
CHAPTER 9: IN-SERVICE TRAINING

1 Policy

- 1.1 Equip civil servants with the right qualifications, skills, knowledge and right attitude to achieve organisational objectives;
- 1.2 Provide a high standard of professional services to the public;
- 1.3 Facilitate continuing education for civil servants to enhance qualifications and knowledge;
- 1.4 Promote a balanced and sustainable human resource development;
- 1.5 Optimize the use of scarce resources and slots for trainings;
- 1.6 Ensure distribution of all training opportunities on equal and just basis;
- 1.7 Select candidates for all training through merit-based and transparent system;
- 1.8 Optimize returns in terms of service to the RGoB from investments made on trainings of civil servants;
- 1.9 Reduce brain drain and other losses of trained civil servants; and
- 1.10 Human resource development shall be a shared responsibility between the Government and civil servants.

2 Strategy

- 2.1 Training shall be identified in the HRD Master Plan based on the Organisational Development exercise to determine the strategic human resource needs of the Government;
- 2.2 Annual Review of the HRD Master Plan shall be conducted to ensure the relevance of the training to the organisational needs as well as to respond to the changing priorities of the Agency;

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- 2.3 The Agency shall set aside a specified portion of budget, which shall be jointly determined by the Agency and RCSC as HRD budget for staff training and shall provide equal opportunities to employees to compete for training;
 - 2.4 Scholarships shall be made available based on merit;
 - 2.5 In-country training programmes shall be enhanced through various modes of continuing education; and
 - 2.6 A Monitoring and Evaluation System shall assess training impact and make necessary interventions.

3 Application

- 3.1 In this rule, the term formal training shall apply to:
 - 3.1.1 Postgraduate degree course;
 - 3.1.2 Undergraduate degree course;
 - 3.1.3 Institutional course, counterpart training, attachment, certificate and diploma course;
 - 3.1.4 Study tour, workshop; and
 - 3.1.5 In-house training.
- 3.2 The term informal training shall apply to:
 - 3.2.1 Meeting;
 - 3.2.2 Symposium;
 - 3.2.3 Conference; and
 - 3.2.4 Seminar.
- 3.3 The category of training shall be as follows:
 - 3.3.1 Short-term training, 6 months and below; and
 - 3.3.2 Long-term training, above 6 months.

3.4 An eligible civil servant, without requiring to resign, shall be allowed to pursue Bachelor's Degree.

4 Training Offers

4.1 All training offers for the Civil Service shall be routed through the RCSC.

5 Authority to Approve Training and Non-training Programme

The nomination of a candidate shall be approved by:

5.1 The RCSC, when the course is:

5.1.1 Long-term; and

5.1.2 Formal short-term training for Executives/Specialists.

5.2 The Agency concerned, when the course is (as per Annexure 9/8 – 9/17):

5.2.1 Short-term, except formal training for executives/specialists.

5.3 The relevance and level of officials for the training programmes shall be determined strictly by the Agency.

5.4 The Agency concerned shall be made primarily accountable while the individual civil servant shall be required to refund the expenditure incurred on his training based on the circumstances.

5.5 If the Agency has approved any training not relevant to the position of the official, the RCSC shall revoke the approval. The RAA/RCSC shall reflect the Agency concerned and the individual civil servant in the negative list.

5.6 The Ministry of Foreign Affairs is responsible for high-level official delegations representing the country on regional and international issues. The Ministry may issue guidelines on the eligibility criteria and procedures for processing nominations for

such cases to ensure uniformity in application.

6 Eligibility Criteria

6.1 A candidate shall:

- 6.1.1 Be a Bhutanese citizen;
- 6.1.2 Have rendered a minimum of two years of service, excluding the probation period at the time of commencement of course to avail a long-term training;
- 6.1.3 Have served a minimum of 5 years inclusive of probation period at the time of commencement of course for non-select candidates to be eligible for Postgraduate course;
- 6.1.4 Have successfully completed a bachelor's degree course to be eligible for pursuing postgraduate course;
- 6.1.5 Have satisfactorily completed the probation period to avail a short-term course, except for the orientation programme conducted by the Agency/RCSC;
- 6.1.6 Be 45 years of age or below at the time of commencing long-term studies; and
- 6.1.7 Avail a maximum of three in-service long-term trainings in the entire service period or until he/she attains 45 years of age, whichever is earlier.

6.2 A civil servant shall not be eligible for training when:

- 6.2.1 He has discontinued a training programme to which previously nominated for reasons within his control;

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- 6.2.2 His scholarship/fellowship granted previously was terminated by the Government for violation of training and/or other related rules and regulations;
 - 6.2.3 The time gap from the last dates of ex-country short-term training and ex-country long-term training is less than six months and one year respectively; and
 - 6.2.4 He has been nominated/short listed for another training programme, pending the declaration of the result.

7 Training gap requirement for in-service long-term training

No. of Training	Training gap
For the 1 st long-term training	3 years of service including probation period*
For the 2 nd long-term training	Completion of all past training obligations **
For the 3 rd long-term training	Completion of all past training obligations

* Exceptions made for (i) medical professionals and (ii) education professionals – Science and Mathematics Teachers, Lecturers and Instructors. The exception is made as a measure to attract, motivate and retain civil servants in these professions.

** For those who have availed pre-service scholarships and have not completed training obligation at the time of availing the 1st in-service course, they shall be required to complete the obligation to be eligible for the 2nd in-service course.

8 Selection Procedures for Long-term Trainings

- 8.1 All scholarships shall be advertised;
- 8.2 For all donor project-tied scholarships, there shall be restrictive advertisement within the agency concerned;
- 8.3 Selection of candidates by the HR Committee shall be based on application and merit; and
- 8.4 There shall be a representative from the RCSC to participate during the selection of candidates.

9 Selection Criteria

- 9.1 The selection of a candidate for long-term full or partial RGoB scholarship shall be based on the following:
 - 9.1.1 Performance on the current job;
 - 9.1.2 Relevance of the course to the position held;
 - 9.1.3 Rural posting shall be given 10% bonus mark;
 - 9.1.4 Weightage of marks for academic performance from the most recent qualification and entrance common examination; and
 - 9.1.5 Performance in written examination and/or viva voce.

10 Entitlement

- 10.1 The entitlement rules shall be applicable to both in-country as well as ex-country training, unless otherwise specified.

10.2 Study Leave for Long-term Training

10.2.1 A civil servant shall be entitled to a total of 36 months Study Leave with pay in the entire service period. A civil servant may avail Study Leave without pay if long-term studies require more than the entitled 36 months. However, exception shall be made for medical doctors for whom the maximum duration of study leave with pay shall be fixed at five years for them to pursue master/specialization courses;

10.2.2 A training period up to 18 months for any single training shall be counted as part of active service for the purpose of promotion;

10.2.3 When the course is directly relevant to the candidate's current job and the candidate fulfils the eligibility and selection criteria, study leave with remuneration and benefits shall be granted to pursue long-term training courses as per Section 10.3 of this rule; and

10.2.4 When the course is not directly relevant to the candidate's current job, study leave without pay and benefits shall be granted and his position in the Civil Service shall not be protected.

10.3 Remuneration and Benefit during Training

10.3.1 A civil servant who has been granted Study Leave with remuneration and benefits for any single long-term training shall be entitled to the full basic pay for a period of twelve months. When the duration exceeds twelve months, he shall be entitled to fifty percent of the basic pay for the remaining period.

10.3.2 Notwithstanding Clause 10.3.1, a civil servant who has been granted Study Leave with remuneration and benefits for any single long-term training shall be entitled to the full basic pay for the whole duration of the course when the course is held in a SAARC country under the following schemes:

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- 10.3.2.1 GOI PG Scholarship Programme;
 - 10.3.2.2 TCS Colombo Plan (GOI) Programme;
 - 10.3.2.3 Indian Technical & Economic Cooperation (ITEC) Programme;
 - 10.3.2.4 SAARC Scholarship Programmes; and
 - 10.3.2.5 Self-funding Programme (approved by the RCSC).
- 10.3.3 A civil servant undergoing ex-country short-term training for a duration of thirty days or less shall be entitled to full DSA for the first 15 days and stipend thereafter.
- 10.3.4 The travel time from the home country to the destination shall be excluded for the purpose of calculating the total number of days for training and it shall be paid at the rates approved by the Government.
- 10.3.5 A civil servant undergoing long-term training shall be entitled to stipend for the first month at the travel rate, and the resident rate for the subsequent months prescribed by the Government.
- 10.3.6 A civil servant shall be covered by medical insurance while on training. In the event of an emergency where the candidate is not covered by a medical insurance scheme, medical expenditure shall be borne by the Ministry of Health on production of original receipts.
- 10.3.7 Remuneration and benefits for various modes of continuing education other than full time on campus shall be governed by guidelines prescribed by the Government.
- 10.3.8 Allowance of any form shall not be paid during the training period, when the duration exceeds one month.

10.4 Benefit during In-country Training

The following shall apply to in-country institute based and in-house based training:

10.4.1 Annual vacation and holidays as per the schedule of the Institute and the stipend shall be paid, subject to a maximum of one month;

10.4.2 Uniform/Uniform Allowance, if required, for the particular training programme;

10.4.3 Travel Allowance and Daily Subsistence Allowance for travel from his office to the Institute and back to the office as per the normal rates and subject to other relevant rules;

10.4.4 Actual travel expenditure and Daily Subsistence Allowance at the rates prescribed by the Government during the field attachment/visit;

10.4.5 The DSA rates for the in-service in-country training when the duration is 30 days or less and the stipend rates for the in-service in-country training when the duration is more than thirty (30) days are given at *Annexure 9/1*; and

10.4.6 A trainee shall be entitled to 20% of the DSA while attending training of 30 days or less in the same place of posting, irrespective of the source of funding. This excludes expenses pertaining to tuition fee, meals, refreshments, etc.

10.5 Benefit during Ex-country Training

The following shall apply to full time ex-country training:

10.5.1 A civil servant who is required to halt in transit for 8 hours or more for the next flight while on travel outside the country shall be paid a Daily Subsistence Allowance.

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- 10.5.2 Daily Subsistence Allowance shall be paid for the actual period of halts required for processing visa and it shall be paid at the Government rates.
 - 10.5.3 The payment of Daily Subsistence Allowance 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.
 - 10.5.4 Daily Subsistence Allowance or related expense shall not be paid by the Government during participation in training, when the DSA and other expenses are paid by the donors.
 - 10.5.5 Notwithstanding the clause 10.5.4, a civil servant shall be reimbursed the visa fee and airport tax on production of original receipts/documents.
 - 10.5.6 If a civil servant nominated for training outside the country is provided with airfare, room and board by the donor concerned, 20% of DSA shall be paid for the first fifteen days to cover the incidental expenses and 10% of the DSA for the remaining period.
 - 10.5.7 When a civil servant is provided with only airfare and room facilities by the donors concerned, 50% of DSA shall be paid for the first fifteen days to cover other expenses and 20% of the DSA shall be paid for the remaining period.

11 Pre-training Requirement

11.1 Nomination Procedure

- 11.1.1 Nomination shall be in accordance with the Annual Training Plan, unless a training programme is an ad hoc offer;
- 11.1.2 Nominations shall be processed through an HR Committee of the Agency;

11.1.3 The HRO shall forward the information on the nominations for training programmes which the Agency is authorized to approve to the RCSC online. The prescribed HRD Form given at *Annexure 9/2*, letter of offer, letter of acceptance and departure intimation form shall be retained by the Agency and shall be made accessible for verification by the RCSC as and when required and send to the RCSC before the candidate leaves for training;

11.1.4 The nomination for long-term training shall be submitted to the RCSC for approval with the prescribed HRD Form, forwarding letter, and other required documents; and

11.1.5 Upon approval of nomination for long-term training, a candidate shall be issued a letter of award in the prescribed format by the RCSC given at *Annexure 9/4*. The candidate shall be required to complete all pre-departure procedures duly prescribed here in this rule.

11.2 Pre-departure Procedure

11.2.1 A candidate whose training is approved shall report for briefing to:

11.2.1.1 RCSC for long-term training; and

11.2.1.2 Agency for short-term training.

11.2.2 Sign an undertaking with the Government in the prescribed format (*Annexure 9/5*) to the effect that on completion of the long-term training, the candidate shall return to Bhutan and continue in the service of his Agency for a minimum period as stipulated under this rule or pay the stipulated penalty, unless the Government transfers him in the interest of public service.

11.2.3 A candidate nominated for a training programme above six (6) months shall sign the Undertaking.

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- 11.2.4 A surety/guarantor of the civil servant shall be briefed on the consequence of the undertaking in case a civil servant fails to return to Bhutan upon completion of his studies.
- 11.2.5 A surety/ guarantor must be acceptable to the Agency/RCSC.
- 11.2.6 The candidate and guarantor shall sign the undertaking in the presence of an official designated by the RCSC.
- 11.2.7 The candidate must submit the duly filled pre-departure form given at *Annexure 9/6*.
- 11.2.8 Travel documents shall be issued by the Ministry of Foreign Affairs based on the letter issued by the competent authority in the Agency designated by the Ministry of Foreign Affairs.

12 Requirement during Training

12.1 Obligations of a candidate during Training

As an official nominee of the Government of Bhutan, a candidate on training shall adhere to the following:

- 12.1.1 Conduct himself at all times in a manner befitting his status and in a manner acceptable to the authority of the training Institute;
- 12.1.2 Refrain from engaging in political, criminal or commercial activities and taking up additional employment that shall be prejudicial to the interests and image of the Kingdom of Bhutan;
- 12.1.3 Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity;

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- 12.1.4 Not coerce, attempt to coerce, order, or advise an individual to pay, lend or contribute anything of value to a party, committee, organisation, Agency or person whose activities are prejudicial to the *Tsawa Sum*;
 - 12.1.5 Refrain from giving expressions and statements on national or international affairs and in particular, from making any written or oral statement without specific prior approval of the Government;
 - 12.1.6 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 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 Government;
 - 12.1.7 Submit a course joining report (*Annexure 9/7*) immediately for long term training to the RCSC and Agency concerned, and for short-term to the Agency concerned, after joining the programme;
 - 12.1.8 Submit grade/progress reports after every semester, examination or test through the course supervisor, academic adviser or the Head of the Institute/University when admitted for long-term training. The report shall consist of a brief description of the subjects studied, examinations taken, marks obtained, field trips (if undertaken) and a brief description of the study plan for the following semester;
 - 12.1.9 The academic performance of a civil servant undergoing a long-term training programme shall form part of the performance appraisal for any personnel actions;
 - 12.1.10 Seek prior approval of the RCSC before undertaking field trips that are part of the course requirement. The maximum duration of 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. The application and the programme for such field trips shall be signed and certified by the Institute; and

12.1.11 Not change from the training programme specified in the letter of award or change the Institute/University.

12.2 Repetition and Extension of Scholarship

12.2.1 A candidate shall complete the training within the duration prescribed in the letter of award;

12.2.2 A candidate shall be allowed to repeat a course/examination and given extension of scholarship up to a maximum of 6 months only when he is unable to complete the course due to ill health or due to a reason which is beyond the control of the incumbent;

12.2.3 Extension shall not be granted to undertake an additional course; and

12.2.4 Prior approval of the RCSC shall be required for repetition and extension of scholarship.

12.3 Termination of Scholarship

A scholarship shall be terminated if:

12.3.1 The conduct of a candidate is not in conformity to this rule;

12.3.2 The performance of the candidate is observed to be below average or unacceptable to the authority of the training Institute, the Agency concerned and/or the RCSC;

12.3.3 The candidate does not fulfil the attendance and other requirements stipulated by the Institute concerned; and

12.3.4 The candidate fails to complete the course in the prescribed period and approval for extension of the candidate is not accorded.

13 Post Training

End of Fellowship and Return to Bhutan

A candidate on completion of training shall:

13.1 Return to Bhutan and continue in the service of his organisation at least for a period equal to double the duration of the course, unless the Government transfers him in the interest of public service.

13.2 Report to the Agency concerned upon completion of training along with the joining report, training report and course completion certificate & academic transcripts within two weeks from the completion of the course, failing which, following penalties will be imposed:

13.2.1 Deduct monthly salary up to three months and name to be included in the Negative List; and

13.2.2 Beyond three months, he will be compulsorily retired without retirement benefits from the service and liable to pay expenses incurred on his studies to the Government as per Clause 14.1 of training obligation and penalty.

13.3 The training report shall contain a comprehensive description of the subjects studied and a proposal for utilization of the knowledge and skills acquired in carrying out his responsibilities to the Agency.

14 Training Obligation & Penalty

14.1 Training obligation and penalty for long-term courses shall be applied as detailed hereunder:

Progressive No. of Trainings	Service Obligation	Financial Penalties (Govt. funded)	Financial Penalties (Private funded)
Pre-service course	2 times the duration of course	2 times the total expenditure incurred on pro rata basis	None
In-Service Course			
For the 1 st long-term course	2 times the duration of course	2 times the total expenditure incurred on pro rata basis	2 times the basic monthly salary for the duration of the course on pro rata basis
For the 2 nd long-term course	3 times the duration of course	3 times the total expenditure incurred on pro rata basis	3 times the basic monthly salary for the duration of the course on pro rata basis
For the 3 rd long-term course	4 times the duration of course	4 times the total expenditure incurred on pro rata basis	4 times the basic monthly salary for the duration of the course on pro rata basis

A candidate shall be liable for the above service obligations or the financial penalties for the expenditure incurred on the particular training when:

14.2 He fails to return to Bhutan on completion of the training.

14.3 He discontinues his training for a reason other than ill health and returns to Bhutan or does not return to Bhutan.

14.4 He voluntarily resigns from the services of the Agency prior to rendering the specified duration of service to the Government.

14.5 In the event the candidate fails to pay the expenditure as prescribed under Clause 14.1, his surety/guarantor shall be liable to make the payment to the Government. If the surety/guarantor fails to adhere to the Undertaking, legal actions shall be initiated in accordance with the Undertaking and the law of the country.

14.6 In the event a civil servant resigns from service before serving the stipulated duration, he shall refund the expenditure on a pro-rata basis.

15 Personnel Auditing

15.1 Selection and all other decisions relating to Training shall be, amongst others, subject to Personnel Auditing.

**IN-SERVICE IN-COUNTRY TRAINING
RATES OF DAILY SUBSISTENCE ALLOWANCE AND STIPEND**

I Daily Subsistence Allowance

A civil servant during training of 30 days or less duration shall be paid DSA at the rate of Nu. 1000/- per day.

II Stipend

A civil servant attending the in-service training programmes shall be paid stipend at the following rates:

1. Nu. 8000/= per month if the training venue is in Thimphu or Phuentsholing; and
2. Nu. 6000/= per month in other places in Bhutan.

In the event a civil servant is selected to a training programme designed for pre-service trainees, he shall be paid the stipend at the rate applicable to the particular programme.

The stipend to pre-service trainees sponsored by the Government shall be paid at the rates given vide circular No. RCSC/PA-13/1998/05 dated February 26, 1998, subject to revision.

Note:

1. The tuition fee and administrative cost, if any, shall be paid directly to the training institute by the employing agency concerned.
2. The institute concerned shall deduct actual cost of food and lodging from the DSA/Stipend of the individual trainees, if provided.
3. A trainee shall be entitled to 20% of the DSA while attending training within the same place of posting, irrespective of the source of funding. This excludes expenses pertaining to tuition fee, meals, refreshments, etc.

INSERVICE TRAINING NOMINATION FORM

I. Particulars of the Candidate Nominated

- a) Name :
- b) Employee ID No. :
- c) Designation :
- d) Place of Posting & Employing Agency :
- d) Date of Birth :
- e) Name, Occupation and Nationality of Spouse :
- g) Permanent Address :
- h) Documents verified (quote reference numbers) *
- i) Security Clearance Certificate :
- ii) Audit Clearance Certificate :
- iii) Citizenship ID Card Number :
- i) Qualification :
- j) Date of Initial appointment in Govt. Service :
- k) Date of appointment to the present position :

l) Present job description (State Briefly)

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II. Details of Training to be undertaken

a) Planned (quote slot number) or unplanned :

b) Course Title/Field of Training :

c) Institute and Location (Mention Country) :

d) Course commencement and duration :

e) Funding Agency :

* *For in-country short-term training, the candidates are not required to produce the documents.*

For ex-country short-term training, the original documents are to be retained with Agencies.

For ex-country long-term training, the original documents are to be submitted to the RCSC.

III. Details of all Past Training (including Seminars/Study Tours/Workshops) (if the space provided is not sufficient, use a separate sheet). Please start with the last training attended.

Course Title	Institute & Location (Mention Country)	Date (dd/mm/yy)	Duration (months)	Funding Agency
i)				
ii)				
iii)				
iv)				

IV. Special achievements/research work done/extracurricular activities (mention briefly and enclose documentary evidence)

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 or incorrect.

(Signature of the Candidate)

V. Recommendations of the Agency. *The authorities countersigning this form shall be accountable and liable for disciplinary action in case information provided is incorrect.*

- i) Give reasons for nominating the particular candidate.
- ii) Description of the use of this training to the Agency

Place : Signature :
 Date : Name & Designation of the Head of Department/Division** :

RECOMMENDED

Place : Signature :
 Date : Name & Designation of the Head of the Agency :

****For Agencies that do not have Departments.**

LIST OF DOCUMENTS TO BE SUBMITTED BY A CANDIDATE

- (i) Bhutanese Citizenship Identity Card;
- (ii) No Objection Certificate from the employer for applying to open scholarship announced by the RCSC;
- (iii) Security Clearance Certificate;
- (iv) Audit Clearance Certificate (for those who are employed only); and
- (v) Training content and schedule from the Institute/Organisation;
- (vi) Attested copies of academic transcripts issued by an institute recognized by the Royal Government of Bhutan (for long-term training);
- (vii) Offer of admission from the Institute (for long-term training); and
- (viii) Any other document that may be required, as announced.

(To be used by the RCSC)

Letter number

Dated.....

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

Sub.: Letter of Award

Dear Sir/Madam,

Please refer to letter No. dated in connection with the nomination of(give the name, EID No., and Position Title of the candidate).

In this regard, we would like to inform you that the Royal Civil Service Commission has approved the above nomination, the particulars of which are given hereunder.

Name of the course	:
Country and Institute	:
Start date	:
Duration	:
Funding Agency	:

Any deviation to the above shall be intimated to the RCSC in writing and a prior approval shall be sought from the RCSC. The candidate concerned be directed to report to the Secretariat of RCSC for briefing and executing a legal undertaking. The candidate concerned shall seek prior appointment with the HRDD, RCSC.

Yours sincerely,

Head, HRDD

CC:

1. The candidate for information and necessary action.
2. Personal File.

UNDERTAKING

I, Mr./Mrs./Miss son/daughter of
Mr./Mrs. 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

I hereby undertake to:

1. Pursue the course and complete it within the duration specified in the letter of award No.dated.....
2. Not change to another course or institute.
3. Abide by all rules and regulations of the Royal Government and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the Royal Civil Service Commission.
5. Complete my training/studies, return to Bhutan and continue in the services of my Agency for a minimum period as specified in Clause 14.1, Chapter 9 of BCSR 2006, subject to a minimum of one year, unless the Government in public interest transfers my services.
6. Pay to the Government an appropriate amount for the expenses incurred by the Government/Agency on the training, in accordance with Clause 14.1, Chapter 9 of BCSR 2006, if:
 - 6.1 I discontinue the training for a reason other than ill health; or
 - 6.2 I return to Bhutan without completing training; or
 - 6.3 I do not return to Bhutan upon completion of my training; or
 - 6.4 I return to Bhutan but voluntarily resign from my Agency without rendering the specified duration of service.

I hereby do 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 any one of the above stated conditions, the guarantor and/or I shall be liable for legal action by the Royal Government.

Place:
Date:

Sd/-
(Affix Legal Stamp)
Name & Office address

Cont'd/-

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 Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

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

Sd/-

Place:

(Affix Legal Stamp)

Date:

Name of Guarantor: -----

Relation with the candidate: -----

Occupation: -----

Present address-----

Village: -----

Mailing address: -----

Witnesses:

1).....

2).....

DEPARTURE INTIMATION FORM FOR FELLOWSHIP TRAINEE

Chief HRO, HRDD
Royal Civil Service Commission
Thimphu

1. Name of the Candidate :
2. Present designation :
3. Department/Ministry/Agency where presently employed :
4. RCSC fellowship Award letter number and date :
5. Title of course/programme for which the candidate is nominated :
6. Institute of training and location (Mention the Country also) :
7. Date of commencement of the course :
8. Duration of the course and date of completion :
9. Date of departure from Bhutan
10. Funding Agency :

I hereby certify that the information given above is correct to the best of my knowledge.

Place:

Date:

(Signature)

COURSE JOINING REPORT FORM AND BANK ACCOUNT INFORMATION

Secretary,
Royal Civil Service Commission,
Thimphu.

Sir,

Ref: RCSC Award letter No:

Date

I (Name) have joined the Course/Training Programme as per details below:

1. Course title :
2. Institute & address :
3. Start date of course and duration :
4. Date of joining :
5. Funding Agency :
6. Mailing address :
7. Telephone #: Fax # e-mail:

I have opened the following bank account where payments of stipend and allowance can be sent. To be completed by candidates sponsored through Nationally Executed Projects only.

Name of the Bank :

Complete Address of the Bank :

Bank Account: Fax #. Of the bank:

Name:

Designation:

Signature:

Official address in Bhutan:

Place:

Date:

(COUNTERSIGNED)

Place:

Date: (Course Supervisor/Head of Institute)

Name :

Designation :

Address :

Telephone #:

Fax #

e-mail:

Guidelines for Implementation of In-service Short-term

Trainings

May 2009

I. Roles and Responsibilities

1. RCSC
2. Agency
3. Candidate

II. Procedures to be followed

III. Penalty

I. Roles and Responsibilities

In accordance with the policy objectives of Good Governance Plus 2005 and Position Classification System (PCS), the Royal Civil Service Commission during its 242nd meeting held on 11 May 2008 has **decentralized all short-term trainings to all Agencies effective from 1 June 2008 in order to further streamline and strengthen the management of Human Resource Development in the Civil Service.**

The following are the roles and responsibilities of Agencies:

1. Royal Civil Service Commission

- a. Review and revise the In-service Training Rules & Regulations to meet the changing requirements/reforms in the Civil Service;
- b. Receive, assess and distribute the training offers equitably to relevant Agencies;
- c. Provide technical backstopping to Agencies, if required;
- d. Guide Agencies for proper implementation of trainings; and
- e. Carry out Monitoring & Evaluation (M&E) to ensure proper implementation.
- f. The following responsibilities shall be carried out:
 - i. Review the nomination/selection of candidates in line with criteria and relevance of trainings;
 - ii. Review the implementation of trainings;
 - iii. Update data to generate training reports;
 - iv. Maintain database of both in-country and ex-country training institutes to assess the standard of institutes; and
 - v. Assess the impacts of trainings undertaken by civil servants.

2. Agency

- a. Carry out nomination, selection and approval in accordance with the prescribed criteria, procedures and rules of BCSR 2006;
- b. Ensure the minimum training gap of 6 months between the last training availed and the next training is strictly observed. However, this rule shall not be applied to informal trainings (meeting, symposium, conference and seminar);
- c. Rationalise and minimize the frequency of informal trainings availed by a particular civil servant; and

- d. Carry out M & E periodically to evaluate if the training (s) has made an impact on the performance of the candidate and office respectively.

3. Candidate

- a. Learn optimally to acquire requisite knowledge and skills for the benefit of Agency/Country/individual;
- b. Maintain code of conduct at all times at the Centre/Institute;
- c. Refrain from engaging in political, criminal or commercial activity;
- d. Return to Bhutan immediately and report in person to the Agency with Joining Report and certificate/letter of completion of training;
- e. Required to make a presentation to his Division/Section in the first week of joining the Office; and
- f. Submit a Training Report containing a concise description of the subjects studied and a proposal for utilization of the acquired knowledge and skills in discharging his day-to-day responsibilities in the Agency.

II. Procedures to be followed by Agency

In accordance with the Circular No. RCSC/PPD-7/2006/1004 dated 9 August 2006 the Human Resource Committee (HRC) of the Agency shall ensure that:

MINISTRY/AGENCY	DZONGKHAG
1. HR Division/Section shall receive training offers and submit to the HRC for decision and distribution.	1. HR Section shall receive training offers and submit to the HRC for decision and distribution.
2. Department/Division/Section nominates a candidate (s) for all trainings to the HR Division/Section, irrespective of the source of funding (<i>Annexure 9/9</i>). Further, the Form attached as <i>Annexure 9/10</i> shall be completed for Study Tour, Attachment, Internship and Counterpart Training.	2. Sector nominates candidate (s) for all trainings to the HR Unit, irrespective of the source of funding (<i>Annexure 9/9</i>). Further, the Form attached as <i>Annexure 9/10</i> shall be completed for Study Tour, Attachment, Internship and Counterpart Training.
3. HR Division/Section reviews nomination and submits to HRC for approval (<i>Annexure 9/11</i>).	3. HR Section reviews nomination and submits to HRC for approval (<i>Annexure 9/11</i>).
4. HRC approves nomination.	4. HRC approves nomination.
5. HR Division/Section issues Training Approval Letter upon receipt of original copies of Security and Audit Clearance Certificates.	5. HR Section issues Training Approval Letter upon receipt of original copies of Security and Audit Clearance certificates with a copy endorsed to parent Agency.
6. HR Division/Section provides detailed Pre-departure Briefing (PDB) to candidate (<i>Annexure 9/12</i>).	6. HR Section provides detailed Pre-departure Briefing (PDB) to candidate (<i>Annexure 9/11</i>).

7. HR Division/Section receives the Departure Intimation Form (<i>Annexure 9/13</i>) from the candidates.	7. HR Section receives Departure Intimation Form (<i>Annexure 9/13</i>) from the candidates.
8. A candidate makes a presentation upon completion of training to his Division/Section and submits the Joining Report along with Training Report and Feedback Form to the HR Division/Section (<i>Annexure 9/14, 9/15 & 9/16</i>).	8. A candidate makes a presentation upon completion of training to his Sector and submits the Joining Report along with Training Report and Feedback Form to the HR Unit (<i>Annexure 9/14, 9/15 & 9/16</i>).
9. HR Division/Section forwards – after endorsement of the HRC – Monthly Training Report along with Training Report and Feedback Form to the RCSC on the last working day of every month (<i>Annexure 9/15, 9/16 & 9/17</i>).	9. HR Section forwards – after endorsement of the HRC – Monthly Training Report along with Training Report and Feedback Form to the RCSC on the last working day of every month (<i>Annexure 9/15, 9/16 & 9/17</i>), with a copy to his parent Agency.

Note:

1. The parent Agency shall distribute training offers to Dzongkhags through its Human Resource Committee;
2. The parent Agency shall allocate 2/3rd of training offers/resources to the Dzongkhags, as 2/3rd of civil servants are in the Dzongkhags; and
3. A civil servant shall not be eligible for any in-country and ex-country training during probation (section 8.3 of Recruitment, Selection and Appointment Rules and Regulations of BCSR 2006).

III. Penalty

Penalties shall be imposed if the HRC/HR Division/Section/Dealing Official/Candidate has violated the rules and guidelines as follows:

- a. Reflect the name of defaulter in the Agency and RCSC negative list;
- b. Withhold future trainings and promotions;
- c. Issue letter of reprimand; and
- d. Any other administrative action deemed fit as specified under BCSR 2006.

* * * * *

I. Particulars of the Candidate Nominated

- a) Name :
- b) Employee ID No. :
- e) Position Title :
- f) Place of Posting & Employing Agency :
- d) Date of Birth :
- i) Permanent Address :
- j) Documents verified (quote reference numbers) *
 - iv) Original Security Clearance Certificate** :
 - v) Original Audit Clearance Certificate** :
 - vi) Original Citizenship ID Card Number :
- i) Qualification :
- j) Date of Initial appointment in Civil Service :
- k) Date of appointment to the present position :

**** To be submitted upon approval of training only.**

l) Present Job Description (state briefly)

1

2

3

II. Details of Training to be undertaken

f) Planned (quote slot number) or unplanned :

g) Course Title/Field of Training :

h) Institute and Location (Mention Country) :

i) Course commencement and duration :

j) Funding Agency :

1. *For in-country short-term training, a candidate is not required to produce the documents.*

2. *For ex-country short-term training, the original documents shall be retained with Agency.*

III. Details of all Past Training (including Seminars/Study Tours/Workshops) (if the space provided is not sufficient, use a separate sheet). Please start with the last training attended.

Course Title	Institute & Location (Mention Country)	Date (dd/mm/yy)	Duration (months)	Funding Agency
i)				
ii)				
iii)				
iv)				

IV. Special achievements/research work done/extracurricular activities (mention briefly and enclose documentary evidence)

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

(Signature of the Candidate)

V. Recommendations of the Agency. *The authorities countersigning this form shall be accountable and liable for disciplinary action in case information provided is incorrect.*

j) Give reasons for nominating the particular candidate.

ii) Description of the use of this training to the Agency

Place : Signature :
 Date : Name & Designation of
 the Head of Department/Division** :

RECOMMENDED

Place : Signature :
 Date : Name & Designation of
 the Head of the Agency :

****For Agencies that do not have Departments.**

**ADDITIONAL FORM
(ATTACHMENT, INTERNSHIP AND COUNTERPART TRAINING
ABROAD)**

1. Objective of the Proposed Programme. (Use separate sheet if required).

2. Name and position title of candidate (s) nominated. (Use separate sheet if required).

3. If any of the above candidate (s) have participated in any similar programme, please complete the following:

a. Name of candidate (s):

b. Name of programme:

c. Start date (dd/mm/yy) and duration:

d. Institute (s) and countries visited:

e. Intended impact of the programme:

f. Actual impact of the programmed:

g. Comments of the Supervising Officer on the nomination of candidate (s) to undertake similar programme again (use separate sheet if required).

4. Intended impact of the proposed programme on the organization or others (include indicator).

5. Specify duration (number of days) and the start date of the programme (dd/mm/yy).

6. Specify institute (s) country/countries. (Attach a copy of programme).

7. Source of Funding.

Signature of the HRO

CHECK-LIST FOR REVIEWING AND APPROVING SHORT-TERM TRAININGS BY HUMAN RESOURCE COMMITTEE (HRC)

Name: EID No.: Position Title:

Name of Agency:

Course Title:

Forms	a. Training Proposal from the Division/Section/Services b. In-service Training Nomination Form c. Copy of Citizenship Identity Card (New) d. Original Audit Clearance Certificate** e. Original Security Clearance Certificate** f. Acceptance/Invitation Letter from Institute	(Yes No)* <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rules and Procedures	a. Fulfilment of Minimum Years of Service b. Relevance of Training c. HRD Master Plan/Ad hoc: i. Planned ii. Ad hoc d. Training Gap Requirement Fulfilled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Past Training Record	a. Similar Trainings Aailed b. Number of Trainings Aailed: i. Long-term ii. Short-term	<input type="checkbox"/> <input type="checkbox"/> _____ _____

* Please tick (√).

** To be submitted upon approval only. Failing to submit the specified documents, Training Approval Letter shall NOT be issued.

Reviewed and Recommended to the HRC by:

Name:

Position Title:

Signature & Date:

Remarks:

Decision of the HRC:

1. Approved [name (s) and EID No. (s) of candidate (s)]:

.....
.....

2. Not approved [name (s) and EID No. (s) of candidate]:

.....
.....

Human Resource Committee:

Signature:

1. (Name & Position Title), Chairman

2. (Name & Position Title), Member

3. (Name & Position Title), Member

4. (Name & Position Title), Member

5. (Name & Position Title), Member Secretary

Date:

PRE-DEPARTURE BRIEFING (PDB) POINTS FOR SHORT-TERM TRAINING

The **primary objective of training is to learn**. A civil servant on training shall abide by the following.

I. Obligations during Training

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

- ❖ Learn optimally to acquire requisite 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; and
- ❖ Not change the training or the Institute specified in the Letter of Approval; and
- ❖ Complete the training within the duration prescribed in the Letter of Approval.

II. Termination of Scholarship

A scholarship shall be terminated if:

- ❖ The conduct of a candidate is not in conformity to the BCSR 2006 or to the Institute;
- ❖ The performance of the candidate is observed to be below average or unacceptable to the authority of the Institute, the Agency concerned and/or the RCSC; and
- ❖ The candidate does not fulfil the attendance and other requirements stipulated by the Institute.

III. End of Training and Return to Bhutan

A candidate on completion of training shall:

- ❖ Return to Bhutan Immediately and report in person to the HR Division/Section of the Agency with Joining Report and certificate/letter of completion of training;
- ❖ Require to submit a written explanation, if there is any delay in submitting the report;
- ❖ Make a presentation to his Division/Section/Unit in the first week of joining the Office; and

-
- ❖ Submit a Training Report containing a concise description of the subjects studied and a proposal for utilization of the acquired knowledge and skills in discharging his day-to-day responsibilities in the Agency.

Name:Position Title:

E-mail: Contact No.:

Signature (Dated):

Briefed by:

Name:

Chief/Dy. Chief/Sr. HR Officer:

Signature (Dated):

DEPARTURE INTIMATION FORM

Chief /Sr. /H. R. Officer

.....

.....

I hereby certify that the information given hereunder is correct to the best of my knowledge. I shall be liable for any false declaration or concealment of material facts of information.

- 1. Name and EID No. :
- 2. Position Title :
- 3. Agency
- 4. Approval (Reference & Date) :
- 5. Course Title :
- 6. Location (Institute, City, Country):
- 7. Commencement Date :
- 8. Duration :
- 9. Date of Departure from Bhutan :
- 10. Source of Funding :

Place:

Date:

(Name &Signature)

Joining Report Upon Completion of Training

Chief/Sr. /H. R. Officer

.....
.....

Sir/Madam,

As per the Training Approval letter dated , the undersigned has successfully completed the training and hereby would like to report to the Agency on (date). The following documents are attached herewith:

1. Training Report;
2. Feedback Form; and
3. Certificate from the Institute (if applicable).

Yours
faithfully/sincerely
,

(Name &
Signature)
(Position Title)
(Agency)
(Contact No.)

Copy to:
Officials concerned.

TRAINING REPORT FORM (to be attached with annexure 9/14)

Chief/Sr. / H. R. Officer

.....

.....

Ref: Training Approval letter No:

Date:

I, (Name), have completed the training as per details below:

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

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

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

Position Title:

Signature:

Agency:

Date:

FEEDBACK FORM (to be completed by a candidate, please tick/cross the ratings appropriately)

Training & Duration:						
Sl. #	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	I had no problems in processing my:					
i	Security Clearance Certificate					
ii	Audit Clearance Certificate					
iii	Medical Certificate					
4	Support from my Agency:					
i	Nomination/Selection was transparent, fair and merit-based.					
ii	Processing was on time.					
iii	Dealing Official (s) was professional in service delivery.					
5	Support from RCSC, if applicable:					
i	Clarification (s) sought was clear.					
ii	Clarification (s) sought was prompt.					
iii	Dealing Official (s) was professional in service delivery.					
6	Areas for improvement:					
7	Any other observation/recommendation:					

Name & Signature:

Agency:

Date:

Thank you for completing this form. Information shall be used for the purpose of improving service delivery only.

HRD Report No.						Dated:								
Monthly Report for Short-term Trainings														
Report for the Month of . . . , (year).														
Name of Agency:														
Sl.#	Name	Positi	EID	Department/Divi sion	Course Title	Location		Start Date (dd/mm/yyyy)	Duration (days)	Planned	Ad hoc Offers		Source of Funding	Remarks
						Institute, City	Country				Received	Implemented		
	Total													

Chief HRO/Member Secretary, HRC

Secretary/Chairperson, HRC
