



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION



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1. Brief Introduction of the Guidelines

The Royal Civil Service Commission has developed the following guidelines for the agencies to be incorporated while submitting the fund request proposal to the RCSC for the HR capacity development program under the Government of India support funding received as the Project Tied Assistance (PTA project) for the “Professionalizing the Civil Service”.

As a central agency for the development and management of the Civil Service in Bhutan, the RCSC has framed this guideline to ensure that the fund under the PTA that are proposed by the agencies are sanctioned to implement those critically needed training of the agencies and aligned to critical HRD needs indicated in respects to the agency. The RCSC assumes that the financial resources received from the GoI shall be used judiciously after strict scrutinizing by a the Fund Awarding Committee, formed under the chairmanship of the Focal Commissioner(s), and ensure that fund is used towards strengthening the civil servants to equip them for better performance.

A clear procedure on the awarding of the fund has been institutionalized to ensure transparent decision for awarding the fund to the agency and to monitor and ensure that the resources are effectively utilized towards better performance output of the agency.



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2. Request for Fund Form

The agency, seeking financial support to undertake Short Term Training shall submit their training proposal to the Royal Civil Service Commission, which will be received and approved by the Fund Awarding Committee (FAC). The proposal should be submitted to the RCSC at least before two weeks from the date of the commencement of the training. The proposal should be submitted as per the format below:

I. Detail of the Proposer

- a) Name of the Agency :
- b) Date of Proposal :

II. Detail of the Program

- a) Title of the Short Term Training/Program :
- b) Duration of the Course :
- c) Start and End Date of the course : to
- d) Institute¹ :
- e) Venue² (If applicable) :
- f) Country :
- g) Other information:

i. Number of participants:	
ii. Targeted position category:	
iii. Targeted position level:	EX/ES/P/S/O (Circle)
iv. Department/Division of the trainee:	

¹ Enclose the details of the Training Institute with Accreditation license(s) along with the copy of the CV of the Trainer(s) and other supporting documents.

² For instances where agencies are conducting the training in-house, enclose the details of the venue along with the CV of the Trainer(s)



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III. Rationale for proposing the Short Term Training/Program

(The agency should justify the need of above program with detailed need assessment of the training/program for the agency. Clearly state the objective of the training. Mention the expected outcome from the Training/Program)

(Use separate sheet)

III. Course modules of the program with time line of the program

(The agency should specify the modules under the program and its intention for the development of HR capacity of the agency)

(Use separate sheet)

IV. The details of the employees nominated

#	Name	Emp. Id.	Position Title	Position Level	Department/ Division	Last Training Attended (If any/Applicable)
i.						

V. Cost to be incurred for the program (Below is an indicative cost calculation template)

Course Fee : Nu.
 Airfare (if Applicable) : Nu.
 DSA : Nu.
 TA/DA (Include mileage) : Nu.
Miscellaneous (Specify) : Nu.
 Total Estimate : Nu..... (In Million)

The(Agency) would like to propose a sum of Nu. (In Million) for the purpose of HR Development under the Gol PTA Fund of the RCSC. The proposal was approved in the **HRC held on**



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Kindly release the fund to the LC No.of the

(Name of Agency).

Proposed by:

Name:.....
Position Title:....., Position Level:.....
Department/Division.....

(Signature)
Name:.....
Human Resource Division
Monitoring Officer

(Signature)
Name:.....
Administration and Finance
Disbursing Officer

Approved by:

(Head of Agency) with Seal