



Super Structure Manual

2 August 2016

Version I

ROYAL CIVIL SERVICE COMMISSION

Excellence in Service

Contents

1. Introduction 3

2. Civil Service Structure 4

3. Purpose..... 5

4. Super Structure Group 5

5. Appointment..... 6

6. Transfer..... 8

7. Promotion through Open Competitions..... 9

8. Officer on Special Assignment (OSA) 10

Introduction

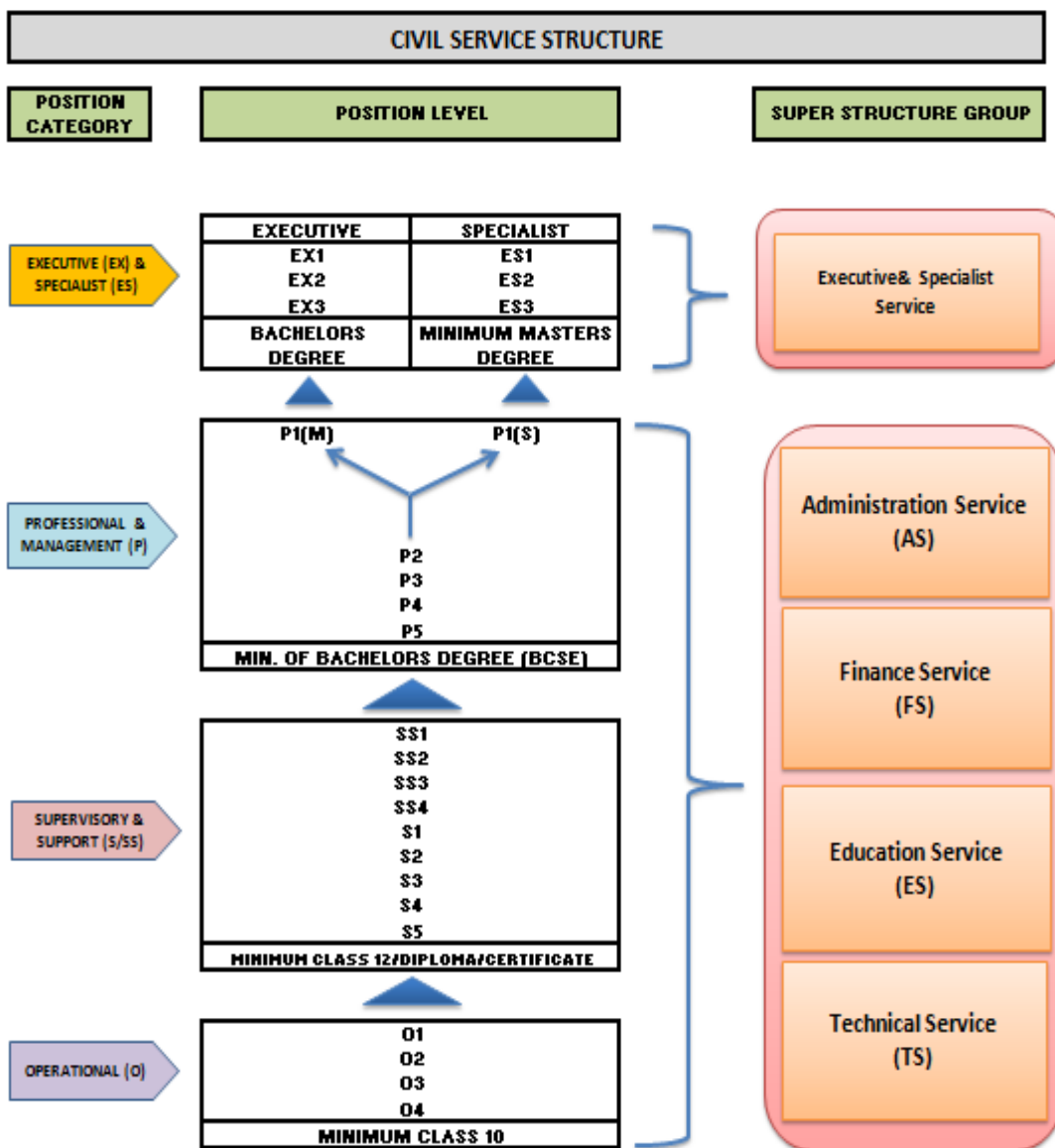
To “**Enhance professionalism**” in the civil service and to strengthen the current system, Bhutan Civil Service System (BCSS) reform has been identified as one of the five areas of reforms by the Royal Civil Service Commission (RCSC). As part of BCSS reform, the Super Structure was initiated to place the right person for the right job, retain and enhance professionalism within the civil service. This ensures that people are utilized in the areas for which they are recruited and trained such that they develop more expertise.

Following the reforms, the existing 19 MOGs and 94 Sub Groups are clubbed under a Super Structure made up of 5 overarching groups. The five groups include:

- (i) Executive & Specialist Service;
- (ii) Administration Service;
- (iii) Finance Service;
- (iv) Education Service; and
- (v) Technical Services.

The Super Structure shall serve as a guide for movement of civil servants within their professional areas as well as ensure specialization in their profession. These five broad groups are categorized based on entry into the Civil Service through Bhutan Civil Service Examination (BCSE).

Civil Service Structure



Purpose

This Super Structure manual will serve as a guide for HR Officers in ensuring proper movement of civil servants from one position to another. The overall purpose of Super Structure is to place right person for the right job, retain and enhance professionalism by allowing movement of civil servants to the relevant positions.

This guideline shall provide step by step process to allow the movement of civil servants.

Super Structure Group

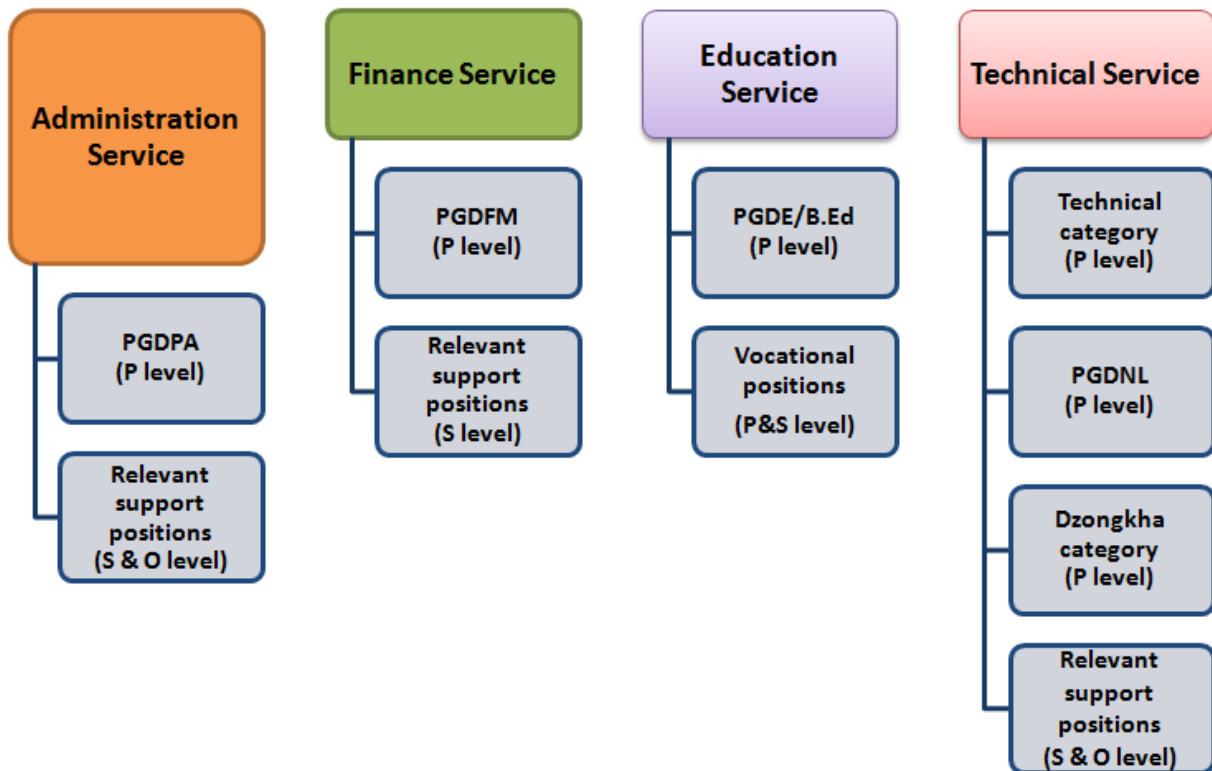
The Super Structure consists of the following five groups:

| 1. Executive & Specialist Service | | | |
|-----------------------------------|----------------------------|------------------------------|------------------------------|
| 2. Administration Service (AS) | 3. Finance Service (FS) | 4. Education Service (ES) | 5. Technical Service (TS) |

Each of the Super Structure group consists of MOG, SG and the entry position title of a career attached as per **Schedule II**. The detail grouping of each position is reflected in the Position Directory.

1. Appointment

1.1 All civil servants shall be categorized under the respective Super Structure group at the initial appointment as follows:



1.2 The Major Occupational Groups (MOG), Sub Groups (SG) and positions within the Super Structure group are in ***Schedule II***.

1.3 Super Structure groups shall consist of civil servants in Professional & Management; Supervisory & Support and Operational category.

1.4 The Super Structure groups for each position shall be automated in CSIS.

1.5 Each position shall have a single entry. However, exceptions are made for the following five positions which have multiple entry and therefore is cross-cutting through all the four Super Structure groups:

- (i) Program Officer;
- (ii) Integrity & Promotion Officer;
- (iii) Asst. Compliant Management Officer;
- (iv) Technical Surveillance & Intelligence Officer; and
- (v) Secondment position.

Exception has been made because these are the positions that require diverse skills, knowledge and qualification. For example, Program Officer under DOS, MOLHR requires an Engineering background and therefore the Engineer is appointed as Program Officer under Technical Service (*TS*).

1.6 Civil servants shall be placed in the multiple entry position through direct appointment at entry. However, movement to other positions shall be allowed within the same Super Structure group.

1.7 Positions such as Instructor and Lecturer are grouped under Education Service (*ES*) which are filled by civil servants from diverse background such as PGDPA, PGDFM, Engineers, etc. In case they decide to move out of *ES*, they shall be grouped under their respective position grouping (position held prior to moving as Instructor or Lecturer). For example, PGDPA working as Lecturer shall be categorized under *ES* but in case they move out from the Lecturer position, they shall be categorized under *AS*.

1.8 Counselor position is grouped under Education Service (*ES*) and therefore shall be filled by PGDE.

1.9 Integrity & Promotion Asst. position has been categorized under *TS*. However, the person shall be placed in his/her respective Super Structure group depending on the qualification once they move out of *ACC*.

2. Transfer

2.1 Transfer shall be allowed within the positions identified for each Super Structure group provided the following conditions are met:

- (i) Movement shall be allowed among the positions identified for (AS, FS, & ES) as per **Schedule II**;
- (ii) Minimum of 2 years in the current position from the date of appointment; and
- (iii) Serve equal the duration of the training period.

2.2 For civil servants under *Technical Service*, movement shall not be allowed meaning an ICT shall continue in the line of ICT and cannot become Statistician. However, there are exceptions, whereby the movement shall be allowed within the positions identified under *TS* requiring same qualification. Example: DT Secretary moving as Dzongkha Coordinators, Agriculture Officer moving as Regulatory & Quarantine Officer, etc. For details refer Position Directory. The above criteria of section 2.1 (ii) & (iii) shall apply.

2.3 Transfer among Super Structure group shall not be allowed except as Officer on Special Assignment (*OSA*) which is time bound and under special circumstance.

2.4 A civil servants may be transferred to position with multiple entry. However, movement to other positions shall be allowed but within the same Super Structure group. Example: Transfer as a Program Officer shall be sector specific where domain expertise is required. Program Officer is a cross-cutting position across all Super Structure groups. This position requires diverse skills, knowledge and qualification and therefore is categorized under respective Super Structure groups. Some of the programs are sector specific requiring domain knowledge. For example, there are programs under MoE, MoF, MoH, MoLHR, etc. requiring PGDE, PGDFM, technical background. In case, one moves out of program position, he/she shall return to one's relevant positions under the Super Structure Group.

2.5 The authority to transfer shall be as follows:

| Sl.No | Type of Transfer | Authority |
|-------|---|--------------------|
| 1 | Inter-Agency | RCSC/Parent Agency |
| 2 | Intra-Agency, except EX & ES* | Agency |
| 3 | Inter-Major Occupational Group within the Super Structure group | RCSC |
| 4 | Inter-Subgroup in an MOG within the Super Structure group (up to P2) | Agency |

3. Promotion through Open Competitions

3.1 For Open Competition for positions identified for AS, FS and ES, the following criteria shall apply:

- (i) Short listing as per the positions identified for AS, FS, & ES as per **Schedule II**
- (ii) Serve equal the duration of the training period.
- (iii) Other criteria and conditions as specified under relevant BCSR Sections

For example, for a post of HR Officer, all the positions identified under AS shall be eligible provided other criteria are met.

3.2 For Open Competition of positions identified under TS, movement shall be allowed only within the relevant positions requiring the same qualification. Example: An Agriculture Officer shall be allowed to apply for Regulatory & Quarantine Officer as the qualification requirement is BSc. Agriculture; DT Secretary can move as Dzongkha Coordinators, etc. This ensures that the movement of civil servant under TS shall be allowed only to the relevant position within the TS.

3.3 A civil servant may be selected through open competition for a position with multiple entry. However, movement to other positions shall be allowed but within the same Super Structure group. Example: An engineer selected through open competition as program officer for MoLHR shall be categorized under respective Super Structure groups. However, in case, one move out of Program position, he/she shall return to one's relevant position under the Super Structure group.

3.4 The authority shall be with RCSC for transfer/change in position title involving change in MOG within the Super Structure group.

3.5 The approving authority shall be Agency/Parent Agency for transfer/change in title without change in MOG within the Super Structure group.

4. Officer on Special Assignment (OSA)

4.1 OSA is a position which is time bound and created under special circumstance to allow movement outside the Super Structure group. This is done recognizing the importance of cross-fertilization of ideas that can occur when civil servants are given the opportunity to move into different fields as well as recognizing that in a long Civil Service career, people need such avenues.

For example, a Revenue Officer can work as Planning Officer in PPD of MoF as *Officer on Special Assignment*. By Super Structure, Revenue Officer is categorized under Finance Service and Planning under Administration Service.

4.2 The following condition shall apply for OSA:

- (i) Civil servants upto P2 & Specialist shall be eligible.
- (ii) Two time opportunity to be availed by civil servants in the entire civil service period for a maximum term of 3 years each. However, a gap of 3 years between two OSA shall be maintained.
- (iii) Should have served minimum of 5 years of service.
- (iv) May avail relevant short term training and long term training relevant to their profession.
- (v) Availability of vacant position in the receiving Agency.
- (vi) OSA is based on the request of the receiving Agency,
- (vii) The receiving Agency in consultation with the relieving Agency shall identify civil servant for OSA position and submit to RCSC.
- (viii) On completion of the assignment, the civil servant must return to their previous positions
- (ix) The approving authority shall be RCSC.

4.3 The receiving Agency in consultation with the relieving Agency shall identify civil servant for OSA positions and submit to RCSC.

4.4 All Administration Service & some Education Service position like Lecturer & Instructor etc. are OSA positions.

Glossary

Super Structure: A framework to allow movement of civil servants based on entry

Super Structure Group: Five groups are formed based on BCSE examination category except for Executive & Specialist Service.

Position with single entry: Positions identified only for one of the Super Structure group.

Position with multiple entry: One position identified for all the four Super Structure groups.

Officer on Special Assignment: Temporary transfer to allow movement from one Super Structure group to another which is time

Training period: Long term training