise. They shall use the performance score of the Performance Appraisal Form for the purpose of promotion and other HR actions.
- 12.4.16 Civil servants on secondment and long-term study will be given default performance rating of “Good”. However, based on moderation committee’s assessment, such civil servants may be put to other performer categories.
- 12.4.17 For civil servants serving administrative penalty pertaining to promotion, irrespective of their performance rating, they will have to serve their penalty.

12.4.18 Civil servants on probation

12.4.18.1 For civil servants following financial year, the performance appraisal for the probation period from January to December shall be filled in hard copy for the purpose of fulfilling probation appraisal requirement as per Section 4.12.2.

In the MaX online system, they shall fill out their first Performance Appraisal Form for the period from July of the probation year to June of the following year and performance will be moderated accordingly.

12.4.18.2 For civil servants following academic year, the Performance Appraisal Form shall be submitted through MaX online system and will be subject to the Moderation Exercise.

12.5. Appraisal and Assignment of Performance Ratings

12.5.1. Performance appraisal and performance ratings for Head of the Agencies, Departments, Divisions, and Sectors.

The performance of the Head of the Agencies, Departments, Divisions, and Sectors shall be appraised through the annual Agency performance review system. Based on the review, the proxy rating for the Head of the Agencies, Departments, Divisions, and Sectors shall be assigned as per the MaX Manual.

12.5.2. Performance appraisal and performance ratings for civil servants in PMC and SSC.

Performance Appraisal Form shall consist of Individual Work Plan and Competency Behaviour (Form 12/1 for PMC and Form 12/2 for SSC). The Performance Appraisal Form shall be used by the supervisor and employee to determine Division outputs and annual work activities and targets as well as identify Competency Behaviors.

There are two steps in the performance appraisal as follows:

12.5.2.1. Preliminary performance evaluation scoring exercise

a. Based on Performance Appraisal Form, the supervisor shall provide the preliminary score.

b. The supervisor shall score the performance as per the following scale:

Level 4: 3.00 - 4.00

Level 3: 2.00 - 2.99

Level 2: 1.00– 1.99

Level 1: 0.00– 0.99

- c. The performance score by the supervisor is not the final performance rating. It is an input to the Moderation Exercise.

12.5.2.2. Moderation Exercise (ModEx)

- a. The moderation exercise shall be carried out by the Moderation Committee.
- b. The formation of the Moderation Committee shall be in accordance with the MaX Manual.
- c. The result of the Moderation Exercise is the final performance rating of the employees.
- d. Civil servants shall be moderated into four categories namely Outstanding, Very Good, Good and Need Improvement during Moderation Exercise based on Agency's annual performance scores. The Agency Categorization Framework, which categorises agencies based on Agency's annual performance scores, shall be used to determine the percentage distribution of employees for moderation.
- e. In case the Agency's annual performance scores are not available for moderation, RCSC shall prescribe the rating procedures for Moderation Committee members and the percentage distribution of employees for moderation.
- f. The decision of the Moderation Committee shall be final and binding and shall be submitted to HRC for information only.

12.5.3 For agencies without moderation which are reflected under Schedule A of MaX Manual, the performance score by the supervisor on Performance Appraisal Form shall be the final performance rating of an employee.

12.5.4 Equivalency between the performance ratings of moderated agencies and agencies under Schedule A of MaX Manual for purposes of Open Competition, meritorious promotion etc shall be determined by the Commission.

12.5.5 Performance Appraisal for Operational Category

The performance of civil servants in Operational Category shall be appraised based on the identified core competencies only, in accordance with Form 12/3.

12.6 Leadership Feedback (LFS) for P1 (Management)

- 12.6.1 It is mandatory for all civil servants holding managerial positions at P1A and above to have feedback based on the Leadership Feedback System. The RCSC shall:
- 12.6.1.1 Use the LFS score as a reference for HR actions, including promotion;
- 12.6.1.2 Communicate LFS scores to the civil servant and Supervisor concerned, if required; and
- 12.6.1.3 Ensure confidentiality and proper documentation of LFS.
- 12.6.2 HR Division/Services of an Agency shall facilitate and ensure timely execution of the LFS to the RCSC within three months from the end of appraisal cycle.
- 12.6.3 The protocol on providing feedback through online LFS shall be as follows:

12.6.3.1 Ministries

Sl. No	Feedback Provider	Feedback Receiver
1	Secretary	DGs/Directors
2	DG/Director	Secretary, DG/Director, Chief of Divisions under his Department only
3	Chief of Divisions	DG/Director, Chief of Divisions under his Department only
4	Civil servants S5-SS4, P5-P1(S), ES3-ES1	DG/Director of his department only, Chief of his Divisions only

12.6.3.2 Dzongkhag

Sl. No	Feedback Provider	Feedback Receiver
1	Dzongdag	Dzongrab, Drungpa and Sector heads
2	Dzongrab, Drungpa and Sector heads	Dzongdag, Dzongrab, Drungpa and Sector heads
3	Civil servants S5-SS4, P5-P1(S), ES3-ES1	Dzongdag, Dzongrab, Drungpa and Sector heads (at P1/P2)

12.6.3.3 Autonomous agencies

Sl. No	Feedback Provider	Feedback Receiver
1	Head of the Agency	Chief of Divisions
2	Chief of Divisions	Head of the Agency, Chief of Divisions
3	Civil servants S5-SS4, P5-P1(S), ES3-ES1	Head of the Agency, Chief of Divisions

- 12.6.3.4 All civil servants will have an option to provide feedback to the Head of the Agency. However, it is mandatory for the second tier in the Agency (Director in Ministries, Division heads in Agencies and Sector heads in Dzongkhags) to provide feedback to the head of the Agency.

12.7 Use of Performance Appraisal Ratings

The performance appraisal rating shall be used to:

- 12.7.1 Recognize good performers and provide appropriate incentives and rewards;
- 12.7.2 Assess potential of a candidate to be promoted to the next higher level position;
- 12.7.3 Identify and address development need of the employees;
- 12.7.4 Assess potential of a candidate for HRD investment;
- 12.7.5 Take other HR actions inter alia, transfer, confirmation of services for the probationers and assigning special tasks;
- 12.7.6 Identify poor performers; and
- 12.7.7 All HR actions linked to performance under the MaX shall be as per the MaX Manual.

12.8 Managing Poor Performance

Where employees are not performing satisfactorily, a number of strategies shall be utilised as follows:

- 12.8.1 Training of managers/supervisors in performance management;
- 12.8.2 Support to employees in the form of training, counselling and coaching, and development and implementation of Performance Improvement Plan;
- 12.8.3 Review of current work responsibilities against the job descriptions and annual work plan with the intention to match his competency/skills with the job;
- 12.8.4 Improvement of job environment;
- 12.8.5 Transfer and/or reassignment;
- 12.8.6 Disciplinary actions, including compulsory retirement; and
- 12.8.7 For specific performance linked HR actions refer to MaX Manual.

12.9 Role of Human Resource Officer in the HR Division/HR Services of the Agencies

- 12.9.1 Ensure timely development and uploading of the IWP by employees in the MaX Online System.
- 12.9.2 Ensure timely conduct of appraisal, ModEx and any other procedures of MaX as per Schedule 12/A.
- 12.9.3 Ensure proper documentation of the ModEx discussion and the results while ensuring the confidentiality of all discussions.
- 12.9.4 Ensure timely update of ModEx results online.
- 12.9.5 Facilitate performance feedback and monitoring between the supervisor and employee.
- 12.9.6 Facilitate appeals by employees, if any as per the MaX Manual.

12.10 Accountability

- 12.10.1 The HRC shall be held accountable for ensuring effective implementation of the MaX by providing necessary guidance and support.
- 12.10.2 The immediate Supervisor shall be responsible for:
 - 12.10.2.1 Guiding and facilitating his employees to fill in the Performance Appraisal Form as per the MaX Manual in line with the MaX cycle;
 - 12.10.2.2 Regularly monitoring the employee's performance during the appraisal cycle and providing feedback on performance and achievements to the employees; and
 - 12.10.2.3 Identifying relevant output, verifying performance targets, reviewing and appraising performance of the employees online and ensuring timely submission as per MaX cycle.
- 12.10.3 Every employee shall ensure that his performance is planned, monitored and rated as per the requirements and definition in the Performance Appraisal Form.
- 12.10.4 Precautionary measures shall be taken at all levels to maintain confidentiality of information throughout the process. Breach of confidentiality shall be considered an offence and shall result in appropriate disciplinary action.

12.10.5 The Agency/RCSC shall be accountable for close monitoring and implementation of the MaX.

12.11 Appeal on the Result of the Moderation Exercise

If an employee is not satisfied with the decision of the moderation committee, he shall appeal to the HRC within 10 working days from the date of declaration of the moderation result. The rest of the appeal process shall be as per the MaX Manual.

SCHEDULE 12/A**MaX Calendar for Civil Servants following Fiscal Year (July-June)**

S I . No	Activities	Responsible	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Develop IWPs and core competencies. Submit Appraisal Form online.	Supervisor and concerned civil servants												
2	Mid Year Review of Appraisal form	Supervisor and concerned civil servants												
3	Evaluation of Appraisal form	Supervisor												
4	Moderation Exercise for the evaluation of the previous year	Moderation Committee												
5	Update Score of ME on MaX/ CSIS System	HRD												
6	Performance linked HR actions	HRD												

Max Calendar for Civil Servants in Schools following Calendar Year (January-December)

Sl. No	Activities	Responsible												
			Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
1	Develop IWPs and core competencies Submit Appraisal Form online	Supervisor and concerned civil servants												
2	Mid-Year Review of Appraisal form	Supervisor and concerned civil servants												
3	Evaluation of Appraisal form	Supervisor												
4	Moderation Exercise for the evaluation of the previous year	Moderation Committee												
5	Update Score of ME on Max/CSIS System	HRD												
6	Performance linked HR actions	HRD												

FORM 12/1**Performance Appraisal Form for PMC and ESC****Section A: Employee Details**

APPRAISAL PERIOD:			
EMPLOYEE ID No.	NAME OF THE EMPLOYEE:	POSITION LEVEL:	DEPARTMENT/Agency:
POSITION TITLE:			
DIVISION:			

Assurance on Accuracy of CV: I have verified my CV in CSIS and hereby declare that the information is correct as of (dd/mm/yy).....

Section B: Performance Assessment (Individual Work Plan) (70%)

Division Output	Activities	Targets Values			Target Achieved specified by individual	Employee's Feedback/ comment/justification	Score by Supervisor
		Level 4 =[3.00- 4.00]	Level 3 =[2.00- 2.99]	Level 2 =[1.00 -1.99]			
1.	1.1.....						
	1.2.....						
2.	2.1.....						
	2.2.....						
		Total					
		Score B.					
		Total Score/No. of activities =.....					

Note: It is not necessary to fill target values for all four Levels. However, it is mandatory to set the target value for Level 2.

Section C: Competency Behavior (30%)

Potential Assessment Area	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.00-2.99] Level 3	Good [1.00-1.99] Level 2	Needs Improvement [<=.99] Level 1	Final Rating with Evidence of Behavior
1. Analytical and Intellectual Capacity	<p>1.1. Sense of Perspective</p> <p><i>Demonstrates intellectual flexibility, imagination and socio political sensitivity in developing a holistic appreciation of the situation and in generating innovative ideas and solutions that bring practical benefit.</i></p>	<ul style="list-style-type: none"> • Thinks ahead to anticipate issues, identifies opportunities and appreciates implications. • Exercises imagination and creativity to generate a range of alternative solutions. • Takes strategic perspective when formulating proposals and recommendations. 	<ul style="list-style-type: none"> • Needs guidance in identifying the opportunities and solutions to solve work towards achieving the target. 	<ul style="list-style-type: none"> • Is hasty in forming opinions and judgment, taking action before assessing implications and focuses on day to day problems at the expense of longer term planning. 		
	<p>1.2 Analysis and Judgment</p> <p><i>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions.</i></p>	<ul style="list-style-type: none"> • Analyses situations and problems in a systematic and logical manner to identify key issues. • Makes sound judgment based on rigorous, independent thinking. • Makes good use of background knowledge. 	<ul style="list-style-type: none"> • Limited to supervisory directives in tackling the problems and issues and does not provide any strong judgmental recommendation to own issues. 	<ul style="list-style-type: none"> • Makes assumption based on superficial analysis. • Spends too long on analysis and deliberating at the expense of responding in a timely fashion. 		

Potential Assessment Area	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.00-2.99] Level 3	Good [1.00-1.99] Level 2	Needs Improvement [<= .99] Level 1	Final Rating with Evidence of Behavior
	<p>2.1. Influencing and Inspiring Persuades, motivates and inspires others, developing a sense of purpose and unity.</p> <p>2. Influence & Collaboration</p>	<ul style="list-style-type: none"> • Puts team's success ahead of personal success. • Works to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions. 	<ul style="list-style-type: none"> • Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to generate trust and co-operation to foster positive and productive team spirit. 	<ul style="list-style-type: none"> • Sticks to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others. 	<ul style="list-style-type: none"> • Blames others for mistakes and/or setbacks that negatively affect team results. 	
	<p>2.2 Collaboration & Engagement Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.</p>	<ul style="list-style-type: none"> • Helps to keep team performance and morale high even during periods of intense pressure or heavy workload. • Active seeks development opportunities for team. 	<ul style="list-style-type: none"> • Demonstrates to work in a team and foster sharing of workloads while he/she is not utilized. 	<ul style="list-style-type: none"> • Confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team. 	<ul style="list-style-type: none"> • Works only to serve self-interests and meet personal goals. • Blames others for mistakes and/or setbacks that negatively affects team results. 	

Potential Assessment Area	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.99] Level 3	Good [1.00-1.99] Level 2	Needs Improvement [<= .99] Level 1	Final Rating with Evidence of Behavior
	3.1. Achieving Results Strives hard to achieve five year and annual targets by focusing on National interest to ensure efficiency and high standards of delivery.	<ul style="list-style-type: none"> Achieves all targets set within the allocated resources without compromising on the quality. Minimizes waste of his Agency and Nation's resources. 	<ul style="list-style-type: none"> Always looks towards achieving the result with best quality within the resources under his/her control. 	<ul style="list-style-type: none"> Works hard towards achieving the results but needs extra resources to achieve it. 	<ul style="list-style-type: none"> Does not deliver as per the set targets and budget allocated. Wastes his Agency and Nation's resources. 	
3. Motivation for Excellence	3.2 Commitment and Accountability Demonstrates personal integrity and commitment to serving Bhutan's National interest.	<ul style="list-style-type: none"> Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, Agency, superiors, peers, subordinates and clients. 	<ul style="list-style-type: none"> Demonstrates strong bond towards the Royal government and upholds the belongingness towards the Nation as a family. 	<ul style="list-style-type: none"> Upholds the belongingness towards the Nation as a family as and when required only and resists taking initiatives. 	<ul style="list-style-type: none"> Breaches the norms and values of the society. Speaks and acts in a way that is not in conformity to the Civil Service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership. Does not participate in any extra assignments. 	

Section D: Preliminary Performance Evaluation Score [Section B &C]

Particular	Score received	Preliminary Score	Supervisor's Comment, if any
B. Performance		70% of Score B=.....	
C. Competency Behaviors		30% of Score C=.....	
Total			

Employee's Signature:

Date _____

Supervisor's Signature:

Date _____

Overall Rating Table:

Performer category	Definition	Rating scale
1. Level 4	Achieved exceptionally high level of performance	3.00-4.00
2. Level 3	Performed at higher level than required	2.00-2.99
3. Level 2	Employee fulfilled requirement of the job	1.00-1.99
4. Level 1	Results/Behavior far below performance requirement	<=0.99

Note: The Preliminary Performance Evaluation Score shall be an input to the Moderation Exercise for assigning the final rating.

Performance Appraisal Form for SSC

FORM 12/2

Section A: Employee Details

APPRAISAL PERIOD:			
EMPLOYEE ID No.			
NAME OF THE EMPLOYEE:			
POSITION TITLE:	POSITION LEVEL:		
DIVISION:	DEPARTMENT/Agency:		

Assurance on Accuracy of CV: I have verified my CV in CSIS and hereby declare that the information is correct as of (dd/mm/yy)

Section B: Performance Assessment (Individual Work Plan) (70%)

Division Output	Activities	Targets Values			Target Achieved specified by individual	Employee's Feedback/ comment/justification	Score by Supervisor
		Level 4 =[3.00- 4.00]	Level 3 =[2.00- 2.99]	Level 2 =[1.00 -1.99]			
1.	1.1..... 1.2.....						
2.	2.1..... 2.2.....						
Total							
Score B.							
Total Score/No. of activities =							

Note: It is not necessary to fill target values for all four Levels. However, it is mandatory to set the target value for Level 2.

Section C: Competency Behavior (30%)

Competency Behaviour	Description	[3.00-4.00] Level 4	[2.00-2.99] Level 3	[1.00-1.99] Level 2	[<=0.99] Level 1	Score by Supervisor with Evidence of Behaviour
1. Analytical Skills	<ul style="list-style-type: none"> Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge 	<ul style="list-style-type: none"> Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities 	<ul style="list-style-type: none"> Makes judgements by using limited work knowledge and timely supervision required to carry the work activities 	<ul style="list-style-type: none"> Makes judgements by using critical judgement and not putting the work knowledge in use 	<ul style="list-style-type: none"> Carries out work activities without critical judgement and not putting the work knowledge in use 	
2. Planning & Organizing	<p>Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time</p>	<p>Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet Agency's objectives by using available resources optimally to meet work activities without compromising the quality of the work output</p>	<p>Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised</p>	<p>Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work</p>	<ul style="list-style-type: none"> Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality 	
3. Decisiveness	<p>Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to appropriate authority</p>	<ul style="list-style-type: none"> Submits problems and recommended solutions before time for supervisory intervention. 	<ul style="list-style-type: none"> Submits problems and recommended solutions on time for supervisory advice 	<ul style="list-style-type: none"> Submits problems without recommendation on time 	<ul style="list-style-type: none"> Waits for supervisory intervention to resolve issues 	

Competency Behaviour	Description	[3.00-4.00] Level 4	[2.00-2.99] Level 3	[1.00-1.99] Level 2	[<=0.99] Level 1	Score by Supervisor with Evidence of Behaviour
4. Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	<ul style="list-style-type: none"> Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work 	<ul style="list-style-type: none"> Work assigned are taken with strong responsibility to be completed 	<ul style="list-style-type: none"> Any assigned work are done but requiring a minimum supervision 	<ul style="list-style-type: none"> Initiates assigned work with reminder only 	
5. Interpersonal Skill	Demonstrates ability to work in teams and garner support, build relationship and develop congenial work environment	<ul style="list-style-type: none"> Achieves individual performance targets while maintaining friendly relationship within and outside Agency 	<ul style="list-style-type: none"> Achieves individual performance with good relationship within but limited level of interpersonal skills outside Agency 	<ul style="list-style-type: none"> Achieves individual performance with limited relationship within and outside Agency 	<ul style="list-style-type: none"> Works only to serve self-interest and meet personal goals 	
6. Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly and concisely both in oral and in writing	<ul style="list-style-type: none"> Articulates information to others in language that is clear, concise and easy to understand 	<ul style="list-style-type: none"> Articulates information to other in languages that is understandable 	<ul style="list-style-type: none"> Articulates information to other in limited language limited unto his/her level of understanding 	<ul style="list-style-type: none"> Does not articulate information that is clear and concise 	
TOTAL						
						SCORE C. TOTAL SCORE/ NUMBER OF COMPETENCY BEHAVIOUR.....

Section D: Preliminary Performance Evaluation Score [Section B &C]

Particular	Score received	Preliminary Score	Supervisor's Comment, if any
B. Performance		70% of Score B=.....	
C. Competency Behaviors		30% of Score C=	
Total			

Employee's Signature:

Date _____

Supervisor's Signature:

Date _____

Overall Rating Table:

Performer category	Definition	Rating scale
1. Level 4	Achieved exceptionally high level of performance	3.00-4.00
2. Level 3	Performed at higher level than required	2.00-2.99
3. Level 2	Employee fulfilled requirement of the job	1.00-1.99
4. Level 1	Results/Behavior far below performance requirement	<=0.99

Note: The Preliminary Performance Evaluation Score shall be an input to the Moderation Exercise for assigning the final rating.

FORM 12/3**Performance Appraisal for Operational Category**

APPRaisal PERIOD:			
EMPLOYEE ID No.			
NAME OF THE EMPLOYEE:	POSITION LEVEL:	POSITION TITLE:	
DIVISION:	DEPARTMENT / Agency:		

Assurance on Accuracy of CV: I have verified my CV in CSIS and hereby declare that the information is correct as of (dd/mm/yy)

Competency Behavior	Description	Rating by Supervisor (0-4)	Comments
1.Ethics and Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions		
2.Communication Skills	The ability to convey information to others effectively and efficiently		
3.Service Focus	Values and delivers quality service to all		
4.Team Work	Promotes cooperation and commitment within a team		
5.Self Management	Manages own time, priorities, and resources to provide quality services		
6.Safety Focus	Adheres to all workplace and work safety laws, regulations, standards, and practices		
Total Rating			
Average Rating = Total Rating / 6			

(Signature of Employee)

(Name and Signature of Supervisor)



Overall Rating Table:

Performer category	Definition	Rating scale
1. Outstanding	Achieved exceptionally high level of performance	3.00-4.00
2. Very Good	Performed at higher level than required	2.00-2.99
3. Good	Employee fulfilled requirement of the job	1.00-1.99
4. Needs Improvement	Results/Behavior far below performance requirement	<=0.99

CHAPTER 13

PROMOTION

CHAPTER 13: PROMOTION

13.1 Policy

- 13.1.1 Reward and motivate potential and competent civil servant.
- 13.1.2 Promote fairness, equity and meritocracy in the Civil Service through open competitive promotion system.
- 13.1.3 Provide equal career advancement opportunities and retain the best and brightest civil servants.

13.2 Strategy

- 13.2.1 Conduct a fair and open competitive selection based on merit.
- 13.2.2 Performance and potential of a civil servant shall be the basis for considering his promotion.
- 13.2.3 The Position Directory and fulfilment of promotion criteria shall be the basis for determining the promotion category of a civil servant being considered for promotion.
- 13.2.4 Awarding of promotions shall be aligned to competency framework wherever possible.

13.3 Category

- 13.3.1 Promotion through Open Competition
- 13.3.2 Promotion within the broad-banded positions
- 13.3.3 Promotion to specialist position
- 13.3.4 Fast-Track promotion
- 13.3.5 Meritorious promotion

13.4 Authority of the Agency

- 13.4.1 The Agency shall be vested with the authority to promote a civil servant to fill in a vacant position as follows:

Position Category	Promotion to Position Level	Authority for Promotion				
		Through Open Competition	Within Broad Banded Positions	Specialists Promotion	Meritorious Promotion	Fast-Track Promotion
Executive	EX1	NA	NA	NA	RCSC	RCSC
	EX2	NA	NA	NA	RCSC	RCSC
	EX3	RCSC/C	NA	NA	NA	NA
Specialist	ES1	NA	NA	RCSC	NA	NA
	ES2-ES3	NA	NA	RCSC/C	NA	NA
Professional & Management	P1 Managerial	M/A/C	NA	NA	NA	NA
	P1 Specialist	NA	NA	M/A/C	NA	NA
	P5 – P2	M/A/C/D	M/A/C/D	NA	RCSC	RCSC
Supervisory and Support	S5 – SS1	M/A/C/D	M/A/C/D	NA	RCSC	RCSC
Operational	O4 – O1	M/A/C/D	M/A/C/D	NA	RCSC	RCSC

Note: C=Constitutional Office; M=Ministry; A=Autonomous Agency; D=Dzongkhag and Thromde; and NA=Not Applicable.

- 13.4.2 Notwithstanding Section 13.4.1, in-service recruitment in Professional & Management Category through Open Competition shall be carried out by the Agency after the assessment of the vacancy is carried out by the Parent Agency in accordance with Section 2.9.4.4 and Section 2.9.6.2 (ix).
- 13.4.3 The sectoral personnel posted in Dzongkhags shall be promoted by the Dzongkhag authority concerned while the personnel placed at the Centre shall be promoted by the Ministry/Autonomous Agency as per the delegation of authority in Section 13.4.1.
- 13.4.4 For an Open Competition and promotion to a Specialist position at P1, the Agency shall identify vacant positions based on approved staffing pattern and staff strength of the Agency.

13.5 Schedule

13.5.1 Promotion shall normally be approved with effect from 1st January or 1st July.

13.5.2 Schedule

Activity	Deadline for January Promotion	Deadline for July Promotion
RCSC Level Promotion		
Agencies submit recommendations to RCSC and process in CSIS.	15 th November	15 th May
Approval by Commission	15 th December	15 th June
Convey approval to Agency	25 th December	25 th June
Agency Level Promotion		
Approve decentralized promotions within Broad-banded positions	30 th November	31 st May
Issue system generated promotion order to individuals	25 th December	25 th June
Submission of a copy of system generated promotion order to RCSC	25 th December	25 th June

13.5.2.1 The Agency must ensure that all the promotion procedures are completed prior to the deadline indicated in the table above.

13.5.2.2 The HRD/HRS shall proactively generate the list of all civil servants eligible for promotion and shall facilitate the processing of promotion.

13.5.2.3 Recruitment and Selection process through an Open Competition shall normally be completed within two months from the date of the vacancy announcement, and promotion shall be approved with effect from either 1st or 15th day of month, after completion of all requirements.

13.5.2.4 There shall be no retroactive promotion.

13.6 General Criteria

A civil servant shall not claim promotion as a matter of right. A promotion shall entail a higher degree of responsibilities, requiring greater knowledge, skills and ability. The criteria for promotion of a civil servant shall be based on:

13.6.1 Availability of post vacancy;

13.6.2 Fair and just selection system based on merit. Merit shall be defined in terms of:

13.6.2.1 Academic qualification;

- 13.6.2.2 Relevant training;
 - 13.6.2.3 Skills and competency;
 - 13.6.2.4 Past and present performance in his jobs reflected in the performance appraisal;
 - 13.6.2.5 Relevant experience;
 - 13.6.2.6 Clean service record;
 - 13.6.2.7 Suitability to perform duties and responsibilities of the vacant position;
 - 13.6.2.8 Potential to shoulder higher responsibilities;
 - 13.6.2.9 Not reflected in the negative list of the RAA; and
 - 13.6.2.10 No pending investigation/administrative action/court case.
- 13.6.3 Service in rural area shall be given due recognition.
- 13.6.4 Seniority in service shall also be given due recognition.
- 13.6.5 Additional qualifications relevant to the nature of duties and responsibilities shall be given due recognition.
- 13.6.6 In addition to the general promotion criteria, a civil servant shall fulfil the eligibility criteria specified under the respective promotion category.
- 13.6.7 Fulfilment of the minimum duration requirement as per the category of promotion shall be as follows:
- 13.6.7.1 First Promotion – civil servants irrespective of the entry Position Level shall be eligible for their first promotion after serving five years, including probation period and for a civil servant in Schedule 13/A, four years including probation shall apply.
 - 13.6.7.2 Second and subsequent promotions after serving the duration as indicated below:

Position Category	Minimum Duration
ESC (Specialist)	5/6 years
PMC	4 years
SSC	5 years (S1-SS1)
	4 years (S5-S1)
OC	4 years

13.6.7.3 For promotions other than broad-banded promotions, the minimum duration as indicated below shall apply:

Promotion Category	Eligibility	
Open Competition with Promotion	Minimum of two years of service in the current position level	
Meritorious Promotion	Six months to one year prior to the award of normal promotion	
Fast-Track Promotion	First fast-track	Minimum of two years of service in the current position
	Second fast-track	Minimum of three years of service in current position
P1 Specialist Promotion	Promotion to P1 Specialist	Minimum of four years in current position

- 13.6.8 All the relevant and valid documents as per the category of promotion and announcement shall be submitted;
- 13.6.9 A civil servant with Performance rating of “need improvement” shall serve an additional year over and above minimum years of active service.
- 13.6.10 A civil servant with Performance rating of “need improvement” for three consecutive years shall be compulsorily retired from service.
- 13.6.11 Study Leave up to 18 months of any single training shall be counted as part of an active service for promotion. However, the Study Leave for bachelor’s degree shall not be counted as part of active service for promotion.
- 13.6.12 For civil servants in Schedule 13/A, the entire duration of the course shall be considered as active service for promotion provided the course duration is more than two years and fulfils the conditions as specified in the schedule.
- 13.6.13 Maternity Leave of six months shall be counted as part of active service for promotion.
- 13.6.14 Any other form of leave up to three months at a time, except EOL, shall be counted as part of active service for promotion.
- 13.6.15 Even if a civil servant has fulfilled eligibility criteria, his promotion shall not be processed/approved during his absence from duty and availing Medical Leave beyond three months, EOL and long-term Study Leave or when LT status in CSIS is ‘Reported but pending Completion’. However, a civil servant while pursuing

LTU under Mixed-Mode shall be eligible for promotion subject to fulfilling other criteria including his presence in office at the time of processing and effecting the promotion.

- 13.6.16 A civil servant in the entry Position Level who has not availed a single promotion shall not be eligible for fast-track, meritorious promotion and promotion through Open Competition.
- 13.6.17 Promotions shall be approved / recommended by the HRC of the Agency concerned as per the delegation of authority under Section 13.4.1.
- 13.6.18 On approval, Promotion Order shall be issued which shall clearly specify the following:
 - 13.6.18.1 Name and EID No. of the civil servant being promoted;
 - 13.6.18.2 Position Title and Position Level, before and after the promotion as per the Position Directory;
 - 13.6.18.3 Promotion effective date; and
 - 13.6.18.4 Section/Division, Department and Agency etc. as may be relevant and the place of posting.
- 13.6.19 For promotions under the authority of the RCSC, Agency shall submit recommendation to the RCSC in accordance with Section 2.9.6.2 (vi).
- 13.6.20 The RCSC/ Agency shall not promote civil servants mechanically based only on the completion of the minimum four/five years' criterion without properly assessing their capability, performance, allegiance, and the need of the Agency.

13.7 Promotion through Open Competition

Promotion based on post vacancy shall be subject to Open Competition that shall follow the procedures as detailed below:

- 13.7.1 The Agency after the assessment on the vacancy conducted by the Parent Agency concerned shall announce the vacant position in its website and/or media as and when a vacancy arises and provide at least two weeks for candidates to submit their applications.
- 13.7.2 For post vacancy in position P1, the Agency shall make the announcement as per the approved staffing pattern.

13.7.3 Vacancy announcement shall clearly define the profile of the position as follows:

- a. Position Title, Position Level and Super Structure Group;
- b. Minimum educational qualification as defined in the Position Directory. Additional knowledge, skills and competency relevant to the post shall be given preference for the purpose of short-listing;
- c. Relevant work experience requirement;
- d. Section/Division, Department and Agency and the place of posting for which the recruitment is being considered;
- e. Document requirements;
- f. Application deadline; and
- g. Contact number and email address of the focal person in the recruiting Agency.

13.7.4 Eligibility

A civil servant participating in an Open Competition shall meet the following criteria:

- a. The minimum educational qualification requirement prescribed in the Position Directory;
- b. Currently, in one Position Level lower than the Position Level announced or in the same Position Level. However, a candidate in the same Position Level who was appointed through Open Competition is also eligible to apply provided he has fulfilled a minimum of two years of active service at the time of the announced application deadline;
- c. Completed a minimum of two years of active service in current Position Level to apply to higher position at the time of the announced application deadline;
- d. Should not be in entry level position;
- e. For an in-service candidate selected through the BCSE, he should have availed first promotion after his selection through the BCSE;
- f. Position can be within or outside his MOG but in the same Super Structure group as per Schedule 2/A;
- g. A civil servant after returning from long term training shall be required to serve a minimum duration equal to the long term training period in the same position at the time of the announced application deadline, if any, to apply to another position within or outside an Agency;

- h. Clean service record;
 - i. Should not be on LTT, secondment, EOL and Medical Leave;
 - j. Performance rating of 'Good' and above in the annual performance rating for the last two years; and
 - k. To the extent possible, transfers/movement through Open Competition, shall not lead to the loss of professionals by an Agency and appointment of such civil servants to positions where their specialised knowledge and skills are rendered irrelevant.
- 13.7.5 Agency/HRC shall have the authority to disqualify a candidate who has participated in the earlier interview(s) from appearing in the selection interview for the same post, based on his performance in earlier interviews.
- 13.7.6 An applicant shall be required to submit the following documents:
- 13.7.6.1 Application; and
 - 13.7.6.2 Curriculum Vitae
- 13.7.7 A civil servant applying for a vacant position outside his Agency shall be required to submit the following additional documents:
- 13.7.7.1 Copies of academic transcripts;
 - 13.7.7.2 Copies of Training Certificates (if required);
 - 13.7.7.3 Performance rating/Assessed Performance Appraisal Form (IWP) of the last two years: and
 - 13.7.7.4 Any other documents that may be required.
- 13.7.8 Short listing of Candidates
- The Agency concerned shall:
- 13.7.8.1 Decide on the criteria;
 - 13.7.8.2 Verify all testimonials and academic transcripts;
 - 13.7.8.3 Compile all applications and shortlist applicants fulfilling the eligibility criteria;
 - 13.7.8.4 Give preference to eligible candidates with relevant qualification and work experience, within same Super Structure;

- 13.7.8.5 Notify applicants on the status of application and inform short-listed candidates in writing through email/SMS/Website regarding venue, date and time of the competitive selection process and other requirements, if any;
- 13.7.8.6 Announce the time extension of another two weeks for more candidates to submit applications if there is no eligible candidate or only one eligible candidate;
- 13.7.8.7 Extend the deadline to submit applications, if the Agency is not satisfied even when the number of eligible candidates are more than one;
- 13.7.8.8 Proceed with the selection process even if there is only one eligible candidate despite the time extension of two weeks; and
- 13.7.8.9 Appoint Officiating if there are no eligible applicants after the extended deadline and update in CSIS.
- 13.7.9 Selection Process
- 13.7.9.1 The Agency shall institute an appropriate, fair and competitive selection process. This shall be executed through Selection Committee with following roles and responsibilities:
- a. It shall comprise of at least five members of the HRC/HRC approved selection Committee and a representative of the RCSC for cases of P1 selection;
 - b. The Selection Committee shall be properly briefed particularly on the eligibility criteria for the position, the applicant's resume details and the interview format prior to the interview. The Selection Committee shall also be briefed on the Code of Conduct;
 - c. The Selection Committee members shall pre-determine the cutoff percentage;
 - d. Two extreme marks awarded to the candidate by the panel members shall be eliminated and average of the remaining shall determine the final marks;
 - e. In addition to the panel interview as per Form 13/1, written examinations in both Dzongkha and English or a presentation on a topic may be conducted;

- f. Questions/Answers during the interview as far as possible shall be bilingual in Dzongkha and English;
- g. The Selection Committee members shall declare Conflict of Interest, if any, prior to confirmation in which case the Agency shall withdraw him from the Selection Committee and another qualified member shall be identified;
- h. The Selection Committee shall verify the result and shall be required to sign on the compiled result sheet(s) for endorsement by the HRC in the Agency for selection based on merit ranking of the result; and
- i. For cases requiring RCSC's participation, the Agency shall inform at least a week in advance with all relevant documents.

13.7.9.2 Pre-populated Sections of the selection form

The following Sections of the selection form will be calculated by Interview Assistant as designated by the HRD/HRS as follows:

- a. Service in rural area(s) shall have weightage up to 5%;
- b. Seniority in the Civil Service shall have weightage up to 5%; and
- c. PE rating shall have weightage up to 40% computed as per MaX Manual.

13.7.9.3 The Interview Assistant as designated by the HR Division/HRS shall compile the selection result.

13.7.10 Declaration of Results

13.7.10.1 The Agency shall submit all the required documents for endorsement to the RCSC within two weeks after completion of the selection process.

13.7.10.2 The Agency shall declare the result in the website and/or media after receiving endorsement from the RCSC within two working days.

13.7.10.3 The selected candidate shall be given a maximum of two weeks after the declaration of result, to submit the following documents for appointment to the vacant position:

- a. No Objection Certificate endorsed by the HRC of the Agency signed by a competent authority;

- b. Valid Audit Clearance Certificate which shall be verified online; and
- c. Valid Security Clearance Certificate which shall be verified online

13.7.10.4 If the selected candidate fails to produce the documents within the stipulated time, the next candidate in order of merit ranking shall be considered, provided he has scored above the cut off percentage. He shall be required to submit the above documents within two weeks from the date of notice being served.

13.7.11 Appointment

13.7.11.1 For all appointments to P1 position, the RCSC shall issue appointment orders.

13.7.11.2 For other appointments not involving inter-Agency transfer or change in MOG, within the Super Structure group, Agency shall appoint the successful candidate against the vacant position level announced. The Office Order shall clearly indicate that he has been selected through Open Competition.

The Agency shall submit the following documents to the RCSC:

- a. Copy of the appointment order;
- b. Signed copy of the compiled selection result;
- c. Copy of the vacancy announcement;
- d. Application ID of the approved Online Security Clearance Certificate; and
- e. Application ID of the approved Audit Clearance Certificate.

13.7.11.3 All inter-ministerial or inter-Agency or inter-occupational transfers within the Super structure group shall be carried out by the RCSC whereas intra-ministerial or intra-Agency or intra-occupational transfers shall be carried out by Ministries and Agencies themselves.

For inter-Agency transfer or inter-occupational group within the same Super structure group or inter-subgroup, the Agency shall submit the following documents to the RCSC:

- a. Copy of the vacancy announcement;

- b. Signed copy of the compiled selection result;
 - c. No Objection Certificate from the Parent Agency and Working Agency;
 - d. Application ID of the approved Online Security Clearance Certificate; and
 - e. Application ID of the approved Audit Clearance Certificate.
- 13.7.11.4 Completion of recruitment and selection process through an Open Competition and effective appointment should be as per Section 13.5.2.3.
- 13.7.11.5 A candidate appointed and promoted through an Open Competition shall be required to serve a minimum of two years in that position in the Agency.
- 13.7.11.6 Agency shall authorise leave of absence (actual date of travel and scheduled program) for a candidate to participate in Open Competition. However, he shall not be entitled to TA/DA.

13.8 Promotion within Broad-banded Position

- 13.8.1 A broad-banded position, specified in the Position Directory, shall be linked to at least one to two higher or lower position(s) in the same occupational group that require same minimum qualification and skills, and are similar in purposes, roles and responsibilities. The main difference of the broad-banded positions is the increase in years of experience and responsibilities.
- 13.8.2 A civil servant shall be promoted within the broad-banded positions without a need to compete for a higher position in order to facilitate the Agency concerned to reward and recognise and retain a civil servant within the Agency.
- 13.8.3 Promotion within the broad-banded positions shall be based on the following eligibility criteria:
- 13.8.3.1 Completion of minimum of four/five years of active service in the current position and position level in accordance with Section 13.6.7.2 respectively.
- 13.8.3.2 Minimum performance rating of “Good” for three years during the period of review;

- 13.8.3.3 Performance rating of “need improvement” shall result in serving an additional year over and above minimum years of active service;
- 13.8.3.4 Clean service record; and
- 13.8.3.5 Submission of the following documents:
 - a. Consolidated Annual Performance rating ;
 - b. Valid Security Clearance Certificate which shall be verified online; and
 - c. Valid Audit Clearance Certificate which shall be verified online.
- 13.8.4 The Agency shall compile proposals as per the Promotion Summary Form (Form 13/2) and submit to the HRC in the Agency, which shall review all promotion proposals of civil servants in broad-banded positions for appropriate decisions.
- 13.8.5 Promotion order shall clearly specify the information required under Section 13.6.18.
- 13.8.6 The Agency shall submit promotion details online as well as send copies of the promotion orders to the RCSC as per Section 13.5.2 along with the signed copy of the compiled Promotion Summary Form.
- 13.8.7 The Agency shall retain the promotion documents and shall be produced as and when required by the RCSC.
- 13.8.8 A civil servant in SSC can progress upto SS1 irrespective of the entry level provided promotion criteria are met.

13.9 Promotion to P1 Specialist Position

- 13.9.1 To retain, reward and motivate a professional to continue in the field of specialisation within the Agency, a civil servant shall be promoted to P1 without the need to compete for a higher position so long as he meets the eligibility criteria as follows:
 - 13.9.1.1 Completion of the minimum of four years of active service;
 - 13.9.1.2 Minimum performance rating of “Good” for three years during the period of review;
 - 13.9.1.3 Performance rating of “need improvement” shall result in serving an additional year over and above minimum years of active service required as per Section 13.6.7 for promotion;

- 13.9.1.4 Any other relevant criteria may be developed by the HRC aligned to greater level of responsibility and autonomy that this role may require;
 - 13.9.1.5 Consistent practice in the field; and
 - 13.9.1.6 Clean service record.
- 13.9.2 A civil servant who has decided to continue his service in his field of specialisation shall be promoted without the need to participate in an Open Competition selection process.
- 13.9.3 The specialist position shall be adjusted within the approved staffing strength.
- 13.9.4 In addition to the documents specified under Section 13.8.3.5, the following shall be required:
- 13.9.4.1 Specific job description of the proposed specialist position;
 - 13.9.4.2 Post Adjustment Form given in Form 13/3; and
 - 13.9.4.3 Undertaking in Form 13/4.
- 13.9.5 A civil servant promoted to a specialist position shall comply with the job descriptions of the respective position.
- 13.9.6 Position Level P2 shall be the deciding point for a civil servant on his future career ladder. He shall decide whether to continue service in his field of specialisation/profession or move to a management position.
- 13.9.7 Once a civil servant opts to continue in his line of specialisation and avails a promotion to P1 and above, he shall not be eligible to compete in an Open Competition selection process for a management position and to this end, he shall be required to sign a Undertaking.
- 13.9.8 A civil servant in a management position in P1 and above shall be eligible to move to his line of specialisation in a specialist position provided he meets all the criteria.
- 13.9.9 An Agency shall be prudent on the promotion to specialist posts and once the promotion is granted, the Agency shall take full responsibility in ensuring that their services are optimally utilised.

13.10 Fast-Track Promotion

- 13.10.1 In order to collapse sub-levels B and C to A for achieving the policy of “equal pay for work of equal value” the principle of fast-track promotion shall be applied to performers.
- 13.10.2 A civil servant in sub-level shall be granted fast-track promotion so long as he meets the eligibility criteria for promotion including the following:
- 13.10.2.1 Completion of minimum of two years of active service in the current Position Level for the first fast-track promotion;
 - 13.10.2.2 Completion of minimum of three years of active service in the current Position Level for second fast-track promotion;
 - 13.10.2.3 Minimum performance rating of “Good” for two years during the period of review;
 - 13.10.2.4 Performance rating of “need improvement” shall result in serving an additional year over and above minimum years of active service required as per Section 13.6.7 for promotion;
 - 13.10.2.5 Clean service record;
 - 13.10.2.6 Submission of all the required documents specified under Section 13.8.3.5.
 - 13.10.2.7 Performance Appraisal Reports shall be for the last two years as per Section 13.7.7.3; and
 - 13.10.2.8 Recommendation of the HRC.
- 13.10.3 A civil servant shall not avail more than two Fast Track promotion in his entire service period.
- 13.10.4 A civil servant, who has availed fast-track promotion, shall serve in that position for a minimum period equal to the duration benefited, calculated from the date of his fast-track promotion.
- 13.10.5 A civil servant in the entry Position Level who has not availed a single promotion shall not be eligible for fast-track promotion.

13.11 Meritorious Promotion

- 13.11.1 Meritorious promotions shall be granted to reward and recognise outstanding performance and leadership qualities of a civil servant who shall be a role model.
- 13.11.2 Meritorious promotion is the promotion awarded out of turn by six months or one year.
- 13.11.3 The following are the criteria to be eligible for Meritorious promotion:
 - 13.11.3.1 Consistently “Outstanding” annual performance ratings for the last three years except for those professions listed in Schedule 13/A;
 - 13.11.3.2 A maximum of only year left for normal promotion;
 - 13.11.3.3 Potential to shoulder higher responsibilities;
 - 13.11.3.4 Exceptional act or service in the public interest besides his normal responsibilities;
 - 13.11.3.5 Suggestion, invention, accomplishment or personal effort which has contributed to the efficiency, economy, or other improvement in the Government;
 - 13.11.3.6 Clean service record;
 - 13.11.3.7 Submission of all the required documents specified under Section 13.8.3.5 and Justification Form given at Form 13/5 for Agency listed under Schedule A of the MaX Manual;
 - 13.11.3.8 Verified, shortlisted and recommended by the HRC;
 - 13.11.3.9 Verified in consultation with both Parent and Working Agency and approved by the RCSC;
 - 13.11.3.10 Meritorious promotions shall be granted to profession identified as per Schedule 13/A provided they meet all the criteria; and
 - 13.11.3.11 A civil servant in the entry Position Level who has not availed a single promotion shall not be eligible for Meritorious promotion.

13.12 Appeals related to Promotion

In the event, a civil servant finds that his promotion has not been considered by the authority concerned despite fulfilment of all the promotion criteria, the incumbent may appeal to the Appellate Authority.

13.13 Handing/Taking Over of Charge

There shall be proper handing/taking over of the charge before a civil servant is relieved from the current post on promotion, including Government property, files and records.

13.14 Orientation

The Agency concerned shall institute an appropriate Orientation Programme to ensure that an in-service candidate on promotion is properly inducted.

13.15 Accountability

- 13.15.1 A promotion granted without fulfilling the prescribed criteria and/completing the prescribed processes shall be regarded as invalid and shall be revoked by the RCSC.
- 13.15.2 The authority responsible for granting such promotions shall be accountable and liable for administrative actions.

SCHEDULE 13/A**SPECIAL PROVISIONS FOR DOCTORS (MBBS/BDS)**

Sl. No.	Provision	Criteria (All must be fulfilled)
1.	Meritorious promotion for senior Doctors	<ul style="list-style-type: none">● Seniority lost (MBBS/BDS and Masters Degree)● Currently practicing the profession● Not applicable for Dr. appointed in P3 and P2● Not applicable for Doctors in P1, ES3 and ES2 level.● PE rating of Good● Duration criteria of 3 yrs● Clean service record
2.	Entry level at P3 for Doctors with Masters	<ul style="list-style-type: none">● Seniority lost (MBBS/BDS and Masters Degree)● Masters in clinical● Requirement and thus study approved before hand by MoH/JDWNRH● Masters degree has to be 3 yrs and above
3.	More than 2 years study to be considered active service for promotion	<ul style="list-style-type: none">● Seniority lost (MBBS/BDS and Masters Degree)● Masters (clinical)● Course duration more than 2 years● Excludes extension period due to failure of course● Currently practicing the profession● PE rating based on university performance● Duration criteria of 4 yrs● Clean service record
4.	First promotion : 3 yrs + 1 yr probation	<ul style="list-style-type: none">● Seniority lost (MBBS/BDS)● Course duration is more than 5 years● Currently practicing the profession● PE rating as per BCSR 2018● Clean service record

Note: Doctors are not allowed to avail the above promotions during study except those undergoing study at KGUMSB



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

INTERVIEW FORM

Name: Post Applied:

Sl. No.	Factors	Maximum Marks	Marks Awarded
1	MANNER and DISPOSITION	5	
2	LANGUAGE PROFICIENCY	5	
3	GENERAL KNOWLEDGE	10	
4	LEADERSHIP POTENTIAL	5	
	INTELLIGENCE, ABILITY and COMPETENCE		
5	a. Presentation skills (organisation of thoughts)	5	
	b. Analytical ability	5	
6	RELEVANT QUALIFICATION/TRAINING/WORK EXPERIENCE	5	
7	SENIORITY	5	
8	RURAL POSTING	5	
9	PERFORMANCE RATING	40	
	WRITTEN EXAMINATION/PRESENTATION		
10	a. Dzongkha	5	
	b. English	5	
	Total Marks	100	

Place :

Date : (Name and Signature of the Committee Member)

FORM 13/2

PROMOTION SUMMARY FORM FOR
MINISTRY/Agency.....

Sl. No.	Name	EID No.	Date of Appt.	Qualifi- cations	Date of last Pro- motion	BEFORE PROMOTION			ON PROMOTION			Active No. of yrs com- pleted	Perfor- mance rating for 3 yrs	Ministry/ Agency/ Dzongkhag	Remarks
						PT	PL	SL	PT	PL	SL				

Note:

1. Service calculated as on.....
2. Probation period, training period beyond 18 months on any single training and leave period exceeding 3 months at a time except for Maternity Leave are excluded from years of active service in the present position as per Promotion Rules and Regulations.
3. Performance Rating for 3 years are taken into consideration.
4. Abbreviations:- NI-Need Improvement, G-Good, VG-Very Good, OT-Outstanding, PT- Position Title, PL-Position Level and SL-Sub-Level.

HR Committee Meeting No.:..... Date:.....

Prepared and verified by:

Approved by:

(Chairperson of HR Committee)

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****POST ADJUSTMENT FORM****Guidelines**

Promotion to a specialist position in P1/ES3 shall not entail increase in the staff strength and must be adjusted within the staff strength approved for the current FYP.

Post adjustment proposal must be against an approved regular Civil Service post in PMC (not against Division Chief/SSC/OC/GSP/ESP post).

As far as possible, specialist post (P1/ES) must be adjusted against an approved vacant post within the same Department/Division/Sector.

For promotion of Dzongkhag Sector staff specialist post (P1/ES), post adjustment proposal must be against an approved vacant post in the Dzongkhag Sector post.

Post Adjustment From (post against which the promotion of a specialist (P1/ES) is to be adjusted):

Position Title :
No. of Position(s) approved :
No. of existing against the Position(s) :
Section/Division :
Department/Sectors :

Post Adjustment To (post to which the specialist (P1/ES) promotion is proposed):

Position Title :
Position Level :
Section/Division :
Department/ Sectors :

For the Ministry/Agency

Submitted by:

Approved/Recommended by:

HR Committee Meeting No.:.....Date:.....

(Signature)

Name of HR Officer:

(Signature)

Chairperson, HR Committee

For the RCSC

Verified by:

(Signature)

Name of Chief/HR Officer, HRMD:

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN****UNDERTAKING**

I, bearing Citizenship ID Card No..... and employee ID No., currently working in.....(mention name of the Ministry/ Agency) as..... (mention Position Title) in Position Level do hereby confirm the following:

1. WHEREAS I have been briefed on this Undertaking governing my promotion to..... (mention proposed Position Title) in Position Levelwith effect from (Promotion effective date);
2. AND WHEREAS I agree with the condition that I shall continue my service as a specialist and shall not appear for any open competitive selection for change of position title and position level under the Executive Category or request the Ministry/Agency/RCSC for any change of position/function to Executive (EX) in the event of my promotion;
3. AND WHEREAS I understand that in the event I do not adhere to the aforesaid condition, I shall be liable for appropriate administrative action by the RCSC; and
4. IN WITNESS WHEREOF I have hereunto signed this document in the presence of the following witnesses:

Place:

Date: (Legal Stamp)

Witnesses:

1. For the Ministry/Agency
(Secretary of Ministry/Head of Agency)

2. For the RCSC
(Chief HRO, HRMD)

(Signature)

Name:

Official Seal

(Signature)

Name:

Official Seal



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

**SUPPLEMENTARY MERITORIOUS PROMOTION PROPOSAL FORM
(for civil servants in Schedule A of the MaX Manual)**

To be completed by the Supervisor:

Please complete the following format most accurately as your statements, information and assessments shall be liable for further verification.

1. Name of immediate supervisor recommending the proposal:.....
2. Name of official proposed for meritorious promotion:.....
3. Agency/Division/Section:.....
4. Present Position Title:.....
5. Position Level and Sub Level:.....
6. Describe present responsibility of the official (attach a separate sheet).....
7. Proposed Position Title:.....
8. Position Level and Sub Level:.....
9. Describe the proposed job very clearly (attach a separate sheet)
10. Describe the potentials of the official to assume the responsibility of the proposed post:
11. Besides normal duties, what are the 3 specific outstanding achievements of the official?
Please complete the attached form.
12. a) Achievements/Impacts

(Impacts may be described in terms of efficiency, economy or other improvements in government operations). If required, please attach an extra sheet.

Sl. No.	Achievement category	List Achievements	Describe Achievement	List Impact of the Achievements	Describe the impact
1	Special act or service in the Public interest	1.			
		2.			
		3.			
2	Suggestions	1.			
		2.			
		3.			
3	Inventions	1.			
		2.			
		3.			

4	Other accomplishments	1.			
		2.			
		3			

b) List documentary evidences:

As a supervisor, I hereby certify that the above information and assessment are correct to the best of my knowledge. I understand that I am liable for further explanations and enquiry as deemed appropriate in the event that the above information is incomplete or incorrect.

Signature of supervisor/Date

Recommendations of the Manager

Date	:	Signature
Place	:	Name and Position Title of Manager

Reference : HR Committee Meeting No.....dated.....

Recommended

Not Recommended

Date : Signature :

Place : Chairperson, HR Committee :

CHAPTER 14

TRANSFER

CHAPTER 14: TRANSFER

14.1 Policy

- 14.1.1 Facilitate mobility among the civil servants so that their services are best utilised in the interest of the Government.
- 14.1.2 Diversify the experience and knowledge and develop an appreciation for social, cultural and economic conditions prevailing in the country among the civil servants through the change of post, Agency or place of posting, particularly from central offices to rural areas.
- 14.1.3 To deter the development of vested interests leading to probable corruption, nepotism, patronage, favouritism, and red-tape due to the prolonged stay of an individual in any particular place, Agency or Position.

14.2 Strategy

- 14.2.1 A civil servant shall be transferred in the interest of Government, diversification of experience, and knowledge and skills.
- 14.2.2 To the extent possible, transfers shall not result in the loss of professionals by an Agency and appointment of such civil servants to positions where their special knowledge and skills are rendered irrelevant.
- 14.2.3 The HRC of the Parent Agency concerned shall plan transfer in consultation with Working Agency and execute transfers at regular intervals. The HRC of the Parent Agency shall develop a transfer guideline which is fair, transparent and aligned to the provision of the BCSR and shall be endorsed by RCSC. It shall also take into account the vulnerability of the positions.
- 14.2.4 All vacancies which are urgently required to be filled from the in-service pool on lateral transfer shall be announced on the website of the Agency.
- 14.2.5 In case the Agencies fail to transfer or justify for not implementing transfer, the RCSC reserves the right to transfer the services unilaterally.

14.3 Authority to Transfer

14.3.1 The authority to transfer shall be as follows:

Sl. No.	Type of Transfer	Authority
1	Inter-Agency	RCSC/Parent Agency
2	Intra-Agency, except EX* and ES*	Agency
3	Inter-Major Occupational Group within the Super Structure group	RCSC
4	Inter-Subgroup in an MOG within the Super Structure group (up to P2)	Agency

* to be carried out by the RCSC in accordance with Sections 52 of CSAB 2010

14.3.2 Any transfer between Constitutional Offices shall be executed by the RCSC/Parent Agency in consultation with such offices.

14.4 General Rule

14.4.1 The HRC of the Parent Agency shall develop a transfer guideline which is transparent, fair and aligned to the provisions of the BCSR and shall be endorsed by the RCSC. It shall also take into account the vulnerability of the positions.

14.4.2 The HRC of the Parent Agency concerned shall plan transfer in consultation with the Working Agency six months prior to the transfer effective date and execute transfers in line with their transfer guideline.

14.4.3 A change in duties and responsibilities within a Division of an Agency shall not be considered as a transfer under the Rule.

14.4.4 A transfer shall take place only within the Super Structure group as per Schedule 2/A of the Rule. A civil servant may be transferred within the Super Structure group with the change in MOG/positions based on the following:

14.4.4.1 Completed a minimum duration equal to the LTT period in the same position at the time of the announced application deadline, if any, to apply to another position within or outside an Agency;

14.4.4.2 Completed a minimum of three years in the new position category or three years in the current position from the initial date of appointment;

14.4.4.3 For Technical Service, transfer shall be allowed within the Super Structure group to the relevant positions requiring the same qualification, skills, abilities and experience; and

- 14.4.4.4 A civil servant may be considered for transfer to another Super Structure group only as an Officer on Special Assignment (OSA) for a specific time period as per Section 14.6.
- 14.4.5 A civil servant may be transferred generally after completion of five years of service or as specified under Section 14.4.10.
- 14.4.6 The RCSC shall coordinate, monitor and affect the inter-Agency transfers, and take possible measures to minimise the inconveniences to the Agency and civil servants resulting from the transfer.
- 14.4.7 The transfer shall be executed during the school winter holidays unless unavoidable in the interest of public service.
- 14.4.8 A civil servant may be transferred to any Agency in the interest of public service.
- 14.4.9 The RCSC shall reserve the right to redeploy excess staff from one Agency to another.
- 14.4.10 The following MOG/SG have been categorised as vulnerable, within which certain positions are more vulnerable than others and hence shall be subject to transfer as per the guidelines framed by the respective Parent Agency:
- 14.4.10.1 Administration Services, Property and Management Services;
 - 14.4.10.2 Audit Services, Revenue Services, Finance, Accounting and Budget Services, Internal Audit Services;
 - 14.4.10.3 Civil Registration and Census Services, HR Management and Development Services, Immigration Services, Industrial Relations Services, Training Services;
 - 14.4.10.4 Engineering Services, Geology and Mines Services, Land Services, Urban Dev. Control Services, Forestry Services and Environment Services;
 - 14.4.10.5 Executive Services;
 - 14.4.10.6 Foreign Services; and
 - 14.4.10.7 Judiciary Support, Integrity and Promotion Services.

- 14.4.11 A civil servant due for superannuation within the next one year may not be transferred.
- 14.4.12 Selection of civil servants from Agencies for postings to Embassies/Missions/Consulate Offices and other RGoB establishments, shall be as per Section 17.6.
- 14.4.13 On initial appointment in the Civil Service, a civil servant shall not be eligible for transfer before serving a minimum of three years including probation period. For in-service candidate, the date of appointment in the new position category shall be used for calculating three years.
- 14.4.14 If both the spouses are civil servants, their simultaneous transfer to the same location, shall be facilitated, as far as possible.
- 14.4.15 A civil servant shall not normally be transferred to a post where application of his skills and knowledge are rendered irrelevant.
- 14.4.16 A civil servant shall not be permitted to transfer Government properties along with him upon his transfer.
- 14.4.17 In the situation where a transfer may be to a position that is in a lower Position Level than the one currently held, remuneration will be dependent on the circumstances of the situation:
 - 14.4.17.1 When a transfer is in the public interest, the employee shall be entitled to maintain his existing salary, even if his Position and Position Level change; and
 - 14.4.17.2 When a transfer is of the employee's personal choice, remuneration will be based on the new Position and Position Level.
- 14.4.18 The personal file together with the Performance Appraisal Forms, the updated service record and the Last Pay Certificate, in respect of a civil servant who is transferred from one Agency to another, shall be sent to the Agency to which he is transferred within fifteen days from the date he is relieved.
- 14.4.19 There shall be proper handing/taking over of the charge before a civil servant is relieved on transfer, including Government property, files/records.
- 14.4.20 The RCSC shall maintain a 'Waiting List' of civil servants for the following provisions:
 - 14.4.20.1 Non-performance;

- 14.4.20.2 Civil servants displaced for the following reasons:
- Completion of secondment term in Agencies outside the Civil Service;
 - On completion of Extraordinary Leave, beyond six months; and
 - On completion of Bachelor's Degree.
- 14.4.20.3 Other circumstances as determined by the RCSC.
- 14.4.20.4 Placement priority shall be given to a civil servant on the 'Waiting List' who has:
- Specialised knowledge and skill, which qualifies him to be in the scarce human resource category in the country;
 - Availed RGoB scholarship for further studies prior to being wait listed;
 - Served for 10 years or more prior to being wait listed;
 - Clean record of service prior to being wait listed; and
 - Longer productive years left to superannuate.
- 14.4.20.5 Management procedures
- Maximum duration for civil servant on 'Waiting List' shall be six months;
 - Within six months, the following options shall be explored:
 - Transfer to a suitable vacant position;
 - Assign to special time-bound projects and programmes of priorities of RCSC/RGoB; and
 - Participate in Open Competition.
 - If not placed within the six-month period, following options shall be considered:
 - Early Retirement Scheme;
 - Voluntary resignation; and
 - Compulsory retirement.
- 14.4.20.6 Preclusion
- RCSC and the Agency concerned shall make genuine efforts to ensure placement of civil servants in the least time possible; and
 - RCSC and the Agency concerned shall ensure proper HR placement planning and timely actions.

14.4.21 The RCSC shall maintain an “Interim Transfer List” of civil servants with the following provisions:

14.4.21.1. The civil servants shall be on Interim transfer to the RCSC, if displaced for the following reasons:

- a. Completion of term/recalled from assignments in missions/ Embassies/Consulate Offices;
- b. Completion of secondment term in agencies outside Civil Service on Government interest;
- c. Closure/ Merger/ Severance/ Rationalisation of Agencies/ Departments/ Divisions;
- d. On completion of Court cases and being acquitted; and
- e. Any other special/extraordinary circumstances as determined by the RCSC.

14.4.22 Agencies shall forward the personal file of the civil servants on waiting list and interim transfer list to the RCSC.

14.5 Lateral Transfer

All vacancies which are required to be urgently filled up from the in-service pool of candidates at the same position level shall be as follows:

- 14.5.1 Announce on the website of the concerned Agency for a minimum period of two weeks;
- 14.5.2 After having announced for the stipulated time period, even if there is only one eligible applicant, the transfer may be initiated upon fulfilling the requirements as per Section 14.4.4;
- 14.5.3 Positions at the entry level may also be opened up to be filled in by relevant applicant who fulfils the requirement under Section 14.4;
- 14.5.4 The HRC of the ministry or Agency shall have the right to refusal or acceptance of the candidate;
- 14.5.5 In the event, there are more than one candidate applying for the position, the HRC of the Agency shall select the best candidate through appropriate selection procedures and propose for transfer as per the delegation of the authority; and
- 14.5.6 Parent Agencies which carry out regular mass transfer annually should follow the normal procedures without having to follow the above processes.

14.6 Officer on Special Assignment

OSA is a position created to allow movement of the civil servants outside the Super Structure group under special circumstances as per Schedule 2/A. The following condition shall apply:

- 14.6.1 The civil servants in PMC (upto P2) and Specialist shall be eligible;
- 14.6.2 A civil servant shall be eligible for OSA twice in the entire Civil Service period, each for a maximum term of three years. However, a gap of three years between two OSA shall be maintained;
- 14.6.3 Should have served minimum of five years of service;
- 14.6.4 Availability of vacant position in the receiving Agency;
- 14.6.5 The receiving Agency in consultation with the relieving Agency shall identify civil servants for OSA position and submit to RCSC;
- 14.6.6 The OSA shall draw his pay from the receiving Agency;
- 14.6.7 The OSA shall not be eligible for Professional Allowance if they do not practice their profession during the period of assignment;
- 14.6.8 The performance of the OSA shall be evaluated in the receiving Agency;
- 14.6.9 May avail relevant short term training and LTT relevant to his profession;
- 14.6.10 On completion of the assignment, the civil servant must return to his previous position; and
- 14.6.11 The RCSC shall be the approving authority.

14.7 Transfer Procedures

- 14.7.1 Each Agency shall maintain a list of civil servants serving under them indicating the dates due for transfers.
- 14.7.2 The Parent Agency shall work out a mutually agreeable transfer list with the Working Agency six months prior to the transfer effective date.
- 14.7.3 A civil servant who meets the eligibility criteria for transfer may seek a transfer as long as there is a position available.

- 14.7.4 A civil servant who is transferred shall be relieved within 30 days from the date of issue of the transfer order as per Form 14/1 and shall assume the new responsibilities immediately on expiry of the admissible joining time unless otherwise approved by the HRC of the receiving Agency.
- 14.7.5 A civil servant shall report to the new place of posting within the admissible joining time as per Section 14.8 failing which the relieving Agency shall withhold his salary.
- 14.7.6 The personal service record shall be up-dated in the CSIS by the relieving Agency and accordingly updated by the receiving Agency.
- 14.7.7 Transfer order shall be implemented stringently and may be cancelled only under special circumstances. When a transfer order is cancelled, the transfer cancellation order shall be issued.

14.8 Admissible Joining Time

- 14.8.1 A civil servant transferred from one duty station to another shall be eligible for five working days of preparatory leave provided the new duty station is at least 10 kilometres (KM) away from the previous station involving change of residence.
- 14.8.2 The actual time required for travel shall be allowed in addition to the preparatory leave.

14.9 Benefits

- 14.9.1 A civil servant who is transferred shall be entitled to the following transfer benefits:
 - 14.9.1.1 Travel expenditure for self (TA/DA) and family (TA) as admissible under the rules, given in Schedule 14/A shall be paid by the receiving Agency;
 - 14.9.1.2 Transfer grant equal to one month's basic pay shall be paid by the relieving Agency; and
 - 14.9.1.3 Transport charge of personal effects at the rates given in Schedule 14/A, shall be paid by the receiving Agency.
- 14.9.2 A civil servant transferred within a distance of 10 kilometres (KM) from the place of posting shall not be entitled to transfer benefits.
- 14.9.3 A civil servant granted transfer on request without fulfilling the conditions as prescribed in Transfer Guideline of the Parent Agency shall not be entitled to transfer benefits.

14.10 Orientation

The Agency concerned shall ensure that a civil servant on transfer is properly briefed and inducted to the new position/place of posting.

14.11 Accountability

- 14.11.1. Non-compliance with the Rule shall be treated as a violation of BCSR and hence, the HRC/Agency shall be accountable.
- 14.11.2. The civil servants failing to abide by the Transfer Order shall be liable for administrative actions.

SCHEDULE 14/A

ENTITLEMENT FOR TRANSFER TA/DA

1. A civil servant in Position Level EX1/ES1 to P5/SS1 to SS4 shall be entitled to claim mileage as per the standing rate
2. A civil servant in Position Level S1 to S5 shall be entitled to claim mileage for two wheelers only for self as per the standing rate, while the spouse and children are entitled for full bus fare.
3. Civil servant in Position Level O1 to O4 shall be entitled to claim full bus fare including for spouse and children.
4. Transport Charge of Personal Effects while Proceeding on Transfer/Retirement.

Position Level	Entitlement	Rate	Pack Pony Scale (non- motorable road)	Monetary Ceiling
EX1/ES1- EX3/ES3	Two trucks	At the rate pre-scribed by RSTA	13	Nu. 55,000/-
P1 - P5/ SS1- SS4	One truck	-do-	10	Nu. 27,000/-
S1 - O4	One DCM or equivalent	-do-	7	Nu. 15,000/-

Note:

1. *The transport charge shall be admissible only for the minimum capacity prescribed by the RSTA for various types of trucks.*
2. *The transport charge shall be admissible only for one way and the distance by the most direct route shall be taken into account.*
3. *The civil servant concerned shall submit a written claim based on the distance and prescribed rates. The amount thus claimed or the ceiling prescribed above, whichever is less, shall be payable.*
4. *The transport charge for the journey to hometown on retirement shall be admissible only once during the entire Civil Service period, irrespective of changing the status or terms of appointment.*
5. *In the event Government vehicles are used for transportation of personal effects, the transport charge shall not be admissible.*
6. *The halt for the trucks shall not be admissible.*
7. *In places where there is no bus service, the Agency concerned shall determine an amount equivalent to the bus fare.*

Ref. No..... (Agency letter head) Date:

TRANSFER ORDER

In pursuance of the decision of the _____ HR Committee Meeting held on ____, transfer of _____ (name) is issued as specified below:

1. Employee's Current Detail

- a. Employee ID no. :
- b. Position Title :
- c. Position Level :
- d. Major-Occupational Group :
- e. Sub-Group :
- f. Department/Division :
- g. Agency :

2. Transferred to : (Agency to which he is transferred)

3. Location of Agency :

4. Employee's New Detail

- a. Employee ID No. :
- b. Position Title :
- c. Position Level :
- d. Major-Occupational Group :
- e. Sub-Group :
- f. Department/Division :

5. Effective Date :

6. Relieving Date :

7. Preparatory Leave : (Five days after relieving date: Specify dates)

8. Joining Time in the New Agency : (Account journey time if required)

Sd/-

Chairperson, HR Committee/ Chief HR Officer

Copy:

- 1.
- 2.
- 3.

Note: A civil servant shall properly execute handing/taking of the charge, including Government properties and files/records, before being relieved.

CHAPTER 15

SECONDMENT

CHAPTER 15: SECONDMENT

15.1 Policy

- 15.1.1 Provide necessary exposure to a civil servant to different systems to acquire expertise and experiences beneficial to the Civil Service.
- 15.1.2 Diversify the experience and knowledge and develop appreciation for social, cultural and economic conditions prevailing in the country.
- 15.1.3 Fulfil the obligations of the Government to post civil servants to Government executed mega projects and International Organisations.
- 15.1.4 Promote Bhutan's presence and contribution to the international community.

15.2 Category

Categories of secondment shall be as follows:

- 15.2.1 Secondment of civil servants to time bound Government executed projects and any public service initiatives of national interest;
- 15.2.2 Secondment of civil servants to International/other Organisations based in Bhutan or outside the country;
- 15.2.3 Secondment of school principals to newly established schools and other professionals to private tertiary educational institutes; and
- 15.2.4 Temporary placement of civil servant within a Civil Service Agency shall be covered under Chapter 14 on transfer.

15.3 Authority

The RCSC shall be the competent authority for approving secondment of a civil servant.

15.4 Eligibility Criteria

- 15.4.1 A civil servant shall be eligible for secondment only when the candidate:
 - 15.4.1.1 Has a clean service record;

- 15.4.1.2 Has completed a minimum period of four years of active service excluding probation;
- 15.4.1.3 Has met the conditions of service stated under the ex-country and in-country Training as specified in Chapter 9;
- 15.4.1.4 Has no outstanding dues/audit memos or is serving administrative penalty or there is an impending administrative disciplinary case;
- 15.4.1.5 Fulfils the criteria set by the employing organisation and produces document as required;
- 15.4.1.6 Is applying for the Secondment for the first time; and
- 15.4.1.7 Is not a contract employee.

15.5 Selection Procedures

- 15.5.1 Selection procedures for established Secondment Programmes are:
 - 15.5.1.1 Application/nominations shall be submitted to the RCSC/Agency, through the HRC of Agency concerned;
 - 15.5.1.2 Application/nominations shall be validated by the RCSC in consultation with the recruiting Agency concerned, and if deemed necessary, the applicants shall be subjected to a selection process;
 - 15.5.1.3 The service record and performance evaluation reports in respect of the candidates shall be verified by the RCSC, wherever necessary;
 - 15.5.1.4 Applications/nominations shall be considered on merit basis from amongst the eligible candidates;
 - 15.5.1.5 The final decision on selection of a candidate shall rest with the organisation to which the civil servant will be sent on secondment; and
 - 15.5.1.6 The RCSC shall ensure adequate time to the Agency concerned for release of the selected official(s) to take up the post(s).
- 15.5.2 In case of a new programme, the Agency shall seek approval of the RCSC before announcing the post for secondment to International Organisations.

15.6. Terms

- 15.6.1 A civil servant selected on secondment shall initially be posted for a maximum period of three years. Extension may be given for a period of up to two years at a time, subject to a total duration of secondment of five years. The Agency concerned shall request the RCSC for extension at least three months before the expiry of the term with the necessary supporting documents.
- 15.6.2 A civil servant shall not be admissible for remuneration or other benefits from the relieving Agency during the secondment period.
- 15.6.3 A civil servant shall be entitled to Travel Allowance and Preparatory Leave while joining the secondment post and on reversion as per the rules of the Agency to which the candidate is seconded. No expenditure on this account shall be borne by the relieving Agency of the civil servant concerned.
- 15.6.4 The relieving Agency shall not be liable to remit the Pension, Provident Fund and insurance contributions in respect of a civil servant while on secondment. The civil servant concerned shall be responsible for remitting both his own as well as the employer's contributions directly to avail the benefit of continuation of the post retirement benefit schemes.
- 15.6.5 The period of secondment shall be considered for the purpose of promotion. However, the promotion shall be processed and effected only after he re-joins his Agency on reversion from secondment coinciding with the earliest promotion period.
- 15.6.6 The employing organisation shall submit annually the Performance Appraisal Report in respect of the civil servant as per their performance evaluation system to the Agency concerned during the period of secondment.
- 15.6.7 The period of secondment shall be accounted and considered for the purpose of gratuity at the time of retirement of the incumbent from the Civil Service if he has not drawn the retirement benefits from the Agency for the period of secondment. The civil servant shall submit evidence to this effect.
- 15.6.8 A civil servant while on secondment shall not be eligible for STT/LTT.
- 15.6.9 The period of secondment shall not be considered as active service for the purpose of liquidating service obligations for civil servants who have availed long term studies prior to secondment.

15.7 Obligations

- 15.7.1 A civil servant on secondment shall at all times abide by the Civil Service Values and Conduct.
- 15.7.2 A civil servant, upon return from secondment from the International Organisation outside Bhutan shall serve in the Civil Service double the duration of the secondment period or until superannuation, whichever is earlier.
- 15.7.3 A civil servant, upon return from secondment from International Organisations within Bhutan shall be required to serve the Civil Service equivalent to the duration of secondment period or until superannuation, whichever is earlier.
- 15.7.4 A civil servant shall submit/disclose the last pay certificate and documents related to repatriation benefits received from the Agency of secondment at the time of reversion and/or separation. Non-submission shall be considered as having received retirement benefits from the Agency and Section 15.6.7 shall not apply.
- 15.7.5 Should a civil servant fail to re-join the service on completion of the secondment period despite the instruction from the RCSC/Agency, the services of the candidate shall be compulsorily retired from the Civil Service with effect from the date of completion of the approved secondment period.
- 15.7.6 A civil servant failing to complete his obligations, shall only be eligible to receive gratuity on pro-rata basis. However, he shall receive all other post service benefits.
- 15.7.7 A civil servant on completion of secondment term shall be eligible for LTT, transfer and Open Competition subject to fulfilling other eligibility criteria specified under relevant Chapters.

15.8 Return from Secondment

- 15.8.1 The organisation that employs a civil servant on secondment may, for valid reasons, revert him to the Agency before expiry of the secondment period. The organisation concerned in such cases shall notify the RCSC of its decision at least three months in advance.
- 15.8.2 The relieving Agency shall notify the civil servants on secondment one month prior to the completion of the secondment term.
- 15.8.3 A civil servant, upon return from secondment, may have to serve on the Waiting list/Interim Transfer list in accordance with provisions under Section 14.4.20 and Section 14.4.21.

15.8.4 The RCSC may, for valid reason, recall a civil servant before expiry of the secondment period with prior notification of one month to the organisation/Agency.

15.9 Position and Pay on Return/ Resignation

15.9.1 The service of a civil servant is protected while on secondment, however, the position of the civil servant shall not be protected. On return, he shall be placed in the same position level with an equivalent position title that he held prior to his secondment subject to availability of a vacant position.

15.9.2 The pay scale of a civil servant resigning from the Civil Service shall be as per the LPC received in the Civil Service. If there has been a pay revision, the remuneration shall be fixed at the starting pay of the revised pay scale at the same Position Level held prior to his secondment for the purpose of calculating retirement benefits.

CHAPTER 16

TRAVEL

CHAPTER 16: TRAVEL

16.1 Policy

- 16.1.1 Facilitate civil servants to travel if required by the job.
- 16.1.2 Compensate a civil servant for travel expenses.
- 16.1.3 Manage and rationalise travel based on available resources and encourage pooling of resources.

16.2 Procedure

- 16.2.1 Travel shall be undertaken by a civil servant only after obtaining approval from a competent authority.
- 16.2.2 Travel shall be planned for a specific period and the programme shall be submitted while seeking approval.
- 16.2.3 Should a civil servant be unable to follow the approved tour programme due to unavoidable reasons or be required to change it in the interest of the Government, he shall obtain ex-post facto sanction for making changes in the programme immediately on his return to the duty station. However, he shall communicate to the authority and seek approval in principle.
- 16.2.4 A civil servant shall carry proper identification documents or a letter of authorisation from the competent authority while on travel.
- 16.2.5 Travel shall be arranged by the administration concerned in conformity with the appropriate guidelines.
- 16.2.6 All ex-country travel shall require the approval of the HRC.

16.3 Authority

The Agency shall, depending on the purpose of the travel, have the authority to approve travel of a civil servant as per Form 16/1. The authority concerned shall exercise reasonable prudence in approving the travel programme.

16.4 Entitlement

- 16.4.1 A civil servant travelling to a location farther than 10 KM from the duty station shall

be eligible for Daily Allowance (DA) provided his absence from the duty station exceeds eight hours. In the rural areas, the official distance/dholam shall be as per stipulation of the Government.

- 16.4.2 The day of duty shall be calculated from the time of commencement of the journey from the place of posting and the days shall be calculated on the basis of 24 hours of absence from the duty station.
- 16.4.3 Half DA shall be paid if the absence from the duty station is more than eight hours but less than 12 hours and full DA shall be paid if the absence is 12 hours or more.
- 16.4.4 Full DA shall be paid only for the first 30 days of continuous halt on duty at one particular place. After 30 days, only 50% of the DA shall be paid for a maximum period of five subsequent months. For continuous stay beyond six months, no DA shall be admissible.
- 16.4.5 In the event a civil servant is required to leave the location of temporary duty prior to completion of the assigned work and returns to the same station to continue the same work within a period of six months from the date of commencement of the tour, the duty shall be considered as continuous and the 50% DA shall be admissible for the remaining period.
- 16.4.6 In the event a civil servant is required to leave the location of temporary duty prior to completion of the assigned work, he shall be entitled to claim full travel benefits for the journey undertaken outside the jurisdiction of the temporary posting.
- 16.4.7 A civil servant who is required to halt in transit for the next flight for travel outside the country shall be paid 50% DSA at rate payable for the country in which he is in transit. However, a civil servant shall not be paid DSA twice for the same day.
- 16.4.8 DSA shall be paid for the actual period of halts required for processing visa and it shall be paid as per the rates prescribed by the Government.
- 16.4.9 The payment of DSA for enforced halts shall be limited to two days for a round trip while on official travel besides halts in transit, irrespective of the source of funding.
- 16.4.10 DSA and related expenses shall not be paid by the Government during a training period when the DSA and other travel expenses are paid by the donors.
- 16.4.11 A civil servant travelling to place of posting on initial appointment shall not be entitled to claim TA/DA.

- 16.4.12 A civil servant on official travel shall claim his Travel Allowance as per the Form given at Form 16/2.

16.5 Rate of Daily Allowance

A civil servant while on official tour within or outside Bhutan shall be admissible for DA at the rates prescribed by the Government.

16.6 Mode and Class of Transport

- 16.6.1 A civil servant, other than Secretaries to the Government or equivalent rank in the Civil Service, traveling to third countries shall not be entitled to travel by business class. However, a civil servant representing the Government for high-level official delegations on regional and international issues as the Head of the delegation shall be entitled to travel by business class.
- 16.6.2 A civil servant required to undertake official travel shall be entitled to travel by the most direct and economic route, including domestic air services.
- 16.6.3 A civil servant shall be entitled to claim travel allowance as follows:

Position Level	Entitlement
EX1/ES1 – P1-P5 and SS1- SS4	Mileage for four-wheeler vehicle/bus fare as approved by Government.
S1- S5	Mileage for two-wheeler/ bus fare as approved by Government.
O1-O4	Bus fare as approved by Government.

Note: For civil servants in sub-levels, allowance and benefits (such as TA/DA, mileage, transportation charge of personal effects, house rent allowance and professional allowance) shall be pegged to the position and not the salary.

- 16.6.4 Mileage claim shall be based on the actual distance covered by a civil servant when he has been authorized to travel using his own vehicle.
- 16.6.5 A civil servant travelling outside the country shall be entitled to claim the mileage for a single to and fro journey to the airport and working station.
- 16.6.6 A civil servant shall be eligible for mileage as per Position Level without having to produce vehicle registration documents. However, a civil servant shall not claim mileage as a matter of right. The Agency shall rationalise travel arrangements and encourage car pooling wherever possible, for cost effectiveness.

- 16.6.7 While on tour in areas where there is no road communication a civil servant shall be entitled to hire charges of ponies/mules or porter charges as follows:

Position	Riding Pony with Syce	Porter
EX3-EX1/ES3-ES1	1	3
P5 - P1 and SS4-SS1	1	2
S1 - O4	1	1

- 16.6.8 Once the tour/training is approved, no separate approval shall be required for travel by the entitled mode/class.
- 16.6.9 All travel expenses for any meetings, seminars, workshops, trainings, etc. within country shall be borne by the organizing Agency and clearly communicated to all parties.
- 16.6.10 The HRC of the Agency shall approve travel by a class mode, other than the one entitled, under exceptional circumstances.

16.7 Submission of Tour Report

It is mandatory for every civil servant to submit report within a week after his return.

16.8 Control and Monitoring of Follow-up Actions

- 16.8.1 The Agency shall ensure that a quarterly update on expenditure under the travel budget is presented along with the discussion on the plan to the respective GNH (Policy,Planning, and Programme) Committee.
- 16.8.2 The Controlling Officer shall ensure that the purpose of the travel is genuine and that the civil servant has been able to achieve the intended purpose.

16.9 Accountability

- 16.9.1 Travel undertaken not in conformity to the provisions of the Rule shall be considered as unauthorised and hence the expenses incurred shall be recovered from the civil servant concerned.
- 16.9.2 A civil servant who undertakes such travel and the Controlling Officer shall be accountable and liable for disciplinary actions.



**ROYAL GOVERNMENT OF BHUTAN
AGENCY:.....**

TRAVEL AUTHORISATION FORM

Name of Employee:
Position Title:

Number
Date:
Position Level:

From	To	Mode of Travel	Halt At	Purpose
Station	Date	Station	Date	

Estimated Traveling Expenses:	Tr. Advance Outstanding	Advance of Nu.
Advance Required :	Since (date)	Sanctioned/Recommended

(Signature of employee)	(Signature & Seal, Head of Finance)	(Signature & Seal, Controlling Officer)
Date	Date	Date

ROYAL GOVERNMENT OF BHUTAN
AGENCY:.....

TRAVEL ALLOWANCE CLAIM FORM



Name of Employee:

Position Title:

No. of Fares:

Travel Authorisation No. & Date:

Date:

Position Level:

Departure			Arrival			Daily Allowance	Mileage Claim	Bus/Train /Air Fare	Actual Expenses	Total	Purpose of Journey
Date	Time	Station	Date	Time	Station						

Advance Taker:
 Amount Claimed for payment/refund:

Certified that the travel was performed by me for official purposes and the claims are genuine
 Date & Signature of Employee

Certified that the travel was authorised by me for official purposes and the claims appear genuine and reasonable.
 Date & Signature of Controlling Officer

CHAPTER 17

FOREIGN SERVICE

CHAPTER 17: FOREIGN SERVICE

17.1 Policy

- 17.1.1 Promote an efficient administration of the Foreign Service.
- 17.1.2 Strengthen and professionalize the Foreign Service.
- 17.1.3 Facilitate efficiency and effectiveness of Foreign Service.

17.2 Application

- 17.2.1 The Rule shall apply to members of the Foreign Service (member)/Officers on Deputation/Home-based Staff/Local Recruit transferred, appointed or seconded to an Embassy/ Mission/Consulate (abroad).
- 17.2.2 A non-diplomatic civil servant posted outside the country by the Government shall be entitled to allowances and other benefits, except Representational Grant and domestic help.
- 17.2.3 Local recruit in the Embassy/Mission/Consulate shall be entitled to remuneration and other benefits as per the Foreign Service Entitlement Rules and Regulations.
- 17.2.4 Transfer of Foreign Service Officers/Support Staff shall be as per the transfer guideline of the Ministry of Foreign Affairs.

17.3 Authority

- 17.3.1 Foreign Service Rules and Regulations shall be approved by RCSC in consultation with the Ministry of Finance and Ministry of Foreign Affairs.
- 17.3.2 Foreign Service Entitlement Rules shall be jointly approved by the Ministry of Finance, Ministry of Foreign Affairs and RCSC.

17.4 Foreign Service Values and Conduct

In addition to the Civil Service Values and Conduct, a member shall:

- 17.4.1 Promote the foreign policy objectives of the Kingdom;
- 17.4.2 Represent the country both in performance of his official duties and conduct himself as a responsible citizen of the country;

- 17.4.3 Respect the laws of the host country;
- 17.4.4 Use Government property and personnel only for official duties;
- 17.4.5 Protect the confidentiality of official information;
- 17.4.6 Ensure that the conduct of his family is not contrary to the image of the country; and
- 17.4.7 Act with integrity in relation to any privileges he may have as a diplomatic or consular representative.

17.5 Category of Positions

- 17.5.1 Position Title and Position Level shall be in compliance with the Position Directory.
- 17.5.2 An attaché' shall be transferred from the Agency other than the Ministry of Foreign Affairs to the Embassy/Mission/ Consulate.
- 17.5.3 A member shall be posted to an Embassy/Mission/ Consulate for a term of three years. The term of posting may be extended or reduced by the Ministry of Foreign Affairs in the national interest.
- 17.5.4 A member shall function as per his position approved by the Ministry in accordance with Position Directory, and his current Position Level.

17.6 Transfer of attaché

- 17.6.1 Agencies shall consult with Ministry of Foreign Affairs prior to post creation in the Embassies/Mission/Consulate.
- 17.6.2 Agencies shall consult the Ministry of Foreign Affairs prior to vacancy announcement for the post of attaches in the missions.
- 17.6.3 Selection of civil servant from agencies for posting to Embassies/Mission/ Consulate and other RGoB establishment other than those from the Ministry of Foreign Affairs shall be through Open Competition conducted by the HRC of the Parent Agency concerned. Such posting shall be treated as transfers for maximum of three years and the term shall be non-extendable.
- 17.6.4 Procedures for transfer of attaches shall be outlined in the transfer guideline of Ministry of Foreign Affairs.

17.6.5 Remuneration and Allowance:

- 17.6.5.1 A member shall be entitled to remuneration and other allowances as per the Foreign Service Entitlement Rules;
- 17.6.5.2 A member shall be required to complete and submit the Foreign Posting Form as per Form 17/1 to be eligible for Foreign Service Benefits; and
- 17.6.5.3 A member shall cease to draw any remuneration and allowances specifically granted under the Rule from the date of transfer to Bhutan.

17.7 Foreign Allowance (FA)

A member shall be entitled to FA during the period of posting as per the Foreign Service Entitlement Rules.

17.8 Representational Grant (RG)

- 17.8.1 A member shall be entitled to RG as per the Foreign Service Entitlement Rules.
- 17.8.2 A member appointed as a Charge d' Affairs (CDA) for period exceeding one month shall be entitled to Representational Grant at the rate admissible to the Head of Embassy/Mission/Consulate.

17.9 Children's Education Allowance (CEA)

A member shall be entitled to CEA as per the Foreign Service Entitlement Rules.

17.10 Home Leave Passage

A member and his family shall be eligible for home leave passage as per the Foreign Service Entitlement Rules.

17.11 Benefits payable to family

In the event of death of a member, remuneration and other entitlements shall be as admissible under the Foreign Service Entitlement Rules.

17.12 Emergency Evacuation and Loss

Evacuation of a member and his family during emergency and compensation for loss of personal/household effects shall be as per the Foreign Service Entitlement Rules.

17.13 Medical Treatment

A member and his family shall be provided medical treatment as per the existing rules of the Government.

17.14 Accommodation and Furnishing

An appropriate accommodation and furnishing shall be provided to enable a member to effectively carry out his duties and responsibilities. The scale of accommodation/house rent shall be as per the Foreign Service Entitlement Rules.

17.15 Utilities

Utilities and service charges shall be as per the Foreign Service Entitlement Rules.

17.16 Domestic Help

Domestic help entitlements shall be as per the Foreign Service Entitlement Rules.

17.17 Travel and Joining Time

A member shall be entitled to travel benefits and joining time as per the Foreign Service Entitlement Rules on transfer.

17.18 Travel Allowance and Daily Subsistence Allowance

Travel Allowance and DSA shall be applicable as per the existing Government rules.

17.19 Transfer Grant

- 17.19.1 A member shall be entitled to the transfer grant equivalent to one month's basic pay.
- 17.19.2 No transfer grant shall be admissible during the temporary transfers when DSA is admissible as on tour.

17.20 Transport of Personal Effects

A member shall be entitled to the cost of transport charge of personal effects as per the Foreign Service Entitlement Rules.

17.21 Vehicle Hire and Mileage Claim

- 17.21.1 A member shall be entitled to reimbursement of charges for vehicle hires and mileage claims to perform his official duties.
- 17.21.2 Vehicle hire and mileage claim shall be as per the Foreign Service Entitlement Rules.

17.22 Review of the Foreign Service Rules and Regulations and Foreign Service Entitlement Rules

The Ministry of Foreign Affairs in consultation with the Ministry of Finance and the RCSC shall carry out a periodic review of the Foreign Service Rules and Regulations and Entitlement Rules.

FOREIGN POSTING FORM

Submission of family members and domestic help form of a member of the Foreign Service on transfer from Headquarters to a Mission.

Note: Two copies to be submitted

1. Name: _____
2. Position Title: _____
3. Position Level: _____
4. EID No.: _____
5. CID No. : _____
6. Transferred to: _____
7. Transfer w.e.f: _____
8. Details of family Members:

(a) Name of spouse: _____
CID No: _____

(b) Children: (i) _____ CID No: _____
(ii) _____ CID No: _____
(iii) _____ CID No: _____
(iv) _____ CID No: _____
(v) _____ CID No: _____

(Note: copies of children's birth certificate/legal adoption papers are to be attached)

Photograph of:

Spouse

1st Child

2nd Child

3rd Child



Domestic help

9. If accompanied by domestic help: _____

- (a) Name of domestic help: _____
- (b) Date of birth _____
- (c) CID No: _____
- (d) Village and Thram No: _____

Signature of Applicant

Signature

Director, Directorate Services
Ministry of Foreign Affairs

CHAPTER 18

PRIVATE TRADE AND EMPLOYMENT

CHAPTER 18: PRIVATE TRADE AND EMPLOYMENT

18.1 Policy

- 18.1.1 Ensure a civil servant carries out the responsibilities in the service of the *Tsa-Wa-Sum* in the most efficient and effective manner.
- 18.1.2 Ensure a civil servant does not engage in private trade and employment and commercial activities.
- 18.1.3 Check corruption in the Civil Service by ensuring that a civil servant does not acquire wealth through unfair and illegal means.

18.2 Extent and Jurisdiction

The rule shall apply to all civil servants including the contract employees and GSP/ESP.

18.3 Authority to Enforce the Rule.

The Head of the Agency and Supervisor concerned shall be responsible to enforce the Rule in respect of the employees.

18.4 General Rule

- 18.4.1 A civil servant shall annually declare the business/trade of his spouse/dependants to the Agency where the civil servant is employed. The Agency shall maintain a list of spouse and dependants of their employees engaged in formal or non-formal business.
- 18.4.2 The spouse or dependants of the Head of the Agency shall not be allowed to participate in the supply of goods and services to the Agency where he is employed or has authority over it.
- 18.4.3 A civil servant shall refrain from participation in the Tender Committee if there is a Conflict of Interest by way of participation of his spouse/dependant(s) or close relative/associates in the bid or the civil servant concerned has a direct interest in any of the parties competing in the bid.
- 18.4.4 A civil servant participating as a member of a Tender Committee shall not communicate any information to the bidders, except those officially required.
- 18.4.5 A civil servant shall not become a member of the Board of Directors of a private company.

- 18.4.6 A civil servant shall not become a Board member/Director of the public companies, Institutes, NGO, Religious Organisation and CSO etc. without prior approval of the RCSC.
- 18.4.7 A civil servant shall not become a member of Editorial Board of any newspaper and other media and multimedia platforms.
- 18.4.8 A civil servant shall not carry out consultancy services.
- 18.4.9 A civil servant shall not be allowed to participate as a resource person/guest lecturer without prior approval of the RCSC.
- 18.4.10 A civil servant shall not act/produce movies and engage in other commercial entertainments.
- 18.4.11 A civil servant shall not hold majority shares of any company.
- 18.4.12 A civil servant shall not be permitted/allow to utilise office time and resources for private purposes.

18.5 Accountability

- 18.5.1 Submission of false information or failure to submit required information in relation to the Rule by a civil servant shall be treated as an offence liable for administrative action.
- 18.5.2 The supervisor concerned shall be liable for administrative action for failing to enforce the Rule.

CHAPTER 19

ADMINISTRATIVE DISCIPLINE

CHAPTER 19: ADMINISTRATIVE DISCIPLINE

19.1 Policy

- 19.1.1 Enhance good governance and eradicate corruption through promoting Transparency, Accountability, and Efficiency in the Civil Service.
- 19.1.2 Ensure consistency, predictability, and equity in administrative procedures and action, which are integral to upholding the rule of law.
- 19.1.3 Guide Agencies in their course of action in adjudicating administrative cases involving civil servants and empower the Agency to enforce discipline to lawfully exercise such power against an erring civil servant.
- 19.1.4 Provide speedy, just and cost-effective process in the dispensation of administrative justice.
- 19.1.5 Ensure that a civil servant observes a standard of behavior in accordance with the Civil Service Values and Conduct, Rules and Regulations and Laws of the Country.
- 19.1.6 Promote high morale, create confidence and protect a civil servant by ensuring justice, fairness, and equity in matters pertaining to administrative discipline.
- 19.1.7 Protect a civil servant against intimidation and/or legal action or personal liabilities resulting from the discharge of official duties in accordance with the rules and procedures.

19.2 Rights of Civil Servants

Every civil servant subject to disciplinary action shall have the right to:

- 19.2.1 Written reasons for any disciplinary action that is taken against him/her;
- 19.2.2 Prior and adequate notice of the nature and reasons for the intended disciplinary action;
- 19.2.3 Opportunity to be heard and placed on record; and
- 19.2.4 Right to an appeal or review of a disciplinary decision.

19.3 Jurisdiction and Authority

- 19.3.1 The Commission shall hear and decide all administrative and disciplinary issues and grievances concerning a civil servant on being approached by individual civil servants as per the provisions of the Rule, except criminal proceedings, which shall be under the jurisdiction of Courts.
- 19.3.2 Completion of a criminal trial or civil suit against a civil servant in a court of law shall not preclude the Disciplinary Committee from exercising jurisdiction under the Rule.
- 19.3.3 The RCSC/Agency shall:
 - 19.3.3.1 Enforce all the provisions of the CSAB 2010, BCSR and other laws governing the discipline of a civil servant;
 - 19.3.3.2 Exercise appellate authority where applicable;
 - 19.3.3.3 Summon witnesses and/or the parties concerned with administrative complaints, issue subpoena, and subpoena duces tecum, and take testimony in an investigation or delegate such power to a proper committee or office of the Government or an appropriate and competent civil servant of the Government;
 - 19.3.3.4 Punish or recommend punishment of the witness in case of a civil servant or the civil servant concerned who fails to comply with a summons, subpoena duces tecum, duly issued according to the subpoena or procedures herein prescribed, and with the same penalties provided in the law; and
 - 19.3.3.5 Enforce decisions on disciplinary actions involving a civil servant.
- 19.3.4 The HRC of an Agency, which shall function as the Disciplinary Committee, shall hear and decide administrative cases against an erring civil servant.
- 19.3.5 A person related to or prejudicial against a respondent civil servant shall not be a member of Disciplinary Committee, the Investigating Committee or as an Appellate Authority.
- 19.3.6 The authority to impose a penalty on a civil servant shall be exercised by the respective authority as under:

Position Level	Minor Penalty	Major Penalty
EX1-EX3/ES1-ES3	RCSC	RCSC
P1 – O4	Agency	Agency

- 19.3.7 The Appellate Authority to review the decisions taken by the Disciplinary Committee shall be:

Appellate Authority	
Administrative Tribunal	For appeal cases against the decision of the Royal Civil Service Commission.
Royal Civil Service Commission	For appeal cases against the decision of the Ministries and Agencies.
Ministry	For appeal cases against the decision of the Department and Dzongkhags.

19.4 Causes for Disciplinary Action

Disciplinary action against a civil servant shall be taken for offense related to:

- 19.4.1 Duties of civil servants;
- 19.4.2 Performance; and
- 19.4.3 Civil Service Values and Conduct.

19.5 Fiscal Responsibility, Accountability, and Liability

- 19.5.1 A civil servant whose official duties and responsibilities require possession or custody of Government funds and accounts or properties shall be liable for their safekeeping.
- 19.5.2 The Head of Agency shall be primarily responsible for all Government funds and properties, or any lapse of fiscal responsibility and duties pertaining to his jurisdiction.
- 19.5.3 A civil servant shall be held responsible and liable for the expenditure of Government funds, use of Government properties, or any decision or action thereon in violation of the provisions of the CSAB 2010, BCSR and other laws.
- 19.5.4 A civil servant responsible for Government vehicles, machinery or any other forms of property shall be liable for the value thereof in case of improper or unauthorized use or misapplication by him or any person for whose acts he may be responsible. Similarly, the individual concerned shall be held responsible and

- liable to make good of all loss, damage, or deterioration of such properties caused by negligence or misuse.
- 19.5.5 Every civil servant accountable for Government funds shall be liable for all losses resulting from the unlawful deposit, use, or the application thereof and for all losses attributable to negligence in the keeping of the funds.
- 19.5.6 An accountable civil servant shall not be relieved from liability by reason of his having acted under the direction of a superior if he fails to notify the superior in writing on the illegality of such an act. The superior directing any illegal action shall be primarily responsible for any loss incurred thereby, while the accountable officer or civil servant who fails to serve the required notice shall be secondarily responsible.
- 19.5.7 A civil servant shall not have any personal or pecuniary interest in any contract or transaction of the respective Agency. The individual shall be held primarily responsible for any violation of the Rule unless it is evident beyond reasonable doubt that:
- 19.5.7.1 It was for the best interest and exigencies of the service;
 - 19.5.7.2 It was due to force majeure or fortuitous event; or
 - 19.5.7.3 It was inevitable to prevent further losses and to ensure continuity of Government operation.
- 19.5.8 A supervisor shall be liable for administrative actions, for any major corruption or grave official misconduct of his subordinates even if the supervisor concerned is not directly involved in such misdeeds.

19.6 Filing of Administrative Charge(s)

- 19.6.1 An administrative charge against a civil servant may be initiated:
- 19.6.1.1 By the Disciplinary Committee on its own initiative;
 - 19.6.1.2 On written complaint supported with sufficient documentary evidence by any person;
 - 19.6.1.3 As per the judgment issued by the court of law; and
 - 19.6.1.4 By Agency.
- 19.6.2 The complaint shall contain the following:
- 19.6.2.1 Full name and address of the complainant;

- 19.6.2.2 Full name, address, position and office of the person against whom the complaint is being lodged; and
 - 19.6.2.3 A narration of the relevant and material facts which shows the acts of omission/commission alleged.
- 19.6.3 The absence of any of the aforementioned requirements may cause the dismissal of the complaint.
- 19.6.4 An anonymous complaint/letters shall not be admitted if not filed properly as prescribed.

19.7 Guiding Principles for Administrative Discipline

- 19.7.1 The disciplinary procedure in the Civil Service shall be governed by the following guiding principles:
 - 19.7.1.1 Alternative Dispute Resolution Mechanism;
 - 19.7.1.2 The rules of natural justice; and
 - 19.7.1.3 Upholding the rule of law.

19.8 Alternative Dispute Resolution (ADR)

- 19.8.1 The purpose of ADR mechanism is to probe causes of misconduct together with the employee and to jointly identify means of correcting the unacceptable conduct. ADR shall normally be applied in cases of a less serious nature of misconduct where there is room for change and improvement and where a trend has developed (e.g. irregular attendance, habitual habits affecting office work and performance).
- 19.8.2 ADR is an effort to address employee misconduct using a method other than a disciplinary inquiry to resolve, reduce, or even eliminate workplace disputes that might come from a circumstance where disciplinary action is not necessarily appropriate and effort is towards an amicable resolution.
- 19.8.3 ADR in the Civil Service can take many forms such as mediation, counseling, guidance or training for less serious offenses with civil servants whose conduct needs correction.
- 19.8.4 The Agency shall identify the relevant civil servants to execute ADR.
- 19.8.5 The Agencies shall refer cases pertaining to ESC/Head of Agency to RCSC for ADR.

- 19.8.6 The method shall be applied with reference to ADR Act of the Kingdom.
- 19.8.7 If the civil servant is not satisfied with the ADR, the Agency may terminate the ADR and forward the case to Disciplinary Committee.
- 19.8.8 If during ADR, it transpires that the alleged misconduct is of a more serious nature than initially thought, the Agency shall terminate the ADR and forward the case to Disciplinary Committee of the Agency.

19.9 Conduct of Disciplinary Enquiry

- 19.9.1 The HRC of an Agency, which shall function as the Disciplinary Committee, shall hear and decide administrative cases against an erring civil servant.
- 19.9.2 When HRC of an Agency considers it inappropriate to use ADR mechanism to resolve the case or ADR is unsuccessful, the HRC shall direct Disciplinary Committee to conduct a disciplinary inquiry in accordance with the following steps:
 - 19.9.2.1 Step 1: Notification to respondent
 - a. The Disciplinary Committee, when convinced that a *prima facie* case exists, shall notify the respondent civil servant in writing of the administrative charge(s) and direct him to submit an explanation on the charge within 15 working days from the receipt of the notification.
 - b. The respondent civil servant shall explain the charge(s), supported by evidence if any.
 - c. The Disciplinary Committee may dismiss the case when the respondent civil servant's explanation proves beyond reasonable doubt that the administrative charge(s) is/are without basis.
 - 19.9.2.2 Step 2: Investigation
 - a. The Disciplinary Committee may order the conduct of an investigation when it is convinced that no decision can be judiciously taken without such an investigation.
 - b. Investigation of administrative charges or complaints against a civil servant shall be in conformity with the Constitution, provisions of the CSAB 2010, BCSR and other laws of the Kingdom.
 - c. In cases where the facts are not complex and the alleged misconduct is not serious, the Member Secretary of the

Disciplinary Committee shall investigate and execute the fact findings and submit to the Disciplinary Committee.

- d. If a matter initially appears to be neither complex nor serious but in the course of the investigation it becomes clear that the case may be complex or serious, the matter shall be transferred to Investigation Committee.
- e. The investigator or Investigating Committee shall commence investigation within 10 working days on receiving directives from the Disciplinary Committee.
- f. The investigation shall be completed within 30 days from its commencement. The Disciplinary Committee may extend the investigation period if required for a maximum period of 30 days, if required.
- g. During the investigation, all civil servants must be treated in a fair and equitable manner.
- h. The investigator/Investigation Committee may make findings on the basis of the evidence available in the event the civil servant fails or refuses to participate.
- i. The Evidence Act of the Kingdom of Bhutan shall govern evidence of the case.
- j. On completion of the investigation, the investigator/Investigation Committee shall submit a written report to the Disciplinary Committee within 10 working days after the completion of the investigation.
- k. The civil servant under investigation shall be given a complete copy of the investigation report except where it is inappropriate to disclose certain information.

19.9.2.3 Step 3: Disciplinary Committee Meeting

- a. The purpose of the disciplinary meeting shall be to submit any concerns (including, where appropriate, the investigation report or parts of it) to the civil servant and allow the civil servant to respond.
- b. The Disciplinary Committee shall ensure that decisions are fair and consistent and that the facts of each case are considered carefully.
- c. The Disciplinary Committee shall consider the report of any findings made in respect of the civil servant.
- d. The civil servant shall be given an opportunity to respond to any concerns raised by the Investigation Committee.

- e. Where a civil servant fails to answer questions or fails to submit any justification on the investigation report, the Disciplinary Committee may make a decision based on the evidence available.
- f. The Disciplinary Committee shall conclude its meeting within 30 days from the receipt of the investigation report.
- g. On establishing the facts based on investigation report and the evidence, the Disciplinary Committee shall assess the nature of the misconduct and determine the breach of Civil Service laws and other relevant laws of the Kingdom, if any and decide on the outcome of the meeting.
- h. The Disciplinary Committee shall decide on the penalty, if any, in accordance with Section 19.12 during the closing of Disciplinary Committee Meeting.
- i. The Disciplinary Committee shall take into consideration the nature of the offense, circumstances leading to the omission/commission of the offense and the past service record of the respondent before imposing any penalty, including compulsory retirement from the service or termination.

19.9.2.4 Step 4: Execution of the Disciplinary Committee's Decision

- a. The decisions of the Disciplinary Committee shall be submitted, formally endorsed and executed by HRC.
- b. The decision shall be informed to the respondent within five working days from the endorsement by the HRC.
- c. The decision letter shall be signed by the Chairperson of the HRC of an Agency.
- d. A copy of the decision letter shall be submitted to RCSC.

19.9.3 In appeal cases, the Disciplinary Committee of the Appellate Authority shall direct the HRC of the appellant's Agency to execute the decision rendered by the Appellate Authority.

19.10 Suspension

19.10.1 Suspension shall be discretionary and not mandatory in its application. It is a means to prevent one from hampering the ongoing investigation while the person is in the office or to prevent further misfeasance/malfeasance or destruction of evidence.

19.10.2 The authority to suspend civil servant in ESC shall be RCSC, with the exception as provided in ACAB 2011.

- 19.10.3 The Disciplinary Committee shall be engaged in executing administrative responsibility of ordering suspension and shall conduct a pre-suspension hearing, providing the accused fair and adequate opportunity to challenge the validity of the suspension order in consonance with the principle of administrative law, natural justice, and procedural due process.
- 19.10.4 A civil servant may be suspended under the following circumstances:
- 19.10.4.1 Cases involving moral turpitude;
 - 19.10.4.2 Serious negligence and dereliction of duty resulting in considerable loss to the government;
 - 19.10.4.3 If the charge is connected to the official position of the public servant;
 - 19.10.4.4 If an official is charged with an offense against the “security and sovereignty of the nation” or for “an offense of or above felony of the second degree”; and
 - 19.10.4.5 Any other similar circumstances.
- 19.10.5 Once charges are filed, public interest should be the guiding factor in deciding to place a civil servant under suspension. The Agency shall consider the following circumstances for placing civil servants under suspension pending an investigation when civil servant faces criminal charges in the court of law:
- 19.10.5.1 Cases where continuance of office will prejudice the disciplinary process;
 - 19.10.5.2 Where continuance in office is likely to seriously subvert discipline in the office or organisation;
 - 19.10.5.3 Where continuance in office will be against the wider public interest or the need to demonstrate the policy of Government to deal strictly with officials involved in scandals or corruption;
 - 19.10.5.4 Matters involving corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, and misuse of official powers for personal gain;
 - 19.10.5.5 Where charges filed are likely to end in the official’s conviction and/or dismissal from service, including compulsory retirement and termination; and

- 19.10.5.6 Any other similar circumstances.
- 19.10.6 The Agency shall issue a formal Office Order to execute the suspension, which shall be notified to the RCSC and the civil servant concerned.
- 19.10.7 The civil servant and the Agency concerned shall be notified if the Suspension Order is issued by the RCSC.
- 19.10.8 A civil servant under suspension shall receive a subsistence allowance of an amount equal to half the basic pay he was receiving before the suspension.
- 19.10.9 The subsistence allowance at 50% of the last basic pay shall be paid until the completion of Court/disciplinary proceedings. However, he shall be entitled to receive the remaining 50% of his basic salary and other benefits as applicable for the entire period of suspension on finalization of the Court/disciplinary proceedings if the civil servant is found innocent and acquitted of all charges and accordingly reinstated in service.
- 19.10.10 The period of suspension shall be considered as part of active service for the purpose of gratuity, annual increment, and promotion only if the respondent civil servant is found innocent and acquitted of all charges and accordingly reinstated.
- 19.10.11 An order of suspension shall remain in force as herein provided unless it is modified or revoked by the appropriate authority.
- 19.10.12 Where a civil servant is suspended, whether in connection with a disciplinary proceeding or otherwise, and another disciplinary proceeding has commenced against him during the suspension, the competent authority to place him under suspension may, for justifiable reasons, order the continued suspension of the civil servant until the completion of all the proceedings against him.
- 19.10.13 In the event a respondent civil servant expires during his suspension, the administrative case against him shall be immediately decided so that whatever benefits decided in his favor may be availed of by his family or legal nominees.
- 19.10.14 The Agency concerned shall not recruit new employees in place of the incumbent when the incumbent is under suspension till all the administrative and/court proceedings are completed and the final decision against the incumbent is taken.

19.11 Summary Proceedings

- 19.11.1 The RCSC, upon the recommendation of the HRC of the Agency, may compulsorily retire a civil servant without formal investigation when a civil servant:
 - 19.11.1.1 Habitually exhibits bad behavior and poor performance; or
 - 19.11.1.2 Is charged with a grave or serious offense and the guilt is proven beyond reasonable doubt, including self-admittance.

19.12 Penalty

- 19.12.1 For the purpose of the administrative disciplinary action, one penalty per charge shall be imposed. However, this shall not include different administrative processes that may be required in determining as well as implementing the penalty.
- 19.12.2 The same penalties shall be imposed for similar offenses under comparable circumstances.
- 19.12.3 In no case shall imprisonment be imposed as a penalty in an Administrative Case. It shall be pronounced only by a court of law. If warranted under the circumstances, the RCSC or any other Disciplinary Committee shall file appropriate criminal charges against a respondent civil servant in a court of law in Bhutan.
- 19.12.4 All disciplinary cases involving civil servants after establishing, beyond a reasonable doubt by the Commission/Agencies, the need for criminal prosecution in the court of law shall be forwarded to the court of law through the Office of Attorney General.
- 19.12.5 A civil servant shall be terminated from service if he is convicted by the court of law for a criminal offense of a misdemeanor and above for offenses related to discharge of official functions.
- 19.12.6 A civil servant shall be compulsorily retired from service with the post-service benefit if he is convicted by the court of law for a criminal offense of a misdemeanor and above for offenses not related to discharge of official functions.
- 19.12.7 Any administrative penalty imposed on a civil servant shall be entered in his service record.
- 19.12.8 The Disciplinary Committee shall exercise reasonable judgment and consider all

relevant factors in determining the most appropriate administrative penalty for each situation.

19.12.9 A civil servant can be charged with any other offenses which are not covered in the Rule and shall be liable for the administrative penalties as may be determined by the RCSC/Disciplinary Committee of an Agency with a comparison to those offenses/penalties covered in the Rule.

19.12.10 In the imposition of penalties, the Disciplinary Committee shall take into consideration the nature and seriousness of the offense, as well as the circumstances, which either mitigate or aggravate the intention of the respondent civil servant and the offense.

19.12.11 A minor penalty shall consist of actions such as:

19.12.11.1 Reprimand, which shall be generally issued for:

- a. Irregular Attendance;
- b. Lack of *Driglam Namzhag*;
- c. Unbecoming etiquettes and manners;
- d. Poor performance; and
- e. Carelessness and/or negligence of duties.

19.12.11.2 Fine of an amount not exceeding one month's salary;

19.12.11.3 Withholding of STT;

19.12.11.4 Withholding of one/two annual increments; and

19.12.11.5 Three or more reprimands or minor penalties would lead to a major penalty.

19.12.12 A major penalty shall consist of:

19.12.12.1 Withholding of annual increment for a period of three to five years;

19.12.12.2 Reduction of salary below the existing pay level but with entitlement to normal increments on due dates;

19.12.12.3 Reassignment;

19.12.12.4 Withholding of promotion;

- 19.12.12.5 Demotion to a lower Position Level/Position;
- 19.12.12.6 Withholding of LTT;
- 19.12.12.7 Compulsory retirement from service with post-retirement benefits; and
- 19.12.12.8 Dismissal or termination of service without post-retirement and other benefits, except one's own contribution.

19.13 Right to Appeal

- 19.13.1 A civil servant aggrieved by a decision of the Disciplinary Committee has the right to appeal to the Appellate Authority. In the event an aggrieved civil servant or oversight Agency has observed inconsistencies in the disciplinary action, the case may be appealed to the Appellate Authority.
- 19.13.2 A respondent civil servant may appeal against the decision of the Disciplinary Committee within 10 working days from the receipt of the decision. Such an appeal shall be submitted to the relevant Appellate Authority for the reasons that:
 - 19.13.2.1 There is evident injustice due to grave abuse of discretion;
 - 19.13.2.2 The decision is not supported by the evidence on record;
 - 19.13.2.3 Evidence was not considered when imposing the penalty;
 - 19.13.2.4 Newly discovered or additional evidence which materially affects the decision is presented; or
 - 19.13.2.5 There is a patent error in the interpretation of rules and regulations and laws, prejudicial to the interest of the respondent civil servant.
- 19.13.3 The Appellate Authority, while reviewing the appeal shall examine whether the disciplinary authority has complied with the due process.
- 19.13.4 A decision on the appeal shall be rendered within 30 days from receipt of the appeal.
- 19.13.5 An aggrieved civil servant, if not satisfied with the decision of the ultimate Appellate Authority, namely, Administrative Tribunal, may appeal against such decision to the High Court or Supreme Court.

19.13.6 In the event the High Court or Supreme Court acquits the respondent civil servant of all charges on reviewing the appeal against the decision of the Administrative Tribunal, the penalty shall stand revoked. However, if the Court finds him guilty on some charges he shall be imposed such administrative penalty as deemed appropriate.

19.14 Administrative and Legal Support

19.14.1 No party shall prosecute or suspend a civil servant without notifying the RCSC. Also, the civil servant concerned shall be responsible for notifying the RCSC.

19.14.2 RCSC/Agency shall provide administrative and legal support to a civil servant in the event he is accused and prosecuted for actions and decisions taken in good faith in the interest of Agency's mandates, laws, rules and regulations, and overall national vision. The support shall be as follows:

19.14.2.1s If prosecuted by Government/Government Agency, all expenses related to the defence of charge(s) shall be processed and reimbursed by the Working Agency in the event he is acquitted. However, he shall be represented by a Bhutanese law firm/lawyer only; and

19.14.2.2 If prosecuted by others related to official function, Agency concerned shall depute its Legal Officer or request the Office of Attorney General to represent him in the Court.

19.14.3 No legal proceeding or suit shall lie against the civil servants in respect of official duties, which is done in good faith or intended to be done pursuant to the provisions of the CSAB 2010. Such immunity shall not cover corrupt acts committed by any civil servants in connection with the discharge of their duties or cover other valuables in consideration to act in a particular manner.

19.14.4 The Agency concerned shall through proper media coverage reveal facts leading to acquittal of a civil servant by the court of law on the charges lodged against him.

19.14.5 In the event, a civil servant charged for corruption case related to official function is proven innocent in a court of law, he shall be eligible for a refund of expenses for the legal process if any with proper documentary evidence.

19.15 The RCSC shall maintain the Negative List of civil servants as follows:

19.15.1 The Negative List is a register or list of civil servants who have been punished as guilty by the court of law through conviction for breaching the law of the nation and/

or who have been punished by Agencies concerned through major administrative penalty for breaching the provisions of the CSAB 2010 and/or the provisions of the BCSR.

19.15.2 Objective

- 19.15.2.1 To have a clean Civil Service run by people of strong moral character and integrity.
- 19.15.2.2 To guide future HR actions, especially appointment to senior and important positions.
- 19.15.2.3 To keep vigil on erring civil servants.

19.15.3 Criteria

If a civil servant has:

- 19.15.3.1 Been convicted by the court of law, he shall automatically be included in the Negative List; and
- 19.15.3.2 Been sanctioned major and repeated minor administrative penalties by the Agency concerned, he shall automatically be included in the Negative List.

19.15.4 Responsibility of Agencies

Agencies shall maintain a record of civil servants falling under the Section 19.15 above, in the CSIS.

19.15.5 Implication

A civil servant whose name is featured on the Negative List once will be subject to special scrutiny for promotion to a higher Position Level or appointment to another Position.

19.15.6 Time Frame for Negative List

A civil servant shall be on the negative list until he completes the term of his penalty.

CHAPTER 20

SEPARATION

CHAPTER 20: SEPARATION

20.1 Policy

- 20.1.1 Retire a civil servant with dignity, respect and mutual appreciation upon completion of superannuation age.
- 20.1.2 Promote financial support to civil servant in retirement through post-retirement benefits/schemes.
- 20.1.3 Facilitate the civil servants with appropriate separation schemes.

20.2 General Rules

- 20.2.1 Superannuation
 - 20.2.1.1 A civil servant shall retire from service upon completion of the following superannuation age:

Sl. No.	Position Category	Age of Superannuation
i.	Executive & Specialist Category	60 years
ii.	Professional & Management Category	58 years
	Supervisory & Support Category	
iii.	a. SS4 – SS1	58 years
	b. S5 – S1	56 years
iv	Operational Category	56 years

- 20.2.1.2 The Agency shall have the authority to issue separation orders for civil servants of P1 and below upon completion of superannuation age;
- 20.2.1.3 The date of birth recorded in the service record at the time of the initial appointment of a civil servant shall be the basis to determine the date of retirement;
- 20.2.1.4 Unless otherwise specifically provided by the Rule, the actual retirement on superannuation shall be effective on the first day of the month following the actual date of retirement. The gratuity and other post retirement benefits shall be computed as on the effective day of retirement;

- 20.2.1.5 No civil servant shall be retained in regular or contract service beyond the age of superannuation. Agency shall notify the civil servants six months prior to superannuation;
- 20.2.1.6 An Agency shall issue the Office Order of superannuation for personnel as per the delegation of authority to accept resignation; and
- 20.2.1.7 A civil servant shall be entitled for one month preparatory leave before superannuation age.

20.3 Resignation

- 20.3.1 The authority to accept voluntary resignation submitted by a civil servant shall be vested with the following authorities respectively, based on the Position Category of the civil servant:

Sl. No	Position Category	Authority
i.	ESC	RCSC
ii.	PMC, SSC and OC	HRC of the Agency

- 20.3.1.1 A civil servant, subject to other rules, on his own may seek voluntary resignation from service after giving notice of at least one month in advance;
- 20.3.1.2 A civil servant who fails to give the prescribed period of notice of resignation shall be liable to pay an amount equal to the basic pay for the prescribed period of notice;
- 20.3.1.3 A civil servant shall resign from service prior to standing as a candidate for any election conducted under the electoral laws of the Kingdom or holding any paid or unpaid post in any political party;
- 20.3.1.4 The authority that recommends and accepts the resignation shall ensure that the resigning civil servant has complied with the conditions of service laid down in the training, secondment and other rules;
- 20.3.1.5 A civil servant shall submit resignation to a competent authority, as per the delegation of authority, through the respective Supervisor or Head of the Agency for approval;
- 20.3.1.6 In interest of the Public, HRC may withhold a voluntary resignation up to a maximum period of six months from the notified date;

- 20.3.1.7 A civil servant who suffers from prolonged illness and unable to perform regular duties for three years or more, shall be separated under ERS from the service with postservice benefits; and
- 20.3.1.8 An ex-civil servant who exited from the Civil Service on superannuation, compulsory retirement or termination shall not be eligible to apply for any form of re-employment in the Civil Service.
- 20.3.2 Early Retirement Scheme (ERS)
- The objective of the ERS is to facilitate civil servants to retire early.
- 20.3.2.1 Eligibility
- A civil servant shall be eligible for ERS, if he fulfills any of the following criteria:
- a. Is 51 years and above;
 - b. Is below 51 years of age fulfilling the following conditions:
 - i. A civil servant has served for a minimum of 20 years;
 - ii. A civil servant does not possess a minimum of Bachelor Degree; and
 - iii. A civil servant has no obligations to the Government.
 - c. Has exhausted admissible Medical Leave of three years;
 - d. Has completed tenure as a Government Secretary prior to attaining superannuation age; and
 - e. Is appointed as Member of Constitutional Offices.
- 20.3.2.2 Disqualification
- A civil shall not be eligible for ERS, if:
- a. He has impending disciplinary or corruption case (s); and
 - b. His service is determined to be required by the Government based on scarcity of such skills and expertise.
- 20.3.2.3 The Working Agency shall process and provide the ERS benefits, less other adjustment with the Agency, to the employee.
- 20.3.2.4 The HRC/Council of the Agency concerned shall accept, scrutinize and accord approval for the decentralised positions for availing ERS benefits.
- 20.3.2.5 The ERS benefits to be granted shall be a one-time lump sum compensation based on the following calculation:

- a. For a civil servant 51 years and above shall be entitled to three months' basic salary for every remaining year of service to superannuation subject to a maximum of 18 months' basic salary; and
 - b. For a civil servant below 51 years of age shall be entitled to two months' basic salary for every remaining year of service to superannuation subject to a maximum of 18 months' basic salary.
- 20.3.2.6 Besides the ERS, the above categories will be eligible for other regular retirement benefits as per the BCSR.
- 20.3.2.7 Six months or more shall be considered a full year of service for the purpose of calculating the total number of 'years' to be credited, provided a civil servant has served a minimum of 10 years of active service.
- 20.3.3 Special Retirement Scheme
- The Commission in consultation with the Government may implement periodic Special Retirement Scheme to right-size and address redundancy in order to enhance efficiency and performance in the Civil Service.
- 20.3.4 Compulsory Retirement
- 20.3.4.1 A civil servant shall be compulsorily retired from service with post service benefit if he is convicted by the court of law for a criminal offence of misdemeanour and above for offences not related to discharge of official functions; and
- 20.3.4.2 RCSC/Agency may compulsorily retire a civil servant on disciplinary grounds in accordance with Section 19.12 under Administrative Discipline and violation of obligation/non-performance under relevant Section of the Rule.
- 20.3.5 Termination
- 20.3.5.1 A civil servant shall be terminated from service if he is convicted by the court of law for a criminal offence of misdemeanour and above for offences related to discharge of official functions; and
- 20.3.5.2 RCSC/Agency may terminate a civil servant on disciplinary grounds in accordance with Section 19.12 under Administrative Discipline.

20.3.6 Agency Severance

The services of a civil servant shall be separated from the Civil Service upon corporatisation/privatisation of his Agency, unless his service is required in the Civil Service.

20.4 Retirement Benefits

For the purpose of payment of salary in event of death of the civil servant, the remuneration shall be paid for the entire month.

20.4.1 Gratuity

20.4.1.1 Eligibility

- a. A civil servant who is separated from service shall be entitled to receive gratuity after rendering a minimum of 10 years of service, except, those on contract and death cases while in service; and
- b. A civil servant terminated from service shall not be eligible for gratuity.

20.4.1.2 Amount

- a. The amount of Gratuity payable under the Rule shall be computed based on the last basic pay drawn times the number of completed years of service.
- b. However, service of six months and above shall be considered as a complete year for the purpose of calculating gratuity, provided a civil servant has served a minimum of 10 years active service.

20.4.1.3 Ceiling

The ceiling on quantum of Gratuity shall be as determined by the Royal Government from time to time.

20.4.1.4 Conditions

Gratuity shall be paid to a civil servant by the Agency only upon production of an Audit and Tax Clearance Certificates confirming that the retiree has no outstanding advances or loans from financial institution to which the Agency was the guarantor.

20.4.1.5 Recovery

- a. The amount due from a civil servant, if any, at the time of retirement or demise and not recoverable otherwise, shall be recovered from the Gratuity payable to the incumbent, his nominees or other legal heir to whom such payments may be released.
- b. In case of demise of a civil servant, the recovery or penalty against the service obligation shall be treated null and void.
- c. Any outstanding in terms of training obligation as defined at Section 97.36 of the CSAB 2010 and as per Section 9.7.7.4 of the Rule shall be recovered from the candidate's gratuity and other retirement benefits payable to him.

20.4.1.6 Authority

Gratuity shall be sanctioned to a civil servant by a competent authority to which such powers are delegated in the Financial Manual after completing the required formalities and the sanction shall be accorded in the prescribed form.

20.4.2 Pension

20.4.2.1 A civil servant who has served a minimum of 10 years in the service and made 120 monthly contributions to the pension account or retires from service on completing Civil Service retirement age, shall be entitled to monthly pension benefits, as per the National Pension and Provident Fund Rules and Regulations.

20.4.2.2 If a civil servant is terminated, he shall not be eligible for the pension benefits but entitled to refund of his contributions made to the pension account.

20.4.3 Provident Fund

20.4.3.1 A civil servant who has served for a minimum of one year and retired from service, shall be entitled to the provident fund benefits, both the employee and employer contributions together with returns thereon credited to pension account as per the National Pension and Provident Fund Rules and Regulations.

20.4.3.2 A civil servant whose services are terminated shall be entitled only to his contribution together with returns credited thereon to provident fund account.

20.4.4 Monthly Pension and Provident Fund

20.4.4.1 The amount of monthly pension benefits and the Provident Fund payable to retired civil servants under the National Pension and the Provident Fund benefits shall be subject to the provisions in the National Pension and Provident Fund Rules and Regulations.

20.4.5 Conditions

20.4.5.1 A copy of the order relieving a civil servant on separation from Civil Service shall be endorsed to the National Pension and Provident Fund, which shall form the basis for the National Pension and Provident Fund to sanction the pension and provident fund benefits.

20.4.6 Recovery

20.4.6.1 The amount accumulated to a member under the National Pension and Provident Fund shall not be liable to attachments, garnishments, levy or seizure, except to pay any dues of the member payable to the National Pension and Provident Fund or to the employer.

20.4.7 Authority

20.4.7.1 Pension and Provident Fund Benefits shall be sanctioned to a retired civil servant by the National Pension and Provident Fund in accordance with the National Pension and Provident Fund Rules and Regulations.

20.4.8 Verification of Service

20.4.8.1 The services of a civil servant claiming gratuity, pension and provident fund benefits under the Rule shall be verified with respect to the service book of the civil servant and certified in the prescribed form by a designated authority.

20.4.9 Travel Allowance

20.4.9.1 A civil servant who leaves the service for any reason, other than termination, shall be entitled to Travel Allowance of an amount equal to one month's last basic pay of the civil servant.

20.4.10 Transfer Grant

20.4.10.1 A civil servant who leaves service for a reason other than termination shall be entitled to the transfer grant of one-month basic pay.

20.4.11 Transport Charge of Personal Effects

20.4.11.1 A civil servant, who leaves service for a reason other than termination, shall be entitled to receive transport of personal effects as per Schedule 14/A.

20.4.12 Group Insurance Scheme

20.4.12.1 A civil servant who leaves service shall be entitled to the benefit of Employees Group Insurance Scheme.

20.4.13 Benefits Payable to the Family

20.4.13.1 If a civil servant expires while in service including probation period, his family/legal nominee shall be entitled to all retirement benefits.

20.4.13.2 If a civil servant is required to resign due to illness or disability incurred while in-service, he/his family/legal nominee shall be eligible to process all retirement benefits.

20.4.14 Personal Pay

20.4.14.1 The personal pay, if any as per Section 11.8, shall be clubbed with the basic pay for calculation of retirement benefits (Gratuity, Travel Allowance, Transfer Grant).

20.5 Incidence of Payment

Gratuity and other retirement benefits shall be paid to the retired civil servant.

20.5.1 Gratuity and other terminal benefits shall be claimed by a civil servant from the Agency from which he received his last pay.

20.5.2 For a civil servant who has served both in a Government Agency and public sector corporation, the gratuity shall be paid for the entire service period.

- 20.5.3 In the event the annual increment is due for a civil servant on the day following the date of retirement, the annual increment shall be released and it shall be considered for the purpose of calculating all retirement benefits.
- 20.5.4 Gratuity and other benefits shall also be payable to the nominee(s) of a civil servant who expires while in Civil Service.
- 20.5.5 Gratuity and other benefits payable to a civil servant who expires without filing the nomination shall be disbursed in accordance with the law of the country.
- 20.5.6 Travel allowance, transfer grant and transport charges of personal effects shall be payable to a civil servant only upon fulfilment of service obligation under Section 4.14.1 or Section 7.16, unless specified otherwise.
- 20.5.7 A retired civil servant or his nominee shall not be paid gratuity and other benefits if he:
 - 20.5.7.1 Is under indictment or has charges outstanding against him referred under the rules of the Government for offences related to official functions;
 - 20.5.7.2 Wilfully remains outside the Kingdom of Bhutan with the knowledge of the indictment or charges, as the case may be; or
 - 20.5.7.3 Fails to appear, testify, or produce a book, paper, record, or other document, relating to the service as an employee, before a Government-appointed authority or a court of law concerning the past or present relationship with a foreign Government/Agency or a matter involving or relating to an interference with or endangerment of, or involving or relating to a plan or attempt to interfere with or endanger the national security or sovereignty of the Kingdom of Bhutan.

20.6 Nomination

- 20.6.1 A civil servant shall submit to the Agency concerned a nomination in the prescribed Form conferring on one or more persons the right to receive the retirement benefits that may be due to him in the event of his demise.
- 20.6.2 A civil servant, who desires to nominate more than one person under Section 20.6.1 above, shall specify the amount payable to each of the nominees.
- 20.6.3 A civil servant may, at any time, cancel a nomination and submit a fresh one in its place.

- 20.6.4 A civil servant may state in a nomination that in the event of the pre-decease of the nominee, the right conferred upon the nominee shall automatically change to another person or persons, as may be specified in the nomination.
- 20.6.5 A civil servant not having a family at the time of nomination shall file a fresh nomination on acquiring a family and if one fails to comply with this requirement, the benefits shall be paid to the nominees nominated earlier or disbursed in accordance with the law of inheritance, as the case may be.
- 20.6.6 Every nomination made and every notice of cancellation by a civil servant shall, to the extent it is valid, take effect on the date on which it is received by the Agency concerned.

20.7 Formality

- 20.7.1 There shall be a proper handing/taking over of the charge before a civil servant is relieved on retirement, including the Government property, including official passport, files and records.
- 20.7.2 Agency shall ensure that personal files of ESC are handed over to RCSC.
- 20.7.3 Agency concerned shall take the responsibility to immediately process his post retirement benefits upon superannuation or retirement and settle all payments within one month.
- 20.7.4 A civil servant with clean service record shall be relieved with appreciation and dignity.

20.8 Accountability

- 20.8.1 A separation not carried out in conformity to the provisions of the Rule shall be regarded as illegal. HRC shall be held accountable for such separation.
- 20.8.2 A civil servant who dishonours the Office Order issued by the competent authority shall be accountable and liable for disciplinary actions.

20.9 Commendation

- 20.9.1 A civil servant retiring after minimum of 20 years of clean service record shall be awarded an “Expression of Commendation” in appreciation of his service in accordance with delegation of authority (Schedule 20/A and Schedule 20/B).



SCHEDULE 20/A

ROYAL CIVIL SERVICE COMMISSION ROYAL GOVERNMENT OF BHUTAN

CERTIFICATE OF APPRECIATION

On behalf of the Royal Government of Bhutan, the Royal Civil Service Commission awards this certificate of appreciation to

.....

in recognition and gratitude of his/her significant contribution made duringof dedicated service to the *Tsa-Wa-Sum*.

Date:

Chairperson
Royal Civil Service Commission

SCHEDULE 20/B

CERTIFICATE OF APPRECIATION

On behalf of the Royal Government of Bhutan, the (Agency Name) awards this certificate of appreciation to in recognition and gratitude of his/her significant contribution made during.....of dedicated service to the *Tsa-Wa-Sum*.

Date:

Head of the Agency
(Agency Name)



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

Agency:

SEPARATION BENEFITS AND GRATUITY WORKING SHEET/ APPLICATION FORM

1. Name :
2. Position Level &Title :
3. Nationality :
4. Permanent Address :
5. Present Working Agency/Place :
6. Date of Birth as per service book :
7. Date of initial appointment in the Civil Service :
8. Date of Retirement/Superannuation/
Termination/change of status :
9. Number of completed years in service :
10. Total No. of years service rendered to other
organisation :
11. Pay Scale on the date of Separation :
12. Basic Pay as on the date of retirement :
13. Personal Pay (if any) :
14. Amount of Gratuity (Sl. No. 9 X (12+13)) :
15. Amount of Soelra (if any) :
16. Transfer TA (One Month's Basic Pay) :
17. Transfer Grant (One Month's Basic Pay) :
18. Transport Charge of Personal Effects :
19. Leave at credit :
20. Total amount of the claim (Sl. 14+15+16+17+18+19) :

Name of claimant _____

Dated signature _____

Certified that the above information is correct as per the service book of the retiring employee.

It is hereby assured that any outstanding dues of accountability will be adjusted before the payment is released.

The Separation Benefits and gratuity amount may please be released to the account no. mentioned below:

L/C account No. :

Operated by :

Place :

Verified by:

(Human Resource Officer)

(Finance Officer)

Approved by:

**(Signature)
Head of Agency**

Date :

Station :

Note: This form should be accompanied by a copy of the retirement order and Last Pay Certificate. The valid Audit Clearance Certificate issued by the Royal Audit Authority which is mandatory should be verified online.

CHAPTER 21

CIVIL SERVICE RECORD AND

INFORMATION SYSTEM

CHAPTER 21: CIVIL SERVICE RECORD AND INFORMATION SYSTEM

21.1 Policy

- 21.1.1 Maintain accurate and up-to-date Civil Service information and records.
- 21.1.2 Serve as repository of Civil Service information and record.
- 21.1.3 Secure and uphold confidentiality of information in accordance with the Constitution and the CSAB 2010.
- 21.1.4 Promote efficiency and transparency in HR decision making through e-governance.

21.2 Strategy

- 21.2.1 Adapt and enhance online Civil Service Information System (CSIS) and other supporting systems.
- 21.2.2 Adopt standard operational guidelines/manual on management of HR information.
- 21.2.3 Provide role-based access to all Agencies to the CSIS and other ICT enabled system for HR management.
- 21.2.4 Archive Civil Service records at the RCSC and respective Agencies.
- 21.2.5 Ensure adequate information security.

21.3 General Rule

- 21.3.1 The RCSC shall maintain records of civil servants in ICT enabled system and individual Personal Files that may be digitally archived or in hard copies.
- 21.3.2 CSIS shall be the primary source of information related to civil servants.

21.3.3 Access to CSIS shall be given based on roles and responsibilities as follows:

Role	CSIS Rights
Head of Agency	Report Viewing Rights for the Organisation
HR Officer (Agency)	All HR Process rights in CSIS including reports as per BCSR
HR Assistant (Agency)	All HR process rights in CSIS including reports as per BCSR
HR Officer (RCSC)	All HR Process rights in CSIS including reports as per BCSR
Legal Officer (RCSC)/Agency HRO	Legal Module
Record Assistant (RCSC)	MISD Records
Administration	Administration management rights
Individual Civil Servants	Individual personal details

21.3.4 Information maintained in the CSIS and other HR System shall be the basis for HR actions.

21.3.5 The Service Book shall be in the format prescribed and approved by the RCSC.

21.3.6 Information contained in the Employment Application Form (Form 4/1) and the Service Book which have been duly signed by the civil servant and verified at the time of his entry into the Civil Service shall be legally binding.

21.3.7 Data in CSIS and changes shall be classified and effected as follows:

Data Classification	Details	Authority to Change
Sensitive Data	1. Employee ID 2. Name 3. Date of birth 4. Appointment details 5. Promotion details 6. Position Level and Position Title 7. Major Occupational Group and Sub-group 8. Long Term Training and qualification details 9. Present Working Agency	RCSC upon receipt from respective Agencies as per Form 21/2
Non - Sensitive Data	1. Contact number 2. Address details (permanent address) 3. Primary Nominee	Individual civil servant
	1. Working Agency 2. CID 3. Transfers history 4. Family details 5. Short Term Training	HR Officer Concerned

21.3.8 RCSC shall publish Civil Service Statistics and other information on Civil Service in the Annual Report and Annual Civil Service Statistics.

21.3.9 On written request as per the format (Form 21/1), the RCSC may also make available selected Civil Service information for official use by the requesting Agency. The information provided shall be used only for the requested purpose.

21.3.10 Process of Information Correction

The following process shall be followed to correct the information in CSIS:

a. A civil servant shall submit the information correction form (Form 21/2) attached with the following documents to the HR Division/Services:

- i. Clearly indicating the corrections to be made on the copy of the CV generated from the CSIS; and
- ii. Relevant supporting document.

b. HRO to verify the information and in accordance with Section 21.3.6 take necessary action as per the delegation of authority.

21.3.11 All Agencies shall maintain hard copy of personal files and service books of all civil servants and for separated civil servants, to be maintained as per the period prescribed below:

Position Category	No of Years
Executive & Specialist Category	15 Years
Professional & Management Category	10 Years
Supervisory & Support and Operational Category	5 Years

21.3.12 The Agency shall hand over all the personal files and service books of civil servants in the Executive & Specialist Category upon their separation, to RCSC.

21.3.13 The Agency shall form a committee to dispose the personal files and service books of the civil servants in Professional & Management Category, Supervisory & Support Category and Operational Category after the completion of the above period.

21.4 Responsibilities of RCSC

21.4.1 The RCSC shall:

- 21.4.1.1 Be the repository of Civil Service information and records;

- 21.4.1.2 Maintain accurate and up-to-date HR information;
- 21.4.1.3 Ensure adequate information security;
- 21.4.1.4 Take periodic back-up of all HR information systems maintained at RCSC;
- 21.4.1.5 Maintain audit trail of the “system access” by users;
- 21.4.1.6 Maintain active personal files ensuring easy access and effective tracking system;
- 21.4.1.7 Compile and publish Civil Service Annual Statistics;
- 21.4.1.8 Provide technical support and training on HR information systems and record keeping;
- 21.4.1.9 Disseminate information through its Annual Report, Annual Statistics Report and its website; and
- 21.4.1.10 Administer and manage the system users.

21.5 Responsibilities of a Civil Servant

- 21.5.1 A civil servant shall:
 - 21.5.1.1 Ensure that his information in the CSIS is accurate and up-to-date;
 - 21.5.1.2 Upon viewing his Curriculum Vitae (CV) in the CSIS, bring to the notice of the HROs for ensuring correction, if any, with valid supporting documents; and
 - 21.5.1.3 Ensure that his Primary Nominee details are up-to-date (for CSWS and retirement benefits).

21.6 Responsibilities of Agency HRO

- 21.6.1 Maintain accurate and up-to-date information on all HR actions in the CSIS and Personal File.
- 21.6.2 Ensure to use CSIS for generation of all automated HR orders.

- 21.6.3 Make effective use of CSIS and remain accountable for accuracy and integrity of information on all HR matters.
- 21.6.4 Maintain up-to-date Personal Files and Service Books of the existing civil servants.
- 21.6.5 Ensure that the civil servant at the time of joining the Civil Service truthfully declares his bio-data in Sections 1 and 2 of the Service Book and Employment form which will be maintained and shall remain as legal declaration.
- 21.6.6 Effect the correction of non-sensitive data and forward correction of sensitive data with valid supporting documents to RCSC.
- 21.6.7 Identify focal person to whom access shall be granted based on roles and responsibilities and inform RCSC immediately on any change.
- 21.6.8 Submit all personnel information to the RCSC including hard copy wherever necessary within the specified time.
- 21.6.9 All HR decisions affected online shall be printed, initiated and filed in the Personal File for record.
- 21.6.10 HROs and Assistants (HR) shall not share their individual users and password.
- 21.6.11 HR Division/Services shall submit the creation of new user to RCSC via email.

21.7 Accountability

- 21.7.1 The RCSC, Agency's HROs and the civil servant concerned shall be liable for ensuring up-to-date and accurate HR information and records.



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

INFORMATION REQUEST FORM

Name of the Agency:

Purpose of the Information

Format of the Information request (mention the fields required)

Disclaimer: The information provided shall be used for the above mentioned purpose only.

Signature

Name

Position Title



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

INFORMATION CORRECTION FORM

Date:.....

I,(Name), holding Employee ID.....presently working in.....
(Working Agency) request change in the following information:

Sl. No.	Change Requested in:	Currently reflected in CSIS as:	Request Change to:	Supporting documents/ Evidences*
1				
2				
3				

*Checklist of supporting documents:

- a. For correction in date of birth: service book copy attested with sign and seal of HRO of concerned Agency, academic transcript, citizenship ID Card copy.

Note 1: Employment form maintained at RCSC shall be used as the primary reference document for the correction of date of birth.

Note 2: For correction in name spelling: documents that reflect name such as academic transcripts, citizenship ID card shall be used for minor spelling correction. Original court affidavit in cases where the evidences do not support the name change or there is a complete change in name

- b. For correction in appointment/promotion/position levels or titles/ MOG: appointment/ promotion/ or relevant office orders.
- c. For correction of long term training and qualification:
 - i. In-Service : RCSC award letter and relevant training certificates.
 - ii. Pre Service: Training certificates.

(Signature of applicant/HR Officer on behalf of the civil servant)

To be filled by the Employer

I certify that the information hereby furnished in respect of..... is correct, verified and attested from the original copies of his/her record maintained in this office.

**Signature and Seal
HR Officer**

To be filled by RCSC

Verified and Updated by:

(Name and Signature)

CHAPTER 22

CIVIL SERVICE AWARD

CHAPTER 22: CIVIL SERVICE AWARD

22.1 Policy

- 22.1.1 Recognise and reward civil servants with outstanding achievements.
- 22.1.2 Recognise and reward civil servants for dedicated service to the *Tsa-Wa-Sum*.
- 22.1.3 Develop service models for others to emulate.
- 22.1.4 Set high-performance culture at work.
- 22.1.5 Attract, retain and motivate high performers.
- 22.1.6 Develop a sense of achievement and pride of being a civil servant.

22.2 Strategy

- 22.2.1 Civil servants shall be rewarded for their dedication and outstanding contribution to the *Tsa-Wa-Sum*.
- 22.2.2 The RCSC shall institute a merit-based, transparent and accountable reward system.
- 22.2.3 The Awards may be given with incentives.

22.3 Eligibility

Civil servants, including Contract employees and GSP/ESP, shall be eligible for dedicated and lifetime service award.

22.4 Categories of Award

The Civil Service Awards shall be given in the following three categories:

- 22.4.1 Civil Service Award for Dedicated Service
 - 22.4.1.1 This Award shall be given to civil servants with clean service records who have served the *Tsa-Wa-Sum* with full dedication and loyalty.

22.4.1.2 The Award shall be based primarily on the duration served in the Civil Service as follows:

Years of Active Service	Particulars of Award
10 years	Certificate with a Medal (Bronze)
20 years	Certificate with a Medal (Silver)
30 years	Certificate with a Medal (Gold)

22.4.2 Civil Service Award for Lifetime Service

22.4.2.1 This Award for Lifetime Service shall be given to those superannuating civil servants with clean service records, upon completion of the retirement age prescribed in the BCSR.

22.4.2.2 The Award shall be a Certificate along with a Medal.

22.4.3 Civil Service Award for Excellent Service

22.4.3.1 This Award shall be conferred in recognition of meritorious and outstanding performance by a civil servant on a theme (s) chosen annually.

22.4.3.2 This award will be given only to regular civil servants.

22.4.3.3 10 to 15 outstanding civil servants shall be awarded annually.

22.4.3.4 Generic themes shall be developed by the Commission.

22.4.3.5 This Award shall be given as follows with benefits:

Category of Medal	Service Benefits	Remarks
Bronze	One increment	This amount shall be granted to the civil servant monthly till superannuation, which shall be over and above normal increments.
Silver	Two increments	This amount shall be granted to the civil servant monthly till superannuation, which shall be over and above normal increments.

Gold	Promotion to next higher Position Level if within the broadband or Three increments	This Award may be combined with the Meritorious Promotions granted by the RCSC. In case of increments, the amount shall be granted to the civil servant monthly till superannuation, which shall be over and above normal increments.
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22.4.4 Nomination Procedure

For the purpose of calculation of the number of years to be eligible for the Civil Service Award, only EOL shall be excluded.

22.4.4.1 Civil Service Award for Dedicated Service

- a. The Agencies in July of each year shall submit a list of civil servants eligible for the Award as on 15th November of the same year.
- b. Upon receipt of the nominations, the RCSC shall verify and finalise the list of awardees.

22.4.4.2 Civil Service Award for Lifetime Service

- a. The Agencies shall submit a list of civil servants due for superannuation in the next six months in January and July of each year to the RCSC.
- b. The RCSC shall verify and finalise the list of awardees.

22.4.4.3 Civil Service Award for Excellent Service

- a. The RCSC shall provide a guideline for the nomination of civil servants.
- b. All the Agencies, through their respective HRC, shall submit a list of truly deserving and outstanding civil servants in their Agencies to the RCSC by July on annual basis.
- c. In August and September, the RCSC shall conduct research and verification on each of the nominees from the Agencies.
- d. The RCSC shall further review and endorse the list of nominees in order of priority.
- e. The RCSC would then submit the final proposal by the end of October, to the Royal Secretariat for perusal and kind consideration.
- f. The Civil Service Award for Excellent Service shall be granted during the National Day on 17 December every year.

22.4.5 Accountability

- 22.4.5.1 The HRC shall be responsible for ensuring effective implementation of the Civil Service Award System.
- 22.4.5.2 The HR Division/Services of the Agency shall be responsible for timely initiation and submission of the nominations as per the schedule outlined.
- 22.4.5.3 The RCSC/Agency shall be responsible for the nomination/selection of the most deserving civil servants that would fulfil Noble Wishes of the Druk Gyalpo.

CHAPTER 23

HUMAN RESOURCE AUDIT

CHAPTER 23: HUMAN RESOURCE AUDIT

23.1 Policy

- 23.1.1 Enhance good governance.
- 23.1.2 Ensure compliance and uniform application of the CSAB 2010, BCSR and other relevant laws across the Civil Service.
- 23.1.3 Improve/Enhance HR standards and practices across all the Civil Service Agencies.
- 23.1.4 Ensure optimal use of human resources and Organisational Development.

23.2 Strategy

- 23.2.1 Carry out periodic HR Audit across all the Civil Service Agencies as per the HR Audit Manual and Organisational Development Exercise.
- 23.2.2 Capacity building of the HR personnel to minimise HR Audit issues and ensure professionalism in the conduct of HR Audit.
- 23.2.3 Creating awareness in the working agencies on significant and recurring HR Audit issues.

23.3 General Procedure

- 23.3.1 Identify gaps and limitations, and recommend appropriate interventions.
- 23.3.2 Ensure and replicate best HR standards and practices in the Civil Service.
- 23.3.3 Ensure that recommendations and interventions are implemented and followed up accordingly.

23.4 Compliance HR Audit

Compliance HR Audit shall focus on:

- 23.4.1 Staffing plans and implementation;
- 23.4.2 Human resource development and implementation;
- 23.4.3 Utilisation of human resources;

- 23.4.4 Recruitment, Selection and Appointment process;
- 23.4.5 Mismatch in the Position Title and Job assignments;
- 23.4.6 Performance Management system;
- 23.4.7 Promotion;
- 23.4.8 HRC Meeting minutes;
- 23.4.9 Transfer;
- 23.4.10 Leave;
- 23.4.11 Administrative disciplinary procedures, decisions and implementation;
- 23.4.12 Separation;
- 23.4.13 Work conditions/environment;
- 23.4.14 Civil Service information and records; and
- 23.4.15 Any other HR related matters.

23.5 Strategic Audit

- 23.5.1 Strategic Audit shall aim to strengthen HR Division/Services by being proactive and examining cross cutting HR issues.
- 23.5.2 HR intervention beyond HROs job description to enhance HR service delivery and make the civil servants feel valued.
- 23.5.3 Build the capacity of HR Officers through in-house training and involving them in carrying out strategic HR Auditing.
- 23.5.4 Provide feedback/recommendations to the RCSC and Agencies.

23.6 Responsibilities

- 23.6.1 The RCSC shall:
 - 23.6.1.1 As required by the CSAB 2010, carry out HR Audit in the Civil Service;
 - 23.6.1.2 Carry out HR Audit Plan;
 - 23.6.1.3 Conduct regular HR Audit across all Civil Service Agencies as per the HR Audit Manual;
 - 23.6.1.4 Conduct special HR Audit as and when required;
 - 23.6.1.5 Improve HR Auditing Standards, HR Audit Manual, and Strategic HR Audit Plan as and when required;

- 23.6.1.6 Establish HR Audit Team for each audit engagement;
 - 23.6.1.7 Mobilise HR Officers/relevant civil servants from the Agencies to conduct HR Audit and/or ODE; and
 - 23.6.1.8 Report major audit findings in the Annual Report.
- 23.6.2 The Agency shall:
- 23.6.2.1 Provide free access to all information and records of Agencies that relate to HR Management;
 - 23.6.2.2 Provide with such facilities, assistance, information and access to respective offices as may be required by the HR Audit Team;
 - 23.6.2.3 Provide full cooperation and support to the auditing team while conducting HR Audit;
 - 23.6.2.4 Keep all the necessary documents ready for auditing;
 - 23.6.2.5 Provide feedback to the management and the RCSC on the conduct of HR Audit; and
 - 23.6.2.6 Comply with HR Audit findings and implement its recommendations.
- 23.6.3 The HR Audit Team shall:
- 23.6.3.1 Conduct HR Audit without fear, favour or prejudice;
 - 23.6.3.2 Be professional and observe Civil Service Values and Conduct;
 - 23.6.3.3 Inspect and inquire into and call for any information arising from those accounts and records;
 - 23.6.3.4 Present HR Audit finding to the Agencies;
 - 23.6.3.5 Prepare HR Audit report with recommendations for submission to the Commission; and
 - 23.6.3.6 Follow-up HR Audit reports to ensure that audit recommendations are complied with and implemented.

CHAPTER 24

WELL-BEING SERVICES

CHAPTER 24: WELL-BEING SERVICES

24.1 Policy

- 24.1.1 In cognisance to Section 27(f) of the Civil Service Act of Bhutan, 2010, which reads as:

“The Royal Civil Service Commission as the central personnel Agency of the Government shall promote and maintain the highest level of prestige, morale and well-being of the Civil Service” shall:

- 24.1.1.1 Enhance well-being of civil servants;
- 24.1.1.2 Promote dignity and financial security of a civil servant in his retirement;
- 24.1.1.3 Maintain a safe, healthy and conducive work environment for the civil servants;
- 24.1.1.4 Harness the full potential of civil servants through a system of mentoring, reward and grievance redressal;
- 24.1.1.5 Facilitate a smooth transition into retirement; and
- 24.1.1.6 Promote meaningful engagement during retirement.

24.2 Strategy

- 24.2.1 Mandatory membership in CSWS.
- 24.2.2 Provide relevant and strategic intervention - counseling and mentoring programmes.
- 24.2.3 Nominate recipients for Awards/Certificates/Medals based on criteria.
- 24.2.4 Facilitate redressal of problems/grievances of civil servants.
- 24.2.5 Provide relevant platforms to discuss and plan for retirement.
- 24.2.6 Encourage volunteerism amongst civil servants and superannuated civil servants.
- 24.2.7 Continuously plan and facilitate new initiatives to sustain and enhance well-being programmes.
- 24.2.8 Institute annual health check-up for all civil servants.

24.3 Well-being Programmes

24.3.1 Civil Service Support Desk

24.3.1.1 The Civil Service Support Desk at the RCSC shall provide support through counseling/mentoring/treatment and grievance redressal etc. based on need.

24.3.1.2 The support can be in the following areas:

i. **Counseling**

Counseling shall mean providing of professional advice as a therapeutic treatment to cure an ailment and it may or may not lead to a term in a rehabilitation centre. Counseling services shall be provided to an individual civil servant for the purpose of resolving issues related to the following:

- a. Career;
- b. Long-term absence from work;
- c. Continued poor work performance;
- d. Alcohol and drug problems;
- e. Family and domestic violence; and
- f. Others.

ii. **Mentoring Services**

Mentoring shall mean providing of professional guidance to selected individuals with the objective of grooming and developing them to unleash their full potential. Mentoring services shall be rendered by senior retired executives identified by RCSC and shall systematically be given to PMC civil servants upon entry into Civil Service or soon after.

iii. **Grievance Redressal**

The grievance redressal mechanism is a process by which complaints/grievance of civil servants are heard and addressed. It shall consist of a small group or an individual with mediation/problem solving skills. It will look into alleged misconduct in following areas:

- a. Conflict at work;
- b. Discrimination at work;
- c. Sexual harassment at work;
- d. Long-term absence from work;
- e. Continued poor work performance;
- f. Alcohol or drug problems;

- g. Family problems;
 - h. Domestic Violence; and
 - i. Others.
- iv. Retraining and Redeployment
Retraining and redeployment shall involve imparting of new skills and transferring the service to a new Agency. It is a well-being initiative intended to give the respondent civil servant a second chance to continue contributing to the Civil Service.
- v. Annual Health Check-up
To promote good health and healthy lifestyle that will contribute to Civil Service well-being and productivity, annual health check-up shall be encouraged.

24.3.1.3

Protocol for referral to a counselling service

- i. A civil servant identified by the Working Agency for referral to RCSC for receiving counselling with or without follow up therapy term in a certified centre will be treated as a medical case (Chapter 10). The period of absence from work will be considered as a Medical Leave subject to fulfilment of conditions under Schedule 24/A.
- ii. A civil servant will be given a maximum of two chances to undergo counseling programme after which administrative/ disciplinary action can be initiated against the erring civil servant.

24.3.2

Civil Service Retirement Services

24.3.2.1

A civil servant nearing superannuation shall be provided with one month Preparatory Leave (as per Chapter 10) prior to his separation from the Civil Service.

24.3.2.2

Retirement Planning programme shall be provided for those civil servants with less than 10 years to superannuation, but it is not mandatory.

24.3.2.3

Superannuated civil servants shall be invited in to serve as members of Boards, Interview panels, Counseling/Mentoring programmes or any other programmes that RCSC deems fit.

- 24.3.2.4 Concerned Government Agencies will facilitate the participation of superannuated civil servants to National events/functions in their respective localities.
- 24.3.2.5 RCSC/Agency shall make efforts to keep superannuated civil servants abreast of Civil Service and other matters of mutual interest through appropriate platforms.
- 24.3.3 Civil servants' Welfare Scheme (CSWS)
- 24.3.3.1 CSWS is a self-help scheme sustained through individual monthly contributions to help fellow civil servants in times of need. The scope and coverage of scheme may be determined by the need of times and endorsed by RCSC/Broad of Trustee (BoT), as appropriate.
- 24.3.3.2 There shall be BoT for sustainable management of the CSWS funds and provide more and better services to its members. The RCSC shall manage the funds of CSWS until such a time the BoT is established.
- 24.3.3.3 The RCSC/BoT shall issue By-laws from time to time for the administration and management of the scheme including contributions/benefits/refunds.
- 24.3.3.4 General Provisions
- a. The CSWS shall provide financial assistance to the civil servants and their direct dependents at the time of demise of the CSWS member (s) or their direct dependents.
 - b. Only regular Bhutanese civil servants can become members to CSWS.
 - c. Civil servants appointed after November 2015 shall become members by default and shall provide the details as required in registration Form 24/1.
 - d. 75% of the total accumulated amount through contribution made would be reimbursed to the member provided no single claim has been made upon:
 - i. Voluntary Resignation; or
 - ii. Early Retirement Scheme; or
 - iii. Separation as a result of the Agency Delinking from Civil Service.

- e. The member upon superannuation shall be granted free membership through Lifetime Membership Certificate and the coverage is only for the member.
- f. The scheme and the benefits thereof revolve around the member through his monthly contribution. Death of the member will automatically void the membership.
- g. The effective activation of CSWS membership shall be the month of joining into Civil Service, irrespective of the date of joining.
- h. Claims in respect of spouse are admissible only for one individual irrespective of the number of spouses.
- i. CSWS members cannot take more than one claim in respect of a common dependent. For e.g. siblings of same father/mother cannot make multiple claims upon the death of either at one given time.
- j. In the event of the death of the member who is also the dependent of another member only one payment, whichever is higher, shall be made.
- k. A CSWS member availing leave where they are not entitled to salary shall have the following options:
 - i. To remit the monthly contribution on his own into the designated account or make lump sum contribution, in advance, for the entire period of the absence to keep the membership active. If death of the member were to occur prior to expiry of contribution coverage period, refund of the excess contribution shall be made along with the admissible semso grant; and
 - ii. To temporarily discontinue membership for the duration of absence. No risk coverage shall be extended during the temporary discontinuation period. However, membership can be reactivated upon resumption of the office.

- I. The member concerned shall communicate in writing one's intention to the RCSC within one month of discontinuation from service if membership is to be kept active.
- m. Those members who do not have any direct dependents can nominate at least one person as a nominee to receive the admissible *semso* grant upon his demise but nominee shall be not covered under the scheme.
- n. The claim for superannuated member can be routed through the Agency that he last served or the Agency that is most convenient to primary nominee's current place of residence or directly through RCSC.
- o. The monthly contribution/payout shall be as per Schedule 24/B. However, the contribution/payout amount shall be subject to change as determined by the Commission/BoT to keep up with changing needs and times.
- p. The process for all claims shall be made as per the CSWS Manual.

24.3.3.5 Termination of CSWS membership

CSWS membership shall be terminated in the event of the following:

- i. Deceitful nominations;
- ii. Fraudulent claim;
- iii. Wilful failure to contribute;
- iv. Termination from the Civil Service;
- v. Compulsory retirement from the Civil Service; and
- vi. Contravention to Section 24.3.3.4 (I).

24.3.3.6 Closure of the Scheme

In the event of closure of the scheme, the RCSC shall:

- i. Refund the balance amount to its members pro-rated to their contribution, if there are balance funds. However, only the members who have not made a single claim will be eligible for such a refund;

- ii. Not be liable to account for any residual claims or lawsuit after the closure of the scheme; and
- iii. Notify the members about the closure of the scheme.

24.4 Responsibilities of the HRO

24.4.1 The HRO shall:

- 24.4.1.1 Facilitate and assist superannuated civil servants in processing of retirement benefits;
- 24.4.1.2 Submit Form 24/2 to the Well-being Services (WS) one month after the civil servant superannuates;
- 24.4.1.3 Update CSWS membership details using Form 24/1 and dependent details using Form 24/3 in CSIS;
- 24.4.1.4 Ensure that all CSWS members have updated their primary nominee (PN) through their individual CV through CSIS;
- 24.4.1.5 Accept Form 24/4 from the claimant upon the demise of the CSWS member/dependent, verify the documents and initiate the online claim process as per the CSWS Manual;
- 24.4.1.6 Process for reimbursement upon separation, if as per Section 24.3.3.4 (d), from the Civil Service and submit Form 24/5 to the WS; and
- 24.4.1.7 Submit Form 24/6 to the WS one month prior to the superannuation of the CSWS member based on which the RCSC shall issue a Free Lifetime Certificate to him after superannuation.

SCHEDULE 24/A

Standard Operating Procedure for Assistance to Civil Servants with Drugs and/or Alcohol Abuse issues

1. Purpose

- 1.1 To help in the efforts to deter abuse of drugs and to advocate a drug free Civil Service.
- 1.2 To ensure a healthier, safer and more productive working environment free of drugs.
- 1.3 To support civil servants overcome drug and/or alcohol addiction.
- 1.4 To guide the Agencies to handle drug and/or alcohol cases.
- 1.5 To guide the individual civil servant to seek help for self-improvement.
- 1.6 To facilitate/carry out appropriate interventions where necessary.

2. Scope

This SOP will be used in the event a civil servant is:

- 2.1 Tested positive during the drug test carried out under RCSC Drug Testing Procedure;
- 2.2 Observed to be under the influence of drugs and/or alcohol at workplace;
- 2.3 Referred to the Agency/RCSC by a Law Enforcement Agency; or
- 2.4 Seeking voluntary treatment.

3. Definitions

- 3.1 Assessment Committee: This committee consists minimum of four members headed by a Chairperson who is a Doctor and panel members shall be Counsellor, Legal Officer and Program Officer from BNCA. The certificate issued by them shall be accepted to provide the Medical Leave above one month.
- 3.2 Drug Testing Programme: This programme shall be as per the SOP for Workplace Drug Testing and Employee Assistance Programme.
- 3.3 Prescribed Treatment Plan: A therapeutic plan that describes the patient's condition and procedure that will be needed, detailing the treatment to be provided and expected duration of the treatment prescribed by the physician/medical doctor.
- 3.4 Residential Treatment: Residential treatment describes either a mental health facility or a drug and/or alcohol or process addiction treatment programme that is provided to patients in a residential setting. It is a treatment for substance abuse, alcohol addiction and other mental problems in which patients live in facilities together with other patients and therapists, receiving therapy and medication on a 24-hour basis.
- 3.5 Agency: This refers to the Working Agency of the civil servant found using drugs/alcohol.

4. Responsibilities

- 4.1 Supervisor of the CS: He/she shall be responsible for forwarding the case of the CS found under the influence of drugs and/or alcohol to the HRO.
- 4.2 HRO: The HRO of the Agency shall receive the case and follow the procedure mentioned in this SOP.

5. Procedure to Register a Civil Servant (CS) found under the influence of Drugs and/or Alcohol for treatment:

- 5.1 The Agency shall review and study the case of the CS found abusing alcohol and/or drugs and extend an opportunity to the civil servant to undergo an improvement plan;
- 5.2 The HRO shall submit such cases to the HRC of the Working Agency and seek the recommendation from the HRC to allow the CS to undergo the improvement plan and refer the CS for treatment;
- 5.3 The Agency shall based on the recommendation of BNCA/competent medical authority, identify the hospital/rehabilitation centre and provide support to the CS in accordance with this SOP;
- 5.4 The Agency shall caution the CS with a reprimand letter in line with Chapter 19 of BCSR for cases under clause 2.1, 2.2 and 2.3;
- 5.5 The Agency shall also forward the relevant documents of the case to Well-being Services (WS), RCSC for record and inform the Parent Agency;
- 5.6 The Agency may consult the Civil Service Support Desk, under Well-being Services at RCSC;
- 5.7 A CS using this treatment plan shall be granted leave under Medical Leave and shall be adjusted against the total Medical Leave available for the civil servant; and
- 5.8 The CS shall bear the nominal fees incurred.

6. Procedure for Treatment

6.1 Alcohol Issues

- 6.1.1 A CS recommended/ volunteering for treatment shall follow the treatment plan prescribed by the competent medical authority/hospital/rehabilitation centre.
- 6.1.2 The treating medical doctor may prescribe Medical Leave up to one month (Chapter 10, BCSR 2018). The Medical Leave approved shall be as per the number of days prescribed by the medical doctor.
- 6.1.3 The Agency shall facilitate the referral of CS to undergo detoxification at approved Centers/Counselors.
- 6.1.4 The Agency shall support the CS to seek higher intensity treatment after detoxification, if the CS is required to do so.

- 6.1.5 The CS shall process with the Agency concerned for Medical Leave. The Agency shall forward all relevant documents to the RCSC before the exhaustion of initial Medical Leave up to one month. This is to ensure that the Agency or the WS can process for Medical Leave from the Board of Doctors (BoD) for the CS to avail the higher intensity treatment.
- 6.1.6 The Agency shall refer to the WS, RCSC for final approval for any leave beyond one month for purpose of treatment of the above or similar conditions.
- 6.1.7 The Agency shall process the Medical Leave for the CS to attend the higher intensity treatment at an approved Center based on the written advice from the treating medical doctor and admittance letter from the approved Center on emergency basis. However, this is only an interim measure to prevent delay in treatment.
- 6.1.8 The Agency shall submit the following documents to the WS, RCSC and upon receipt of the documents, the WS shall assist the Agency in obtaining his/her medical certificate for Medical Leave (1-6 months) from the BoD:
1. Recommendation letter from medical doctor attesting that the CS needs to undergo higher intensity treatment at approved Center;
 2. Admittance letter from approved Center; and
 3. Others as deemed relevant
- 6.1.9 The CS shall return to office and resume duties upon completion of the prescribed treatment plan.
- 6.1.10 The Agency shall submit a copy of the joining order of the CS to the WS, RCSC.

6.2 Drug Issues

- 6.2.1 The Agency shall provide leave, where applicable, for a CS to undergo the Drug Testing Programme which is done by Assessment Committee appointed by the BNCA.
- 6.2.2 The Agency shall accord Medical Leave to a CS in accordance with BCSR 2018 if he is recommended for treatment after the Drug Testing Programme and a certificate is issued by the Assessment Committee of BNCA.
- 6.2.3 The Agency shall facilitate and monitor the CS during the treatment period.
- 6.2.4 The Agency shall obtain the certificate upon the completion of treatment and the attendance sheet as evidence that he has fully attended the treatment from the BNCA.
- 6.2.5 The CS undergoing residential treatment shall resume duties upon completion of the prescribed treatment plan.

6.2.6 The Agency shall forward copies of all the above documents and the joining order of the CS to WS, RCSC.

7. Post First Treatment (Drug and/or Alcohol Issues)

- 7.1 The Agency shall place the CS back to their last served position or to another position in the same position level as per the decision of the HRC.
- 7.2 The immediate supervisor shall closely monitor the CS who shall be kept under observation for six months.
- 7.3 The immediate supervisor shall submit monthly report on the progress of the CS in the workplace to the WS, RCSC.
- 7.4 The CS shall be made to undergo a random drug test at any point of time after the first treatment.
- 7.5 The CS shall be referred one additional time, if he relapses.

8. Second Treatment Plan Opportunity (Drug and/or Alcohol Issues)

- 8.1 The CS shall be given support and opportunity to undergo a second round of treatment in case s/he relapses.
- 8.2 The CS will be cautioned with a final reprimand letter from the Agency.
- 8.3 The HRO shall re-submit the relapse to the HRC of the Agency and the Agency shall again follow the process mentioned as per clause 6 of this SOP.
- 8.4 If the CS relapses a third time, the CS shall be compulsory retired from the Civil Service (Chapter 19, BCSR 2018).
- 8.5 The Agency shall follow the separation procedures outlined in the BCSR 2018.

9. Confidentiality

- 9.1 The CS's right to privacy will be respected and any written record, working note will be kept safe and confidential by the Agency.
- 9.2 All kinds of issues and concerns registered with WS will be treated confidential.
- 9.3 Other officials concerned must ensure that the cases are kept confidential.

SCHEDULE 24/B

CSWS CONTRIBUTION

Position Category	Contribution (Nu.)
Executive & Specialists Category	300
Professional & Management Category	200
Supervisor & Support Category	SS1-SS4
	S1-S5
Operational Category	75

ADMISSIBLE SEMSO PAYOUT

Claimed for	Payout (Nu.)
CSWS member	75000
Superannuated CSWS member	50000
Dependent	35000



FORM 24/1

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

CSWS REGISTRATION FORM (FOR NEW RECRUITS)

Upon appointment in the Civil Service, I,bearing EID Noworking under.....(Agency) hereby join as a member of the Civil Servants' Welfare Scheme of the Royal Civil Service Commission w.e.f.

I pledge to abide by the terms and conditions of the scheme.

Place:

(Legal stamp)

Date:

Signature

Verified by the HR Officer:

Date

Name

Signature

Official seal

Approved by the Head of the Agency:

Date

Name

Signature

Official seal



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

STATUS UPDATE ON THE SUPERANNUATED CIVIL SERVANTS

Details of the superannuating civil servant

1. Full name:
2. EID no.:
3. Agency:
4. Contact no.:
5. e-mail address:
6. Date of relieve from the Agency:
7. Date of submission of completed documents to the HR Officer:

Whether the following retirement benefits of the superannuating civil servant are delivered or not:

Checklist	Yes	No	Reason, if no
i. Gratuity	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Travel Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Transfer Grant	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Transport Charge of Personal Effects	<input type="checkbox"/>	<input type="checkbox"/>	
v. Encashment of accumulated leave	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Pension	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Provident Fund	<input type="checkbox"/>	<input type="checkbox"/>	
viii. Group Insurance Scheme	<input type="checkbox"/>	<input type="checkbox"/>	

(Signature)

Name of HR Officer

(Signature)

Name and designation of Head of Agency

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

CSWS NOMINATION/UPDATE FORM

1. Information about the member

- Full name:
- Position Title & Level:
- Agency:
- e-mail id.:

EID no.:
Gender:
CID no.:
Contact #:

2. Information about the direct dependent(s):

Direct dependants comprise of one's own biological parents, a spouse, and child(ren), including legally adopted, if the member does not have biological child.

(Dependent in sl. # 1 is the primary nominee)

Sl. #	Name	CID number	Date of birth	Relationship
1				
2				
3				

(Add rows if required)

The member must attach the photocopy of the following documents:

1. Citizenship identity card of the member;
2. Marriage Certificate of the member;
3. Citizenship identity card of dependents (except for child below the age of 15 years);
4. Family Tree from the Dept. of Civil Registration & Census reflecting the CID number allotted to the child aged one year and above and 15 years and below; and
5. Birth Certificate/Health Card of children (aged 1 year and below).

3. Undertaking:

I, hereby do confirm that the above list of nominees are my authentic dependants.

Place:

(Legal stamp)

Date:

Signature

For official use:

Verified by the HR Officer:

Date

Name

Signature

Official seal

Approved by the Head of the Agency:

Date

Name

Signature

Official seal



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

CSWS CLAIM FORM

1. Information about the deceased

Full name:

CID no.:

Date of death (dd/mm/yyyy):

If member, provide the information below:

EID No.:

Agency:

Tick ONLY one whichever is applicable:

1. Member
2. Superannuated member
3. Dependent (only if not 1 or 2)

2. Information about the claimant

Full name:

CID no.:

Mobile no.:

Relationship to the deceased:

Name of the bank/branch:

Bank account no.:

If member, provide the information below:

EID No.:

Agency:

3. Attach the death certificate OR a statement from the Gup certifying the death.

4. Undertaking:

I, hereby do confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for action as per the law of the land.

Place:

Date:

(Legal stamp)

Signature

For official use:

Verification by the HR Officer:

Cross check the following documents (photocopy) as applicable:

1. Citizenship Identity Card of the claimant
2. Citizenship Identity Card of the deceased
3. Marriage Certificate in case of a claim is being made for the spouse or the photocopy of the letter from the court in lieu of the Marriage Certificate
4. Family Tree from the Dept. of Civil Registration & Census reflecting the CID number allotted to the child in the case of claim being made for the child aged one year and above and 15 years and below
5. Birth Certificate or Health Card in case of a claim is being made for a child aged one year and below
6. Legal adoption paper from the NCWC (for adopted child)
7. CSWS Lifetime Membership Certificate in case of a claim by and for the superannuated member

Date

Name

Signature

Official seal

Approval by the Head of the Agency

Date

Name

Signature

Official seal



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

CSWS REIMBURSEMENT FORM

This form is only for those members who have not made a single claim.

a. Information about the member

Full name:

Position Title and Level:

EID no.:

CID no.:

Agency:

Mobile no.:

Membership period/...../..... to/...../.....

Reason for withdrawal (tick whichever is relevant and attach Office Order):

1. Voluntary resignation
2. Early Retirement Scheme
3. Delinking of Agency

Place:

(Legal stamp)

Date:

Signature

b. Refund

Total cumulative amount: Nu./-

Total refundable amount: Nu./- (75% of the total cumulative amount)

Bank details

- Account no.:
- Name:
- Branch:

Verification by the HR Officer:

Date

Name

Signature

Official seal



FORM 24/6

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

CSWS LIFETIME MEMBERSHIP CERTIFICATE

In recognition of a lifetime of dedicated service to *Tsa-Wa-Sum*, the Royal Civil Service Commission has the pleasure of conferring the Lifetime Membership to Civil Servants' Welfare Scheme to Dasho/Ms/Mr.....bearing CID number who has superannuated from.....
(Agency) on

Superannuated member's contact No.:.....

This Lifetime Membership is free and coverage for you under CSWS will hold as long as the scheme remains in place.

Changes to the terms and conditions of the membership by way of amendment of the CSWS By-Law will be applicable for your membership.

Wishing you a happy and fulfilling retirement.

Verified by the HR Officer:

Date

Name

Signature

Official seal

CHAPTER 25

INTERNATIONAL VOLUNTEER PROGRAMMES

CHAPTER 25: INTERNATIONAL VOLUNTEER PROGRAMMES

25.1 Policy

- 25.1.1 Recruit International volunteers in areas where requisite qualification, experience and skills are scarce.
- 25.1.2 Strengthen bilateral relation between the Royal Government of Bhutan and development partners.
- 25.1.3 Capacity building of Civil Servants, exchange of ideas and knowledge.

25.2 Strategy

- 25.2.1 The RCSC/RGoB Agencies will execute the international MoU on volunteer programmes signed by the RGoB in coordination with the relevant volunteer Office.
- 25.2.2 The RCSC may act as the coordinator for volunteer Programmes that does not have designated Office in Bhutan.
- 25.2.3 The RCSC will determine the requirement, recruitment, and placement of International volunteers in the Agencies.
- 25.2.4 Prioritisation shall be given to highly technical and specialised areas.

25.3 General Terms

- 25.3.1 International volunteers shall be governed by the terms and conditions of the relevant MoU.
- 25.3.2 The RCSC shall ensure that recruitment and placement of volunteers are executed as per the prioritisation or in the areas mentioned in the MoU.
- 25.3.3 The RCSC shall provide feedback to MoFA on new/amendment to MoU on volunteer programmes.
- 25.3.4 The RCSC may conduct or participate in the Volunteer Orientation Programme.
- 25.3.5 A volunteer shall be eligible for casual leave and TA/DA for travel within Bhutan as admissible for the PMC civil servants, unless otherwise specified in the MoU.

- 25.3.6 Counterpart/agencies shall submit feedback of the volunteer at the end of their term/assignment.
- 25.3.7 Term extension shall be requested three months before the expiry of the term or as specified in the MoU.
- 25.3.8 There shall be an end term call on with the RCSC by the volunteer before completing the assignment and leaving the country.

25.4 Responsibilities of RCSC

- 25.4.1 The RCSC shall:
 - 25.4.1.1 Identify volunteer needs in consultation with Agencies;
 - 25.4.1.2 Notify relevant Agencies to submit the requisitions for volunteer;
 - 25.4.1.3 Review and prioritise the requisitions;
 - 25.4.1.4 Inform proposing Agencies on the possible arrival dates and details of the volunteers;
 - 25.4.1.5 Conduct review of the volunteer programme with the foreign partner agencies; and
 - 25.4.1.6 Monitor the utilisation of the volunteers and get periodic feedback.

25.5 Responsibilities of Receiving/Proposing Agency

- 25.5.1 The Receiving/Proposing Agency shall:
 - 25.5.1.1 Submit volunteer requests based on the volunteer requisition guideline within the specified time;
 - 25.5.1.2 Make provisions to budget the travel and house rent expenses for the volunteer, depending on the type of volunteer;
 - 25.5.1.3 Make pre arrival arrangements (accommodation, office space, visa, work permit, pick up and drop, if necessary);
 - 25.5.1.4 Identify volunteer counterpart with proper work plan and ToR (both volunteer and counterpart);

- 25.5.1.5 Conduct proper orientation/induction for the volunteer;
- 25.5.1.6 Ensure necessary support and periodic meeting with the volunteer;
- 25.5.1.7 Ensure transfer of knowledge and sustain the programmes initiated by the volunteer;
- 25.5.1.8 Carry out review of the volunteer assignment and submit feedback to RCSC at the end of the assignment; and
- 25.5.1.9 Close the volunteer's assignment or term with a courtesy call to RCSC.

25.6 Responsibilities of the Volunteer

- 25.6.1 Volunteer shall carry out his duties as per the ToR.
- 25.6.2 Volunteer shall follow the terms and conditions laid out in the MoU and abide by the Civil Service Values and Conduct.

25.7 Other Volunteers and Interns

An Agency may recruit/place temporary attachments/interns including field attachment of university graduates for approved, specific and time bound activities up to a maximum of one year. However, such recruitments or placement shall be subject to HRC's approval.

25.8 Authority

The RCSC as the central personnel Agency of the Royal Government shall be the final authority for approval/recruitment/extension/ change of volunteer assignments in consultation with the volunteer coordinating Agencies.

CHAPTER 26

EXECUTIVE AND SPECIALIST

CHAPTER 26: EXECUTIVE AND SPECIALIST

Executives

26.1 Policy

- 26.1.1 Ensure succession planning of Executives for smooth and seamless continuity in the event of leadership transition and prepare high potential Executives for key positions.
- 26.1.2 Develop and enhance required leadership competencies in the Civil Service.
- 26.1.3 Enhance domain expertise required to execute responsibilities.
- 26.1.4 Monitor and manage performance of Executives.
- 26.1.5 Select civil servants from P1 (Management) to Executive position with leadership and potential.

26.2 Strategy

The Executives shall be:

- 26.2.1 Selected from the pool of P1 management through Open Competition or appointed from the existing Executives to different positions;
- 26.2.2 Given targeted leadership training including mandatory training for enhancing both domain expertise based on the agency's mandate and leadership competencies aligned to Leadership Capability Framework; and
- 26.2.3 Closely monitored in terms of their performance and leadership.

26.3 Appointment

- 26.3.1 The Royal Civil Service Commission shall recommend the nominees for executive positions (Section 47 and 48, CSAB 2010) or select and appoint executives (Section 67 and 68) as per the provisions in Chapter V and VIII of the Civil Service Act of Bhutan 2010.
- 26.3.2 Types of Appointment

Based on the position title and the position levels, the following Executive appointments shall be made:

26.3.2.1 Secretary to the Government

In line with Article 2 Section 19 (p) of the Constitution of the Kingdom of Bhutan and Section 48 (a) of the Civil Service Act of Bhutan 2010, the Druk Gyalpo shall appoint Government Secretary on the recommendation of the Prime Minister who shall obtain nominations from the RCSC on the basis of merit and seniority and in accordance with other relevant rules and regulations.

26.3.2.2 In line with Section 50 of the Civil Service Act of Bhutan, a Secretary to the Government shall be the highest position in the Civil Service (EX1 A) and may serve a maximum term of five years or until the superannuation age, whichever is earlier.

26.3.2.3 Dzongdag

In line with Article 2 Section 19 (q) of the Constitution of the Kingdom of Bhutan and Section 48 (c) of the Civil Service Act of Bhutan 2010, the Druk Gyalpo shall appoint Dzongdag on the recommendation of the Prime Minister who shall obtain nominations from the RCSC.

26.3.3 In line with Section 73 of the CSAB 2010, the Lhengye Zhungtshog shall determine and approve the inter-ministry and inter-Dzongkhag transfer of Secretaries and Dzongdags respectively in the same position in consultation with the Commission.

26.3.4 A candidate for the post of a Secretary to the Government or Dzongdag shall have a minimum of university degree, and other criteria determined by the Commission.

26.3.5 Appointment of Secretary General of the two Houses

In line with Article 2 Section 19 (n) of the Constitution of the Kingdom of Bhutan and Section 48 (b) of the Civil Service Act of Bhutan 2010, the Druk Gyalpo shall appoint Secretary General of the Houses on the recommendation from the RCSC.

26.4 Appointment of Executives by the RCSC

26.4.1 In line with Section 67 and 68 of the CSAB 2010, the RCSC shall select and appoint all heads of autonomous agencies and departments. Position levels of the Executive shall be in line with the Position Directory.

- 26.4.2 The RCSC shall make a direct appointment to a vacant Executive position when there is a lack of eligible or suitable applicant, despite completing the recruitment process.
- 26.4.3 In line with Section 53 of the CSAB 2010, the Constitutional bodies and the RCSC shall appoint Executives at EX3 A based on the following selection procedure for open competition:

26.4.3.1 Vacancy Announcement

Promotion based on post vacancy shall operate within an Open Competitive environment as follows:

- a. The RCSC shall announce the vacant position on its website and/or media as and when a vacancy arises and provide at least two weeks for candidates to submit their applications.
- b. Vacancy announcement shall clearly define the following:
 - i. Profile of the Position;
 - ii. Position Title and Position Level;
 - iii. Minimum educational qualification as defined in the Position Directory; Additional knowledge, skills and competency relevant to the post shall be given preference for the purpose of short-listing;
 - iv. Relevant work experience requirement; and
 - v. Department/Agency and the place of posting for which the recruitment is being considered.
- c. An applicant shall be required to submit Curriculum Vitae in the format provided by the Executive and Specialist Management Division.

26.4.3.2 Eligibility Criteria for Short Listing

- a. Primary Criteria
 - i. Meet the minimum educational qualification requirement prescribed in the Position Directory;

- ii. Currently in P1 A management position;
- iii. Completed a minimum of two years of active service in current Position Level at the time of the announced application deadline;
- iv. Completed a minimum of two years of active service at the time of the announced application deadline after being appointed through Open Competition to the current position;
- v. Clean service record;
- vi. A civil servant shall not be eligible to participate in an Open Competition while on long-term training, Extraordinary leave, Secondment and Medical Leave exceeding 6 months;
- vii. To the extent possible, Open Competition shall not result in the loss of professionals by an agency and appointment of such civil servants to positions where their specialized knowledge and skills are rendered irrelevant;
- viii. Shall not shortlist candidates with PhD to avoid wastage of specialized knowledge which otherwise can be used more meaningfully in technical/professional areas;
- ix. Minimum of ‘Very Good’ performance vetted through Agency/Department Score based on Agency type;
- x. Minimum of ‘ Very Good’ in LFS score;
- xi. Minimum number of years in service required shall be sixteen years (excluding EOL);
- xii. Shortlisting shall be based on strategic movement of the Executives Framework as per super structure grouping;
- xiii. For one vacant position announced, maximum of ten applicants shall be shortlisted (ratio 1:10); and

xiv. In the event the number of applicants crosses ten, the Commission will first use the primary criteria to shortlist ten applicants. In case the list still remains more than ten, the following secondary criteria will be used.

b. Secondary Criteria

Following secondary criteria in order of sequence shall be used to arrive at the desired ratio:

- i. 50% of Performance score and 50% of Leadership Feedback System(LFS) score;
 - ii. Seniority;
 - iii. Gender: female candidate will be given preference;
 - iv. Rural Posting only for the duration of P1 Position held will be used; and
 - v. Any other criteria as decided by the Commission.
- c. Those candidates not shortlisted shall be informed on the reason for not being shortlisted.
 - d. If there is no eligible candidate or only one eligible candidate, the RCSC shall announce the time extension of another two weeks for candidates to submit applications.
 - e. Further, if the RCSC is not satisfied even when the number of eligible candidates is more than one, RCSC shall have the option to extend the deadline to submit applications.
 - f. The RCSC shall proceed with the selection process even if there is only one eligible candidate despite the re-announcement.

26.4.3.3 Selection Interview

- a. The panel member shall comprise of four Commissioners of the RCSC and one representative from the Agency concerned.
- b. For constitutional bodies, out of five panelists, at least two

panel member representatives from RCSC or relevant agency should be included.

- c. Applicants will be assessed on Domain Expertise and on Leadership Capability.
- d. Each panel member will be provided with the ToR of job announced in order to familiarize with the domain knowledge required for the job.
- e. To assess domain knowledge, Work Sample Method shall be used. This will be done as follows:
 - i. 10 minutes presentation; and
 - ii. 20 minutes Q & A.
- f. The applicants will be assessed on the Domain Expertise (25%) and the Leadership Skills (75%).
- g. If shortlisted candidate's score awarded by a majority of Panelist (three and above) is below 70%, he shall not be allowed to sit for Open Competition selection interview for another one year, calculated from the date of declaration of the result.
- h. Questions/answers during the interview shall be bilingual (Dzongkha and English).

26.4.3.4 Result

- a. The scores awarded by the panel member will be compiled.
- b. No two or more candidate should get same score from one panelist.
- c. These scores will be converted into ranking.
- d. The candidate ranked first by three or more out of five panelist will be selected.
- e. When there is no selection based on 26.4.3.4 (d), sum of all ranking will be considered, and the candidate with the lowest sum will be selected.
- f. In the event there is a tie when considering sum of ranking, average of the marks of the two tied candidates only will be used to determine the final selection.

- g. Finally, if all above three options are completed, and if there is still a tie, then the selection committee will seek consensus on selection of candidate.

26.4.3.5 Selection of Candidate

- a. The consolidated result shall be declared by the Chairperson to the other members of the panel.
- b. Panel members will check the consolidated result against the reference score sheet and panelist reference sheet.
- c. The consolidated result will be signed and sealed by the panel.

26.4.3.6 Declaration of Result

- a. The RCSC shall declare the result on the RCSC website within two weeks of completion of the selection process.
- b. The selected candidate shall be given a maximum of two weeks after the declaration of result, to submit the following documents:
 - i. No Objection Certificate from the Parent Agency;
 - ii. Copy of online Audit Clearance; and
 - iii. Copy of online Security Clearance.
- c. If the selected candidate fails to produce the documents within the stipulated time, the next candidate in order of merit ranking may be considered for selection.

26.5 Transfer

- 26.5.1 As per Chapter VIII of the Civil Service Act of Bhutan 2010, the RCSC shall administer the transfer of Executives.
- 26.5.2 The following criteria will be used to determine transfer of Executive:
 - 26.5.2.1 Number of years in current position: The Executives shall be transferred to a new place of posting within three to five years.
 - 26.5.2.2 Strategic Movement of Executives to plan succession.

26.6 Promotion

- 26.6.1 As per Section 63, 64, & 65 of Chapter VIII of the CSAB 2010, the RCSC shall administer the promotion of Executives.
- 26.6.2 All promotions to Executive positions irrespective of duration are considered as meritorious promotion.
- 26.6.3 Following Executive Promotion Assessment Framework will be used to assess Executive promotion:
 - 26.6.3.1 Performance Score ;
 - 26.6.3.2 Positive feedback as per Online LFS;
 - 26.6.3.3 Clean service record;
 - 26.6.3.4 Requirement of position held; and
 - 26.6.3.5 Any other assessment criteria determined by the Commission.

26.7 Training

- 26.7.1 Under the Leadership Development Programme, various targeted leadership trainings will be provided to all Executives.
- 26.7.2 The effort will be to ensure that civil servants in leadership positions have a clear idea of what is expected from them, and receive the necessary trainings that cover development of desirable leadership traits as per Leadership Capability Framework and domain expertise required for the appointed position.
- 26.7.3 Trainings not listed in Section 26.7 shall be as per Chapter 9.
- 26.7.4 Training obligation shall not apply for the following:
 - 26.7.4.1. Targeted STT wherein the nomination is by RCSC; and/or
 - 26.7.4.2. Mandatory training.

26.8 Separation

- 26.8.1 Following procedures shall be followed for resignation/retirement of civil servants holding positions listed in the Constitution:

- 26.8.1.1 Cabinet Secretary
Resignation submitted to the Prime Minister who submits to His Majesty the Druk Gyalpo for final acceptance.
- 26.8.1.2 Secretary Generals of the two Houses of the Parliament
Resignations submitted to the Speaker of the National Assembly and Chairperson of National Council respectively, who forwards them to the Chairperson of RCSC, who in turn submits to His Majesty the Druk Gyalpo for final acceptance.
- 26.8.1.3 Ambassadors and Consuls (civil servants only)
Resignations submitted to the Foreign Minister, who forwards them to the RCSC Chairperson, who in turn submits to the Prime Minister who submits to His Majesty the Druk Gyalpo for final acceptance.
- 26.8.1.4 Secretaries to Government
Resignations submitted to the Minister concerned, who forwards to the RCSC Chairperson, who submits to the Prime Minister, who in turn submits to His Majesty the Druk Gyalpo for final acceptance.
- 26.8.1.5 Dzongdags
Resignations submitted addressed to the Ministry of Home and Cultural Affairs, who forwards to the RCSC Chairperson, who submits to the Prime Minister and who in turn submits to His Majesty the Druk Gyalpo for final acceptance.
- 26.8.2 Upon completion of tenure, Secretary to the Government shall be separated under ERS.
- 26.8.3 For other types of separation Chapter 20 shall apply.

Specialists

26.9 Policy

- 26.9.1 To retain, reward and motivate professionals to continue in their field of specialization.
- 26.9.2 Provide smooth career progression opportunities to the best and the brightest civil servants by incentivising experts in their area of specialization.
- 26.9.3 Ensure optimal utilization of specialists and reduction of dependence on expatriate expertise.

26.10 Strategy

- 26.10.1 Performance and requirement of a Specialist shall be the basis for promotion;
- 26.10.2 The RCSC shall be highly selective while considering promotion of a civil servant to/within Specialist Positions based on the criticality of requirement of specialization;
- 26.10.3 Agencies for respective specialist belonging to same technical categories are required to develop levels of competencies at various levels: ES3, ES2 and ES1; and
- 26.10.4 A civil servant shall be promoted to ES3-ES1 without the need to compete for higher position so long he meets the eligibility criteria for promotion.

26.11 Specialist Promotion

- 26.11.1 Following Specialist Promotion Assessment Framework shall apply for promotion to and within specialist positions:
 - 26.11.1.1 For promotion from ES3 until ES1, minimum performance of “very good” for the recent three years. However, for promotion from P1A to ES3A, minimum performance of “good” for the recent three years;
 - 26.11.1.2 Completion of minimum of six years of active service in current Position Level;
 - 26.11.1.3 Availability of vacant Specialist position as per Specialist requirement as specified in staffing;

- 26.11.1.4 Minimum of Master's degree in the relevant field for the proposed Specialist position. He shall also have had Bachelor's degree before obtaining Masters' degree;
 - 26.11.1.5 For professionals in fields with no Masters' degree available, the Commission may approve/prescribe other requirements for their promotion;
 - 26.11.1.6 Clear additional responsibility specified compared to current job responsibility and/or specific job description to be drawn for individual Specialists based on generic RCSC job description prior to appointment to confirm the need and ensure proper utilization;
 - 26.11.1.7 Evidence of minimum level of knowledge and skills identified for the higher Position Level where greater responsibility and autonomy within the role is required;
 - 26.11.1.8 Consistent practice in the field;
 - 26.11.1.9 Clean service record;
 - 26.11.1.10 Work plan for next three years;
 - 26.11.1.11 Peer reviewed paper and publication, if any, will be given weightage for promotion; and
 - 26.11.1.12 Eligibility as per other relevant documents of agency concerned.
- 26.11.2 Promotion to and within Specialist position for medical doctors and teaching professions shall be as per specific policy drawn up by the relevant agency and approved by the RCSC from time to time.
- 26.11.3 Placement in remote locations will be given due recognition for promotion.
- 26.11.4 A civil servant promoted to a specialist position shall comply with the Job Description of the respective positions.
- 26.11.5 For processing promotion to a specialist position, following documents shall be required:
- 26.11.5.1 Specialist Promotion Proposal Form- Form 26/1; and
 - 26.11.5.2 Undertaking- Form 26/2.
- 26.11.6 Once a civil servant opts to continue in his line of profession and avails promotion to P1 Specialist and above, he shall not be eligible to compete in Open Competition process for a Management position and to this end, he shall be required to sign a legal undertaking.

26.11.7 A civil servant in a Management position in P1 and above shall be eligible to move to his line of profession in a specialist position provided he meets all promotion criteria.

26.12 Placement of Specialist

26.12.1 Specialists may be placed in the Agencies as follows:

26.12.1.1 Ministries and larger autonomous Agencies

- a. One specialist for each Department, who shall provide technical backstopping to Divisions under the Department and take on the additional role of Advisor to head of the Agency.
- b. Head of Center, Programme, Institutes and Project.
- c. Majority of the specialists will be placed at regional level to draw on their area of expertise.

26.12.1.2 Autonomous Agencies

- a. One specialist as Advisor to Head of Agency.
- b. Technical Agency can have more than one specialist.

26.12.1.3 Constitutional Office

- a. One specialist for each Department (Core function).
- b. One specialist for each Division (Core function).

26.12.2 All Specialists will be transferred by the Working Agency based on the requirement of their specialization.

26.12.3 Following protocol shall apply for Specialist transfer:

26.12.3.1 The selection of specialists as advisors and Heads of Centers/Programmes/Institutes/Projects shall be through Open Competition wherein Agency must seek prior approval of the RCSC before the announcement.

26.12.3.2 The following conditions shall apply:

- a. Position Title - “Specialist” (Head)/Specialist (Advisor);
- b. Position Level – ES3, ES2 & ES1;
- c. Term for 3 years and extendable;
- d. Open Competition without promotion (lateral transfer); and
- e. Eligible pool: ES3 & above.

- 26.12.4 Agencies based on the broad Job Description (Schedule 26/A) and Specialist Competency Framework developed by relevant agency should develop specific TOR for all Specialists and ensure compliance to their TOR.
- 26.12.5 The Agency shall be prudent on the promotion to Specialist posts and once the promotion is granted, the Agency shall take full responsibility in ensuring that their services are optimally utilized.
- 26.12.6 Agency to take greater accountability for utilization of specialists.
- 26.12.7 Specialists to take on the additional role of advisors, as Heads of the Centers/Programmes/Institutes/Projects where suitable, in Agencies but based on a transparent, term based selection system.
- 26.12.8 Specialists shall be included as members of HRC and relevant Panelist/Committees to draw upon their expertise.

26.13 Reporting

All Specialists will report to Executive of the Agency. However, in Centers/Programmes/Institutes/Projects headed by Specialist, other Specialists working in that organization, if any, shall report to him.

SCHEDULE 26/A

GENERIC JOB DESCRIPTION

1. JOB IDENTIFICATION:

1.1	Position Title:	Specialist I/Specialist II/Specialist III
1.2	Major Occupational Group:	Executive & Specialist Services Group
1.3	Sub-Group:	Specialist Services
1.4	Position Level:	ES1, ES2 & ES3

The following is a generic Job Description for specialists under the Executive & Specialist Services Group. Based on the broad Job Description, specific Job Description has to be drawn which is more contextual and specific to the mandate of Agency which shall be prepared by the respective Specialist in consultation with the Head of the Agency and submit it to RCSC for endorsement.

2. ROLES & RESPONSIBILITIES

Recognizing the role of the Specialist to contribute towards Institutional and Policy development, the following duties & responsibilities have been developed:

Roles and Responsibilities
<p>1. Technical Advisor</p> <ul style="list-style-type: none">1.1 Advise and assist the Department and head of the Agency.1.2 Review and recommend technical proposals of a complex nature pertaining to the professional field.1.3 Provide technical backstopping for the regions/Dzongkhags, other departments and ministries.1.4 Serve as members of various committees /task forces/working groups & Boards, as applicable.1.5 Vet all technical proposals in one's field of specialization before approval by head of Agency.1.6 Act as a resource person in the capacity development. <p>Note: Relevant technical proposals must be routed through specialist concerned for recommendation prior to approval by Head of Agency.</p>

2. Strategic partner

- 2.1 Guide and support in the formulation and implementation of national policies, plan and strategies.
- 2.2 Review and recommend improvements of the existing policies, plans & programmes.
- 2.3 Represent the Agency in different technical forums including participation in meetings, workshops, and conferences.
- 2.4 Serve as member of HRC and GNHC Committee on rotational basis, as appropriate.

3. Researcher

- 3.1 Spearhead research on plans & programme.

4. Head of Center/Programme/Institute/Project, as appropriate

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

SPECIALIST PROMOTION PROPOSAL FORM

Sl. No.	Particulars	Specific Information Required	
1	Name/EID No./Position Title/Position Level/ of the specialist whose promotion is being processed		
2	Academic qualification and training of the candidate		
3	Specific area of specialization of the person relevant to specialist position recommended for promotion (to be supported by academic certificates)		
4	Current Responsibility vis-a-viz new responsibility	Additional Responsibility (please indicate additional responsibility as different from current responsibility)	
5	Existing place of posting of the candidate	New proposed place of posting of the candidate, if promoted to higher position	
6	Existing No. of people in the same area of specification	No. of people required in the Agency in the same area of specialization (to be linked with the staffing pattern/HRD plan or NKRAAs/SKRAAs/DKRAAs/TKRAAs of the Agency)	Current gap (Required Number-Existing)
7	Existing supervisor (Name and Position)	New supervisor (if posted)	
8	Work plan for next three years in Performance Appraisal form	(Attach as separate annexure)	
9	What is the main objective of the proposed promotion?		
10	Is HRC fully convinced that this person has the full capacity to undertake higher responsibilities and will be fully utilized? Reference No. of HRC*		
11	Clean service record		
12	Competency level as per MOG Competency framework		
13	Eligible as per relevant policy of Agency concerned (if any)		

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

UNDERTAKING

I, bearing Citizenship ID Card No. and employee ID No., currently working in (*mention name of the Ministry/Agency*) as (*mention Position Title*) in Position Level do hereby confirm the following:

1. **WHEREAS** I have been briefed on this undertaking governing my promotion to (*mention proposed Position Title*) in Position Level with effect from (*Promotion effective date*);
2. **AND WHEREAS** I agree with the condition that I shall continue my service as a specialist and shall not appear for any open competitive selection for change of position title and position level under the Executive Category or request the Ministry/Agency/RCSC for any change of position/function to Executive (EX) in the event of my promotion;
3. **AND WHEREAS** I understand that in the event I do not adhere to the aforesaid condition, I shall be liable for appropriate administrative action by the RCSC; and
4. **IN WITNESS WHEREOF** I have hereunto signed this document in the presence of the following witnesses:

Place:

Date:

Witnesses: Sd/ (Legal Stamp)

1. For the Agency

(Secretary of Ministry/Head of Agency)

2. For the RCSC

(HRO/EMD, RCSC)

(Signature)

(Signature)

Name: Official Seal

Name: Official Seal

CHAPTER 27

HUMAN RESOURCE COMMITTEE

CHAPTER 27: HUMAN RESOURCE COMMITTEE

27.1 Policy

- 27.1.1 Decentralise HR functions and empower Agencies.
- 27.1.2 Promote broad participation and ensure fair, equitable, transparent, apolitical and effective HR decisions based on merit.
- 27.1.3 Align HR actions with the Constitution of Bhutan, the CSAB 2010, the BCSR, the Government policies, notifications and the organizational development goals.

27.2 Strategy

- 27.2.1 Agencies shall institute an HRC to guide all the human resource actions.
- 27.2.2 All HR actions shall be deliberated and decided in the HRC.
- 27.2.3 All HR decisions shall be guided by the CSAB 2010 and BCSR.

27.3 Human Resource Committee (HRC)

- 27.3.1 HRC shall be the highest decision making body for HR actions in the Agency, except for the ESC.
- 27.3.2 HRC shall have a minimum of five members including the Chairperson. Further, the RCSC reserves the right to participate in the Committee, if necessary.
- 27.3.3 All members shall exercise transparent, accountable and responsible leadership and judgement in directing the HR actions.
- 27.3.4 The HRC shall establish prudent and effective control on HR resources.

27.4 Composition of the Committee

27.4.1 The composition of HRC at various levels shall be as follows:

Agency	HRC Composition
I. Ministry	<ul style="list-style-type: none"> a) Chairperson: Secretary b) Members: <ul style="list-style-type: none"> i) All Directors/Director Generals; ii) A Specialist*; iii) Chief Planning Officer; iv) Senior most Legal Officer; v) Other relevant officers as determined by the Chairperson of the HRC; and vi) Senior most HRO –Member-Secretary.
II. Judiciary	Judiciary shall constitute HRC to execute HR actions which are not covered by the Judicial Council
III. Constitutional Offices	<ul style="list-style-type: none"> a) Chairperson: Head of Constitutional Office b) Members: <ul style="list-style-type: none"> i) Director(s); ii) All Division Chiefs/ Service Heads; iii) Other relevant officials as determined by the Chairperson of the HRC; and iv) Senior most HRO - Member Secretary. <p>However, the Head of the Constitutional Office may delegate Chairpersonship of the HRC to a Commissioner /Director/Deputy Auditor General.</p>
IV. Autonomous Agency	<ul style="list-style-type: none"> a) Chairperson: Head of the Agency/Executive Secretary for Thromdes. b) Members: <ul style="list-style-type: none"> i) All Division Chiefs/Service Heads; ii) A Specialist (if the agency has one); iii) Other relevant officials as determined by the Chairperson of the HRC; and iv) HRO- Member Secretary.
V.Dzongkhag	<ul style="list-style-type: none"> a) Chairperson: Dzongdag b) Members: <ul style="list-style-type: none"> i) Dzongrab; ii) Senior most Planning Officer; iii) Senior most Legal Officer; iv) Relevant Sector Heads as determined by the Chairperson of the HRC; and v) Senior most HRO - Member- Secretary.

**In Agencies which have only two specialists, the Chairperson of the HRC shall decide on the representative and where there are more than two specialists, they shall nominate amongst themselves a representative.*

27.4.1.1 Agencies which do not meet the composition requirement specified in Section 27.4.1 shall form HRC/Selection Committee with the existing staff with prior approval from the RCSC.

27.5 Conflict of Interest

- 27.5.1 Members shall take all reasonable steps to avoid actual, potential or perceived Conflict of Interests.
- 27.5.2 Members shall disclose any actual, potential or perceived Conflicts as per Form 3/2 as they may arise.
- 27.5.3 The HRC shall decide whether to recuse the member from participating in the HRC depending on the circumstances and nature of the Conflict.

27.6 Responsibilities of the Chairperson

The Chairperson shall:

- 27.6.1 Be accountable for regular convening of the HRC meetings;
- 27.6.2 Be responsible for leading the committee, promoting high standard of governance and ensuring effectiveness and smooth functioning;
- 27.6.3 Lead in a firm and objective manner and ensure active participation of individual members;
- 27.6.4 Set the Agenda and preside over the meeting to ensure that adequate time is available for discussion on all agenda items and encourage active participation and constructive debate;
- 27.6.5 Ensure accurate records of the meetings are taken and decisions are implemented; and
- 27.6.6 Not delegate his chairpersonship of the HRC as long as he is in the station.

27.7 Responsibilities of Member Secretary

The Member Secretary shall:

- 27.7.1 Prepare Agenda;

- 27.7.2 Coordinate meetings;
- 27.7.3 Keep minutes and records of meetings; and
- 27.7.4 Coordinate, follow-up and report on all HRC decisions.

27.8 Responsibilities of HRC

i. General	<ul style="list-style-type: none"> a) Ensure effective enforcement of the provisions of the Constitution, Civil Service Act of Bhutan 2010, and the BCSR and any other directives issued by the RCSC. b) Formulate/review HR matters. c) Review appeals on HR actions. d) Review appeals on performance appraisal. e) Review and adjudicate disciplinary cases. f) Form Selection Committee for the recruitment and long term training and delegate the responsibility of short listing and conducting selection interviews/exams. g) Review and endorse the results of the Selection Committee for the recruitment and long term training interview. h) HRC may act as Disciplinary Committee or form an independent Disciplinary Committee. i) HRC may delegate HR functions to the HR Division/Services for Operational Category and GSP/ESP, except administrative disciplinary cases. j) Appellate for moderation exercise.
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ii. Specific	<p>a) HR planning, review and recommend</p> <ul style="list-style-type: none"> i) Structure, staffing pattern & strength. ii) HRD Plans. <p>b) Recruitment, Selection & Appointment</p> <p>Recruit, select and appoint qualified and suitable candidates as per the provisions of the BCSR.</p> <p>c) Promotion</p> <ul style="list-style-type: none"> i) Review and approve promotions within the broad- banded positions. ii) Review and recommend meritorious, fast-track and Specialist promotions. iii) Review applications and shortlist eligible candidates for promotions against post vacancies. iv) Conduct selection interview and approve or recommend as per delegation of authority. <p>d) Transfer</p> <ul style="list-style-type: none"> i) Review and approve intra-Agency transfer that does not involve change of Position Title or MOG within the Super Structure. ii) Review and recommend intra/inter-Agency transfer involving change of Position Title or MOG or SG within the Super Structure. <p>e) Induction</p> <p>Institute proper induction/mentoring programmes for candidates newly joining the Agency.</p> <p>f) Training</p> <ul style="list-style-type: none"> i) HRC is the highest approving authority for training within the Agency as per the BCSR. ii) All ex-country travel shall be approved by the HRC. <p>g) Leave</p> <p>HRC as per the delegation of authorities shall approve/recommend the following:</p> <ul style="list-style-type: none"> i) Extraordinary Leave; ii) Medical Leave beyond one month; and iii) Study leave. <p>h) Early Retirement Scheme (ERS)</p> <p>Review and approve/recommend civil servant opting for ERS.</p>
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27.9 Proceedings

The HRC depending on the size, need and urgency of the agenda shall determine the frequency of HRC meetings. The HRC may prescribe its rules of procedures.

27.10 Decision-Making

27.10.1 Decision shall be by majority and in case of a tie the Chairperson shall cast a deciding vote.

27.10.2 However, in Agencies, where the HRC has only one Executive and if he has a differing view from the other members, his view shall prevail over the others provided the over-riding decision is noted in the minutes along with the dissenting views of the members. Further, the Executive shall be held accountable for his decision.

27.11 Minutes

Minutes are written records of the HRC meeting which shall be signed by each member attending the meeting except those who are on approved leave of absence.

27.12 Delegation of Authority to the Agency

The RCSC may delegate its functions in writing and subject to such condition to be prescribed in the rules and regulations to a person, Agency, Authority or entity including its Secretariat from time to time as appropriate.

27.13 Accountability

27.13.1 HRC Member shall be accountable:

27.13.1.1 For timely and effective conduct of the HRC;

27.13.1.2 For regular attendance of the HRC Meeting; and

27.13.1.3 For efficient and effective management of the HR.

ACRONYM

ACAB	Anti-Corruption Act of Bhutan
ADR	Alternative Dispute Resolution
AS	Administrative Service
B.Ed	Bachelors of Education
BCSE	Bhutan Civil Service Examinations
BCSR	Bhutan Civil Service Rules and Regulations
BDS	Bachelors in Dental Surgery
BHU	Basic Health Unit
BoT	Board of Trustee
BSA	Bhutan Students Association
CDA	Charge d' Affairs
CEA	Children Education's Allowance
CID	Citizenship Identity Card
CS	Civil Service
CSAB	Civil Service Act of Bhutan
CSED	Civil Service Exam Division
CSIS	Civil Service Information System
CSO	Civil Society Organisation
CSWS	Civil Servants' Welfare Scheme
DA	Daily Allowance
DAHE	Department of Adult and Higher Education
DSA	Daily Subsistence Allowance
EID	Employee Identity
EOL	Extra Ordinary Leave
ERS	Early Retirement Scheme
ES	Education Service
ESC	Executives and Specialists Category
ESP	Elementary Service Personnel
EX	Executive
FA	Foreign Allowance
FS	Finance Service
Gol	Government of India
GSP	General Service Personnel
HR	Human Resource
HRA	House Rent Allowance
HRC	Human Resource Committee
HRD	Human Resource Development
JD	Job Description
JDWNRH	Jigme Dorji Wangchuck National Referral Hospital
ICT	Information & Communication Technology
LT	Long Term Training
LoA	Letter of Award

M&E	Monitoring and Evaluation
MaX	Managing for Excellence
MBBS	Bachelor in Medicine and Bachelor in Surgery
ME	Main Examination
ModEx	Moderation Exercise
MOG	Major Occupational Group
MoU	Memorandum of Understanding
NGO	Non-government Organisation
NOC	No Objection Certificate
OBC	Object Code
OC	Operational Category
ODE	Organisational Development Exercise
OMR	Optical Mark Reader
OSA	Officer on Special Assignment
PA	Parent Agency
PDB	Pr-Departure Briefing
PE	Preliminary Examination
PFS	Pay Fixation Statement
PGD	Post Graduate Diploma
PMC	Professional and Management Category
RCSC	Royal Civil Service Commission
RG	Representational Grant
RGoB	Royal Government of Bhutan
RNR	Renewable Natural Resources
SG	Sub-Group
SMART	Sincerity, Mindfulness, Astuteness, Resilience, Timelessness
SOP	Standard Operating Procedures
SS	Senior Supervisor
SSC	Supervisory and Support Category
STT	Short Term Training
TAT	Turnaround Time
ToR	Terms of Reference
TS	Technical Service
UG	Under Graduate
WA	Working Agency
WE	Written Examination

DEFINITION

1. **Adhoc Offer** - any bilateral or multilateral training offer, either partially or fully funded by donors for which the implementation cannot be planned by the agency.
2. **Administrative Offence** - an offence from the breach of the Civil Service Act of Bhutan 2010 and BCSR.
3. **Admissible claim** - a claim or grant amount payable in the event of death.
4. **Agency** - the Legislature, Judiciary, Ministry, Constitutional Office, Autonomous Agency, Dzongkhag, Gewog, Thromde or a statutory body of the Royal Government.
5. **Agency Categorization Framework** - framework to categorize Agencies into different performance categories.
6. **Apolitical** - impartial, neutral and not linked to political parties or engaged in any political activities.
7. **Appellate Authority** - the Administrative Tribunal for appeal cases from the Royal Civil Service Commission, the Royal Civil Service Commission for appeal cases from Ministries and Agencies, and the Ministry for appeal cases from Departments and Dzongkhags.
8. **Appraisal Cycle** - the time frame of one year during which an employee's performance is either directly observed or verified for the purpose of providing a formal appraisal rating.
9. **Approved Route** - the most direct and economical route.
10. **Armed Forces** - the Royal Bhutan Army, Royal Body Guard and Royal Bhutan Police.
11. **Asset** an item of value including land, property, shares, bonds, copyright, bank deposits or goodwill worth Nu. 50,000 or more.
12. **Authorized Claimant** - an authorized person who will collect the admissible *semso* grant on behalf of the Primary Nominee/Nominee in the event of the demise of CSWS member.
13. **Autonomous Agency** - an Agency under the Executive, established and mandated to function with autonomy by Royal Charters, Royal *Kashos*, Executive Orders or Acts of the Parliament.
14. **Basic Pay** - the remuneration fixed on a pay scale.
15. **Broad-Banded Position** - a position that is linked to one or two higher or lower Position Levels in the same occupational group that require the same minimum qualifications and are very similar in purpose, roles and responsibilities.
16. **Chargé d' Affairs (CDA)** - the senior most Foreign Service Officer at the Mission functioning as the CDA in the absence of a Head of Mission, as defined in the Foreign Service Allowance Rules and Regulations.
17. **Civil Servant** - a person registered with the Commission and employed in the services of the Judiciary, the Legislature, the Executive, Constitutional Offices and Autonomous Agencies of the Royal Government, unless otherwise specified.
18. **Civil Service** - the services within the jurisdiction of the CSAB 2010.
19. **Code of Conduct** - the Code of Conduct and Values set out in the Civil Service Act 2010 and BCSR.
20. **Common Dependent** - a dependent who has been declared as dependent by more than one CSWS member.
21. **Competency Behaviour** - the essential abilities that are required to perform the duties of a

particular position to a satisfactory performance level which may be expressed through skills, knowledge, attitude and aptitude.

22. **Commission** - the Royal Civil Service Commission established under the Constitution of the Kingdom of Bhutan.
23. **Competent Authority** - means a person or agency that has legally delegated authority or power to perform a designated function.
24. **Compulsory Retirement** - the involuntary retirement from Civil Service with post service benefits.
25. **Conflict of Interest** - a conflict between the official duties and the private interests of a civil servant, including not only his vested interest but also those of his family.
26. **Constitution** - the Constitution of the Kingdom of Bhutan.
27. **Contract Extension** - the process of extending a contract period without changing any of the terms and conditions.
28. **Contract Renewal** - the process of revising the terms and conditions of a contract based on the merit of the contract personnel and need of his service.
29. **Conviction** - civil servant is found guilty of a criminal offence.
30. **Cooling-off Period** - the minimum length of time a person registered with a political party must maintain, after de-registration, to be eligible for any form of employment in the Civil Service.
31. **Corruption** - as defined in the Anti-Corruption Act of Bhutan.
32. **Criminal Offence** - any offence as defined by the Penal Code of Bhutan.
33. **Cross Sector** - the positions which serves more than one Sector/Agency such as lawyers, accounts personnel, HR, IT professionals, etc.
34. **Daily Allowance** - the allowance payable per day to a civil servant during in-country official tour/travel.
35. **Daily Subsistence Allowance** - the allowance per day payable to a civil servant during short-term training and ex-country official tour/travel.
36. **Deceitful nominations** - nominations made beyond the defined direct dependents.
37. **Diplomat** - a civil servant in Position Level P5 and above working in Embassies and Missions abroad.
38. **Direct dependents** - member's own biological parents, a spouse, and children (including legally adopted).
39. **Domestic Help** - a personal servant of Bhutanese nationality maintained by the Head of a Mission/Embassy for whom the air passage, home leave passage and medical expenses are provided by the Government.
40. **Driglam Namzhang** - the conscious pursuit of harmonious living embodied in the traditional etiquette based on *Tha-Dam-Tse* and *Ley-Jum-Drey*.
41. **Elected Representatives** - members of the Parliament and local governments.
42. **Embezzlement** - fraudulently taking Government property/fund for personal gain.
43. **Enforced Halt** - a halt, which a civil servant, in the course of a journey, is obliged to make at an intermediate station for a reason beyond his control such as for non-availability of air ticket, cancellation of flight, etc.
44. **Equal Pay for Work of Equal Value** - that employees with the required qualifications and

experience and performing comparable jobs as determined through the job evaluation process, should be compensated similarly, i.e within the same salary range.

45. **Family Member** - members consisting of a spouse and children".
46. **Felony** - a serious crime as defined in the Penal Code of Bhutan.
47. **Force Majeure** - an event or effect that can be neither anticipated nor controlled.
48. **Foreign Allowance** - allowance given to an employee of a Mission/Embassy to cover the cost of living at the place of posting.
49. **Fraudulent claim** - claim made against a fictitious death or against a wrong dependent or a double claim.
50. **Gross pay** - basic salary plus allowances.
51. **Head of Agency** - Secretary of Ministry, Head of Autonomous Agency, Dzongdag for Dzongkhags.
52. **Head of Mission** - a member who is accredited to a foreign country/International Organisation to represent the Government of Bhutan in that capacity.
53. **Holder of Constitutional Office** - the same meaning as defined in the Constitution.
54. **Home-based Staff** - the support level personnel deputed to a mission abroad.
55. **HR Actions** - any action taken on a civil servant pertaining to recruitment, appointment, staffing, training, transfers, promotion, secondment, separation, administrative discipline, etc.
56. **HR Audit** - assessment of the implementation of all HR actions by the Agencies as per the provisions of the Constitution, the Civil Service Act, the BCSR and the other relevant rules with the view to ensure fairness and objectivity in the Civil Service.
57. **HR Council** - HR Committee of the Judiciary.
58. **In-service** - serving in the Civil Service.
59. **Individual Work Plan** - a clear plan of action for an Agency to organize and manage individual activities to effectively contribute to achieving the annual objectives of the Agency.
60. **Leave Travel Passage** - the provision of travel fares to a member and the family including domestic help for visiting homes in Bhutan or any other country/place.
61. **Ley-Jum-Drey** - the cause and effect relationships.
62. **Local Recruit** - a person directly recruited by the Mission/Embassy to a non-diplomatic post as per the terms and conditions approved by the Government.
63. **Major Occupational Group** - a major division of the Occupational Structure which embraces a group of associated occupations such as the Audit & Finance Group, the Architecture and Engineering Group, etc.
64. **Malfeasance** - a wrongful or unlawful act.
65. **Malversation** - official corruption.
66. **Member of Foreign Service** - both diplomats and non-diplomatic home- based staff.
67. **Manager** - a civil servant above the supervisor in the chain of command in the Agency.
68. **Managing for Excellence** - Performance Management System to align individual performance targets with the organizational strategies, ensure organizational effectiveness by cascading institutional accountabilities to the various levels, and enhance agency's performance by differentiating performer from non-performer.
69. **Merit Based or Based on Merit** - a personnel decision taken based on a set of eligibility criteria prescribed in the BCSR and in compliance with the provisions of the Civil Service Act 2010.

70. **Misappropriation** - the application of another's property or money dishonestly to one's own use.
71. **Misdemeanour** - the same meaning as defined in the Penal Code of Bhutan.
72. **Moderation Exercise** - the ranking of civil servants into different performance categories based on Agency Categorization Framework.
73. **Moderation Exercise Committee** - committee formed to rank employees into different performance categories.
74. **Nominee** - a person designated by a civil servant to receive benefits on his behalf.
75. **Non-partisan** - non-supportive and neutral to any political parties.
76. **Oath of Allegiance and Confidentiality** - the execution of a pledge of service and adherence to Civil Service Values and Conduct.
77. **Open Competition** - that anyone is free to apply and compete for a vacant position or scholarship as long as he fulfills the eligibility criteria, which shall be advertised to ensure a fair and transparent process.
78. **Open Scholarship** - a scholarship secured by a person in his/her individual capacity which has no implication to the RGoB in terms of funding or slot.
79. **Organisational Development** - an Agency's efforts to regularly review its mandates and capacities, for taking the right decisions and measures to improve performance and assure delivery of high quality services.
80. **Orientation Programme** - the familiarization of a civil servant in terms of the organisational values, mandates, policies, plans & programmes, working culture, duties & responsibilities, BCSR, Financial Rules, and other expectations of organisation.
81. **Parent Agency** - an Agency identified to look after a specialized group of profession for purpose of professional development and provide technical support to another Agency.
82. **Performance Appraisal** - the process of documenting performance accomplishments, determining whether and how well performance outputs were accomplished, and assigning appropriate ratings based upon the assessment.
83. **Performance Evaluation** - appraisal of performance and assessment of individual capacity/potential.
84. **Person** - an individual, partnership, corporation, organisation, enterprise, agency, department, subdivision, or other legal entity whether public or private and successor, representative, or agent thereof.
85. **Petty Misdemeanour** - as defined in the Penal Code of Bhutan.
86. **Position** - the basic unit of a post and comprises of duties and responsibilities to be performed by an individual.
87. **Position Level** - the rank within the Position Category based on the approved job evaluation of each position.
88. **Position Title** - indicates the broad function of the position and to a certain extent, the level of the position in the Civil Service hierarchy.
89. **Prima Facie** - clear case at first sight.
90. **Primary Nominee** - a nominee selected from the list of dependents by the member of the CSWS who will make the claim in the event of the demise of the member.
91. **Private Company** - a company other than a public company, as defined in the Companies Act.

92. **Prohibited Sources** - as defined in the Gift Rule.
93. **Promotion** - vertical movement in a civil servant's career to fill in a higher-position vacancy with a new position title and corresponding pay.
94. **Proselytisation** - deliberately persuading or influencing others to accept one's own belief, religion, faith, etc.
95. **Public company** - a company which is authorised by its Articles to offer its shares to the public, as defined in the companies Act.
96. **RCSC-Select Graduate** - a university graduate selected through National Level Graduate Recruitment Examination.
97. **Representational Grant** - a grant given to a diplomat to meet the expenditure of entertaining his counterparts as required by virtue of his position.
98. **Resident Rate/Stipend Rate** - for the subsequent months of the scholarship spent in one location as approved by the Government.
99. **Restrictive Advertisement** - announcement of training opportunities for which only civil servants of the Agency concerned are eligible to apply.
100. **RGoB Scholarship** - LTT funded by RGoB, including donor fund in terms of tuition fees, stipend, tuition fee waiver/bursaries/concessions/quota and other expenditures in full or partially to enable a person to complete an approved LTT. This also includes LTT slots provided to RGoB by donor.
101. **Royal Government** - includes the Legislature, the Executive and the Judiciary.
102. **Rural Posting** the placements to places including Dzongkhag/Dungkhag Headquarters, Gewogs and Villages.
103. **Scholarship Cost** - includes tuition fees, stipend, tuition fee waiver/bursaries/concessions/ quota and other expenditures in full or partially to enable a person to complete an approved LTT.
104. **Secondment** - a transfer of personnel both within and outside the Civil Service on a temporary basis to develop human resource capacity, in a way that does not affect the employment status in the Royal Government.
105. **Secretariat** - the Secretariat of the Royal Civil Service Commission.
106. **Secretary to the Government** - refers to the head of the Cabinet Secretariat or the head of a Secretariat of a Ministry appointed by the Druk Gyalpo as per the provisions of the Constitution.
107. **Sector Specific** - an occupation specific to a particular sector such as teachers, doctors, etc.
108. **Skill** - refers to an employee's ability to carry out the tasks, duties and responsibilities of a given position.
109. **Staffing Pattern/Strength** - the approved strength of positions for an Agency over a specific period of time.
110. **Subpoena** - a written order commanding a person to appear before a court or other tribunal, subject to a penalty for failing to comply.
111. **Subpoena Duces Tecum** - a subpoena ordering the witness to appear and to bring specified documents, records or things.
112. **Supervisor** - a civil servant who is above the employee in the chain of command in the Agency from whom the employee receives the majority of instructions regarding his work and to

whom the employee directly reports.

- 113. Termination** - separation from Civil Service without any post service benefits but with entitlement of his own personal contribution such as Provident Fund (PF) & Group Insurance Scheme (GIS) with interest and cost of travel to home.
- 114. *Tha-Dam-Tsi*** - the duties one owes to another derived from good faith, trust, confidence, candour and moral obligations.
- 115. The Rule** - the Bhutan Civil Service Rules & Regulations 2018.
- 116. *Thrimthue*** - the financial penalty/fine in lieu of imprisonment.
- 117. Transfer** - a lateral movement of a civil servant from one place to another or from one Agency to another or from one profession to another, in the same Position Level.
- 118. Transit Halt** - a halt in airport which a civil servant is obliged to make for connecting flight while on official tour/training ex-country.
- 119. Travel Allowance** - the allowance payable to a civil servant to compensate for the cost of traveling during an in-country official tour.
- 120. *Tsa-Wa-Sum*** - the King, Country and People.
- 121. Vacancy** - an approved position that is currently vacant.
- 122. Voluntary Resignation** - the resignation as per one's own free will and desire with post service benefits.
- 123. Working Agency** - an Agency where the civil servant is currently working.