



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

UNDERTAKING

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

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

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

I shall hereby undertake to:

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

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

17.3 Forfeit post-retirement benefits (except individual's contribution to PF).

18. Be liable for administrative and/or financial penalty as per Chapter 9 of BCSR 2018 or as prescribed in clause 17, whichever is higher, if I deviate from this Undertaking.

19. Maintain training gap as prescribed in Chapter 9 of BCSR 2018 after completion of study and joining the office.

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

Place:

(Affix Legal Stamp)

Date:

Signature of candidate

Contact No.:

Email address:

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

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

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

Name of Guarantor:

Place:

(Affix Legal Stamp)

Date:

Signature of guarantor

Occupation:

Current Address:

Contact No. :

Email address:

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

Witness:

(Name and signature)

Briefed by:

Signature

(Official Stamp)

Date:

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