



# **HRD RULES AND REGULATION for NON-CIVIL SERVICE SECTOR 2018**

**MINISTRY OF LABOUR AND HUMAN RESOURCES**



# **HRD Rules and Regulation for non-civil service sector**

**Human Resource and Skill Development Division  
Department of Employment and Human Resources**

**MINISTRY OF LABOUR AND HUMAN RESOURCES**

**March 2018**



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# FOREWORD

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*“Our nation’s Vision can only be fulfilled if the scope of our dreams and aspirations are matched by the reality of our commitment to nurturing our future citizens.”*

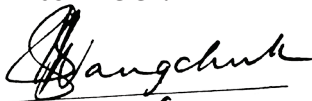
*- His Majesty the Druk Gyalpo*

Human Resource Development is a critical concern for improving the competency, capacity and performance of our workforce to contribute meaningfully to the growth of our economy. Our industry is particularly constrained by the lack of qualified people in both the technical and management areas. Furthermore, our private sector in particular do not accord priority in development of their employee’s skills and place low level or in most cases no investments for any kind of training or capacity development in their human resource. Thus to help address these human resource constraints and challenges, the Ministry has developed the 12<sup>th</sup> FYP HRD Master plan for the economic sector (2018-23). The Ministry would like to earnestly acknowledge deep appreciation to all our development partners and also to the RGoB for its valuable assistance and support in implementation of the past HRD Masterplans. We hope and anticipate that such support and cooperation will continue and strengthen during the implementation of the 12<sup>th</sup> FYP HRD Master Plan.

The Ministry of Labour and Human Resources (MoLHR) is also strengthening its effort to make the HRD procedures more efficient and effective. To this end, the Ministry is pleased to present the revised ‘HRD Rules and Regulation for non-civil service sector’. The Regulation has been developed from the earlier Human Resource Development Regulation, with the objective to strengthen and promote fair, transparent and efficient implementation of pre-service and in-service HRD programs of the Human Resource and Skills Development Division (HRSDD). It is imperative for establishment process endorsement of Internal Service Rules (ISR) as mandated under the Labour and Employment Act of the Kingdom of Bhutan, in order to be eligible for in-service HRD support of the Ministry.

The Ministry hopes that this Regulation will provide clarity on training norms and procedures to all the nominating agencies/organizations and to the beneficiaries of the training program. The Ministry also hopes that this Regulation will provide useful information and reference to relevant government agencies, bilateral and multilateral donor agencies and all other important stakeholders supporting the Ministry in implementation of its HRD programs and services.

Tashi Delek!



Sonam Wangchuk  
Secretary  
MoLHR



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# CHAPTER 1

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## INTRODUCTION

Whereas, in accordance with the National Human Resource Development policy, development of human capital is a sine qua non for economic growth and social development. The economic goals of a country can be achieved by the creation of appropriate human capital.

Whereas, in accordance with the Constitution of Bhutan, the state, shall endeavour to improve and increase knowledge, values and skills of the entire population towards the full development of the human personality.

Whereas, in accordance with the Employment Policy 2013, the Government shall prioritize training in order to skill, reskill and redeploy Bhutanese to achieve productive, gainful and decent employment, which drive the country towards achievement of high levels of human development and contribute to maximization of the Gross National Happiness.

Whereas, in accordance with the Labour and Employment Act 2007, the Ministry of Labour and Human Resources (MoLHR) shall provide policies and programs in vocational education and training.

Therefore, the MoLHR, in accordance with the powers conferred under the clause 234 of the Labour and Employment Act of Bhutan, 2007 hereby promulgates the following Rules and Regulations concerning Human Resource Development support and procedures and related matters as applied to all HRD support rendered by the MoLHR for the non-civil service sector.

## PRELIMINARY

1. This revised Regulation shall be cited as the 'HRD Rules and Regulation for non-civil service sector 2018'.
2. This Regulation contains legal requirements that must be met by beneficiaries of HRD support provided or facilitated by the Human Resource and Skills Development Division (HRSD), Department of Employment and Human Resources (DEHR), Ministry of Labour and Human Resources for non-civil service sector.
3. This revised Regulation shall come into force with effect from 28th March 2018.
4. This Regulation shall be reviewed and amended by the Department of Employment and Human Resources (DEHR), Ministry of Labour and Human Resources (MoLHR) as and when required, according to the needs and changes in the HRD policies and strategies of the MoLHR and the Royal Government of Bhutan (RGoB).



## PURPOSE

The Regulation shall guide in the implementation of HRD plans and program by the HRSDD, DEHR, MoLHR for the non-civil service sector. In particular, the Regulation shall have the following objectives:

5. Ensure fair, transparent, coherent and efficient implementation of HRD programs and services.
6. Enhance performance, professionalism and productivity of the Bhutanese workforce.
7. Ensure allocation of available resources in accordance with the development priority of the RGoB to promote a balanced and sustainable human resource development across all sectors.
8. Ensure implementation of HRD plans and programs and allocate training opportunities and support to all economic sectors in the most fair, transparent, coherent and efficient manner.
9. Ensure that trained human resource is properly assigned and effectively utilized in relevant sector to optimise returns from RGoB investments in HRD and to foster/promote sector growth.

## SCOPE

10. The Beneficiaries of pre-service HRD support by the MoLHR shall be confined to those job-seekers registered with the MoLHR.
11. The Beneficiaries of in-service HRD support by the MoLHR shall be confined to those Organization/Establishment that has their Internal Service Rules endorsed by the Department of Labour (DoL), MoLHR as per the Labour and Employment Act of Kingdom of Bhutan 2007. This Regulation shall NOT have jurisdiction over following employees/ organizations/establishments:
  - a. Agencies under the purview of Bhutan Civil Service Rules and Regulations 2018, Royal Civil Service Commission,
  - b. Foreign Non-Government Organization and Foreign Agencies,
  - c. Contract Employees of Government agencies and Government projects,
  - d. Three Armed Forces, or
  - e. Monastic Body.

# DEFINITIONS

The terms used in this Regulation are defined as follows:

12. **Regulation** shall mean the 'HRD Rules and Regulation for non-civil service sector'.
13. **Non-civil service sector** shall mean those sector defined under clause 10 and 11 of this Regulation.
14. **HRSD** shall mean the Human Resource and Skills Development Division facilitating, managing and implementing the HRD programs.
15. **DEHR** shall mean the Department of Employment and Human Resources (DEHR).
16. **MoLHR** shall mean the Ministry of Labour and Human Resource.
17. **Training** shall comprise of short-term training and long-term training:
  - 17.1 Long-term training, six months and above:
    - a. Post-graduate courses,
    - b. Undergraduate courses,
    - c. Certificate and diploma courses, or
    - d. Fellowship programs.
  - 17.2 Short-term training, six months and below:
    - a. Counterpart Training,
    - b. Attachment and Internship,
    - c. Study Tour/Institutional Visit,
    - d. Certificate and Diploma, or
    - e. Seminar/Workshop.
18. **In-service** shall mean nominee from organization/agency defined under clause 11 of this Regulation.
19. **Pre-service** shall mean those defined under clause 10 of this Regulation.
20. **Nominating agency** shall mean organization/agency as defined under clause 11 of this Regulation.
21. **Nominee** or **candidate** shall mean individual applicant applying for training or HRD support of the MoLHR.
22. **Institute** shall mean in-country and ex-country training institute, college or university where the training will be conducted/ implemented.
23. **Donor** shall mean the bilateral or multilateral agency funding the HRD program.

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# CHAPTER 2

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## ELIGIBILITY CRITERIA

### 24. Criteria for in-service:

- 24.1 Be a Bhutanese citizen.
- 24.2 Be medically fit for undertaking long-term or ex-country trainings.
- 24.3 Have valid Security Clearance Certificate.
- 24.4 Fulfil the age, qualification and other requirements in the relevant field of study as specified by the institute/donor/MoLHR.
- 24.5 Fulfil all the application and documentation requirements as specified by the institute/donor/MoLHR.
- 24.6 Have valid Audit Clearance Certificate from the Royal Audit Authority or the nominating agency, whichever is applicable for undertaking long-term or ex-country trainings.
- 24.7 Meet the work experience requirement as specified in this Regulation subject to fulfilment of requirement specified by the institute/donor.
- 24.8 Training is relevant to the nominating agency and to the nominee's current job responsibilities.

### 25. Criteria for pre-service:

- 25.1 Be a Bhutanese citizen.
- 25.2 Be medically fit to undertake training (annexure VI).
- 25.3 Has valid Security Clearance Certificate.
- 25.4 Should be registered as a job-seeker with the MoLHR.
- 25.5 Should not have availed other long-term program support of MoLHR.
- 25.6 Fulfil the age, qualification and other requirements in the relevant field of study as specified by the institute/donor/MoLHR.
- 25.7 Fulfil all the application and documentation requirements as specified by the institute/donor/MoLHR.

### 26. Specific Criteria for Long Term Training:

- 26.1 Has successfully completed master's level program from recognized university or institute to avail a PhD program.
- 26.2 Has successfully completed Bachelor's Degree from recognized college or institute to avail a masters' program.

- 26.3 Has rendered a minimum of three years (including probation) of continuous and satisfactory service with the nominating agency at the time of application for a master's/PhD program. However, the academic of tertiary education sector should fulfil minimum one year (including probation) of continuous and satisfactory service with the nominating agency.
- 26.4 Has rendered a minimum of one year (including probation) of continuous and satisfactory service with the nominating agency to avail long-term training other than a master's/PhD program.
- 26.5 Has served a minimum of one year with the nominating agency after a long-term training to avail long-term training other than masters or PhD.

27. Specific Criteria for Short Term Training:

- 27.1 Has served a minimum of one year (including probation) with the nominating agency to avail the first short-term training.
- 27.2 Has served minimum of six months after a short-term training or one year after long-term training to avail the next short-term training.

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## CHAPTER 3

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### NON-ELIGIBILITY

An in-service candidate shall not be eligible for HRD support when s/he:

28. Has discontinued HRD support program for reasons other than ill health.
29. Fails to undertake training after acceptance by the donor or MoLHR for reasons other than ill health.
30. Has been terminated by institute/donor/MoLHR from a scholarship for violation of training and/or other related rules and regulations.
31. Has been nominated/ shortlisted for another training program, pending declaration of acceptance/result.
32. Has availed the same training in the past through the RGoB funding or the bilateral/multilateral donor support to the RGoB.
33. Does not meet the time gap and work experience as specified under clause 26 and 27 of this Regulation.
34. In addition to above, a candidate shall not be eligible for masters/PhD training when s/he:
  - 34.1 has already availed a master's/PhD program in the past,
  - 34.2 is 45 years and above or as specified by the donor at the time of application, or
  - 34.3 fails to produce Bachelor's/master's degree certificate and transcript at the time of application.

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## CHAPTER 4

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### APPLICATION and NOMINATION PROCEDURE

35. Availability of HRD support shall be announced in the media or in MoLHR's website, seeking application or nomination. All such announcement shall provide details on the training title, venue of training, date of commencement, duration, funding modality and application requirements.
36. For donor funded ad-hoc short-term training, application will be sought directly from one or more relevant agencies based on slot available, for onward submission of nomination to the donor agency or institute.
37. Candidate/ nominating agency shall apply directly to the MoLHR using appropriate HRD form (annexure I or II) along with relevant documents, in compliance with this Regulation and in accordance with the requirement specified by the institute, donor or MoLHR.
38. Nominations from the nominating agency or application of the nominee should be submitted on or before the last date of submission as announced by the MoLHR.
39. Nominations shall be processed with concerned institute/donor as per the approved procedure established by the MoLHR.
40. Nomination shall be processed through appropriate channels on the prescribed nomination forms, completed in every respect, recommended by the HR and endorsed by the head of the nominating agency, which shall ensure that the training is relevant to the job responsibility of the nominee and the HRD needs of the organization.
41. Confirmation of acceptance or non-acceptance of training shall be sought from the donor/institute and conveyed to the nominating agency/nominee upon receipt.
42. The DEHR, MoLHR shall reserve the right to check and verify evidence of eligibility and relevancy to the training and accordingly accept or reject application.
43. Those candidates requiring endorsement from the RGoB for any open scholarships shall fulfil the following conditions for endorsement from the MoLHR:
  - 43.1 Be employees of organization as prescribed under clause 11 of this Regulation,
  - 43.2 fulfil the minimum working duration and other criteria as prescribed under chapter 2 and chapter 3 of this Regulation, and
  - 43.3 Submit HRD form (annexure I) and other relevant documents to the MoLHR.

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## CHAPTER 5

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### SELECTION PROCEDURE

The criteria shall be as under unless specified otherwise by the donor/institute

44. The short-listing shall be carried out by the MoLHR in accordance with the criteria set in this Regulation or otherwise specified by the donor.
45. For PhD program, candidate(s) shall be short listed based on relevancy and academic merit ranking (Aggregate)
  - a. Master's Degree : 60%
  - b. Bachelor's degree : 40%
46. For long term masters' program, candidate(s) shall be short listed based on the relevancy and academic merit ranking (Aggregate)
  - a. Bachelor's Degree : 60%
  - b. Class XII : 40%
47. For trainings other than master's/PhD the nominee shall be shortlisted based on the following:
  - a. Relevant Academic Qualification,
  - b. Relevant work Experience, or
  - c. Other requirements as specified by the institute/donor/MoLHR.
48. For every 1 (one) slot, 3 (three) candidates shall be shortlisted. Short-listed candidates shall be informed for further selection process through MoLHR website.
49. The selection shall be carried out by the Selection Committee comprising of members from relevant government and other agencies. The DEHR, MoLHR shall be a permanent member secretary to the committee.
50. The selection committee shall declare Conflict of Interest (annexure VII), if any. If so, then s/he shall not participate in the selection interview.
51. The selection committee shall be briefed on all relevant information related to the selection interview and procedures.
52. Panel members are to apply principle of fairness, transparency, open competition and merit in selecting the most suitable candidate for the HRD program.

53. A candidate must obtain a minimum aggregate of 50 percent during the selection interview to be eligible for selection.
54. The Selection Committee members shall have the authority to accept or reject any applicant for the HRD program.
55. The Selection Committee members shall have the authority to make final and binding decision deemed necessary if need arises.
56. Standard criteria for selection of nominee(s)/applicant(s) shall be as follows:

a. In-service

<b>SN</b>	<b>Criteria</b>	<b>Weightage</b>
A	Motivation for undertaking the training	30
B	Leadership and contribution to the organization	30
C	Post-study Plan	30
D	Communication skills	10
	<b>Total</b>	<b>100</b>

a. Pre-service

<b>SN</b>	<b>Criteria</b>	<b>Weightage</b>
A	Academic aggregate (calculated during short-listing)	20
B	Extra-curricular or other individual achievements	10
C	Communication skills	10
D	Motivation for undertaking the training	30
E	Post-study plan	30
	<b>Total</b>	<b>100</b>



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## **CHAPTER 6**

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### **PRE-DEPARTURE FORMALITIES**

A candidate whose training is confirmed shall:

57. Be notified directly or through the nominating agency, whichever is applicable, by the MoLHR with a copy of the acceptance letter from the institute/donor.
58. Report for pre-departure briefing at MoLHR upon intimation by donor/MoLHR, during which a nominee shall be informed on the training, travel and other details.
59. Report to MoLHR with an acceptable guarantor other than spouse or children for signing a Legal Undertaking (annexure III) with the MoLHR, RGoB.
60. Submit duly signed and sealed relevant Legal Undertaking (annexure III or annexure V).
61. Submit duly signed and sealed legal undertaking (annexure IV) for in-service applicant from the head of the nominating agency confirming employment and post-training obligations as specified in this Regulation for any long-term training.

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## **CHAPTER 7**

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### **ENTITLEMENT DURING TRAINING**

62. For in-service, the Period of long-term training shall be treated as study leave and shall be governed by the nominating agency's Service Rules and Regulations.
63. Other entitlements viz. remunerations and benefits, during the study/training period will be as per the Internal Service Rules of the nominating agency.
64. Donor funded candidates shall be provided stipend, allowance and other benefits in accordance with the scholarship rules and regulation of the donor/institute.
65. MoLHR funded candidates shall be provided with stipend, allowance and other benefits as approved by the RGoB.
66. For cost-sharing program, the nominating agency (in-service) or candidate shall take up the cost-sharing components as specified by the donor, institute or the MoLHR.

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## CHAPTER 8

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### A. OBLIGATION OF SELECTED CANDIDATE

As a candidate selected by the RGoB, s/he shall:

67. Conduct himself/ herself at all times in a manner befitting his/her status.
68. Carry out the training in a manner acceptable to the authorities of the training institute/ donor.
69. Refrain from making any statement of fact or opinion in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or a public utterance, make any statement which has the effect of an adverse criticism of any current or recent policy or action of the RGoB.
70. Refrain from engaging in criminal or commercial activities and taking up additional employment that shall be prejudicial to the interest and image of the Kingdom of Bhutan.
71. Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity.
72. Not coerce, attempt to coerce, order or advise an individual to pay, lend or contribute anything of value to a party, committee, organization, agency or person whose activities are prejudicial to the *Tsa Wa Sum*.
73. Refrain from giving expression and statements on national or international affairs and in particular, from making any written or oral statement without specific prior approval of the RGoB.
74. Give priority to acquire knowledge and skills from the training and must complete the training within the approved duration.
75. Not change from the training program specified in the letter of award or change the institute/university. Where the course is not available at all/ in the institute even upon award of the letter from the government, the candidate shall seek prior approval from MoLHR for changing the training or institute for which the institute will recommend and the MoLHR will give approval or otherwise.

## **B. OBLIGATION OF THE NOMINATING AGENCY**

76. Ensure that the information provided on the nominee during the nomination is authentic and endorsed by the head of the agency.
77. Ensure that the employment of the nominee undergoing the training is protected.
78. Ensure that all the benefits including pay and allowances of the nominee is provided as per the Internal Service Rules of the agency.
79. Ensure providing study leave for any long-term training.
80. Ensure that the HRD Unit/Department of the nominating agency collaborate closely with the MoLHR to monitor the training and post-training activities.
81. Ensure that upon completion of the training, nominee work with the nominating agency for the duration prescribed in clause 85 in this Regulation.
82. The head of the nominating agency shall enter into a Legal Undertaking (annexure IV) with MoLHR on confirmation of acceptance of any long-term training.

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## CHAPTER 9

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### POST-TRAINING OBLIGATION

A candidate on completion of training shall:

83. Be required to report to the MoLHR or the nominating agency, whichever is applicable, along with duly filled training report form (annexure IV), feedback form (annexure V) and training completion certificate within 15 working days upon completion of training as per the letter of award or confirmation or enrolment.
84. Upon joining office, the candidate shall be required to make an independent study as to how best S/he could contribute to the agency concerned.
85. On successful completion of the training program, a nominee shall serve the nominating agency for following specified duration:
  - 85.1 at least **one** year after a short-term program and other long-term program besides master' or PhD.
  - 85.2 at least **three** years after a master's or PhD program.
86. The nominating agency shall inform MoLHR of the candidate resuming his/her work after completion of a long-term training program.

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# CHAPTER 10

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## PENALTY

87. A candidate shall be liable to pay to the RGoB, by the candidate or his/her guarantor the actual training expenditure incurred by the MoLHR or Donor on the training if s/he:
- 87.1 Voluntarily resigns from the services of his/her organization prior to rendering services for duration specified in clause 85 of this Regulation,
  - 87.2 Fails to return to Bhutan on completion of the training,
  - 87.3 Is terminated from the training by the donor/institute/MoLHR, or
  - 87.4 Discontinues the training for reasons other than ill health.
88. The candidate or his/her guarantor shall pay the refund amount within 90 days from the day the office order is issued to effect section 87; failing which, legal actions shall be initiated in accordance with the Legal Undertaking and the laws of the country.
89. A nominating agency shall be debarred from any future HRD support from MoLHR on non-compliance of clause B 'obligation of nominating agency' under chapter 8 of this Regulation.
90. A scholarship shall be terminated if:
- 90.1 The conduct of candidate is not in conformity to this Regulation,
  - 90.2 The Performance of the candidate is observed to be below average or unacceptable to the authorities of the training institute, donor or the MoLHR,
  - 90.3 The candidate does not attend training regularly and does not fulfil the attendance and other requirements stipulated by the institute, or
  - 90.4 Fails to complete the course within the prescribed period and approval for extension of the fellowship is not accorded.
91. A candidate falling under clause 87 and clause 90 of the Regulation shall be blacklisted from participating in future HRD programs.
92. In the event the Undertaking is lost or damaged, training obligation and penalty as per this Regulation shall be applied based on circumstantial evidence as per the Evidence Act of Bhutan 2005.

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# CHAPTER 11

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## MONITORING AND EVALUATION

93. The MoLHR shall monitor the progress of candidate by liaising with the institute where the candidate is undergoing training. Such monitoring shall be conducted at least once during the training implementation period.
94. The HRSDD shall submit the monitoring and evaluation report (Annexure X) to the DEHR. The monitoring findings and observations will be submitted to the institute for corrective action.
95. The HRSDD will conduct evaluation studies on benefit of the program to the beneficiaries through different mechanism.
96. The MoLHR shall monitor post-training obligations of the candidate and the nominating agencies in conformity to this Regulation.

# ANNEXURES

## Annexure I

### In-service HRD Form

#### I. Particulars of the Nominee

- a) Name :
- b) Gender :
- c) Date of Birth :
- g) CID Number :
- h) Qualification :
- j) *Contact details*
  - Mobile number :
  - Email :

#### II. Details of Training applied for:

- a) Training title :
- b) Funding Agency :
- c) Institute & Location :
- d) Start Date and Duration :

#### III. Work Profile:

- a) Designation :
- b) Organization :
- c) *Job description* :
  - 1.....
  - 2.....
  - 3.....
- d) Date of appointment to the current organization :  
**(Attach appointment letter)**

#### IV. Details of latest past Training *including long-term study, Seminars/Study Tours/Workshops* **(mention only three)**

Course Title	Institution & Location (Mention Country Also)	Dt./Month/ Year	Duration (in mm)	Funding Agency

I hereby certify that the above information is correct to the best of my knowledge. I understand that I am liable to be subjected to disciplinary actions by appropriate authorities in the event that they find the above information incomplete and incorrect.

(Signature of the Candidate)



**V. Recommendations of the HR/Head of the Nominating Agency (attached additional pages if necessary)**

i) Give reasons for nominating the particular candidate.

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

ii) Description of the use of this training to the Organization/Agency/Company.

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

I hereby on behalf of my organization certify that s/he is the most suitable person in terms of the qualifications and the relevance of the present responsibilities to the training and also in terms of his/her positive financial integrity as supported by audit clearance. I also certify that s/he fulfills all criteria laid down in the HRD Rules and Regulations and does not abrogate any clause of the Rules and Regulations and the Laws of the Kingdom.

***I hereby certify that on completion of the training program, the nominee will serve in the same/higher position with the organization for the duration specified in the HRD Rules and Regulation for non-civil service sector of the MoLHR.***

**RECOMMENDATION FROM HR**

**Date & Place:**

**Name & Designation:**

**Seal and Signature**

**ENDORSEMENT FROM HEAD OF THE AGENCY**

**Date & Place:**

**Name & Designation:**

**Seal and Signature**

**VEFIFICATION (DEHR, MoLHR)**

**Date & Place:**

**Name & Designation:**

**Seal and Signature**

**Document to be attached with this form:**

1. CID copy
2. Audit Clearance (for long-term or ex-country training)
3. Security Clearance (for long-term or ex-country training)
4. Medical fitness certificate (for long-term or ex-country training)
5. Appointment letter to the current job/organization
6. For the private sector, following additional document should be submitted for ex-country program:
  - a. Valid Business license copy,
  - b. Income Statement for last one/three years,
  - c. Salary slip (bank transection for last one/three years)

## Annexure II

### Pre-service HRD form

#### I. Particulars of the Nominee

- a. Name :  
b. Gender (Male /Female) :  
c. Citizenship ID Card Number :  
d. Date of Birth (dd/mm/yyyy) :  
**e. Permanent Address**  
Village :  
Gewog :  
Dzongkhag :  
f. Contact number (Mobile) :  
g. Email id :  
h. Job Seeker Registration No :

#### II. Details of Training to be undertaken

- a. Course Title/Field of Training:  
b. Funding agency:  
c. Institution and Location:  
d. Training start date and Duration:

#### III. Details of latest past training undertaken (Training/Apprenticeship/Internship)

Course title	Institution & Location (Mention Country Also)	Date conducted	Duration in Month	Duration in Days/Months

I hereby certify that the above information is correct to the best of my knowledge. I understand that I am liable to be subjected to disciplinary actions by appropriate authorities in the event that they find the above information incomplete and incorrect.

Date : (Signature of Candidate)

.....  
**APPROVAL (for official use)**

Date: (Name & Signature)

.....  
**Documents to be submitted/attached with this form:**

- 1) Citizenship Identity Card (CID) copy
- 2) Relevant Academic transcript and mark sheet
- 3) Valid Security Clearance (Online approval copy)
- 4) Recent half photo (1no)
- 5) Medical fitness certificate (annexure VI) for long-term training

### Legal Undertaking (in-service)

I, Mr./Mrs./Miss.....son/ daughter of Mr. /Mrs. ....  
 bearing Bhutanese Citizenship:.....Hereby accept the offer of fellowship / scholarship  
 from ..... for studies in .....for a duration of.....

**I, hereby undertake to:**

1. Pursue the course and complete it within the duration specified by the institute.
2. Conduct myself at all times in a manner befitting my status.
3. Carry out the training in a manner acceptable to the authorities of the training institute/donor.
4. Not change from the training programme specified in the letter of award or change the institute/university.
5. Refrain from making any statement of fact or opinion in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or a public utterance, make any statement which has the effect of an adverse criticism of any current or recent policy or action of the Royal Government of Bhutan.
6. Refrain from engaging in criminal or commercial activities and taking up additional employment that shall be prejudicial to the interest and image of the Kingdom of Bhutan.
7. Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity.
8. Not coerce, attempt to coerce, order or advise an individual to pay, lend or contribute anything of value to a party, committee, organization, agency or person whose activities are prejudicial to the **Tsa Wa Sum**.
9. Refrain from giving expression and statements on national or international affairs and in particular, from making any written or oral statement without specific prior approval of the Royal Government of Bhutan.
10. Continue in the service of my nominating organization for the period as specified in the 'HRD Rules and Regulation for non-civil service sector' of the MoLHR on completion of the training and return to Bhutan.
11. Return to Bhutan on completion of the training programme, failing which, the ministry can process for cancellation of my passport and blacklisted for participating in future HRD programmes.
12. Pay to the Royal Government of Bhutan double the expenditure incurred By MoLHR/Donor on training if I:
  - i. voluntarily resign from the services of my organization prior to rendering services for duration specified in 'HRD Rules and Regulation for non-civil service sector' of the MoLHR,
  - ii. Fail to return to Bhutan on completion of the training,
  - iii. get terminated from a training by the donor/institute/MoLHR, or
  - iv. Discontinue the training for reasons other than ill health or extenuating circumstances.
13. Comply with the entitlement (related to entry level, placement, salary and promotion) rules and regulations of my nominating agency after the successful completion of the training programme.

#### 14. Comply with the HRD Rules and Regulation for non-civil service sector of the MoLHR

I, do hereby confirm that I have been briefed on all rules governing my training 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 anyone of the above stated conditions, my guarantor and/or I will be liable for legal action by the Royal Government of Bhutan.

		Sd/-
Place:		(Affix Legal Stamp)
Date:	Name	:
	Present Address	:
	Village	:
	<b>Contact Detail:</b>	
	Tel /mobile No	:
	Email	:

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 above named person to abide by this undertaking,.....resident of ..... hereby, undertake to refund to the .....,the stipulated amount or accept my liability or any other penalty as may be decided by the Royal Government of Bhutan.

In the event that I do not adhere to the above, I understand that I shall be liable for legal action by the Royal Government of Bhutan.

		Sd/-
Place:		(Affix Legal Stamp)
Date:	Name of Guarantor	:
	ID Card No	:
	Relation to the candidate	:
	Occupation	:
	Present Address	:
	Village	:
	<b>Contact Detail:</b>	
	Tel /mobile No	:
	Email	:

Witnesses:

- 1).....
- 2).....

**Legal Undertaking – Nominating Agency**

I, Mr./Mrs./Miss.....(*name of CEO/MD*) CEO/Managing Director of ..... (*name of nominating agency*) hereby accept the offer of fellowship/ scholarship from the Ministry of Labour and Human Resource for Mr./Mrs/Miss ..... (*name, designation of nominee*) for studies in .....for a duration of.....

**I, hereby on behalf of my organization undertake to:**

1. Ensure that the employment of the nominee undergoing training is protected.
2. Ensure that the period of long-term training is considered as Study Leave.
3. Ensure that all the benefits including pay and allowances of the nominee is provided as per the service rules and regulation of the agency.
4. Ensure that the HRD Unit/Department of the Agency closely collaborate with the MoLHR to monitor the training and post-training activities.
5. Ensure that upon completion of the training, nominee will work with the agency for the duration prescribed in the HRD Rules and Regulation for non-civil service sector of the MoLHR.



Signed and Sealed by  
HR of the Agency



Signed and Sealed by  
Head of the Agency

Place:

Date:

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

### Legal Undertaking (pre-service)

I, Mr./Mrs./Miss.....son/ daughter of  
Mr./Mrs. .... bearing Bhutanese Citizenship ID No:..... hereby  
accept the offer of scholarship/training support from Ministry of Labour and Human Resources  
for Training on ..... at..... for a duration of  
..... starting from .....

**I, hereby undertake to:**

1. Understand that the Ministry of Labour and Human Resources, Royal Government of Bhutan is investing and supporting in my skills Development for gainful employment post-training.
2. Understand that the institute is providing its technical support, time and resources for my skills development and gainful employment post-training.
3. Pursue the course and complete it within the duration specified by the institute.
4. Demonstrate excellent commitment and attitude towards learning/acquiring of skills and knowledge from the training program.
5. Take up employment in the trained occupation after completion of the training program.
6. Conduct myself in accordance to the HRD Rules and Regulation for non-civil service sector of the MoLHR and other applicable rules and regulation of the donor/ institute.
7. Carry out the training in a manner acceptable to the authorities of the training institute/donor/MoLHR.
8. Refrain from engaging in criminal or commercial activities that shall be detrimental to my own interest of completing and benefiting from the training program
9. Abstain from indulging in any activity that adversely affects the **Tsa Wa Sum**
10. Pay to the MoLHR, Royal Government of Bhutan the actual expenditure incurred on training program (the whole training/ scholarship cost) if I:
  - i. Discontinue from the training for a reason other than ill health (supported by medical certificate from recognized Doctor) or extenuating circumstances.
  - ii. Do not take up the employment opportunities offered on completion of my training.

- iii. Get terminated by the Institute/Donor/MoLHR for any reasons specified above

I, do hereby confirm that I have been briefed on all rules governing my training 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 anyone of the above stated conditions, my guarantor and/or I will be liable for legal action by the Royal Government of Bhutan.

(Affix Legal Stamp)

Name :

Present Address :

Village :

Place:

Date:

**Contact Detail:**

Mailing address :

Tel /mobile No :

Email :

**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 above named person to abide by this undertaking, I, Mr/Mrs/Miss ....., bearing CID No.....resident of..... hereby, undertake to refund to the Department of Employment and Human Resources, Ministry of Labour and Human Resources, Thimphu the stipulated amount or accept my liability or any other penalty as may be decided by the Royal Government of Bhutan. In the event that I do not adhere to the above, I understand that I shall be liable for legal action by the Royal Government of Bhutan.

Sd/-

(Affix Legal Stamp)

Place:

Date:

Name of Guarantor :

CID Card No :

Relation to the candidate:

Occupation :

Present Address :

**Contact Detail:**

Tel /mobile No :

Email :

### Medical Report for MoLHR Scholarship

*(The Department of Employment and Human Resources (DEHR), Ministry of Labour and Human Resources (MoLHR) would like to notify that the candidate holding this form will be undertaking long-term/ex-country training funded by the MoLHR. The medical report endorsed by the clinic/hospital will be important to determine whether the candidate is medically fit to undertake the training program)*

<b>Name of Applicant:</b>	
Age:	Sex:
Blood Group:	
Blood Pressure:	
Is the person examined at present in good health?	Is the person examined physically and mentally fit to undergo training program
Is the person free of infectious diseases (tuberculosis, etc)	List any abnormalities indicated in the chest X-ray.
Pregnancy test (for woman): 1. Pregnant <input type="checkbox"/> 2. Not- pregnant <input type="checkbox"/>	

***I certify that the applicant is medically fit to undertake the training program.***

Name of Doctor/ Physician:

Address of Clinic/Hospital:

Telephone:

E mail:

Date:

Signature of Doctor/Physician:

Seal of Clinic/Hospital:



**Declaration of prior knowledge/ conflict of interest**

This form is to notify the panel chairperson of any personal, professional or business relationship between a panel member and a candidate that could impact or be perceived to impact on a fair assessment of a candidate.

<b>Candidate's Name</b>	<b>Nature of relationship (e.g., personal professional, business, supervisor, colleague, family member)</b>	<b>Duration of relationship</b>	<b>Chairperson's comments/decision</b>

Panel Member's Name:

Signature:

Date:

## Annexure VIII

### Training Report Form

1. Course Title :
2. Location (Institute, City, Country) :
3. Commencement Date & Duration :
4. Completion Date :

5. Describe courses/subjects covered during the training (please use extra pages if required).

6. Propose how the knowledge and skills gained from the course can be utilized to further improve the effective delivery of services of the Agencies (please use extra pages if required).

7. Challenges/Issues faced during the training

8. Recommendation to further improves training/services of MoLHR

Signature and date:

Name:

Contact number and email:

**Training Feed Back Form**

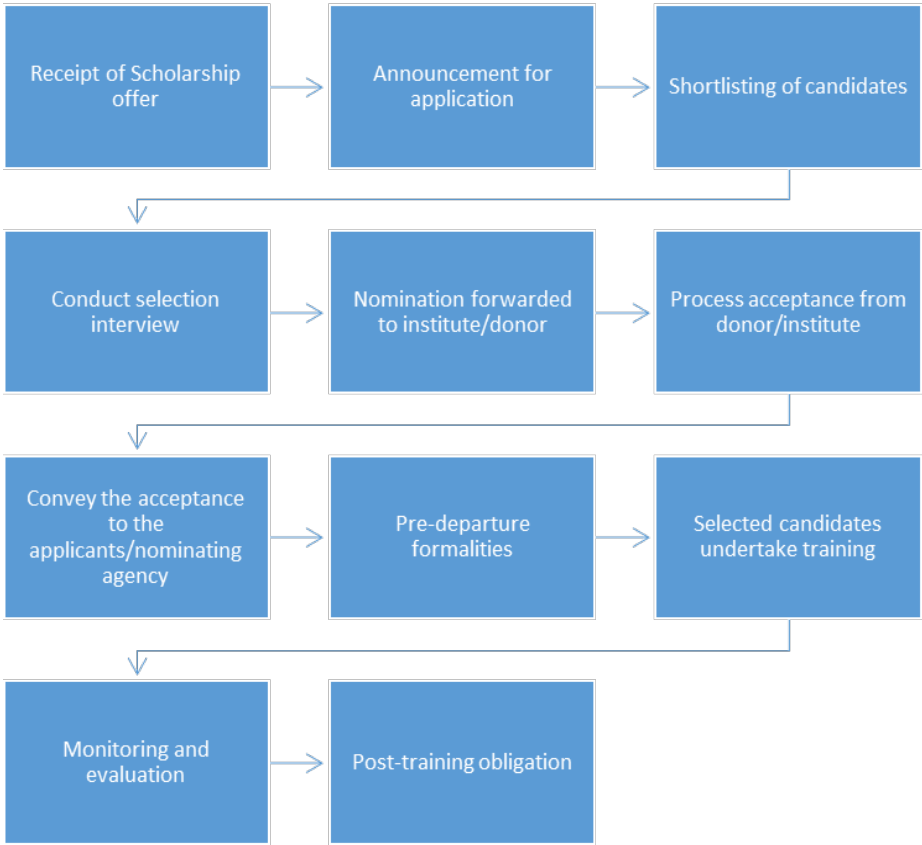
Training & Duration:						
SN	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Relevance: I found the Training relevant.					
2	Institute:					
i	Suitability: I found the institute most suitable for this training.					
ii	Resource Persons: Resource Persons were knowledgeable.					
iii	Service/Facility: Services and facilities were good.					
iv	Environment: Training environment was conducive.					
3	Support from nominating agency (in-service only):					
i	Nomination/Selection was transparent, fair and merit-based.					
ii	Processing was on time.					
iii	Dealing Official(s) was professional in service delivery.					
4	Support from DEHR, if applicable:					
i	Service delivery and assistance provided by the dealing officer					
ii	Pre-departure information					
iii	Processing was on time					
5	Areas for improvement:					
6	Any other observation/recommendation:					

Name &amp; Signature:

**M&E Report Form**

<b>1. M&amp;E Visit to</b>	
<b>2. Date and time</b>	
<b>3. Officials</b>	
<b>4. Background</b>	
<b>5. Prior M&amp;E visit dates, details</b>	
<b>6. Objective</b>	
<b>7. Individuals met during visit</b>	
<b>8. Findings</b>	
<b>9. Challenges</b>	
<b>10. Recommendation</b>	
<b>11. Attachments</b>	<input type="checkbox"/> Pictures from M&E visit <input type="checkbox"/> Feedback from students <input type="checkbox"/> Others .....
<b>12. Report prepared by</b>	
<b>13. Comment by Division/Department Head</b>	

**Fellowship Implementation Process**



**Training announcement Format**

1.Title of Training	
2.Donor/Funding Source	
3.Start date, Duration	
4.Institute, Location	
5.Slot(s)	
6.Details of Scholarship/Training	
7.Eligibility for the Training/Scholarship	
8. Application Instructions	
9.Documents Required during the application	
10.Links and other information on the Training and Scholarship	
11.Application deadline	
12. Contact person	

**Employment Verification Form**

SN	Particulars	Findings
1	Date and time of Employment verification	
2	Name	
3	Gender	Male          Female
4	CID no	
5	Contact (phone and email)	
6	Training availed	
7	Name of institute	
8	Name of Employing agency	
9	Contact of employer representative met during verification (phone/email)	
10	Location of employment (Dzongkhag)	
11	Is the candidate still working as per appointment letter	Yes          No (if no, highlight reason and skip following sections)
11.1	How long the candidates has been working	
11.2	What was the first month salary	
11.3	Other benefits received in first month of work	
11.4	Form of employment	Contract      Regular          Part-time
11.5	Probation period	
11.6	Current job title	
11.7	Current Department/unit	
11.8	Issues highlighted by employee	
11.9	Issues highlighted by employer	

Sign/Signature of Candidate

Sign/Signature/Seal of Employer Representative

Name and Signature of Verifying Officer

