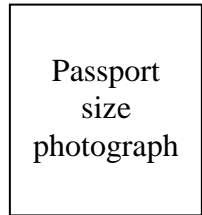


**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**



**AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR GENERAL AND
ELEMENTARY SERVICE**

1. Agreement

- 1.1 This Agreement is executed on day month..... year between the Agency and(name of the employee) CID No.from
- 1.2 He/she shall serve the Agency asor in such other capacity/place/department as the Agency may from time to time require.
- 1.3 He/she shall serve for a total period ofmonths commencing from the day ofmonth.....year (hereinafter referred to as the contract period)

2. Remuneration and Benefits

2.1. Remuneration

- 2.1.1. The remuneration of a GSP employee shall be fixed at the minimum of the pay scale and shall be entitled to annual increment.
- 2.1.2. An ESP employee shall be paid as per the minimum wage rate approved by the Government and shall not be entitled to annual increment.
- 2.1.3. A GSP/ESP employee appointed under this Rule shall not be admissible for contract allowance.
- 2.1.4. A GSP/ESP shall be paid Difficulty Allowance posted to a place beyond one *dholam* from the motorable road, as determined by the Government and High Altitude Allowance.

2.2. Leave and Travel

A GSP/ESP employee appointed under the provisions of this Rule shall be eligible for Earned, Maternity, Paternity, Casual, Medical, and Bereavement Leaves, LTC, TA & DA as admissible to Operational Position Category.

A GSP/ESP employee shall not be eligible for transfer.

2.3. Medical Facility

The Government as per rules prescribed by the Ministry of Health shall provide medical treatment.

2.4. Housing

A GSP/ESP employee shall make his own arrangements for housing. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

2.5. Pension, Provident Fund and Insurance

A GSP/ESP employee shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

2.6. Deduction

All statutory deductions shall be made in accordance with the rules.

2.7. Retirement Benefit

Gratuity shall be paid at the rate of one month's last basic pay for every completed year of satisfactory service. The gratuity shall also be payable to the nominee(s) of a GSP/ESP employee if he expires while in service.

3. Extension

3.1. Extension of services for GSP/ESP employee shall be granted by the recruiting Agency.

- 3.2. GSP/ESP's service may be extended/renewed with the consent of both the Agency and the employee concerned for terms not exceeding two years at a time.
- 3.3. Extension shall be granted only to those having a clean service history, which shall not contain any record of indiscipline, adverse report, misdemeanour, or any act that is considered as violation of the Civil Service Code of Conduct and Ethics.
- 3.4. Performance shall be the main criterion for extension.

4. Termination of Service

- 4.1 A minimum of one month's notice shall be issued by the Agency / Employee intending to terminate the service before expiry of the term
- 4.2 The services of a GSP/ESP employee shall be terminated without any notice and payment of post-service benefits thereof, if the employee is found guilty of an administrative offence by the Disciplinary Committee.
- 4.3 A GSP/ESP employee shall be removed at any time if his service is not required and/or when the Government decides to outsource the service.

IN WITNESS WHEREOF I, on behalf of the Agency and I,....., the employee have hereto set our hands this day and year.

SIGNED by the said contract employee
 day/month/year (affix legal stamp)

In the presence of

SIGNED for and on behalf of the Agency:.....
 day/month/year

In the presence of