

CHAPTER 1

TITLE PAGE

1 Title

These rules shall be known as the **Bhutan Civil Service Rules and Regulations-2002**, promulgated by the Royal Civil Service Commission under the authority vested upon by the Royal Charter.

2 Extent and Commencement

2.1 These rules shall extend to the salaried employees of all organizations within the civil service inclusive of personnel on contract, the GSC employees and the Elementary Service Personnel, excepting the elected representatives.

2.2 These rules shall not extend to the personnel belonging to the Royal Bhutan Army, Royal Body Guard, Royal Bhutan Police and Corporations fully funded by the Royal Government of Bhutan.

2.3 Amendments and additional provisions, over the Bhutan Civil Service Rules and Regulations (BCSR) 1990, contained in these rules shall come into force with effect from the dates announced through executive orders.

3 Rules of Construction

In these rules, unless the context indicates otherwise, the singular shall include plural and the masculine gender shall include the feminine gender.

4 Supersession

All existing rules & regulations, and circulars in force concerning the subjects covered under these rules, which are covered by the revised BCSR-2002 shall deem to have been superseded from the effective dates of the revised rules.

5 Authority for Amendment and Interpretation

The authority for amendment and interpretation of any provision under these rules shall vest with the Royal Civil Service Commission (RCSC) and its interpretations shall be final and binding.

6 Supplementary Orders

The Royal Civil Service Commission shall issue executive orders, consistent with these rules, as may be necessary from time to time.

CHAPTER 2

CIVIL SERVICE CODE OF CONDUCT AND ETHICS

A civil servant having been bestowed with the privilege and honour to serve the **Tsa Wa Sum** and with the confidence and trust reposed in him shall:

- 1 Strive to maintain the highest standards of integrity, honesty, fortitude, selflessness, loyalty and patriotism and endeavour to maintain professional excellence in the service of the **Tsa Wa Sum**.
- 2 Always render services to the clients with due respect, courtesy, sincerity and efficiency.
- 3 Ensure transparency, efficiency and accountability in the civil service.
- 4 Ensure creativity, courtesy and cooperation within the civil service and judicious use of resources in the government.
- 5 At all times follow the principle of meritocracy in discharging the official responsibilities.
- 6 Avoid all forms of discrimination and never unfairly dispense any special favour or privilege to anyone. In particular, a civil servant shall not:

Make or allow any private commitment to encroach on the duties of the office;

Accept, for self or family members, favours or benefits under circumstances, which might be construed by a reasonable person as influencing or adversely affecting the performance of his duties; and

Accept gifts/donations of value that shall be construed as a bribe.

- 7 Be apolitical and non-partisan and not engage in proselytization.
- 8 Refrain from unauthorized communication of information, which shall be detrimental to the smooth and efficient functioning of the government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation.
- 9 Refrain from making any statement of fact or opinion in any medium or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or a public utterance, make any statement which has the effect of an adverse criticism of any policy or action of the Royal Government.

- 10 Abstain from indulging in any activity or association that adversely affects the institution, national sovereignty and integrity; coerce, attempt to coerce, order or advise an individual to pay, lend or contribute anything of value to a party, committee, organization, agency or person whose activities are prejudicial to the **Tsa Wa Sum**.
- 11 Not engage in any activity that would cause conflict of interest with his official duties and responsibilities.
- 12 Not undertake any private trade/commercial activity or additional employment that provides pecuniary benefit, except those permitted by the Bhutan Civil Service Rules-2002.
- 13 Declare the assets, including the assets in the name of spouse and children, at the time of joining the service and subsequently on an annual basis, to the respective Ministry/Head of the Agency in the prescribed format given at **Annexure 2/1**.
- 14 Refrain from imbibing intoxicating spirits within the duty premises. A civil servant shall, at all times, refrain from consuming alcoholic drinks in excessive quantities that may affect his normal behaviour. Further, a civil servant shall totally abstain from use of psychotropic or habit-forming drugs, unless prescribed by a competent medical officer.
- 15 Maintain official decorum and refrain from indulging in habits and behaviour that infringe upon the performance of official duties or tarnish the image of a civil servant.
- 16 Not misuse his official position and authority for taking undue personal advantage of any form of any subordinate or colleague.
- 17 Not engage in habitual gambling.
- 18 Cherish, conform to, subscribe to and promote the Bhutanese spiritual, social and cultural values such as **Tha Damtsi, Ley Jumdey and Driglam Namshag** and always abide by all Rules & Regulations and Laws of Bhutan.

PERSONAL ASSET DECLARATION FORM

(Please use separate sheets to furnish information in respect of the spouse and each of the children)

Name of the Employee:

Employee ID No:

Type of Assets	Details	Source	Remarks
1. Immovable Property: Land (Provide Thram No., Area etc).			
2. Immovable Property: Buildings (provide House No. & state whether commercial or own dwelling)			
3. Other assets and properties.			
4. Shares			
5. Cash			

I, hereby affirm and declare that the aforementioned information is true to the best of my knowledge and nothing material has been concealed therefrom. In the event the above declaration is found incorrect, I shall be liable for administrative action as per the Civil Service Rules and Regulations. I also undertake to provide any additional information that may be required in due course of time.

Place:

Date:

(Affix Legal Stamp)
Signature of the Employee

CHAPTER 3

RECRUITMENT AND APPOINTMENT RULES AND REGULATIONS

1 Policy

This rule shall:

- 1.1 Facilitate appointment of suitable Bhutanese nationals to various approved positions in the government in order to carry out the responsibilities entrusted to them in the most efficient and effective manner;
- 1.2 Provide systematic induction of qualified personnel into the civil service; and
- 1.3 Facilitate recruitment of qualified and right persons for the right job.

2 Authority for Recruitment, Selection and Appointment

- 2.1 The RCSC shall be the authorized central agency for recruitment and selection of a candidate, either in collaboration with the employing agencies or otherwise, and to approve his appointments against a position, unless the powers are delegated to other authorities by the RCSC.

3 Eligibility

A candidate shall:

- 3.1 Meet all qualification requirements specified for the particular position;
- 3.2 Have qualified in the selection process prescribed for the cadre/profession concerned; and
- 3.3 Have attained at least the age of 18 and not more than 40 years on the date of recruitment, based on the birth certificate.

4 General Requirement

A candidate seeking employment shall submit:

- 4.1 Application in the prescribed RCSC Employment Application Form (provided at **Annexure 3/1** to these rules) with attested copies of academic transcripts/training certificates, birth certificate in support of the date of birth and any other document that may be called for;

4.2 A certificate of medical fitness issued by a physician authorized by the Department of Health Services; and

4.3 An attested copy of the citizenship identity card.

5 **Disqualification for Appointment**

A candidate shall not be eligible for employment in the civil service if he has:

5.1 Been convicted of a criminal offence;

5.2 Been terminated, been compulsorily retired or voluntarily resigned from the civil service;

5.3 Been terminated or been compulsorily retired on disciplinary ground from a government corporation/project;

5.4 A mental disorder, adjudged by a competent medical authority that would inhibit the proper discharge of his duties;

5.5 Intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;

5.6 Furnished fake/forged testimonials/documents;

5.7 Failed or refused to furnish testimonials as required under the civil service rules; and

5.8 Been legally disqualified by the government for appointment in the civil service.

6 **Oath of Allegiance and Secrecy**

6.1 Every candidate selected for appointment to the civil service shall execute an undertaking of adherence to the Code of Conduct and Ethics.

6.2 A candidate selected for appointment in the civil service shall take an Oath of Allegiance and Secrecy before joining service.

7 **Procedure**

7.1 All applications for employment shall be made in the prescribed RCSC Employment Application Form (provided as **Annexure 3/1** to these rules).

7.2 Recruitment and selection to the civil service shall be made only against approved posts.

- 7.3 The recruitment of candidates shall be transparent. The vacancies shall be advertised sufficiently in advance.
- 7.4 All recruitments shall be conducted by a recruitment committee to be constituted within the organization concerned.
- 7.5 All testimonials and academic transcripts shall be verified. A check-list shall be used in respect of every applicant to record the verification and certification.
- 7.6 Selection of a candidate for employment shall be made on the basis of any or a combination of methods stated below:
 - 7.6.1 Academic Performance.
 - 7.6.2 Personality Assessment.
 - 7.6.3 Written examination to test the skill and knowledge in related subjects and relevant rules and regulations.
- 7.7 The authorities with which the powers for recruitment are vested shall submit copies of appointment order along with copies of the application and other documents to the RCSC.
- 7.8 A candidate shall be appointed in accordance with the qualifications required for the position. Pay shall be fixed at the minimum of the scale prescribed for the position/grade.

8 **Posting**

A candidate selected for appointment to the civil service shall be posted to any part of the country or an office outside the country.

9 **Probation**

- 9.1 A candidate selected for appointment shall initially be placed on probation for a period of one year before his appointment to regular service is confirmed.
- 9.2 A civil servant shall not be eligible for training while on probation.
- 9.3 A civil servant shall be liable for termination from service during probation without any right or recourse to appeal if his performance is found unsatisfactory or his continuation in the service is not in the public interest.
- 9.4 The probation period shall not be considered as part of active service for the purpose of promotion.

9.5 A civil servant, during probation, shall be eligible only for casual leave, medical leave, paternity leave and maternity leave and shall not earn any other form of leave.

9.6 A civil servant shall not be eligible for the Leave Travel Concession (LTC) for the probation period. In the event a civil servant completes the probation period in the course of a financial year, he shall be entitled to the LTC only from the succeeding financial year.

10 **Indispensability**

A civil servant shall be liable to be removed from service for valid and justifiable reasons.

11 **Accountability for Unauthorized Appointment**

An appointment, which does not conform to these rules, shall be treated as unauthorized and hence it shall be revoked by the RCSC. In such cases, the authorities responsible for the violation shall be accountable.

Royal Government of Bhutan
 Royal Civil Service Commission
 Employment Application Form

Affix
 Passport
 size
 Photograph

Emp. ID No.

1. FULL NAME: SEX: M F RELIGION:

2. VILLAGE: DUNGKHAG: HOUSE NO:
 DZONGKHAG: THRAM NO:

3. DATE OF BIRTH: DAY MONTH YEAR
 NATIONALITY: CITIZENSHIP C/NO:

4. POST APPLIED FOR:

5. MAILING ADDRESS:

6. FAMILY DETAILS:

	Name	Nationality	Occupation	Address
(a) Father				
(b) Mother				
(c) Guardian				
(d) Spouse				

7. **I have not been:**
 (a) Convicted of a criminal offence;
 (b) Terminated, compulsorily retired or voluntarily resigned from the civil service;
 (c) Terminated, compulsorily retired on disciplinary ground from corporation/project; or
 (d) Adjudged as mentally unfit.

8. **ACADEMIC QUALIFICATION:** (please start with institute last attended).

Name of Institute	Country	Subjects	Yr. of Passing	Div.	Degree	Dip.	Certificate

9. Marks obtained in percentage in the Civil Service Selection Exam. (for graduates only).

10. **TRAINING:**

Name of Institute	Country	Field of Study	Duration	Yr. Of Passing	Div.	Degree	Dip.	Certificate
(a)								
(b)								
(c)								

11. **EMPLOYEE HISTORY (if applicable)**

Organization	Position Held	Gr.	Period		Appt. Status	Place Served	Reason for Change
			From	To			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

12. **EXTRA CURRICULAR ACTIVITIES:** (please tick appropriate ones and attach attested copies of relevant certificates.

(a) Literary () (b) Sports () (c) Leadership () (d) Membership in Community/Association Awards received () (e) others ().

13. **DECLARATION:** I hereby certify that the Information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the RCSC shall cancel/reject my application. I also undertake to abide by all Rules and Regulations.

14. **OATH OF ALLEGIANCE:** I pledge to serve with **Lui Ngag Yi Sum** His Majesty the King, Country and People.

Date of application _____

Signature of Applicant
(Affix Legal Stamp)

Note: This form should be accompanied by attested copies of academic certificates, medical fitness certificate, passport size photograph and Nationality Identity Card.

For use by the recruiting agency

Scrutinized by :

Remarks :

CHAPTER 4

CONTRACT APPOINTMENT RULES AND REGULATIONS

1 Policy

This rule shall facilitate:

- 1.1 Recruitment and retention of expatriate personnel with requisite qualification, experience and skills wherever necessary through the provision of attractive remuneration and other service conditions;
- 1.2 Recruitment of Bhutanese nationals for time bound projects and programmes; and
- 1.3 The RCSC, taking into account the availability of Bhutanese nationals with requisite experience and qualifications, to determine the need for appointment of expatriates.

2 Recruitment Procedure

- 2.1 The Ministries, Departments or Agencies concerned shall process selection and appointment of a candidate only against a post approved by the RCSC.
- 2.2 The RCSC shall be the authorized central agency for recruitment and selection of candidates for appointment in organizations within the civil service. The recruitment shall be carried out in collaboration with the employing agencies.
- 2.3 All candidates appointed under this rule shall execute a contract agreement with the RCSC or the employing agency, as the case may be, in the prescribed form given at **Annexure 4/1**.
- 2.4 The Ministries, Departments or Agencies, as appointing authorities, shall appoint the selected candidates only as per the terms and conditions stipulated by the RCSC.
- 2.5 The candidates should not have attained fifty three (53) years of age at the time of appointment.
- 2.6 The authorities concerned shall issue the Alien Registration Identity Card to an expatriate selected for appointment in the civil service only upon confirmation of his appointment on contract, through the office order to be issued to this effect.

3 **Age**

A candidate who has attained 53 years of age shall not be appointed under this rule and shall retire from service as per the retirement age applicable for regular civil servants.

4 **Orientation**

4.1 Every expatriate recruited for contract appointment shall be briefed, either individually or in a group, by the RCSC/employing agencies on the culture, traditions, Government policies and the Code of Conduct and Ethics.

4.2 The nationals selected for appointment to the time bound projects/programmes shall be briefed by the employing authorities concerned.

5 **General Terms of Appointment**

5.1 All appointments shall be made only against posts approved by the RCSC.

5.2 Initial contract appointments shall generally be made for a maximum period of three years. However, initial appointment for a longer term, subject to a maximum period of five years may be considered, where necessary.

5.3 A candidate appointed under this rule shall not be placed on probation.

5.4 A candidate accepted for employment is liable to be posted or transferred to any department or any part of the country.

5.5 A candidate selected for contract appointment shall sign an undertaking for adherence to the Code of Conduct and Ethics, before joining the service.

5.6 A candidate appointed shall abide by the terms and conditions specified in the contract agreement.

5.7 Any appeal due to contract terms and conditions shall have recourse to a legal action in a court of law in the Kingdom of Bhutan only.

6 **Pay and Benefit**

6.1 Salary

The expatriates shall be paid contract allowance subject to a minimum of 30% of the basic pay and any other allowance attached to the profession, unless specified otherwise through separate orders. All contract employees attached to projects shall also be eligible for the project allowance, if any.

- 6.1.1 Payment of a higher salary and/or a higher contract allowance shall be considered, when required. All such cases must be approved prior to the appointment by the RCSC.
- 6.1.2 In the event the terms and conditions of a contract employee are revised in the course of the contract period, the employee concerned shall not be required to resign from the previous contract service.
- 6.1.3 Annual increment shall be granted on completion of one year of satisfactory service from the date of appointment, each time. The normal dates of increment viz. 1st July and 1st January shall not be applicable to the contract employees.
- 6.1.4 The normal promotion rules shall not be applicable to the contract employees.

6.2 Leave and Travel

A civil servant appointed on contract under the provisions of this rule shall be eligible for TA & DA, Leave and Leave Travel Concession (LTC) as per the Bhutan Civil Service Rules.

6.3 Traveling Allowance to Join the Place of Employment

An amount equal to actual TA in first class train/bus and DA for the number of days of travel shall be paid to the expatriates selected for appointment on contract towards travel expenses to begin employment. This facility shall extend to the family who actually joins the employee at the place of posting.

6.4 Medical Facility

Medical treatment for a contract civil servant and his family members shall be provided by the government as per the medical treatment rules in force from time to time.

6.5 Housing

A contract civil servant shall make own arrangements of housing. However, in the event government provides accommodation, house rent shall be deducted from the salary according to the prevailing rules governing housing.

6.6 Pension, Provident Fund and Insurance

An appointee under this rule shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

6.7 Recovery

Personal Income Tax (PIT) and other statutory deductions shall be levied according to prevailing rules.

6.8 Terminal Benefit

6.8.1 Gratuity

One month's last basic pay shall be paid as gratuity for every completed year of satisfactory contract service, in accordance with the formula prescribed in the rule. However, the maximum amount of the gratuity payable shall be limited as per the prevailing rules. The gratuity shall be payable to the nominee(s) of a contract employee in case he expires while in service.

6.8.2 The annual increment due to a contract employee on the day following the date of completion of the term shall be released and it shall be considered for the purpose of calculating gratuity and other retirement benefits.

6.8.3 Other Repatriation Benefit

The following benefits shall be paid to an employee on contract service at the time of repatriation, in addition to the gratuity and refund of contribution to the Group Insurance Scheme (GIS):

- i. Transfer grant according to the prevailing rules.
- ii. Travelling allowance of an amount equal to the last basic pay entitled to at the time of his repatriation.
- iii. Carriage charge of personal effects as per the prevailing rules.

6.9 Mode of Payment

Pay, allowances and all other entitlements under this rule shall be payable only in Ngultrums.

7 Conversion of Status

7.1 An expatriate civil servant on regular service may change his status to contract service on his own free will, provided he has at least three years of service before superannuation.

7.2 An expatriate civil servant must have qualified in the selection process prescribed for contract appointment by the RCSC and subject to exercising of the option in the prescribed RCSC form.

- 7.3 An expatriate civil servant on regular service selected for appointment on contract must first tender resignation from the regular civil service, as a technical formality.
- 7.4 Appointment under this rule shall be for an initial term of maximum three years.
- 7.5 A civil servant who resigns from regular civil service under this rule shall be eligible only for the following retirement benefits:
- 7.5.1 Gratuity for the number of completed year(s) of service rendered by the incumbent as on the last day of his service, calculated in accordance with the prevailing civil service rules; and
- 7.5.2 Employee's and employer's contribution to the Provident Fund and Government Employees Group Insurance Scheme together with interest. In such cases, the minimum number of years for the maturity of funds, if any, shall be relaxed.
- 7.6 Outstanding dues, if any, shall be cleared or adjusted prior to his joining duty on contract.
- 7.7 The grade and emoluments of an expatriate appointed on contract upon conversion of status shall be determined as follows:
- 7.7.1 He shall be appointed to the same post and grade of his incumbency in the regular service; and
- 7.7.2 The last pay in his regular civil service status with reference to the Last Pay Certificate (LPC) shall form the initial pay on contract appointment.

8 Extension

- 8.1 The contract shall be renewed with the consent of both the employer and employee for terms not exceeding two years at a time.
- 8.2 In the case of teaching personnel, the extension shall be granted to coincide with the end of the academic session.
- 8.3 Contract renewal or extension shall be granted only to those having a clear service history which shall not contain any record of indiscipline, adverse report, misdemeanour, financial dishonesty, or any act that is considered as violation of the Civil Service Code of Conduct and Ethics.
- 8.4 Performance rating shall be an important factor for extension.

8.5 The authority to grant extension of contract term, limited to the first two, shall be vested with the employing Ministry/Agency concerned, subject to the fulfillment of above criteria. Approval of the RCSC shall be required for subsequent extension(s).

9 **Conduct and Behaviour**

A contract civil servant shall conduct in such a manner that he:

- 9.1 Does not violate the Code of Conduct & Ethics prescribed for the civil servants;
- 9.2 Does not pose any danger to the socio-economic and political stability of the country;
- 9.3 Does not involve in proselytization or undermining the traditional, cultural or religious values of the country;
- 9.4 Does not bring undesirable influence or harmful practices, which may have damaging effect on the society such as the use and abuse of narcotics;
- 9.5 Does not engage in politicising the people or flaring up communal feelings;
and
- 9.6 Dresses, behaves and cultivates habits that are congenial to the society.

10 **Termination of Contract**

- 10.1 A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. In the case of lecturers/teachers, three months notice shall be required. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other, the basic pay for the prescribed notice period.
- 10.2 No contract employee shall be indispensable to the government and hence is liable to be removed from service at any time when the government finds his services not required.

11 **Accountability for Unauthorized Appointment**

An appointment on contract, which does not conform to this rule, shall be treated as unauthorized and hence it shall be revoked by the RCSC. In such cases, the authorities responsible for the violation shall be accountable.

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Tashichhodzong, Thimphu, Bhutan**

**AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR CONTRACT
EMPLOYEES**

PART – 1: GENERAL CONDITIONS

1 Agreement

THIS AGREEMENT is executed on day month..... year..... two thousand and between the RCSC, Royal Government of Bhutan hereinafter called “the employer” described in part-I and Mr./Ms., hereinafter called “the employee” whose particulars are given in part II;

WHEREAS the employer desires to engage the services of the employee on the terms and conditions hereinafter set forth; and

WHEREAS the employee is ready and willing to accept this engagement of service with the Royal Government of Bhutan on these terms and conditions.

2 Nature of Service

2.1 The employer shall employ the employee and the employee shall serve the employer as ----- or in such other capacity/place/department as the employer may from time to time require.

2.2 The employee shall be liable to be posted or transferred to any department or any part of the country.

3 Duration of Agreement

The employment hereunder shall be for a total period of months commencing from the day of..... month..... year..... (hereinafter referred to as the contract period), subject to premature termination as hereinafter provided.

4 Documents and Oath of Secrecy

4.1 The employee at the time of reporting for duty shall produce a medical certificate of fitness from a qualified medical officer and a certificate of character and good conduct signed by a senior government officer of the country of the nationality or his last employer.

- 4.2 Upon joining duty in the organization concerned, the employee shall send a copy of his joining report through the controlling officer concerned to the Secretary, RCSC Trashichhodzong, Thimphu.
- 4.3 An expatriate employee shall also bring ten copies of passport size photographs, six copies of which are required for obtaining his Identity Card from the Department of Registration, two copies for the RCSC and two copies for affixing in his service record to be maintained by the employing Department/Organization concerned.
- 4.4 An expatriate employee shall produce a certificate issued by the police/local authorities of the area of his home address certifying that he is a bonafide inhabitant of that locality, or a letter from an Embassy of the country of which he is a national certifying/verifying the nationality of the individual concerned or a valid passport.
- 4.5 A Bhutanese national shall produce a valid security clearance certificate.
- 4.6 The employee shall produce attested copies of his certificate/testimonials in support of his education qualifications, date of birth, experience etc. to the Secretary, RCSC for record.
- 4.7 The employee shall sign an oath of adherence to the Code of Conduct and Ethics in the prescribed format.

5 Pay and Allowance

The employer shall, during the employment pay to the employee the pay and allowances specified in Part-III which shall be payable monthly in arrears on the last working day of every calendar month.

6 Duty

- 6.1 The employee shall devote himself exclusively to his duties or to such other duties as the employer shall reasonably assign to him and shall personally attend thereto at all times by day or by night (including Sundays and Public Holidays, if necessary) except in the case of illness or accident in which case the employee shall forthwith notify the employer of such illness or accident and shall furnish such evidence as it may require.
- 6.2 The employee shall promptly and faithfully obey, observe and comply with all lawful orders, instructions and directions of the employer and observe all the rules and regulations and instructions in force for and in respect of the Royal Government of Bhutan's property and management thereof.

6.3 The employee shall, whenever required by the employer shall give full and proper interaction in his occupation and in the specified duties of his office to such other person or persons as the employer shall communicate to him and he shall convey to such person or persons any secret methods, processes or information learnt or acquired by him in the course of his employment herewith or otherwise.

7 Leave and Travel

7.1 The employee shall be eligible for TA & DA, Leave and Leave Travel Concession (LTC) as per the civil service rules.

7.2 Traveling Allowance to begin Employment

An amount equal to actual TA in first class train/bus and DA for the number of days of travel shall be paid to the expatriates selected for appointment on contract towards travel expenses to begin employment. This facility shall extend to the family who actually joins the employee at the place of posting.

8 Medical Facility

Medical treatment for the employee and the family members shall be provided by the Royal Government as per the prevailing medical treatment rules.

9 Housing

The employee shall make his own arrangements with regard to housing and furniture. However, if government accommodation is provided, house rent shall be deducted from the salary according to the prevailing rules.

10 Compensation for Service Incurred Injury

In the event of death, injury, or illness attributable to the performance of service on behalf of Royal Government of Bhutan under the terms of this agreement, the employee shall be entitled only to compensation payable under Government Employee Group Insurance Scheme admissible for the grade of his post.

11 Pension, Provident Fund and Insurance

The employee shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

12 Recovery

Personal Income Tax and other statutory deductions shall be levied according to the prevailing government taxation rules.

13 **Terminal Benefit**

13.1 Gratuity

One month's last basic pay shall be paid as gratuity for every completed year of satisfactory contract service in accordance with the formula prescribed in the Civil Service Rule. The gratuity shall be payable to the nominee (s) of the employee who expires while in service after putting in a minimum of one year's continuous contract service.

13.2 Repatriation Benefits

The following benefits shall be paid to the employee at the time of repatriation:

13.2.1 Transfer grant according to the prevailing civil service rules.

13.2.2 Travelling allowance of an amount equal to the last basic pay that the employee is entitled to at the time of his repatriation.

13.2.3 Carriage charge of personal effects as per the prevailing rules.

14 **Mode of Payment**

Pay and allowances and all other entitlements under the agreement shall be payable only in Ngultrums.

15 **Code of Conduct and Ethics**

15.1 The employee shall at all times during the continuance of this Agreement use his best endeavours to promote the interest and welfare of the employer.

15.2 The employee shall respect all the Bhutanese spiritual, traditional and cultural values and practices and conform to the Bhutan Civil Service Code of Conduct and Ethics. Accordingly, the employee shall conduct himself at all times in such a manner that:

15.2.1 He does not pose any danger to the socio-economic and political stability of the country;

15.2.2 He does not involve in proselytization or undermine the traditional, cultural or religious values of the society;

15.2.3 He does not bring any undesirable influence and harmful practices which may have a damaging effect on the society, such as the use and abuse of narcotics;

15.2.4 He does not engage in politicising the people or flaring up communal ill feeling among the Bhutanese people;

- 15.2.5 His dress, behaviour and habits are congenial to decorum of the Bhutanese society;
- 15.2.6 He does not engage in anti-government/national propaganda and criticism of the system of government and its policies through speech or in writing, while in Bhutan or after his repatriation;
- 15.2.7 He shall refrain from visiting places/institutions restricted for entry by foreigners without a specific written permit;
- 15.2.8 He is prohibited from engaging in employment other than permitted by this agreement and shall not participate in paid activities; and
- 15.2.9 He avoids personal relationship with firms selling office or other equipment and avoid the acceptance of favours or gifts, or being placed otherwise under obligation to any commercial representative or to any Royal Government of Bhutan's client or customer.

16 Rights and Obligations of the Employee

- 16.1 The rights and obligations of the employee are strictly limited to the terms and conditions of this agreement. Accordingly, the employee shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.
- 16.2 The employee shall be solely liable for claims by third parties arising from the employee's own negligent acts or commissions in the course of performing this agreement, and under no circumstances shall the Royal Government of Bhutan be held liable for such claims by third parties.
- 16.3 The title right, copyrights, and all other rights of whatever nature in any material produced under the provision of this agreement by the employee shall be vested exclusively in the Royal Government of Bhutan.
- 16.4 The employee shall not be concerned or interested directly in any other business except that of the employer.
- 16.5 The employee shall not, at any time during the continuance of his employment hereunder, acquire or attempt to acquire any option or concession in Bhutan for himself or any other person.
- 16.6 The employee shall not draw, accept or endorse any bill on behalf of the employer or in any way pledge the credit of the employer except so far as he may have been authorized by the employer either generally or in any particular case.

17 Unpublished Information

- 17.1 The employee shall not communicate to any person, government, or other agencies of the Government of Bhutan any unpublished information made known to the employee by reason of his association with the Royal Government of Bhutan except as required by this assignment or upon written authorisation by the Royal Government of Bhutan.
- 17.2 The employee shall not advertise or publicize his association with the Royal Government of Bhutan under this agreement nor shall the name, letterhead, emblem, or official seal of the Royal Government of Bhutan be used for business or professional purposes or otherwise without the prior written approval of the Royal Government of Bhutan. Such materials intended for official use by employees of the Royal Government of Bhutan should not be permitted to come into the possession of person who might make unauthorized use of them, and generally should not be used for personal purposes. The provision shall survive the expiration or termination of this agreement.

18 Confidentiality and Non-competition

The Royal Government of Bhutan require, and the employee agrees, that during the term of the employment and at any time thereafter, the employee shall retain in confidence and not divulge or make available without the Royal Government of Bhutan's advance written consent to any person, firm, corporation, or entity other than the Royal Government of Bhutan or its designee any information whatsoever, including the written embodiments of his services for the Royal Government of Bhutan in reports, studies, or the like acquired or developed by him during the term of his employment, which relates to or concerns the business or operation of the Royal Government of Bhutan or of its clients or customers.

19 Renewal of Contract

- 19.1 Not less than six month before the date of which the employee's residential service in Bhutan under this agreement will be due to expire, he shall inform the employer in writing whether he desires to remain and continue in the service of the employer which shall thereupon consider whether to re-engage the employee, provided that any such re-engagement shall be upon such condition, including the duration of the new contract, as shall be agreed upon between the employer and employee.
- 19.2. Contract renewal or extension shall be granted only to an employee having a clear service history which shall not contain any record of indiscipline, adverse reports, misdemeanours, financial dishonesty, or any act that is considered as violation of the Civil Service Code of Conduct and Ethics.

- 19.3 Performance ratings shall be an important determining factor for extension.
- 19.4 Any notice to be given hereunder shall be given in writing and be delivered or sent by registered post to the employer and any complaint or application of the employee shall in the first instance be addressed to Head of the office of the employing department/agency.

20 Termination of Contract

- 20.1 A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. However, in the case of lecturers/ teachers, three months notice shall be required. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other, the basic pay of the employee for the stipulated notice period
- 20.2 A civil servant/employee shall not be indispensable to the Royal Government of Bhutan and hence shall liable to be removed from service at any time when the Government finds his services redundant or on violation of any of these provisions.

21 Dismissal for Misconduct

- 21.1 If at any time during his employment, the employee shall be tried for gross misconduct or breach or non-observance of any of the stipulation herein. The employee shall at the option and discretion of the employer forfeit the gratuity. In addition to such forfeiture, the employer may terminate the services of the employee forthwith and without any notice or payment in lieu thereof. Upon such termination, the employee shall not be entitled to claim any compensation or damages.
- 21.2 The employee shall be paid his post service benefits upon completion of his assignment under this agreement upon production of a clearance certificate from the Royal Audit Authority and the employing Department/Agency concerned.

Signature of Employer

Signature of Employee

Passport
size
photograph

PART - II BIO-DATA

1. Name:
2. Nationality:
3. Date of Birth:
4. Religion:
5. Name of parents or next to kin (with full address):
6. Permanent (Home) Address:
7. Post Office (at the permanent address)
8. Police Station (at the permanent address)

9. Qualification (list the name of degree and certificate):

Name of Institution	Place	Date		Subject	Degree/Diploma/Certificate
		From	To		
(i)					
(ii)					
(iii)					
(iv)					
(v)					

10. Work Experience (list each job held, start with your present or last):

Employee Address:	Job Title:
	From Date To
	Starting Salary Final
Employee Address:	Job Title:
	From Date To
	Starting Salary Final
Employee Address:	Job Title:
	From Date To
	Starting Salary

Signature of Employer

Signature of Employee

PART-III (PAY FIXATION)

1. Name of the Post

Cadre:
Grade:

2. Agency/ Department in which appointment/extension is to be made

3. Period of Contract

- a) Initial appointment: from to
- b) Renewal/Extension: fromto

4. Emolument

Scale of Pay: Nu.
Basic Pay: Nu.....(Ngultrumsonly.

5. Contract Allowance

30% of the basic pay, subject to review from time to time shall be given as contract allowance: Nu. per month.

6. Other allowance (if entitled)

- a) : Nu..... per month.
- b) : Nu..... per month.
- c) : Nu..... per month.

Total (4+5+6) : Nu.....

7. Deduction

All deductions such as Personal Income Tax, Health Contribution, Group Insurance and house rent (if a government house is allotted) shall be levied as per the prevailing rules.

PART- IV
Miscellaneous

Laws

The Agreement shall be construed according to and be governed by the laws of the Kingdom of Bhutan.

Appeal

Any appeal due to the breach of any of the terms and conditions under this agreement by either party shall have recourse to a legal action/arbitration in a court of law in the Kingdom of Bhutan only.

IN WITNESS WHEREOF I,..... employer for and on behalf of the Royal Civil Service Commission, Royal Government of Bhutan and the employee have hereto set our hands this day and year.

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

In the presence of

SIGNED for and on behalf of the employer (RCSC):day/month/year

In the presence of

OATH OF ALLEGIANCE
(CONTRACT EMPLOYEE)

I, having been appointed as do solemnly affirm that I shall faithfully and conscientiously discharge my duties as an employee of the Royal Government of Bhutan; and that do right in all manner to people in accordance with the laws, rules and regulations and Civil Service Code of Conduct and Ethics of the Kingdom of Bhutan, without fear or favour, affection or illwill; that I shall not directly or indirectly communicate or reveal to any person or persons any matter which shall be brought under my consideration or shall become known to me as an employee of the Royal Government of Bhutan except as may be required for the due discharge of my duties.

Date :
Place:

Name and Signature
(Affix Legal Stamp)

Witness:

Name:

Signature:

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
(Contract Extension Form)

1. Name: _____ 2. Emp. ID. No.: _____
3. Date of Birth: _____ 4. Designation _____
5. Permanent Address: _____
6. Present
Ministry/Agency/Department: _____
7. Appointment under Present Contract Service:
a) Date of Appointment: _____
b) Appointment Letter No.: _____
(Issued by the RCSC).
c) Cadre: _____ d) Grade: _____ e) Pay Scale: _____
f) Basic Pay: _____ g) Contract Allowance: _____ % of basic pay.
8. Present Contract Term: from _____ to _____
9. Contract Term Extension requested for (in months): _____

During the contract extension period, the employee shall abide by the terms and conditions accepted by him at the time of initial appointment as revised on mutual agreement. The new contract period shall be as approved below by the Secretariat of the Royal Civil Service Commission or the competent authority with whom such powers are delegated as the case may be.

Signature of the Employee (Affix Legal Stamp)	Signature Head of Department Name: Title:	Signature Head of Ministry Name: Title:
---	--	--

Extension of the contract term of the above employee is hereby approved for a further period of _____ months from _____ to _____

Other terms and conditions accepted by the employee at the time of initial appointment shall remain unchanged.

Place: Date :	Signature Approving Authority
------------------	--

CHAPTER 5

GENERAL SERVICE CADRE (GSC) APPOINTMENT RULES AND REGULATIONS

1 Policy

- 1.1 This rule shall facilitate appointment of service-oriented personnel who are considered outside the civil service.
- 1.2 The agencies concerned shall endeavour to avail the services of private parties who provide such services in order to minimize the appointment of General Service Cadre (GSC) personnel and gradually replace the GSC appointment system.

2 GSC Positions

The positions under the General Service Cadre (GSC) against which appointments shall be made, subject to revision from time to time, are given in **Annexure 5/1** to this rule.

3 Recruitment Procedure

- 3.1 Appointment of employees to GSC shall be made by the RCSC or by the authorities to whom such powers are delegated by the RCSC.
- 3.2 The RCSC shall, taking into account the availability of nationals with requisite experience/qualifications/skills, determine the need for appointment of non-Bhutanese.
- 3.3 The authorities concerned shall issue the Alien Registration Identity Card to non-Bhutanese only upon confirmation of his appointment through an office order to be issued to this effect.

4 General Terms of Appointment

- 4.1 All appointments shall be made only against posts approved by the RCSC.
- 4.2 All initial appointments shall be made only under GSC II.
- 4.3 Initial contract appointments shall be made for a period not exceeding five years.
- 4.4 A person accepted for employment shall be posted or transferred to any department or to any part of the country.

4.5 Only candidates above eighteen (18) years shall be recruited while the maximum age shall be forty (40) years, the fitness of the candidate shall be taken into account. The appointing authority shall verify all required documents such as Citizenship ID card, Security Clearance Certificate, Medical Certificate and any other document that may be required.

5 Pay and Benefit

5.1 Salary

The salary of a GSC employee shall be fixed at the minimum of the pay scale applicable from time to time.

5.1.1 An employee appointed under this rule shall not be admissible for contract allowance.

5.2 A GSC employee shall be entitled to annual increments as per the rules in force from time to time.

5.3 Leave, Travel and Travel on Duty

A GSC employee appointed under the provisions of this rule shall be eligible for Leave, LTC, TA & DA as per the rules issued by the RCSC from time to time.

5.4 Medical Facilities

Medical treatment shall be provided by the government as per rules prescribed by the Department of Health Services from time to time.

5.5 Housing

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

5.6 Pension, Provident Fund and Insurance

An appointee under this rule shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

5.7 Recovery

All recoveries shall be levied in accordance with the rules in force from time to time.

5.8 **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 GSC employee if he expires while in service.

6 **Extension**

- 6.1 The extension of tenure of GSC personnel shall be granted by the authorities who are vested with the powers to recruit them, except in the case of non-Bhutanese, whose extension shall be granted only by the RCSC.
- 6.2 The GSC employee's contract may further be renewed with the consent of both the employer and the employee concerned for terms not exceeding three years at a time.
- 6.3 The extension shall be granted only to those having clear service history, which shall not contain any record of indiscipline, adverse report, misdemeanour, or any act that is considered as violation of civil service Code of Conduct and Ethics.
- 6.4 Performance evaluation shall be considered as an important determining factor for extension.

7 **Separation from Service**

- 7.1 A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. Basic pay of the employee concerned for the period of the stipulated notice period shall be paid by either party in the event of failure to give the required period of notice.
- 7.2 A GSC employee shall be removed from service at any time when the government finds his services are not required.
- 7.3 A GSC employee upon his selection to undergo pre-service training shall resign from the service prior to joining the training. The employee concerned shall be paid all post-service benefits as admissible under the rules in such cases.
- 7.4 The services of a GSC employee shall be terminated without any notice or payment of compensation thereof, if the employee is found guilty of a criminal offence by the disciplinary authority.

8 **Promotion**

A GSC-II employee may be considered for promotion to GSC-I based on the performance of the individual and the requirement of the government. However, no GSC-II employee shall be promoted to GSC-I before completing initial term of 5 years in GSC-II.

9 **Accountability for Unauthorized Appointment**

An appointment which does not conform to this rule shall be treated as unauthorized and hence it shall be revoked by the RCSC. In such cases, the authorities concerned responsible for the violations shall be accountable.

POSTS UNDER GSC

1. .Messenger - All agencies (minimum qualification: Class VIII).
2. Wet sweeper - Hospitals/ Institutes.
3. Ward Boy - Hospitals (minimum qualification: Class VIII).
4. Washer-man - Hospitals/ Institutes with boarding facilities.
5. Mahut - Royal National Park.
6. Boatman - Royal National Park.
7. Cook/ Baker - Institutes/Hospitals.
8. Blaster - Department of Roads/Dzongkhags.
9. Khangner - Dzongkhags.
10. Banga Dungmi - Dzongkhags.
11. Tringtin Dungmi - Dzongkhags.
12. Jhaliphumi - Dzongkhags.

CHAPTER 6

ELEMENTARY SERVICE PERSONNEL (ESP) APPOINTMENT RULES AND REGULATIONS

1 Policy

- 1.2 This rule shall facilitate appointment to specific positions of Elementary Service in the civil service organizations and the employees shall be known as the Elementary Service Personnel (ESP).
- 1.3 The Elementary Service Personnel shall be considered outside the civil service and distinct from the National Workforce.
- 1.4 The organizations concerned shall endeavour to minimize the appointment of Elementary Service Personnel by availing services of alternate agencies and gradually phase out the ESP.

2 ESP Positions

The positions to which Elementary Service Personnel shall be appointed are given in **Annexure 6/1** to this rule.

3 Authority for Appointment of Elementary Service Personnel

The authority to appoint ESP shall be:

- Nationals - Ministries, Independent Agencies and Dzongkhags.
- Expatriates -The RCSC.

4 Recruitment Procedure

- 4.1 Appointment of ESP shall be made by the authorities to whom such powers are delegated by the RCSC.
- 4.2 The RCSC shall, taking into account the availability of nationals with requisite skills and calibre, determine the need for appointment of non-Bhutanese.
- 4.3 The agency concerned shall issue the Alien Registration Identity Card to an expatriate only upon confirmation of his appointment through an office order issued by the RCSC to this effect.
- 4.4 The post vacancy announcement and selection of candidates shall be carried out by a Recruitment & Selection Committee constituted in each Ministry/Agency/Organization.

- 4.5 Only candidates above 18 years shall be recruited. While the maximum age shall be 40 years, the fitness of the candidate shall be taken into account. The appointing authority shall verify all required documents such as Citizenship ID Card, Security Clearance Certificate, Medical Certificate and any other document that may be required.

5 **General Terms of Appointment**

- 5.1 All appointments shall be made only against posts approved by the RCSC.
- 5.2 Appointments shall be made on a consolidated monthly salary basis.
- 5.3 A person accepted for employment against a particular post in an organization shall not generally be transferred to any other post/organization.

6 **Pay and Benefit**

- 6.1 The Elementary Service Personnel shall be paid as per the rates approved by the government from time to time.
- 6.2 An employee appointed under this rule shall not be admissible for Contract Allowance.
- 6.3 Leave, Travel and Travel on Duty

The Elementary Service Personnel appointed under the provisions of this rule shall be eligible for:

- (i) One full day paid leave for every 6 working days, in lieu of weekend off days, which can be accumulated if not availed to a maximum of 48 days.
- (ii) Fifteen days paid leave annually.
- (iii) Encashment of 30 days of leave in a financial year.

An Elementary Service Personnel shall not be entitled to LTC and transfer benefits. However, in the event an ESP is sent on official duty, he shall be paid the TA and DA at the rates prescribed from time to time.

6.4 Medical Facility

Medical treatment shall be provided by the government as per the rules prescribed by the Department of Health Services from time to time.

6.5 Housing

An Elementary Service Personnel shall ordinarily make his own arrangements for housing. However, if government accommodation is provided considering the nature of job, house rent shall be deducted at the rates prescribed from time to time.

6.6 Pension, Provident Fund and Insurance

An appointee under this rule shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

6.7 Recovery

All recoveries shall be levied in accordance with the rules in force from time to time unless specified otherwise.

6.8 Terminal Benefit

Gratuity shall be paid at the rate of one month's last consolidated salary for every completed year of satisfactory service. The gratuity shall also be payable to the nominee(s) of an employee if he expires while in service

7 Separation from Service

An Elementary Service Personnel shall liable to be removed from service at any time when the government finds his services are not required or found not satisfactory.

8 Accountability for Unauthorized Appointment

An appointment which does not conform to this rule shall be treated as unauthorized and hence it shall be revoked by the Royal Civil Service Commission. In such cases, the authorities concerned responsible for the violations shall be accountable.

POSTS UNDER ELEMENTARY SERVICE PERSONNEL (ESP)

1. Dry Sweeper.
2. Waiter.
3. Security Guard (normal).
4. Care Taker (Risup/Misup/Night Guard/ Water Tank Watcher).
5. Syce.
6. Farm Labourer.
7. Helper/Assistant:
 - a. Silt/Survey.
 - b. Store/Meteorology/Gauge & Discharge/Power Line.
 - c. Tsangami (Ghasi).
 - d. Swimming Pool Assistant.
8. Attendant:
 - a. Lab Attendant.
 - b. Animal/Fishery Attendant.
9. Custom/Excise Constable.
10. Gardener.
11. Game Watcher.
12. Handy Boy.

CHAPTER 7

CIVIL SERVICE OFFICERS SELECTION TO THE ADMINISTRATIVE CADRE (NON-FINANCE SERVICE) RULES AND REGULATIONS

1 Policy

Selection of officers to the Administrative Cadre (Non-Finance Service) shall be conducted through an examination in conformity to the provisions of the Royal Charter of the RCSC, 1982 and the Recruitment Rules and Regulations.

2 Objective

The objectives of the civil service officer's selection examination shall be to:

- 2.1 Create an atmosphere of healthy competition for the senior positions in the civil service based on principles of merit;
- 2.2 Select competent candidates with the minimum qualification of bachelor's degree, to be assigned to executive positions in the government; and
- 2.3 Develop a professional and capable body of career civil servants in higher echelons of the civil service.

3 Examination

3.1 The Civil Service Officer Selection Examination (CSOSE) shall consist of the following three parts with the corresponding weightage:

- | | | | | | |
|-------|----------|---|------------------------|------|--------|
| 3.1.1 | Part I | - | Academic Achievement | (AA) | (40%) |
| 3.1.2 | Part II | - | Written Examination | (WE) | (40%) |
| 3.1.3 | Part III | - | Personality Assessment | (PA) | (20%). |

3.2 Academic Achievement:

Academic achievement shall be the assessment of the marks obtained in the final examination of classes X and XII and the Bachelor's Degree from a government recognized institute, to be weighted as:

3.2.1	Class X				=10%
3.2.2	Class XII				=10%
3.2.3	Bachelor's Degree				=20%

	Total				40%

3.2.4 A candidate with higher or additional qualifications shall be awarded bonus marks, as below:

3.2.4.1 Master's Degree	=	5 marks
3.2.4.2 Ph.D. Degree	=	10 marks
3.2.4.3 Double Degree or Double Major	=	10 marks

The bonus marks shall be added to the average percentage of bachelor's degree marks, before the weightage for academic achievement is computed.

3.2.5 A candidate having more than one degree shall have the option to choose any one of the degrees to be accounted for the assessment.

3.2.6 Only one certificate of a degree of the same level shall be accepted for the assessment and weightage as given above shall be given for the other degree.

3.2.7 In the case of a candidate whose result is based on a letter grading system, the grades shall be converted to percentage as per the conversion table given at **Annexure 7/1**.

3.3 Written Examination

3.3.1 The written examination shall comprise of five papers as:

3.3.1.1 Paper I	-Bhutan and its Institutions;
3.3.1.2 Paper II	-Bhutan and its Socio-Economic Development since 1961;
3.3.1.3 Paper III	- Current Affairs and General Knowledge;
3.3.1.4 Paper IV	-Elementary Mathematics and Elementary Statistics; and
3.3.1.5 Paper V	- Dzongkha (composition, letter writing, vocabulary, comprehension, précis writing).

3.3.2 Each paper shall be evaluated on the scale of 100 and their aggregate shall further be averaged on a scale of 40 as per the formula:

$$(\text{Total Marks obtained in Five Papers}) \times 40 = (\text{I+II+III+IV+V}) \times 40$$

Total full marks of five papers

500

3.4 **Personality Assessment**

- 3.4.1 Personality assessment shall be based on an oral interview to be conducted by a board of minimum of five members appointed for this purpose by the RCSC.
- 3.4.2 The assessment shall be based on a total of 100 marks.
- 3.4.3 The Assessment Form for Interview given at **Annexure 7/2** to this rule gives the factor-wise distribution of marks.
- 3.4.4 The weightage of 20% for the Personality Assessment shall be computed as per the formula:

(Total marks given by all interview board members x 20

Total Full Marks (500)

4 **Eligibility**

- 4.1 A Bhutanese national who has attained eighteen years of age and not older than thirty years of age as on the date of registration shall be eligible to register for the examination, provided the candidate holds a bachelor's degree from a government recognized institute in any discipline.
- 4.2 A candidate shall be eligible to appear for the examination only once.

5 **Disqualification**

- 5.1 A candidate shall not be eligible to appear for the Civil Service Officers Selection Examination if he has:
 - 5.1.1 Been convicted of a criminal offence;
 - 5.1.2 Been terminated, been compulsorily retired or voluntarily resigned from the civil service;
 - 5.1.3 Been terminated or been compulsorily retired on disciplinary ground from a government corporation/project;
 - 5.1.4 A mental disorder adjudged by a competent medical authority;
 - 5.1.5 Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations;
 - 5.1.6 Used fake/forged documents;

- 5.1.7 Failed or refused to furnish testimonials as required under the Civil Service Rules;
- 5.1.8 Been selected to appointment to other cadre/service; and
- 5.1.9 Been legally disqualified for appointment in the government.

6 **Registration for Examination**

- 6.1 The prospective candidate shall apply for registration in the RCSC application form for employment and enclose attested photocopies of:
 - 6.1.1 Bhutanese Citizenship Identity Card;
 - 6.1.2 Security Clearance Certificate;
 - 6.1.3 Class X Certificate;
 - 6.1.4 Class XII Certificate;
 - 6.1.5 University mark lists and Degree certificate/provisional certificate;
 - 6.1.6 A certificate of medical fitness issued by an authorized physician of the Royal Government of Bhutan; and
 - 6.1.7 A certificate of successful completion of Orientation Programme.
- 6.2 The prospective candidates shall bring originals of all the above documents for verification by the RCSC, during the registration.
- 6.3 Every applicant shall enclose two copies of passport size photographs for use in the Admission Card.,
- 6.4 The name of the candidate who meets all the requirements shall be recorded by the Secretariat and the candidate concerned shall sign against his name.
- 6.5 A registered candidate shall be issued an Admission Card by the RCSC which shall be used for both the written examination and interview. The card shall have a photograph of the candidate with the RCSC stamp, the allotted roll number, the year of the examination and the signature of the candidate. The name of the candidate shall not be mentioned.
- 6.6 The Admission Card shall be retained in person by the candidate, in strict confidentiality.

7 **Administration**

- 7.1 A copy of the rule and instructions shall be distributed to every candidate along with the admission card.
- 7.2 The date, time and venue for the examination shall be decided and widely publicized by the RCSC.
- 7.3 The RCSC shall prescribe the syllabi/curricula for the written examination and set general standards for the interview.
- 7.4 The RCSC shall appoint question setters, invigilators, evaluators and interview board members.
- 7.5 The question setters, invigilators, evaluators and interview board members shall be paid honorarium as approved by the RCSC.
- 7.6 The RCSC shall make all arrangements for the smooth conduct of examinations.

8 **Conduct of Candidate**

- 8.1 During the written examination, a candidate shall:
 - 8.1.1 Reach the examination hall not later than 15 minutes before the scheduled time for examination;
 - 8.1.2 Wear the national dress;
 - 8.1.3 Be allowed entry into the examination hall only on production of the Admission Card;
 - 8.1.4 Be searched before entering the hall or on re-entry after going out of the hall during the examination;
 - 8.1.5 Not bring any article, document or written material of any form inside the hall except the Admission Card, ink, pen and eraser;
 - 8.1.6 Have substantial space around his seat for the examination to prevent any communication with others;
 - 8.1.7 Conform his behaviour to the Code of Conduct and Ethics prescribed under this rule;
 - 8.1.8 Not canvass for getting favour in the examination in any manner;

- 8.1.9 Not talk, consult, whisper, smoke, eat or indulge in any unacceptable behaviour in the examination hall; and
- 8.1.10 Not give or leave any identification marks on the written answer sheet other than the allotted roll number.
- 8.2 Non-compliance to the above rules shall result in debarring of the candidate from the examination.
- 8.3 Any breach of rules during the examination by a candidate shall be reported in writing to the RCSC by the chief invigilator. Such a candidate shall be liable for disciplinary action by the RCSC.

9 Invigilation, Evaluation and Interview

- 9.1 Invigilation during Written Examination:
 - 9.1.1 The RCSC shall appoint invigilators for proper conduct of the written examination. Invigilators shall comprise of senior civil servants, one of whom shall be designated as the chief invigilator. They shall keep strict vigilance and carry out their responsibility sincerely and without any fear or favour.
 - 9.1.2 The RCSC shall provide five copies of the list of registered candidates, to the chief invigilator for information and use as attendance lists for written examinations of each of the five papers. This list shall not contain the names of the candidates. The list shall have the following information:
 - 9.1.2.1 Roll number of each candidate listed serially;
 - 9.1.2.2 Provision for signature by the candidate at the time of entry into the examination hall;
 - 9.1.2.3 The date, time and subject of the written examination of the particular paper; and
 - 9.1.2.4 Provision for dated signature of the chief invigilator, before submission of the list to the RCSC.
 - 9.1.3 The chief invigilator shall be responsible for ensuring admission of only the registered candidates to the examination hall after verifying the roll number cards and sealed photographs on them and in accordance with the provisions of this rule.

- 9.1.4 The chief invigilator, after confirming the identity of the candidate, shall cause the candidate to sign the attendance list in front of him, before allowing him entry into the examination hall.
- 9.1.5 The chief invigilator shall, ensure proper conduct of the written examinations and proper behaviour of the candidates as provided in this rule.
- 9.1.6 All invigilators shall work under the direction and supervision of the chief invigilator to ensure proper conduct of examinations.
- 9.1.7 The chief invigilator shall handover the attendance lists and answer papers to the RCSC, in sealed covers, immediately after completion of the examination for each paper.
- 9.1.8 The chief invigilator shall submit a written report (in the proforma prescribed by the RCSC) to the Secretary of the RCSC at the end of the examinations.

9.2 Setting Questions and Evaluating Answer Papers of Written Examinations

- 9.2.1 The RCSC shall appoint qualified officials/persons to set the question papers as well as to evaluate the answer papers.
- 9.2.2 The evaluation of written examination papers shall be on the basis of Roll Numbers and not by disclosing the identity of the candidate by name.
- 9.2.3 The setting of question papers and evaluation of answer papers shall be conducted in strict secrecy. Any breach of the confidentiality of these processes by any official/person involved shall be liable for disciplinary action.
- 9.2.4 Re-valuation of answer papers shall not be permitted, except re-counting.

9.3 Conduct of Interview

- 9.3.1 The oral interview shall be conducted by a board comprising of minimum five members, one of whom shall be designated as the Chairperson of the interview board.
- 9.3.2 The Board Members and Chairperson shall be appointed by the RCSC.
- 9.3.3 The interview shall be conducted on the basis of roll numbers and not by disclosing the identity of the candidates by name.
- 9.3.4 The assessment form given as **Annexure 7/3** to this rule shall be used by each member. The Chairperson of the board shall, at the end of the

interview, collect the individual assessments and compile them in the format given at **Annexure 7/4** to this rule and submit the results (along with the individual assessment form of members) to the RCSC.

- 9.3.5 Interview board members shall refrain from asking any question which shall be of the nature of soliciting disclosure of the candidate's identity nor shall a candidate disclose his identity, other than through the Roll Numbers, to the board members.

10 **Declaration of Results and Follow-Up**

- 10.1 Results for the three parts of the examination shall be confidentially compiled in the RCSC, so that information about the marks obtained by a candidate in other parts of the selection process is not available to the evaluators/interview board members.

- 10.2 The final result shall be computed by the RCSC, as per the formula:

(Weightage computed in Parts I+II+III)=(AA+WE+PA)

An indicative format for computing the final result is given at **Annexure 7/5** to this rule.

- 10.3 The RCSC shall declare the results within two weeks from the last day of the interview.

- 10.4 A candidate shall, on announcement of the results, claim the same in person by producing the Admission Card. If the Admission Card is not produced within one week from the date of declaration of the results, the candidate shall forfeit the right to claim the results.

10.4.1 A candidate shall authorize the guardian or a close relative to claim the results on his behalf when the candidate is unable to report to the RCSC to claim the results due to serious illness.

10.4.2 If the candidate is even unable to authorize the guardian or a close relative due to illness or injury, the RCSC may deal with the matter based on the merit of the case.

- 10.5 The final results shall be computed in the rank order list in the prescribed format, and the list of selected candidates shall be finalized and published.

- 10.6 The results of unclaimed roll numbers shall be withheld and rendered invalid if their bearers do not report within the specified period of one week.

10.7 The RCSC shall preserve all records of the examination including the answer papers for a period of three years from the date of publication of the results.

11 **Annual Intake**

The number of candidates to be recruited each year shall be decided by the RCSC based on the vacancies in the civil service.

12 **Appointment, Grade Fixation and Probation**

12.1 A candidate selected for appointment after all due verification of his antecedents shall be deputed for Development Management Course at the Royal Institute of Management as a pre-service trainee. The successful completion of the training shall be pre-requisite for appointment to the service under the Administrative Cadre.

12.2 On successful completion of the Development Management Course, a candidate shall be appointed on probation in the BCSR grade 10 and on successful completion of the probation, be upgraded to the BCSR grade 8 of the Administrative Cadre.

12.3 A candidate shall initially be placed on probation for a period of one year and during probation, the provisions of the Recruitment Rules and Regulations shall apply.

12.4 A candidate selected for appointment upon successful completion of the Development Management Course, shall take an Oath of Allegiance and Secrecy, the text of which is given in the attached **Annexure 7/6** to this rule,

12.5 A candidate selected through the selection processes shall be posted to rural areas for a period to be decided by the RCSC, each year.

12.6 A candidate selected through the selection processes shall be required to shoulder the responsibilities of an administrative position in any organization. As such, every selected candidate shall be rotated among various Ministries/Agencies during the initial stages of his career to provide him with varied experience to develop his full potential.

CONVERSION TABLE

Grading		Marks in %
A+	=	80
A	=	75
A-	=	70
B+	=	65
B	=	60
B-	=	55
C+	=	50
C	=	45
C-	=	40
D	=	35

NB: A candidate shall be allotted only 45 minutes. Annexure 7/2

**ROYAL CIVIL SERVICE COMMISSION
INTERVIEW FORM FOR SELECTION OF GRADUATES TO THE CIVIL
SERVICE ADMINISTRATIVE CADRE**

Roll No. : _____

Sl. No.	Factors	Marks	Marks Awarded
1.	PHYSIQUE, APPEARANCE & MANNER		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	LANGUAGE PROFICIENCY		
	a) Dzongkha	10	
	b) English	10	
	c) Others	05	
3.	INTELLIGENCE, ABILITY & COMPETENCE		
	a) Professional subject knowledge	05	
	b) General awareness	10	
	c) Presentation skills (organization of thoughts)	10	
	d) Analytical ability	05	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	05	
4.	EXTRA CURRICULAR ACTIVITIES	10	
5.	INDIVIDUAL ACHIEVEMENT RECORDS (IF ANY)	10	
	Total marks	100	

Place:

Date:

(Name of the Board Member & Signature)

**ROYAL CIVIL SERVICE COMMISSION
CIVIL SERVICE OFFICER'S SELECTION EXAMINATION
.....[YEAR]**

ASSESSMENT FORM FOR INTERVIEW
[To be filled up by Chairperson of the Interview Board]

Candidate's Roll No. :

Sl. No.	Name of the Board Member	Total Marks	Marks Awarded
1.	(Chairman)	100	
2.	(Member)	100	
3.	(Member)	100	
4.	(Member)	100	
5.	(Member)	100	
Total		500	

Percentage of marks in the interview

Verified & certified

Place:

Signature:

Date:

Name of Chairman

ROYAL CIVIL SERVICE COMMISSION
CIVIL SERVICE OFFICER'S SELECTION EXAMINATION
(YEAR)

FINAL RESULT SHEET

Sl. No	Roll No	Name of Candidate	Academic Achievement						Written Exam		Personality Assessment		Total	Rank
			Class X		Class XII		Graduation		7	8	9	10		
			1	2	3	4	5	6						
			R.S	W.S (10%)	R.S	W.S (10%)	R.S	W.S (20%)	R.S	W.S (40%)	R.S	W.S (20%)		

Note:

RS : Raw Score. WS : Weighted Score.

Place:

Date:

Signature of the compiler:.....

Name and official address of compiler

OATH OF ALLEGIANCE AND SECRECY FOR GRADUATES

In keeping with this very auspicious day, having the privilege of receiving the honour of the trust of His Majesty the King, the Kingdom, and the People of Bhutan to serve in the capacity of a civil servant, I take this opportunity to offer my gratitude.

On my own behalf, beginning from this day, I pledge to serve with *Lui Ngag Yi Sum* His Majesty and the successive Kings with *Tha Damtsi* and Patriotism.

Not only shall I serve the cause of the sovereignty and the security of the Kingdom of Bhutan, but I shall also uphold and promote the heritage and the valued tradition, religion and *Driglam Namshag* with full commitment and dedication.

I pledge to abide by and obey the Royal Commands and the laws in discharging my responsibilities.

In witness, this day the of the month of of Year in the name of *Kenchoe Sum* and the guardian deities of the Kingdom of Bhutan and in the presence of His Holiness the *Je Khenpo* and representatives of the Royal Government, I take this Oath of Allegiance and accordingly not to dishonour it at any time, I append my name in writing hereto.

Date:

Place:

Signature
(Name of the Candidate)

CHAPTER 8

SELECTION OF UNIVERSITY DEGREE HOLDERS TO THE POST GRADUATE CERTIFICATE IN EDUCATION (PGCE) RULES AND REGULATIONS

1 Policy

In accordance with the provisions of the Royal Charter of the Royal Civil Service Commission, 1982 and Recruitment Rules and Regulations, there shall be a selection system for the appointment of university degree holders into the teaching profession in the civil service.

2 Objective

2.1 The objectives of the selection shall be to:

2.1.1 Attract suitable graduates to join the Teaching Profession; and

2.1.2 Improve the quality of education through induction of high calibre and dedicated teaching personnel.

3 Application

3.1 This rule shall apply to the recruitment of university degree holders for posts of teachers and lecturers, for schools, colleges, educational training institutes and management training institutes.

4 Eligibility

4.1 A candidate shall meet all the criteria provided under the Civil Service Recruitment Rules and Regulations *inter-alia*, a candidate shall:

4.1.1 Possess at least a bachelor's degree certificate awarded by a university or an equivalent institute recognized by the Royal Government of Bhutan;

4.1.2 Have obtained a prescribed minimum qualifying marks in English in classes X and XII final examinations;

4.1.3 Have studied at least two relevant subjects in the bachelor's degree programmes prescribed for the Bhutanese Secondary School Syllabus or Higher Educational/Training Institutes;

- 4.1.4 Have obtained the prescribed minimum qualifying marks at the bachelor's degree examination in at least two subjects prescribed for Bhutanese Secondary School Syllabus or Higher Educational Institutes; and
- 4.1.5 Be permitted to appear for the selection process to join the Teaching Profession only once.

5 Disqualification

- 5.1 A candidate shall not be eligible to appear for the PGCE Selection Examination if he has:
 - 5.1.1 Been convicted of a criminal offence;
 - 5.1.2 Been terminated or been compulsorily retired or voluntarily resigned from the civil service;
 - 5.1.3 Been terminated or been compulsorily retired on disciplinary ground from a government corporation/project;
 - 5.1.4 A mental disorder adjudged by a competent medical authority;
 - 5.1.5 Intentionally given false statements or used fraudulent practices in an examination;
 - 5.1.6 Used fake/forged documents;
 - 5.1.7 Failed or refused to furnish testimonials as required under the Civil Service Rules; and /or
 - 5.1.8 Been legally disqualified for appointment in the government.

6 Selection Criteria

- 6.1 The Graduate Teacher Selection (GTS) shall consist of three parts with the weightage given below:

6.1.1	Academic Achievement (AA)	60%
6.1.2	Written Examination (WE)	20%
6.1.3	Personality Assessment (PA)	20%
Total		100

6.1.4 Academic Achievement shall be assessed on the marks obtained in the classes X and XII final examinations and the bachelor's degree from a Government recognized institute to be weighted as follows:

6.1.4.1 Class X	10%
6.1.4.2 Class XII	10%
6.1.4.3 Bachelor's Degree	40%
Total	60%

6.1.4.4 A candidate with qualification higher than a bachelor's degree shall be awarded bonus marks as given below:

a. Honours	-	5 marks
b. Double Degree or Double Major	-	10 marks
c. Master's Degree	-	15 marks
d. Ph.D. Degree	-	20 marks

6.1.4.5 The bonus marks shall be added to the average percentage of bachelor degree marks before the weightage for Academic Achievement is computed.

6.2 Personality Assessment

6.2.1 Personality Assessment shall be conducted by a Board of minimum five members appointed by Department of Education for this purpose.

6.2.2 The Personality Assessment shall be made in the format prescribed at **Annexure 8/1**.

6.3 The schedule for selection examination of graduates for PGCE shall be decided in consultation with the RCSC and announced well in time, accordingly.

7 Appointment, Grade Fixation and Probation

7.1 A candidate selected for appointment to the Teaching Profession shall:

7.1.1 Be selected as pre-service trainee and shall be appointed in the service only after successful completion of the PGCE course.

7.1.2 On successful completion of the PGCE, be appointed on probation for a period of one year in the BCSR grade 10 of the Teaching Cadre

and placed in grade 8 on satisfactory completion of the probation period.

8 Training

- 8.1 Except for the training programmes provided under this rule, eligibility for training programmes and further studies shall be as admissible under the In-service Training (Abroad) Rules and Regulations of the civil service.

9 Eligibility to Join Other Cadres

- 9.1 A candidate selected for the PGCE shall not be permitted to appear for selection to other cadre/service in the civil service.

ROYAL CIVIL SERVICE COMMISSION
INTERVIEW FORM FOR SELECTION OF GRADUATES TO THE PGCE
COURSE

Roll No. : _____

Sl. No.	Factors	Marks	Marks Awarded
1.	PHYSIQUE, APPEARANCE & MANNER		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	LANGUAGE PROFICIENCY		
	a) Dzongkha (Fluency, comprehension and clarity in expression etc)	15	
	b) English (Fluency, comprehension and clarity in expression etc)	15	
3.	INTELLIGENCE, ABILITY & COMPETENCE		
	a) Subject knowledge	10	
	b) Attitude and interest in profession	10	
	c) Presentation skills (organization of thoughts)	05	
	d) Analytical ability	05	
	e) General awareness	05	
	f) Confidence	05	
4.	COCURRICULAR & EXTRA CURRICULAR ACTIVITIES	10	
5.	INDIVIDUAL ACHIEVEMENT RECORDS (IF ANY)	10	
	Total marks	100	

Date :

Place:

Signature
(Name of the Board Member)

CHAPTER 9

SELECTION OF UNIVERSITY DEGREE HOLDERS TO THE POST GRADUATE CERTIFICATE IN FINANCIAL MANAGEMENT (PGCFM) RULES AND REGULATIONS

1 Policy

In accordance with the provisions of the Royal Charter of the Royal Civil Service Commission, 1982 and Recruitment Rules and Regulations, there shall be a selection system for the appointment of university degree holders to occupy positions in Financial Management and Auditing.

2 Objective

2.1 The objectives of the selection shall be to:

- 2.1.1 Attract suitable graduates to join the Financial Management Service;
- 2.1.2 Improve the quality of the Financial Management Service within the country through induction of competent and dedicated personnel; and
- 2.1.3 Ensure career advancement opportunities to candidates joining the Financial Management Service.

3 Application

This rule shall apply to the selection of university degree holders to undergo the Post Graduate Certificate in Financial Management (PGCFM).

4 Eligibility

- 4.1 A candidate shall meet all the criteria provided under the Civil Service Rules and Regulations, *inter-alia*, a candidate shall:
 - 4.1.1 Be a Bhutanese national and has attained eighteen years of age and not older than thirty years as on the date of registration;
 - 4.1.2 Possess a bachelor's degree with commerce/and or economics as a compulsory subject and awarded by a university or an equivalent Institute recognized by the Royal Government of Bhutan;
 - 4.1.3 Have aptitude to work in the area of the Financial Management;

- 4.1.4 Have obtained the minimum qualifying marks at the bachelor's degree examination prescribed by the RCSC from time to time; and
- 4.1.5 Be permitted to appear for the selection process to join the Post Graduate Certificate in Financial Management only once.

5 Disqualification

A candidate shall:

- 5.1 Not be eligible to appear for the Post Graduate Certificate in Financial Management Selection Examination if he has:
 - 5.1.1 Been convicted of a criminal offence;
 - 5.1.2 Been terminated, compulsorily retired or voluntarily resigned from the civil service;
 - 5.1.3 Been terminated or been compulsorily retired on disciplinary ground from a government corporation/project;
 - 5.1.4 A mental disorder adjudged by a competent medical authority;
 - 5.1.5 Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations;
 - 5.1.6 Used fake/forged documents;
 - 5.1.7 Failed or refused to furnish testimonials as required under the Civil Service Rules;
 - 5.1.8 Been selected for appointment to other cadres; and/or
 - 5.1.9 Been legally disqualified for appointment in the government.

6 Registration for Examination

- 6.1 A candidate shall be allowed to register for the examination, provided he produces the following documents in original:
 - 6.1.1 RCSC Employment Application Form;
 - 6.1.2 Citizenship Identity Card;
 - 6.1.3 Mark sheets of Class X, XII and bachelor's or higher degree;
 - 6.1.4 Security Clearance Certificate;

6.1.5 Medical Certificate issued by an authorized physician of the Royal Government of Bhutan;

6.1.6 National Graduates Orientation Certificate; and

6.1.7 Any other document that may be asked for.

7 Examination

7.1 The PGCFM selection examination shall consist of the following three parts with the corresponding weightage:

7.1.1	Part I	-	Academic Achievement (AA)	40%
7.1.2	Part II	-	Written Examinations (WE)	40%
7.1.3	Part III	-	Personality Assessment (PA)	20%

7.2 Academic Achievement

Academic Achievement shall be assessed on the aggregate marks obtained in the X, XII and bachelor's degree examinations and weighted as follows:

7.2.1	Class X	-	10%
7.2.2	Class XII	-	10%
7.2.3	Bachelor's degree	-	20%
	Total		40%

7.3 A candidate with higher or additional qualifications shall be awarded bonus marks, as given below:

7.3.1	Master's Degree	=	5 marks
7.3.2	Ph.D. Degree	=	10 marks
7.3.3	Double Degree or Double Major	=	10 marks

The bonus marks shall be added to the average percentage of bachelor's degree marks before the weightage for academic achievement is computed.

7.4 Written Examination

Written Examinations shall comprise of the following:

Paper I:	Socio-Political and Economic Development in Bhutan since 1961.
Paper II:	Business Mathematics and Statistics.

Paper III: Current Affairs and General Knowledge.
Paper IV: Languages:

Part I- Dzongkha
Part II-English

7.5 **Personality Assessment**

7.5.1 Interview shall be conducted by a Board of minimum of five members from Royal Audit Authority, Ministry of Finance, Department of Employment and Labour, Royal Institute of Management and the RCSC.

7.5.2 Interview shall be conducted in the manner prescribed in the form given as **Annexure 9/1**. The final results of the interview shall be compiled in the form given in **Annexure 9/2**.

8 **Selection**

8.1 The final results shall be tabulated in the format given as **Annexure 9/3** and the candidates shall be selected in the order of merit; and

8.2 A candidate selected for the course shall not be eligible to appear for selection examination for other cadres.

9 **Appointment, Grade Fixation and Probation**

9.1 A candidate selected for the PGCFM shall be admitted to the course as a pre-service trainee;

9.2 On successful completion of the course, every candidate selected for appointment in the civil service shall undertake an Oath of Allegiance and Secrecy, the text of which is given at **Annexure 9/4**. Such a candidate shall be appointed on probation in BCSR grade 10 for a period of one year and upon satisfactory completion of the probation, he shall be appointed in BCSR grade 8 of the Administrative Cadre.

13 **Selection Schedule**

The schedule for registration and selection shall be announced by the RCSC, sufficiently in advance.

NB: A candidate shall be allotted a maximum of 45 minutes.

**ROYAL CIVIL SERVICE COMMISSION
INTERVIEW FORM FOR SELECTION OF GRADUATES TO THE PGCFM**

Roll No. : _____

Sl. No.	Factors	Marks	Marks Awarded
1.	PHYSIQUE, APPEARANCE & MANNER		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	LANGUAGE PROFICIENCY		
	a) Dzongkha	10	
	b) English	10	
	c) Others	05	
3.	INTELLIGENCE, ABILITY & COMPETENCE		
	a) Professional subject knowledge	05	
	b) General awareness	10	
	c) Presentation skills (organization of thoughts)	10	
	d) Analytical ability	05	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	05	
4.	EXTRA CURRICULAR ACTIVITIES	10	
5.	INDIVIDUAL ACHIEVEMENT RECORDS (IF ANY)	10	
	Total marks	100	

Place:

Signature

Date:

(Name of the Board Member & Signature)

**ROYAL CIVIL SERVICE COMMISSION
SELECTION EXAMINATION TO THE PGCFM
.....[YEAR]**

ASSESSMENT FORM FOR INTERVIEW
[To be filled up by Chairperson of the Interview Board]

Candidate's Roll No. :

Sl. No.	Name of the Board Member	Total Marks	Marks Awarded
1.	(Chairman)	100	
2.	(Member)	100	
3.	(Member)	100	
4.	(Member)	100	
5.	(Member)	100	
	Total	500	

Percentage of marks in the interview:

Verified & Certified

Place:

Date:

Signature:

Name of the Chairperson

ROYAL CIVIL SERVICE COMMISSION
CIVIL SERVICE OFFICER'S SELECTION EXAMINATION
(YEAR)

FINAL RESULT SHEET

Sl. No	Roll No	Name of Candidate	Academic Achievement						Written Exam		Personality Assessment		Total	Rank
			Class X		Class XII		Graduation		7	8	9	10		
			1	2	3	4	5	6						
			R.S	W.S (10%)	R.S	W.S (10%)	R.S	W.S (20%)	R.S	W.S (40%)	R.S	W.S (20%)		

Note:

RS : Raw Score. WS : Weighted Score.

Place :

Date :

Signature of the Compiler:.....

Name and Official Address of the Compiler.....

OATH OF ALLEGIANCE AND SECRECY

In keeping with this very auspicious day, having the privilege of receiving the honour of the trust of His Majesty the King, the Kingdom, and the People of Bhutan to serve in the capacity of a civil servant, I take this opportunity to offer my gratitude.

On my own behalf, beginning from this day, I pledge to serve with *Lui Ngag Yi Sum* His Majesty and the successive Kings with *Tha Damtsi* and Patriotism.

Not only shall I serve the cause of the sovereignty and the security of the Kingdom of Bhutan, but I shall also uphold and promote the heritage and the valued tradition, religion and *Driglam Namshag* with full commitment and dedication.

I pledge to abide by and obey the Royal Commands and the laws in discharging my responsibilities.

In witness, this day the of the month of..... Year in the name of *Kenchoe Sum* and the guardian deities of the Kingdom of Bhutan and in the presence of His Holiness the *Je Khenpo* and representatives of the Royal Government, I take this Oath of Allegiance and accordingly not to dishonour it at any time, I append my name in writing hereto.

Date :

Place:

Signature
(Name of the Candidate)

CHAPTER 10

BHUTAN CIVIL SERVICE CADRE UP-GRADATION RULES AND REGULATIONS

1 Policy

The examinations for change of cadre shall be open to all candidates in the same profession or occupational group against a post vacancy irrespective of the civil service agency they are employed with.

Change of cadre shall be facilitated to all civil servants who have attained the grade ceiling in the cadre in the respective support cadres through this examination system.

2 Objective

2.1 The objectives of examination shall:

2.1.1 Provide opportunity for career advancement of meritorious civil servants.

2.1.2 Test the competency and proficiency of the civil servants to ensure that they have acquired the necessary skills and knowledge required to perform a higher responsibility in the respective profession.

3 Examination

3.1 The examinations for change of cadre shall be conducted once a year in the months of October/November.

4 Eligibility

4.1 A civil servant shall be eligible to register for the examination on meeting the following criteria:

4.1.1 The minimum number of years required by a civil servant to appear in the examinations shall be as below:

4.1.1.1 TOC to SSC Have completed 7 Years in Grade 10.

4.1.1.2 SSC to SC Have completed 8 Years in Grade 6.

4.1.1.3 ASC to AC Have completed 8 Years in Grade 6.

4.1.2 A civil servant is strongly recommended by the Ministry/Agency/Dzongkhag concerned illustrating the following:

- 4.1.2.1 Integrity.
- 4.1.2.2 Knowledge/Professionalism.
- 4.1.2.3 Experience, skills and attitude.
- 4.1.2.4 Additional qualification.
- 4.1.2.5 Outstanding Performance.
- 4.1.2.6 Potentiality to shoulder higher responsibilities.

4.1.3 The letter of recommendation from the Ministry/Agency/Dzongkhag stating that there is no adverse record against the candidate and must be accompanied by an attested copy of the following documents:

- 4.1.3.1 Certificates of additional qualification.
- 4.1.3.2 Clearance Certificate from the Royal Audit Authority.
- 4.1.3.3 Security Clearance Certificate.
- 4.1.3.4 Any other documents that may be required.

5 **Registration**

- 5.1 All recommendations for change of cadre shall be forwarded to the RCSC by 31st August every year by the Ministries/Agencies/Dzongkhags after ensuring that the recommended candidates meet the eligibility criteria.
- 5.2 A civil servant duly recommended shall register with the RCSC for the examination one week before the examination date.

6 **Administration**

- 6.1 The RCSC shall be responsible for organizing and conducting the examinations, in particular:
 - 6.1.1 Decide and publicize the date, time and venue of the examination through appropriate media approved by the RCSC.
 - 6.1.2 Coordinate setting of question papers with the Examination Committee constituted for the purpose, relevant institutes, and resource persons and maintain question banks for various professional examinations.
 - 6.1.3 Finalize question papers for specific examinations on time.
 - 6.1.4 Administer examinations as scheduled.
 - 6.1.5 Compile the results of the examinations and submit them to the Commission for approval.

6.2 There shall be three examination committees which shall be responsible for administering the examinations in respect of the following support cadres:

- 6.2.1 Administrative Support Cadre (ASC);
- 6.2.2 Scientific & Technical Support Cadre (SSC); and
- 6.2.3 Technicians & Operators Cadre (TOC).

7 The Examination Committees shall:

- 7.1 Assist the RCSC in identifying/acting as resource persons for preparation of examination questions on relevant subjects.
- 7.2 Assist the RCSC in administering the examinations.
- 7.3 Act as resource/subject specialists for evaluating the examination papers.

8 Content of Examination

Content of examination shall be based on the knowledge and skills requirement of the vacant post.

9 Conduct of Candidate

- 9.1 During the written examination, a candidate shall:
 - 9.1.1 Reach the examination hall not later than 15 minutes before the scheduled time for examinations.
 - 9.1.2 Be allowed entry into the examination hall only on production of the Admission Card issued by the RCSC and on confirmation of his identity through crosschecking with the photograph on the card.
 - 9.1.3 Conform to the Code of Conduct and Ethics prescribed by this rule.
 - 9.1.4 Not canvass for getting favour for the examination in any manner.
 - 9.1.5 Not give or leave any identification marks on the written answer sheet other than the allotted roll number.

10 Invigilation & Evaluation

- 10.1 Invigilation during written examinations:
 - 10.1.1 The RCSC shall appoint invigilators for proper conduct of the written examination. Invigilators shall comprise of senior civil servants, one of whom shall be designated as the chief invigilator.

They shall keep strict vigilance and carry out their responsibility sincerely, without any fear or favour.

10.1.2 The RCSC shall provide copies of the list of registered candidates to the chief invigilator for his information and use as attendance list for written examinations. The list shall have the following information:

- 10.1.2.1 Roll number of each candidate listed serially;
- 10.1.2.2 Provision for signature by the candidate, at the time of entry into the examination hall;
- 10.1.2.3 The date, time and subject of the written examination of the particular paper; and
- 10.1.2.4 Provision for dated signature of the chief invigilator before submission of the list to the RCSC.

10.1.3 The chief invigilator shall be responsible for ensuring admission of only the registered candidates to the examination hall after verifying the roll number cards and sealed photographs on them and in accordance with the provisions of this rule.

10.1.4 The chief invigilator, after confirming the identity of the candidate, shall cause the candidate to sign the attendance list in his presence before allowing the candidate to enter into the examination hall.

10.1.5 The chief invigilator shall be responsible for ensuring proper conduct of the written examinations and ensuring proper behavior of the candidates as provided in this rule.

10.1.6 The chief invigilator shall hand over the attendance list and the answer papers to the RCSC in sealed covers immediately after completion of the examinations.

10.2 Setting Questions and Evaluating Answer Papers of Written Examinations

10.2.1 The Secretary of the RCSC shall appoint qualified officials/persons to set the question papers as well as to evaluate the answer papers.

10.2.2 The valuation of written examination papers shall be on the basis of roll number and not by disclosing the identity of the candidate by name.

10.2.3 The setting and evaluation of examination papers shall be conducted in strict secrecy. Any breach of the confidentiality of these processes by any official/person shall be liable for disciplinary action.

10.2.4 Re-evaluation of answer papers shall not be permitted, except the recounting.

10.3 Conduct of Interview

10.3.1 A committee comprising of five members one of whom shall be designated as the Chairperson of the Interview Board shall conduct the oral interview.

10.3.2 The Secretary, RCSC, shall appoint the committee members.

10.3.3 The interview shall be conducted on the basis of roll numbers and not by disclosing the identity of the candidates by name.

10.3.4 An assessment form shall be used by each member of the interview board.

11 Declaration of Results and Follow-up

11.1 Results of the examinations and interview shall be compiled confidentially in the RCSC so that information about the marks obtained by a candidate in other parts of the selection process is not available to the evaluators/interview board members.

11.2 The final results shall be computed in the rank order list in the prescribed format and the list of selected candidates finalized, and publicized based on the minimum qualifying marks and availability of posts.

12 Cadre Change and Grade Fixation

12.1 The Secretariat of the RCSC shall submit the final result of the examination and the recommended list of civil servants for change of cadre with promotion to the RCSC.

12.2 Upon approval of the RCSC, the Secretariat shall issue Office Order effecting the change of cadre and promotion to the next higher grade.

CHAPTER 11

IN-COUNTRY TRAINING RULES AND REGULATIONS

1 Policy

1.1 This rule shall contribute towards appropriate training and development of human resource required for the civil service and specifically to:

- 1.1.1 Fulfill the requirement for trained human resource in various fields towards attaining the national goal of self-reliance;
- 1.1.2 Develop the full potential of a civil servant by providing planned training programme in order to maximize his professionalism and productivity;
- 1.1.3 Develop the skills required for absorbing appropriate technology;
- 1.1.4 Promote efficiency, effectiveness and productivity in the civil service; and
- 1.1.5 Enhance the capacity of the in-country training institutes.

2 Authority to approve Conduct of Training Programmes

2.1 The RCSC shall be the central authority to accord administrative and financial approval for introduction of an institution based pre-service training programme, designed to meet the requirements of organization(s) within the civil service. The non-institutional and sector specific in-service training programmes shall be approved by the Ministry/Agency concerned. However, organizing a training programme, catering to the multi-sectoral needs of the civil service shall require the approval of the RCSC.

2.1.1 The training institutes may conduct training programmes to cater to the needs of non civil service agencies on the request of the NTTA or such other authorities for which the approval of the RCSC shall not be required.

2.1.2 The proposal to introduce a training programme in a technical field to cater to the needs of a civil service organization/sector shall be examined by the NTTA to ensure that the technical requirements for conducting the programme are provided and their recommendations shall be taken into account while considering the proposal for approval.

- 2.2 The RCSC shall approve only such training programmes which:
- 2.2.1 Is aimed to meet the assessed Human Resource needs of an agency/sector in the civil service;
 - 2.2.2 Provides knowledge, expertise and skills to the trainees in relevant fields towards meeting the organizational objectives; and/or
 - 2.2.3 Impart knowledge that is required to accomplish special tasks or programmes.

3 **Application**

- 3.1 The term In -country Training hereafter referred to as training shall include all pre-service and in-service training programmes conducted to meet the requirements of civil service organization(s).
- 3.2 These rules shall not be applicable to the formal academic education offered in schools and colleges and training programmes designed to meet the needs of non civil service sector.
- 3.3 The term trainee shall refer to a candidate admitted to a training programme covered by this rule.
- 3.4 This rule shall not apply to:
- 3.4.1 Conferences held in the country.
 - 3.4.2 Meetings held in the country.
 - 3.4.3 Workshops held in the country.
 - 3.4.4 On-the-job training if it is within the same organization and in the same job location.

4 **Strategy**

The following strategies shall be adopted:

- 4.1 Assess and project short term and long term requirements for trained personnel and planning of the enrolment pattern of training programmes in accordance with the HRD Master Plan;
- 4.2 Plan budget and coordinate programmes for trainings based on the training need assessment;
- 4.3 Select candidates for training programmes based on merit;
- 4.4 Ensure that the in-country institutes possess the capacity and expertise to conduct a specific training; and

4.5 Monitor and evaluate the performance of the training programmes.

5 **Procedures for Introduction of a Training Programme**

5.1 An agency intending to introduce an institutional training programme shall submit an application in Form HRD-18 given at **Annexure 11/1** together with the technical evaluation report on the proposal by the NTTA wherever applicable and the syllabus of the course for approval of the RCSC.

5.2 Agencies shall draw up a training plan at the end of every year along with the list of employees to be trained during the following year.

6 **Selection of Candidate**

6.1 The training institute concerned or any other committee/body authorized by the RCSC shall be responsible for selection of candidates to a pre-service training programme.

6.2 A candidate applying for a pre-service training shall:

6.2.1 Be a Bhutanese citizen or nominees from other countries approved by the Royal Government;

6.2.2 Possess sound health and prescribed physical requirements;

6.2.3 Meet the qualification and age requirements;

6.2.4 Submit application in Form HRD-17 (attached as **Annexure 11/2**) to the head of the institute or any other authority as may be advised from time to time along with certified copies of documents listed in **Annexure 11/3**, subject to changes from time to time (this is applicable only to the national candidates. In the case of nominees from other countries, the requirements specified in the offer/agreement shall be followed); and

6.2.5 Have a clear record of character and conduct.

6.3 A civil servant applying for a pre-service training shall meet the following criteria:

6.3.1 Nominated by his parent agency or issued a 'No Objection Certificate'.

6.3.2 The training is relevant to one's job responsibility.

6.4 A candidate shall not be eligible for admission to a training programme if:

- 6.4.1 He has been expelled from an institution on disciplinary grounds;
- 6.4.2 He did not complete a previous training successfully for reasons within his control.
- 6.5 A candidate who has joined a training programme shall be debarred from joining another training programme/institute.
- 6.6 A civil servant shall have rendered a minimum of 2 years of continuous and satisfactory service to qualify for admission to a long duration training programme.
- 6.7 A certificate holder shall be eligible for a diploma course only in his field of specialization and in an institute within the country when such diploma is normally a pre-service programme. Further, the candidate shall be selected only if he has secured the first position at the certificate examination in the particular branch of the particular year and subject to fulfillment of the minimum requirement prescribed for admission.
- 6.8 A diploma holder shall be eligible for first degree course only in an institute within the country provided he is placed in the first position at the diploma examination of the particular branch of the particular year and subject to fulfillment of the minimum requirement prescribed for admission.
- 6.9 A candidate selected for higher studies as per clauses 6.7 and 6.8 above, if employed in the civil service, shall resign from the service when the duration of the Diploma/Degree course is 24 months or more. Such candidates shall however, be eligible to seek re-employment in the civil service in deviation to clause No.5.2 of the Recruitment and Appointment Rules and Regulations.
- 6.10 A candidate trained earlier shall be considered for another training only when supplementing or enhancing of the skills and knowledge acquired earlier is essentially required to carry out the responsibilities already assigned or planned to be assigned to the incumbent.
- 6.10.1 The re-nominating authority in such cases shall fully justify the need for the nominee to undergo a further training while his accomplishment and the benefit accrued to the government programme from the previous training shall be substantiated.

The authority approving such nominations shall carefully examine and reconfirm the need for the re-training before according the approval.

7 Entitlement during Training Period

7.1 During training of more than one-month duration

A trainee undergoing a pre-service training shall be entitled to:

- 7.1.1 Stipend at the rate prescribed by the Royal Government from time to time;
- 7.1.2 The stipend during annual vacation if the period is one month or less;
- 7.1.3 Uniform/uniform allowance in addition to the stipend if sanctioned for the particular training programme;
- 7.1.4 Annual vacation and holidays as per the schedule of the institute.
- 7.1.5 Basic pay, subject to the provisions of the leave rules, in the case of a civil servant admitted to the training without requiring him to resign from the service.
- 7.1.6 Actual travelling expenditure and daily subsistence allowance at the rates prescribed from time to time, during the field attachment/visits. However, travelling and daily subsistence allowance for travels related to joining and leaving the training institutes shall not be allowed.

A trainee undergoing an in-service training shall be entitled to:

- 7.1.7 Basic pay subject to the conditions prescribed in the Leave Rules and Regulations;
- 7.1.8. Stipend at the rate given in **Annexure 11/4** subject to revision from time to time;
- 7.1.9. Stipend during annual vacation if the period is one month or less;
- 7.1.10. Uniform/uniform allowance if sanctioned for the particular training programme;
- 7.1.11. Annual vacation and holidays as per the schedule of the institute;
- 7.1.12. Travelling and daily allowances for travels from his office to the institute and back to the office as per the normal rates and subject to relevant rules; and

7.1.13. Actual travelling expenditure and daily allowance at the rates prescribed from time to time, during the field attachment/visits.

7.2 During training of one month or less duration (applicable only for in-service training).

7.2.1 Pay and Allowances;

7.2.2 DSA as per the rates given in **Annexure 11/4**, subject to revision by the Royal Government from time to time.

7.2.3 Travelling and daily allowances for travels related to joining and leaving the training institutes; and

7.2.4 Actual travelling expenditure for travels related to the field attachment/visits.

7.3 All forms of allowances shall cease to be paid during the training exceeding one month.

7.4 A trainee retaining a government accommodation other than the one provided in the training institute shall be liable to pay full house rent as per the rules.

7.5 The period of training for the purpose of promotion shall be computed as per the Promotion Rules and Regulations.

8 Termination of Training/Scholarship

A trainee shall be removed from a training institute, when necessary, in accordance with rules and regulations governing the attendance and removal of the trainees to be formulated by every training institute.

9 Obligation of a Trainee

9.1 A civil servant, at the time of rejoining the parent agency upon completion of training, shall produce an attendance-cum-course completion certificate.

9.2 A trainee shall not discontinue the programme for reasons other than ill health. Discontinuation on ill health shall be supported with proper medical certificates and should be approved by the training institute/in-charge.

9.3 An in-service trainee upon completion of a training shall serve the civil service at least for a period equal to double the duration of the course, subject to a minimum of one year.

9.4 An agency/institute concerned may, where required, lay down conditions of

minimum service to be rendered by the trainees upon completion of a pre-service training programme and require the trainees to execute undertaking to this effect.

10 **Penalty for Failing to Fulfill the Obligation**

A trainee on failing to fulfill any of the obligations stipulated under clause 9 above shall be liable to refund total stipend/DSA drawn by him during the training.

11 **Failure and Repetition.**

A trainee who fails to complete the course successfully despite his best efforts or for reasons of ill health shall be allowed to reappear for the examination once, subject to the recommendations of the training institute.

HRD FORM-18

**APPLICATION FOR GOVERNMENT APPROVAL FOR
INTRODUCTION OF A TRAINING PROGRAMME**

- | | | |
|------------|--|----------|
| 1. | Name of the Training | : |
| 2. | Objective of the Training Programme * | : |
| 3. | Level | : |
| 4. | Duration | : |
| 5. | Proposed date of Commencement | : |
| 6. | Proposed date of completion | : |
| 7. | Name of Institute and location | : |
| 8. | Intake capacity | : |
| 9. | Entry qualification | : |
| 10. | Rate of stipend | : |
| 11. | Other facilities in the institute | : |
| 12. | Proposed entry grade on successful
completion of the training programme | : |
| 13. | Name of Head/In-charge of Institute | : |
| 14. | Any other information | : |

** Please attach the training proposal*

Place:

Date:

Signature of the Head
of Institute/Department

RECOMMENDATIONS OF THE HEAD OF THE MINISTRY

Place :

SIGNATURE

Date :

FOR RCSC USE ONLY

Introduction of the Training Programme is Approved/not Approved subject to the conditions stated above.

Place :

SECRETARY

Date :

Royal Civil Service Commission

HRD FORM - 17

**APPLICATION FORM FOR
 IN-COUNTRY TRAINING PROGRAMME**

1. *Brief particulars of the Applicant*

- (a) Name :
- (b) Sex :
- (c) Date of Birth :
- (d) Religion :
- (e) Citizenship ID Card No. :
- (f) Permanent Address :
- Geog :
- Village :
- Dzongkhag :
- (g) Current Mailing Address :

2. *Academic qualification:*

Name of institute	Country	Examination	Year	Percentage Scored
		Cl. VIII		
		Cl. X		
		Cl. XII		
		Bachelors Degree		
		Post Graduate		

3. *State whether presently, employed or not employed:*

4. *For Employed candidates only :*

- (a) Organization :
- (b) Designation :
- (c) Training Undertaken :

5.

Institute/Agency	Country	Training/Course	Year	Duration

* Copies of the documents attested by an official in grade 5 or above must be enclosed.

6. *Particulars of Parents & Relatives:*

Name	Relation	Nationality	Occupation	Address
	Father			
	Mother			
	Brother			
	Sister			

7. *Details of Studies/Training Applied for:*

- (a) Course Title :
- (b) Institution :
- (c) Start Date :
- (d) Duration :
- (e) Level of Course :

8. I, hereby certify that the above information is correct to the best of my knowledge. I understand that my application for training is liable to be rejected by an appropriate authority in the Royal Government in the event they find the above information incomplete or incorrect. I pledge that I shall take the full course prescribed by the institution and abide by the code of conduct of the Institute and In-country Training Rules and Regulations of the Royal Government and accept my liability for penalty as may be decided by the Royal Government.

Date:

Affix Legal Stamp

Place:

(Signature of Applicant)

9. In the event of any failure on the part of the above named person to abide by this undertaking, I, ID. Card No..... hereby undertake to refund to the Royal Government the total stipend/DSA incurred on his training by the Royal Government of Bhutan or by Donor Agency/Agencies assisting the Royal Government and also agree to accept any penalty imposed as per the Training Rules and Regulations.

Date:

Affix Legal Stamp

Place:

(Signature of Guarantor)

- Name :
- Relation with the candidate :
- Designation/Occupation :
- Present address :
- Geog :
- Dungkhag :
- Dzongkhag :
- Citizenship ID No. :

NB: *The Head of the Training Institute/agency is required to forward original copy of HRD-17 Form to the Secretary, RCSC within one month of commencement of Training/Course.*

LIST OF DOCUMENTS TO BE SUBMITTED BY A CANDIDATE

- (i) Bhutanese Citizenship Identity Card;
- (ii) Attested copies of academic transcripts issued by an institute recognized by the Royal Government of Bhutan;
- (iii) No Objection Certificate from the employer (for those who are employed only);
- (iv) Security Clearance Certificate;
- (v) Audit Clearance Certificate (for those who are employed only); and
- (vi) Any other document that may be required.

RATES OF DAILY SUBSISTENCE ALLOWANCE AND STIPEND

I Daily Subsistence Allowance

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

II Stipend

A civil servant attending the specially designed 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 from time to time.

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 civil servant attending a training programme at an institute in the same locality of his posting shall be paid 20% of the DSA or the stipend as the case may be.

CHAPTER 12

IN-SERVICE TRAINING (ABROAD) RULES AND REGULATIONS

1 Policy

1.1 This rule shall facilitate appropriate training and development of human resource so that employees become optimally useful. In particular, this rule shall:

1.1.1 Fulfill the requirement for educated human resource of the country towards attaining the national goal of self-reliance;

1.1.2 Enhance the efficiency, capability and quality of existing personnel through appropriate training; and

1.1.3 Minimize demand on human resource through acquisition of appropriate technology, skills and knowledge.

1.2 Training for a civil servant shall be provided based on organizational needs and it shall not be claimed by a civil servant as a matter of right.

Training shall develop professionalism in the civil service.

2 Application

2.1 In this rule, the term training shall apply to:

2.1.1 Formal university degree courses at the postgraduate level;

2.1.2 Institutional courses (attachments, certificate and diploma courses);
and

2.1.3 Study tours, workshops and seminars outside the country.

2.2 While this rule shall cover the policy aspects of higher education, the Department of Education shall prescribe specific rules and procedures with regard to school and collegiate education, which shall be complementary to this rule.

3 **Strategy**

The strategies to implement the policy shall be to:

- 3.1 Assess and project the short and long-term requirements for educated human resource and plan the enrolment pattern at various levels of the education system and training institute;
- 3.2 Identify the training needs for all categories of human resource and arrange training outside the country for selected personnel as well as formulate plans and co-ordinate programmes for in-country training;
- 3.3 Send candidates abroad only for specialized studies or training for which facilities are not available within the country;
- 3.4 Evaluate the performance of trained candidates annually and assess the impact of the training on the Department/Agency concerned on an annual basis; and
- 3.5 Ensure that the trained human resource is properly assigned and effectively utilized. In selecting personnel against positions, consideration shall be given to increased skills, knowledge and capabilities that an applicant has acquired through training.

4 **Authority to Approve Training**

The nomination of a candidate shall be approved by:

- 4.1 The RCSC when the course is long term or unplanned/ad hoc; and
- 4.2 Ministry/independent agency when the course is short term and where there is no financial implication to the government.

5 **Selection Criteria**

- 5.1 A candidate shall be normally eligible for a course of 18 months or more duration only once in the entire service period. Subsequent training (s) shall be restricted to courses of lesser duration. Nomination of a civil servant to such a course for a second time may be considered based on organizational needs.

Note: *The nomination of a candidate for official delegations, seminars not related to training conferences and meetings shall be approved by the Ministry of Foreign Affairs.*

- 5.2 Training to be undertaken by a trainee must be relevant to the needs of the government and to the candidate's responsibilities.
- 5.3 A nominee shall:
- 5.3.1 Be a Bhutanese;
 - 5.3.2 Meet the qualification and age requirements. A candidate sponsored by the government for a master's or higher-level course shall not be older than forty years of age;
 - 5.3.3 Have a clear service record;
 - 5.3.4 Submit certified copies of all relevant academic transcripts;
 - 5.3.5 Have rendered a minimum of two years of continuous and satisfactory service to the government when the course is of long duration; and
 - 5.3.6 Not be eligible for training during the probation period.
- 5.4 A civil servant shall not be eligible for nomination for a training when:
- 5.4.1 He has discontinued a training programme to which previously nominated for reasons within the control of the candidate;
 - 5.4.2 He did not complete the previous training successfully; and/or
 - 5.4.3 His scholarship/fellowship granted previously is terminated by the government for violation of training and/or other related rules and regulations.

6 **Nomination Procedure**

- 6.1 The RCSC shall invite nomination from agencies concerned for long term and ad hoc courses.
- 6.2 The nomination shall be processed through appropriate channels on the prescribed nomination forms, completed in every respect, recommended by an officer not lower in rank than the head of the department and endorsed by the respective Secretary of the Ministry or Chairperson of the autonomous agency. The respective sectoral departments and ministries shall be responsible for nominating personnel of the fields concerned.
- 6.3 The nomination shall be submitted using HRD 4 Form given at **Annexure 12/1** accompanied by an attested copy of the citizenship identity card, security

clearance certificate, an audit clearance certificate and any other document that may be required (for academic programmes, the nomination must be accompanied by all relevant academic transcripts).

6.4 Training shall be pre-planned by ministries/departments/dzongkhags/agencies concerned and approved by the RCSC based on their need for trained human resource. Nomination for study tours, workshops, and other non-regular offers made by the donors only shall be considered on ad hoc basis.

6.5 Agencies shall submit completed nomination forms together with other required documents to the RCSC Secretariat where applicable, well in advance of the date of commencement of the course or on the date advised by the RCSC.

6.6 Nominations shall be processed with academic or training agencies concerned through the approved channels by the RCSC/Ministries/Agencies.

6.7 Every candidate, on approval of his nomination, shall be issued a letter of award in the prescribed format, given at **Annexure 12/2 or 12/3** as the case may be, by the approving authority.

6.8 The RCSC shall not sponsor first-degree courses.

7 Pre-departure Formality

A nominee whose training is confirmed shall:

7.1 Report to the RCSC for briefing;

7.2 Be issued travel documents by the Ministry of Foreign Affairs only on the basis of a letter issued by the RCSC to this effect; and

7.3 Sign a written agreement with the Royal Government in the prescribed format given at **Annexure 12/4** to this rule to the effect that on completion of the training, the candidate shall return to Bhutan and continue in the service of his organization for a minimum period as stipulated under clause No. 9.11 of this rule or pay the stipulated compensation, unless the Royal Government transfers him in the interest of public service.

8 Entitlement during Training

8.1 The period of training shall be treated as study leave and shall be governed by the leave rules and regulations.

8.2 A civil servant who has been nominated by the competent authorities 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.

- 8.3 A civil servant who arranges studies privately and granted study leave shall be entitled to full basic pay for a period of twelve months provided the course is relevant to his parent organization. When the course is not relevant to his parent organization, he shall be eligible for study leave for a maximum period of eighteen months without salary and other entitlements.
- 8.4 A civil servant shall not be eligible to accrue any leave during the period of training and shall be allowed to avail only the leave permitted by the training institute concerned.
- 8.5 A civil servant shall be entitled to Leave Travel Concession (LTC) and annual increment for the training period, subject to provisions in the relevant rules.
- 8.6 No allowance of any form shall be paid during the training period when the duration exceeds one month.
- 8.7 A nominee deputed for training shall be covered by the medical insurance under the fellowship scheme. However, in the case of an emergency, the medical expenditure shall be borne by the Department of Health Services on production of original medical bills provided it is not covered by medical insurance or borne by any other agency.

9 **Obligations of Fellows**

As an official nominee of the Royal Government of Bhutan, a fellow on training abroad shall:

- 9.1 Conduct himself at all times in a manner befitting his status;
- 9.2 Submit a joining report to the RCSC/Agency concerned immediately after joining the programme;
- 9.3 Provide to the nominating authority the mailing address of the academic adviser;
- 9.4 Carry out the training in a manner acceptable to the authorities of the training institute and within the period prescribed in the letter of award;
- 9.5 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;
- 9.6 Submit grade reports after every examination or test through the course supervisor, academic adviser or the head of the institute/university when admitted for a long-term training. The report shall consist of a brief description of the subjects studied, examinations taken, field trips, etc. and a brief description of the study plan for the following semester;

- 9.7 Not change from the training programme specified in the letter of award or change the institute/university;
- 9.8 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 to the press 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 Royal Government;
- 9.9 Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity, coerce, attempt to coerce, order, or advise an individual to pay, lend or contribute anything of value to a party, committee, organization, agency or person whose activities are prejudicial to the **Tsa Wa Sum** ;
- 9.10 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 Royal Government;
- 9.11 On completion of the training, return to Bhutan and continue in the service of his organization at least for a period equal to double the duration of the course, subject to a minimum of one year, unless the Royal Government transfers him in the interest of public service;
- 9.12 Pay to the government (by the nominee or his guarantor) an amount equal to the expenditure incurred on the particular training when he voluntarily resigns from the services of the organization prior to rendering service for the specified duration;
- 9.13 Be terminated from service when he does not return to Bhutan from the training;
- 9.14 Pay to the government (by the nominee or his guarantor) an amount equal to two times the expenditure incurred on his current training when he fails to return to Bhutan on completion of the training or discontinues his training and does not return to Bhutan;
- 9.15 Pay to the government by the nominee or his guarantor the actual expenditure incurred by the Royal Government on his current training when the candidate discontinues the course for a reason other than ill health and returns to Bhutan;

10 **Repetition and Extension of Scholarship**

- 10.1 A candidate shall be allowed to repeat a course/examination and given extension by the candidate of scholarship only when he is unable to complete the course due to his ill health or due to a reason related to the Institute/University, which is beyond the control of the incumbent;
- 10.2 Extension shall not be granted to undertake an additional course; and
- 10.3 Prior approval of the RCSC shall be required for repetition and extension of scholarship.

11 **Termination of Scholarship**

A scholarship shall be terminated if:

- 11.1 The conduct of a fellow is not in conformity to this rule;
- 11.2 The performance of the fellow is observed to be below average or unacceptable to the authorities of the training institute, the agency concerned and/or the RCSC;
- 11.3 The fellow does not attend the training regularly; and
- 11.4 Fails to complete the course in the prescribed period and approval for extension of the fellowship is not accorded.

12 **End of Fellowship and Return to Bhutan**

A fellow on completion of training shall:

- 12.1 Be required to report to the RCSC Secretariat/the agency concerned along with the training report after availing the normal travelling time. The fellow shall be liable to submit a written explanation if there is any delay in reporting.
- 12.2 Submit a training report containing 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 Ministry/Agency or the RCSC as the case may be.
- 12.3 Not be allowed to change or leave his professional field for a period of two times the duration of the training, subject to a minimum of one year.

HRD FELLOWSHIP NOMINATION FORM-4**I. Brief Particulars of the Candidate Nominated**

- a) Name :
- b) Employee ID No. :
- c) Designations, Place of Posting & Employing Agency :
- d) Date of Birth and Age :
- e) Father's Name :
- f) Name, Occupation and Nationality of Spouse :
- g) Permanent Address :
- h) Documents verified (quote reference numbers) – original to be retained with Ministries/Agencies :
- 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)
- 1
- 2
- 3

II. Details of Training to be Undertaken

- a) Course under HRD Master Plan or Ad-hoc offer :
- b) Funding Agency :
- c) Course Title/Field of Training :
- d) Institution and Location (Mention Country also) :
- e) Date of start and duration :

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

Course Title	Institute & Location (Mention country also)	Dt./Month/Year	Duration (in m.m)	Funding Agency
i)				
ii)				
iii)				
iv)				

IV. Special achievements/research work done/extracurricular activities (mention briefly and enclose proof, if necessary)

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 Department and Head of the Ministry

- i) Give reasons for nominating the particular candidate.**

- ii) Description of the use of this training to the Ministry/Department / Organization.**

Place : Signature :
 Date : * Name & Designation of
 the Head of Dept/Agency :

RECOMMENDED

Place : Signature :
 Date : * Name & Designation of
 the Head of the Ministry:

* The signature should be of the real incumbent and not of persons officiating on his behalf.

(To be used by the RCSC)

RCSC/PER/

Dated.....

To

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

Sub : Letter of Award

Dear Sir,

Please refer to letter No. dated in connection with the nomination of(give the name of the candidate) for a (Course) in.....

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

Name of the course	:	
Country and Institute	:	
Duration	:	From To.....
Funding Agency	:	

The candidate concerned may please be directed to report to this Secretariat for briefing and executing a legal undertaking.

Yours sincerely,

()
Secretary

Copy to:

1. The candidate for information and necessary action.
2. The Head of the Department/Agency concerned.
3. The Ministry of Foreign Affairs for information.

(To be used by the Ministries/Agencies)

RCSC/PER/

Dated.....

To

.....(Name of the candidate)

.....

.....

Sub.: Letter of Award

Dear Sir,

The Ministry of (or Agency) is pleased to approve your nomination for a (Course) in.....

The particulars of the award are given below.

Name of the course	:	
Country and Institute	:	
Duration	:	From To.....
Funding Agency	:	

You are requested to report to and get proper briefing on all the rules and procedures governing the award and execute necessary undertaking as required under the rules.

Yours sincerely,

()
Secretary/Head of the Agency

Copy to:

1. The Secretary, RCSC for information.
2. The Head of the Department/ Dzongkhag/Agency concerned.
4. The Ministry of Foreign Affairs for information.

UNDERTAKING

I, Mr./Mrs./Miss.....son/daughter
of Mr./Mrs.hereby accept the offer
of fellowship/scholarship from (mention sponsoring agency)for studies in
.....(mention 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. On completion of my training/studies, return to Bhutan and continue in the services of my organization for a minimum period of two times the duration of the course, subject to a minimum of one year, unless I am transferred by the Royal Govt. of Bhutan in the interest of public service.
6. Pay to the Royal Government an amount equal to the expenses incurred by the Royal Government/donor agency on my current training in the event I discontinue the training for a reason other than illhealth and return to Bhutan.
7. Pay an amount equal to **two times** the expenses incurred on my current training, in the event I do not return to Bhutan from my training.
8. Pay to the Royal Government an amount equal to the expenditure being incurred on my current training in the event I return to Bhutan but voluntarily resign from the services of my organization prior to rendering the specified duration of service.

I, do hereby 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.

contd/-

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

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

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

Place: Sd/-
(Affix Legal Stamp)
Date: Name of Guarantor: -----
Relation with the candidate: ---
Occupation: -----
Present address-----
Village: -----
Mailing address: -----

Witnesses:.....

1).....

2).....

CHAPTER 13

LEAVE RULES AND REGULATIONS

1 Policy

- 1.1 Leave shall not be claimed by a civil servant as a matter of right.
- 1.2 The authorities vested with the powers to grant leave shall exercise their discretion in granting leave to ensure maximum output from a civil servant.

2 Categories of Leave

A civil servant shall be entitled to the following categories of leave:

- (i) Casual Leave;
- (ii) Earned Leave;
- (iii) Maternity Leave;
- (iv) Paternity Leave;
- (v) Medical Leave;
- (vi) Study Leave; and
- (vii) Extraordinary Leave.

2.1 Casual Leave

Casual Leave shall be:

- 2.1.1 Granted to a civil servant for a short period on account of illness or urgent personal affairs and a civil servant on casual leave shall be deemed to be on duty for all purposes;
- 2.1.2 Admissible for a maximum of ten (10) days during a calendar year;
- 2.1.3 Credited to the Earned Leave to the extent not availed at the end of the calendar year, subject to a maximum limit of sixty (60) days of Earned Leave that can be accumulated. A civil servant entitled to paid vacation (such as a teacher) in lieu of earned leave, shall not be eligible to retain the unused casual leave in the account;
- 2.1.4 Allowed to be availed by prefixing, sandwiching and suffixing government holidays including weekly off-days viz. Saturdays and Sundays. Saturday shall also be prefixed, suffixed and sandwiched in the case of those civil servants for whom Saturdays are working days. However, if leave is availed only on a Saturday, it shall be treated as leave and debited to the casual leave account;

- 2.1.5 Granted even for half-a-day;
- 2.1.6 Granted by the controlling officer of the applicant;
- 2.1.7 Allowed to be availed by a civil servant while on tour with the approval of the competent authority but daily allowance shall not be admissible for the days of casual leave;
- 2.1.8 Allowed to be availed by a fresh appointee joining service in the course of a calendar year, proportionately, calculated on a monthly basis;
- 2.1.9 Admissible to a civil servant transferred from one office to another only to the extent of balance at credit for that particular calendar year on the date of transfer and recorded in the last pay certificate; and
- 2.1.10 Casual leave account shall be maintained in respect of every civil servant.

2.2 **Earned Leave**

- 2.2.1 A civil servant shall earn leave with gross pay at the rate of 2.5 (two and half) days for every completed month of service;
- 2.2.2 Earned leave shall be accumulated only to a maximum period of 60 days;
- 2.2.3 Government holidays and weekly off days (Saturdays and Sundays) within the period of the earned leave sanctioned to a civil servant shall not be counted as earned leave. This privilege shall also be extended to those civil servants for whom Saturdays are otherwise working days;
- 2.2.4 Earned leave shall be granted by the head of the Agency of the minimum rank of a head of Department/Dzongkhag except for self for whom it shall be granted by the controlling officer. The powers to grant earned leave may be delegated to authorities under them as found necessary;
- 2.2.5 A civil servant shall not accrue earned leave during the period of training;
- 2.2.6 A member of the teaching cadre entitled to annual vacation shall not be entitled to earned leave; and
- 2.2.7 A vacation staff under the Teaching Profession who renders a minimum of seven months service in the academic year shall be eligible for the full paid annual vacation. One who renders less than seven months but more than three months service in a particular academic year shall be eligible for one month paid vacation. A civil servant in the teaching profession who renders service for a period less than three months in an academic year shall not be eligible for any paid vacation.

2.2.8 A civil servant joining a new post on transfer without availing the full joining time shall be entitled to credit the number of days of un-availed joining time to the earned leave account subject to the maximum limit of sixty days of earned leave.

2.3 **Maternity Leave**

2.3.1 Maternity leave with full gross pay, normally commencing one month prior to the date of confinement and extending for a total period of three months from the date it commences, shall be admissible to a civil servant. The maternity leave shall, at the latest, commence from the date of delivery.

2.3.2 In addition to the leave admissible as mentioned above at 2.3.1, maternity leave with full gross pay shall be admissible during miscarriage for a maximum period of one month on production of a medical certificate.

2.3.3 Maternity leave may be combined with any other form of leave, subject to above clause No. 2.3.1.

2.3.4 Government holidays shall be prefixed or suffixed but holidays intervening the maternity leave shall be counted as leave.

2.3.5 Maternity leave shall be granted by the respective controlling officer on production of medical certificate, each time.

2.4 **Paternity Leave**

2.4.1 A male civil servant shall be granted paternity leave of three days.

2.4.2 The paternity leave may be combined with other forms of leave and shall be prefixed or suffixed to public holidays.

2.5 **Medical Leave**

2.5.1 A civil servant, who has been certified as incapable of performing duties due to illness or injury, shall be granted medical leave on production of a medical certificate issued by a medical authority in Bhutan as detailed below for the periods:

2.5.1.1 Up to one (1) month - A Medical Officer.

2.5.1.2 Up to six (6) months - A Medical Board of Doctors appointed by the Department of Health Services.

2.5.1.3 Exceeding six (6) months - The Head of the Department of Health Services on the recommendation of a Medical Board appointed by the Department of Health Services.

2.5.2 A civil servant on medical leave shall be paid full gross pay to a maximum of six months. In the event the medical leave exceeds six (6) months, the allowances if any, shall cease to be paid for the subsequent period.

2.5.3 A civil servant, who has been granted medical leave for more than three (3) months, on re-joining the duties, shall be required to produce a medical certificate of fitness to perform the duties.

2.5.4 A civil servant shall be granted the medical leave for a maximum period of one (1) month to escort a direct dependant of the civil servant concerned. He shall be entitled to TA/DA as per the medical referral treatment rules and regulations.

2.5.5 Medical leave shall be sanctioned only by the head of the Agency of a minimum rank of head of the Department/Dzongkhag which may be further delegated to authorities under them, if found necessary.

2.6 **Study Leave**

2.6.1 Study leave shall be granted to a civil servant to enable him to pursue a formal course of study/training relevant and useful to the present or future duties.

2.6.2 Study leave shall be granted only to pursue relevant courses conducted by recognized universities/institutes. All such courses/trainings pursued by a civil servant therefore, shall require the approval of the RCSC/Ministry/Independent Organization concerned.

2.6.3 Study leave shall be granted to a civil servant for the actual duration of the approved training and journey periods to join the training and to return to the duty station on completion of the training, when deputed by the government.

2.6.4 Study leave may also be granted to a civil servant for a maximum period of eighteen (18) months when the incumbent arranges his own financing and admission to a course provided the training is relevant to his duties and is approved by the RCSC. When the course is not relevant to his parent organization, he shall be eligible for study leave for a maximum period of eighteen (18) months without salary and other entitlements. Such leave shall be granted by the Secretary of the Ministry/Head of the Agency concerned.

- 2.6.5 A civil servant applying for study leave shall produce evidence to the effect that he has secured admission to the training. On his return from the leave, documentary evidence shall be submitted to show that he has attended the course.
- 2.6.6 A civil servant undergoing training shall be entitled to the full basic pay for a maximum period of twelve (12) months if the prescribed period of the training exceeds twelve (12) months, the civil servant shall be entitled only to one half (1½) of the basic pay during the remaining period of training, subject to clause No. 2.6.4 above. No allowance shall be paid to a civil servant during the entire training period when the duration exceeds one (1) month.
- 2.6.7 The head of the agency, not below the rank of the head of a Ministry/Agency shall be the competent authority for granting study leave upon approval of the nomination of the candidate by the competent authorities.

The period of study leave shall be considered as part of active service for the purpose of retirement benefits.

- 2.6.9 Study leave, subject to a maximum of eighteen (18) months shall be considered as active service for the purpose of promotion. The study period beyond eighteen (18) months shall be deducted while calculating the period of active service for this purpose.
- 2.6.10 Study leave may be combined with other forms of leave, to the extent required to complete the approved study programme provided the leave is approved by a competent authority.

2.7 **Extraordinary Leave**

- 2.7.1 Extraordinary Leave (EoL) shall be granted to a civil servant up to a maximum period of twenty-four (24) months, in total during the entire service period.
- 2.7.2 A civil servant shall be eligible for Extraordinary Leave for three months or more, only after rendering a minimum active service of five (5) years.
- 2.7.3 Extraordinary Leave shall be granted to a civil servant only after fulfilling all conditions of service laid down under the training rules, if he has undergone a training.
- 2.7.4 Government holidays may be prefixed and/or suffixed to Extraordinary Leave but government holidays intervening the period of leave shall be considered as leave.

- 2.7.5 Total period of Extraordinary Leave availed during the entire service shall be excluded while calculating the number of completed years of service rendered by a civil servant as on the last day of his service for the purpose of gratuity claims.
- 2.7.6 No salary or other benefits of the post held shall be granted to a civil servant for the days of Extraordinary Leave.
- 2.7.7 Annual increment accruing during or after a spell of Extraordinary Leave in the previous year shall be postponed by the exact number of days of such leave. The date of future annual increment shall not however be affected.
- 2.7.8 Promotion processed prior to availing Extraordinary Leave, if granted, shall be effected only on rejoining the service.
- 2.7.9 A civil servant occupying a government accommodation shall vacate it when the civil servant is granted Extraordinary Leave for a period exceeding one year at a time. The civil servant shall be allowed to retain the government accommodation on full payment of the house rent in advance, when the Extraordinary Leave period is one year or less.
- 2.7.10 The Agency in charge of housing shall be informed of the Extraordinary Leave sanctioned to a civil servant by the AFD concerned immediately upon the sanction.

3 **Authority to Grant Extraordinary Leave**

The authority to grant Extraordinary Leave to a civil servant shall be:

- 3.1 Up to six months - Head of the Agency/
Department/Dzongkhag.
- 3.2 Period exceeding six months - Secretary of the Ministry/
Head of the Agency.

4 **Leave Salary**

- 4.1 A civil servant shall be paid basic pay and allowances if any, for the period of casual leave, paternity leave, earned leave, maternity leave and medical leave. However, payment of an allowance shall be limited to the first six months in case the medical leave period extends beyond this period.
- 4.2 A civil servant granted earned leave/maternity leave/medical leave for a period of one month or more shall be paid one month leave salary in advance in addition to the salary for the number of days of duty in the month in which the leave commences. When the leave period is less than 30 days, duty period salary and the admissible leave salary for the month of

commencement of leave may be paid in advance provided the leave expires after the subsequent salary disbursement date.

- 4.3 A teacher proceeding on annual vacation shall be entitled to one month's full pay advance provided the civil servant renders a minimum service of seven months in the academic year. Salary for the second month of the vacation shall be paid on joining the duty after availing the vacation. A civil servant under the teaching profession who renders less than seven months but three months or more service shall be eligible for only one months leave salary which may be paid in advance and those who serve less than three months shall not be eligible for any vacation salary.
- 4.4 The advance shall be promptly adjusted against the leave salary due to the civil servant for the period of leave.
- 4.5 The salary of a civil servant while on training shall be paid in accordance with clause No. 2.6.6 above.

5 **General Rule**

- 5.1 A civil servant shall be considered as on duty at all time in a day and can be called on duty by the appropriate authority at any time of a day according to exigencies of service.
- 5.2 Except in the case of sudden illness or unforeseen circumstances, no civil servant shall remain absent from duty nor leave station without taking prior permission from the immediate superior.
- 5.3 The controlling officers, at the beginning of the fiscal year, shall plan the leave for his subordinates in consultation with the civil servants. The approval of the competent authority shall be obtained well in advance.
- 5.4 Submission of application for leave by a civil servant does not imply that the leave is sanctioned, till a written order is passed to that effect by the competent authority.
- 5.5 No leave shall be sanctioned beyond the date of retirement.
- 5.6 In case of termination of services due to failure of a civil servant to resume duty on expiry of leave sanctioned, leave salary in respect of the period covered by the sanction shall be payable. Dues recoverable from a civil servant shall be adjusted out of the leave salary or any claim to be paid to him.
- 5.7 Earned leave shall not accrue to a civil servant during any form of leave except casual leave, maternity leave and earned leave. Accordingly, it follows that a civil servant while on training shall not accrue earned leave.

- 5.8 Joining time on transfer may be suffixed to any form of leave.
- 5.9 Leave account records except that of casual leave, of all civil servants shall be maintained in the formats given in the service record.

6 **Encashment of Leave**

- 6.1 A civil servant who has at least thirty (30) days earned leave at credit shall be permitted to encash thirty (30) days of earned leave, subject to the following conditions:
- 6.1.1 The amount payable on encashment of thirty (30) days earned leave shall be equal to the civil servant's one month's basic pay as on the date of encashment.
 - 6.1.2 Thirty days earned leave shall be debited to the earned leave account on the date of such encashment.
 - 6.1.3 Only one such encashment of earned leave is allowed during a financial year.
 - 6.1.4 Notwithstanding the clause 6.1.3 above, a civil servant leaving the service for any reason shall be permitted to encash the earned leave at credit, at the rate of full basic pay.
 - 6.1.5 Similarly, vacation staff under the Teaching Profession leaving the service for any reason shall be paid full for the entitled vacation period.
 - 6.1.6 If a civil servant eligible for annual vacation is required to attend urgent official duties during vacation period, the civil servant shall be paid full basic pay for the number of vacation days deprived in addition to the normal salary for the vacation period. In addition, such a civil servant shall be entitled to daily allowance during the period of such duty on being posted away from his place of posting.
 - 6.1.7 A civil servant who has the required number of earned leave before proceeding for training shall be eligible to encash the leave during the training period, subject to the rules governing the encashment.

7 Leave Travel Concession (LTC)

- 7.1 An amount equal to the basic pay for one (1) month, subject to the limits prescribed by the government from time to time shall be paid once in every financial year to every civil servant in lieu of the leave travel concession.
- 7.2 A civil servant shall be eligible for the LTC during the training period.
- 7.3 A civil servant shall not be eligible for the Leave Travel Concession (LTC) during the probation period. In the event a civil servant completes the probation period in the course of a financial year, he shall be entitled to the LTC only for the following financial year.

8 Revocation of the Leave Granted

The grant of leave shall be determined by the exigencies of the service and the authorities competent to grant leave shall have the discretionary power to refuse the leave or revoke the leave already granted.

9 Unauthorized Absence

- 9.1 The unauthorized absence of a civil servant shall not normally be regularized through grant of leave, even if leave is available at credit.
- 9.2 Should the head of the Ministry/Department/Dzongkhag/Agency, however, be convinced that the civil servant has remained absent under unavoidable circumstances and deserves regularization, leave may be granted as per the entitlement of the individual civil servant.

CHAPTER 14

CIVIL SERVICE SALARY RULES AND REGULATIONS

1 Policy

This rule shall facilitate:

Payment of adequate salary to the civil servants to meet the basic needs;

Judicious administration of compensation within the civil service founded on the principle of equal pay for equal work;

Maintenance of competitive civil service salary structure;

Attraction and retention of best and the brightest civil servants; and

Continuous motivation of civil servants.

2 Procedure for Revision of Civil Service Salary

The RCSC shall review the civil service salary annually and decide on the need for revision.

3 Grades and Pay Scales

The prevailing civil service pay scales as on January 1, 2002 are given in **Annexure14/1** to this rule.

4 Pay Fixation

4.1 On Initial Appointment

The basic pay of a civil servant on initial appointment shall normally be fixed only at the minimum of the scale. However, a higher starting salary may be allowed by the RCSC on a case-by-case basis.

4.2 On Promotion

4.2.1 On promotion to a higher post/grade, the pay of a civil servant in the higher pay scale shall be fixed at the minimum of the time scale prescribed for the higher post when such minimum is higher than the pay drawn by the civil servant in the lower scale/grade at least by an amount equal to one increment in the higher pay scale.

- 4.2.2 Where the minimum of the pay scale of the higher post/grade is less than the pay actually drawn by the civil servant in the lower scale or when the difference between them is less than the amount of one increment in the higher scale, an amount equal to one increment in the higher scale shall be added to the pay drawn by the civil servant and the pay shall be fixed at the amount so obtained provided there is a stage in the pay scale. If there is no stage, it shall be fixed at the next higher stage in the pay scale.
- 4.2.3 When a civil servant is promoted with effect from a date on which he is due for the annual increment, the increment due in the lower grade shall be released first and the pay shall then be re-fixed in the pay scale of the higher grade.
- 4.2.4 The pay during slab promotion shall be fixed in accordance with the procedures prescribed therein.

4.3 **On Demotion**

The pay of a civil servant on demotion to a lower grade shall be fixed at the same amount drawn by him in the current grade provided there is a stage in the pay scale of the grade to which he is demoted. Should there be no stage, it shall be fixed at the stage immediately lower than the amount. However, should the current pay be more than the maximum pay of the grade to which he is demoted, his pay shall be fixed only at the maximum of the pay scale.

4.4 **During Posting to Offices Outside the Country**

The pay of a civil servant posted to an office outside the country (other than diplomatic missions) shall be fixed as follows:

- (i) Basic pay drawn before posting; and
- (ii) Foreign and other allowances at the rates prescribed by the government from time to time.

4.6 **On Reversion from Secondment**

A civil servant, on reversion from secondment, shall be placed in the same grade and pay scale held by the official immediately before the secondment. The pay in the respective grade/pay scale shall be fixed after adding the annual increments that would have been sanctioned to him during the period of secondment had he continued in the same post.

However, when the civil servant is promoted during the period of secondment, the pay of the official shall be re-fixed in the civil service pay scale first in accordance with clause 4.2 of above as on the date of promotion. The pay and benefits drawn by

the official in the organization to which he is seconded shall have no bearing in re-fixing the pay on reversion.

4.6 **During Pay Revision**

Procedure for pay fixation at the time of revision of pay scales shall be as prescribed in the revision of pay scales order issued from time to time.

5 **Annual Increment**

5.1 Annual increment, in the respective pay scale, shall ordinarily be allowed to all civil servants who are appointed on a scale of pay for rendering one year of satisfactory service, as a matter of course unless it is withheld through specific orders on grounds of unsatisfactory performance or on other disciplinary grounds.

5.2 The respective controlling officers shall sanction the annual increments to their subordinate civil servants.

5.3 **Date of Increment**

5.3.1 A civil servant appointed/promoted to a time scale of pay between 1st January and 1st July of a year shall draw his first increment in that scale on 1st July of the succeeding year and if appointed/promoted between 1st July and 1st January of a year shall draw his first increment on 1st January of the second succeeding year unless specified otherwise in the rules governing the terms and conditions of appointment.

5.3.2 A civil servant drawing the first increment on 1st January or 1st July of a year shall continue to draw subsequent increments in the same time scale of pay on the same date of the succeeding years.

5.3.3 A civil servant who is demoted between 1st January and 1st July of a year shall draw his subsequent annual increment in the lower pay scale on 1st July of the succeeding year and if demoted between 1st July and 31st December of a year shall draw the increment on 1st January of the second succeeding year. A civil servant who is demoted on 1st January or 1st July shall draw his next increment in lower scale on 1st January or 1st July of the succeeding year.

5.3.4 In the case of a civil servant whose annual increment is withheld for a specified period as a measure of penalty, the next increment upon expiry of the period of penalty shall be granted without non-cumulative effect of increment i.e. the subsequent increment shall be granted on the following due date over his pay as on the day of imposing the penalty.

5.3.5 Annual increment shall not be granted beyond the maximum of the pay scale.

5.3.6 In the event the annual increment is due to a civil servant on the day following the date of retirement, the annual increment shall be released and it shall be considered for the purpose of calculating gratuity and other retirement benefits.

6 **Revocation**

The salary of a civil servant fixed contrary to the provisions in this rule shall be regarded as irregular and hence liable to be revoked by the RCSC.

CIVIL SERVICE PAY SCALES

Grades	Pay Scales
1	- Nu. 22350-480-29550
2	- " 18750-420-25050
3	- " 15850-390-21700
4	- " 12400-325-17275
5	- " 10950-290-15300
6	- " 9600-260-13500
7	- " 8550-220-11850
8	- " 7000-185-9775
9	- " 6400-165-9700
10	- " 5800-140-8600
11	- " 5300-130-7900
12	- " 4700-120-7100
13	- " 4350-105-6450
14	- " 4100-100-6100
15	- " 3850-80-5450
16	- " 3500-75-5000
17	- " 3250-60-4450
GSC I	- " 3150-50-4100
GSC II	- " 3000-40-3680
ESP	- " 3100 (consolidated amount)

CHAPTER 15

PERFORMANCE REVIEW AND EVALUATION RULES AND REGULATIONS

1 Policy

The Performance Review and Evaluation rule shall:

- 1.1 Be governed by the principles of Transparency, Efficiency and Accountability. It shall provide mechanisms and tools to promote these principles in the civil service;
- 1.2 Enable fairness in career advancement and promote talent, merit, productivity and morale;
- 1.3 Enhance both organizational and individual effectiveness by introducing objective measures of performance targets and results;
- 1.4 Operate on shared goals and commitments; and
- 1.5 Facilitate a simple and objective Performance Evaluation System.

2 Objective

The objectives of Performance Review and Evaluation shall be to:

Establish linkage between employee performance and the organizational goals.

Identify and address developmental needs of the employee.

Enhance organizational effectiveness and foster employee's performance.

Provide objective basis for personnel actions.

3 Scope

The Performance Review and Evaluation Rules shall cover all civil servants. Performance review shall be made annually at the end of the financial year, except in the case of teaching personnel whose performance review shall be carried out at the end of each academic year.

Performance planning in terms of identification of performance targets shall be completed at the beginning of the period of review.

4 **Performance Review Committee**

Each organization shall constitute a Performance Review Committee to carry out the following responsibilities:

- 4.1 Adopt internal rules and procedures to enable them to operationalize the Performance Review and Evaluation System (PRES) in the organization in conformity to the rules and procedures prescribed herein.
- 4.2 Review the employee's performance against the agreed performance targets and record the accepted performance ratings in respect of every employee in the organization at the end of the review period.

5 **Operational Procedure**

The employee, supervisor, and the Review Committee shall follow the broad procedures given below in determining the performance of an employee:

5.1 Establishment of Performance Targets

The employee and the supervisor shall jointly set performance targets against each major task defined in the job description for the post held by the employee. All tasks should relate to the position duties and the organizational needs. The performance targets shall be completed at the beginning of the period of review.

- 5.2 The agreed targets shall be recorded in the Performance Planning Form and shall be kept under the custody of the supervisor of the employee concerned.

- 5.3 The supervisor shall constantly monitor the performance of the employees and provide necessary guidance related to performing the duties by the employee.

- 5.4 The employee and the supervisor shall jointly review the progress of the work biannually. The progress review may, among others, focus on problems encountered and ways in resolving them.

- 5.5 The performance targets may be changed and/or modified by the employee and the supervisor depending on the changes resulted in from new mandates. Modifications or changes on performance targets shall be agreed upon between the employee and the supervisor. The modification shall immediately be recorded in the form.

- 5.6 The head of the organization and the supervisor may record critical incidences that manifest the employee's performance or critical strengths or weaknesses. The critical incidence record shall be maintained with the supervisor/personal file of the employee. These records shall be submitted to the Review Committee at the end of the year along with the performance ratings.

- 5.7 The Review Committee in arriving at decisions on the employee's performance shall use them as supplementary evidence for confirming the performance ratings. Standard forms shall be made available in the organization to record the critical incidences.
- 5.8 At the end of the review period, the employee and the supervisor shall accord their respective ratings on the Review Form. Recording of the performance ratings must be made after thorough review of the performance-related documents, work accomplishments, critical performance incidences and dialogue between the supervisor and the employee.
- 5.9 Organization may include a maximum of 2 performance factors and 2 job-behavioural factors which may be required for comprehensive and more accurate assessment of the employees performance.
- 5.10 If the ratings given by the supervisor are 'improvement needed' or 'unsatisfactory' the supervisor shall share the ratings with the employee concerned before submission to the Performance Review Committee. They may discuss the accomplishments and differences, if any.
- 5.11 The Committee shall notify all supervisors to submit the completed review forms on time. All the supervisors shall submit the Review Form to the Review Committee for the previous review period latest by the last working day of the month immediately following the review period.
- 5.12 The Performance Review Committee shall review the performance targets and confirm that the targets are realistic and conform to the organizational needs at the beginning of the period.
- 5.13 The Chairperson of the committee shall convene necessary review meeting. The accepted Performance Ratings shall be recorded in the Review Form and communicated to the employees through the respective supervisors.
- 5.14 The original documents shall be maintained by the respective Ministries/Agencies. The RCSC shall receive and maintain the attested copies of Performance Review and Evaluation reports in respect of all civil servants in grades 1 to 9. Further, the RCSC shall monitor the performance of all civil servants and ensure proper maintenance of the reports, through appropriate mechanisms.
- 5.15 The Head of Administration and Finance Division shall submit the completed Review Form for the previous review period to the RCSC latest by the last working day of March in the case of teachers and the last working day of September, in respect of other civil servants.

6 Use of the Performance Review and Evaluation Results

The Performance Review and Evaluation Results shall be used to:

- 6.1 Make decision for regularization of service of an employee on completion of probation.
- 6.2 Identify employee development needs and enable the management to arrange suitable staff development programmes accordingly.
- 6.3 Award of promotion and other incentives to a civil servant. The Performance Review and Evaluation results shall form an integral criterion.
- 6.4 Decide on any other personnel action in respect of a civil servant.
 - 6.4.1 The ratings given by the Divisional Head shall be taken into account while determining the personnel actions in respect of a civil servant.

Performance Review and Evaluation Form

For the Review Period: _____ to _____

(This section is to be completed by a civil servant)

Employee Details

Name of the Employee	
Employee ID No.	
Position Title/Designation	
Salary Grade	
Department/Organization/ Division/section/Unit	
Date of Joining the Civil Service	
Date of Joining the Organization	

This section is to be completed by the immediate supervisor

Immediate Supervisor

Name of The Supervisor	
Position Title/Designation	
Department /Organization	
Date of commencement of supervision	

Performance Planning Form

(The performance targets to be set jointly by the supervisor and the employee at the beginning of the financial/academic year. Please specify all major tasks of the position in order of their priority. The achievement column is to be completed jointly at the end of the review period).

Performance Target	Achievement

(Signature of the Employee)

(Signature of the Supervisor)

Performance Factor Ratings

(The supervisor and the employee may rate the performance under each factor by putting a “tick” in the appropriate place.)

A. Job-behavioural factors

1. **Quality of Work:** Refers to efforts that consistently achieve the desired outcomes with a minimum of avoidable errors and problems. It would also include such other elements as neatness, completeness, and precision of the work process and optimum consumption of resources.

Rating by the Employee	Factor Level	Rating by the Supervisor
	a) Excellent: The employee always achieves desired results with exceptional degree of quality. The work process is always accurate, neat, and thorough. The work could be used as standard for other peers to adopt.	
	b) Good: Employee produces work that usually exceeds the requirements. The employee exhibits talent and skills to produce highly effective work. The overall error rate is minimal and usually undertakes self-monitoring and correction of errors and problems. The employee displays good understanding of the principles of efficiency and effectiveness.	
	c) Fair: Employee regularly meets the required standard. There may be acceptable degree of error. The work may require minor revision. The employee generally shows that he can self correct the error and problems.	
	d) Improvement needed: Employee shows inconsistency in his work effectiveness. The error and problem rate is usually higher than acceptable level. A large amount of work needs to undergo major revision, repeated or corrected by others. The employee may exhibit a tendency to fail in achieving the desired output. The resource use may not be optimal.	
	e) Unsatisfactory: The employee shows a significant degree of failure in achieving work targets. The work is marked by consistent inaccuracy, sloppiness and unacceptable to the client/user. The employee seems to lack the skill and the willingness to self-correct the errors and the problems. The employee may be unaware of his inadequate work effectiveness and indifferent to the problems.	

(Signature of the Employee)

(Signature of the Supervisor)

2. Quantity of Work: Refers to the amount of work turned out compared to the expected output. It would also encompass the completion of work on the agreed/targeted time and the ability to self-monitor and self regulate the work rate to ensure that the task at hand is completed on time.

Rating by the Employee	Factor Level	Rating by the Supervisor
	a) Excellent: Employee shows a consistently high work output, with sustained concentration and endurance clearly evidenced. The tasks and projects are always completed on time. The employee also exhibits capacity to self-monitor and self-regulate his own work to ensure the timely completion of all tasks.	
	b) Good: Employee displays a high level of work output. The tasks and project are usually completed on time. Employee also shows that he can self regulate and self monitor his own work rate to ensure that the tasks are completed on time.	
	c) Fair: The employee meets the work output requirement for the job. The tasks and projects are usually completed on time. Occasional delay in completion of task may occur but not to the extent of causing serious difficulties. The employee displays the appreciation for the need to complete tasks and projects on time.	
	d) Improvement needed: The employee shows inconsistency in work output. The work output generally falls below the acceptable level of requirements. The work requires to be completed very often by additional resources or manpower and additional assistance to the employee. Employee lacks adequate skills in self-monitoring and self-regulation of the work but is conscious of the problems.	
	e) Unsatisfactory: Work output is consistently low and the employee regularly fails to complete assigned tasks on time. The problem may be due to indecisiveness, excessive requirement of others' assistance, rechecking of work, low work speed, lack of concentration, etc. The employee may lack skills to self-monitor and self-regulate the work. The employee is often not aware of the problem and may refuse to accept it as a problem.	

(Signature of the Employee)

(Signature of the Supervisor)

3. Work Knowledge: Refers to the amount of work related to knowledge and skills of an employee. This would include the appreciation and drive displayed for acquiring knowledge and skills to carry out the work efficiently and effectively.

Rating by the Employee	Factor Level	Rating by the Supervisor
	a) Excellent: The employee consistently displays a high level of work knowledge and skills. The employee is trusted and recognized for the knowledge and skills by others. The employee is well aware of the importance of the work knowledge and skills and consistently seeks new knowledge to improve the work.	
	b) Good: The employee shows a high degree of job knowledge exceeding requirements in some areas but not consistently in all aspects of the work. The employee regularly shows awareness of the importance of the work knowledge and often seeks new knowledge and skills to improve the performance.	
	c) Fair: The employee generally meets the work knowledge requirements for the job. He is able to carry out normal and typical work without close guidance and support from others. However, for unusual tasks, guidance and support are required. The employee recognizes the value of building and maintaining job knowledge and puts in efforts to do so.	
	d) Improvement needed: Employee exhibits inconsistency in meeting the requirements for the job. Often the employee depends on guidance and support from others for completion of the tasks. The employee may not be making enough efforts to acquire the required knowledge and skills.	
	e) Unsatisfactory: The employee regularly fails to meet the knowledge required for the job. He fails to complete even the normal and typical work without guidance and support from others. The employee may be unaware of his inadequate knowledge and skills and may have little appreciation for the importance of them.	

(Signature of the Employee)

(Signature of the Supervisor)

B Job Behavioural Attributes:

(The supervisor and next higher level of supervisor shall carry out behavioural attribute ratings).

1 Communication Skills: Refers to the ability to communicate orally and/or in writing with clarity and diligence. It also includes the ability to comprehend and explain views, ideas and instructions with accuracy and clarity.

Levels	Definition of the Levels	Rating of the Supervisor	Rating of the Division Head
Excellent	Consistently exhibits high level of competency in communication. Displays a high level of skills in communicating even complex information including development of simple forms to help others understand that information.		
Good	Generally communicates clearly and effectively both orally and in writing. Demonstrates quick and clear grasp of the significance of the information and responds in appropriate, timely and comprehensive manner.		
Fair	Usually communicates clearly and effectively. May find difficulty in communicating complex information. But generally does not cause misunderstanding due to poor communication skills.		
Improvement Needed	Instructions and requests may require repetition and explanation. Often fails to convey the accurate meaning and leave others confused or ill informed.		
Unsatisfactory	Regularly fails to communicate clearly and effectively. Even routine communication can be misunderstood.		

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Head of Division)

2. **Interpersonal Relations:** Refers to the effect that the employee has on others, including ability to establish and maintain positive and productive working relationships.

Levels	Definition of the Levels	Rating of the Supervisor	Rating of the Division Head
Excellent	Employee has a wide network of good working relationships with peers, subordinates, supervisor, customers, and clients. Makes consistent efforts to generate trust and co-operation to foster positive and productive team spirit.		
Good	Employee has good working relationship with most of the peers, subordinates, supervisors, and the clients. Initiates encouragement of trust and co-operation among others.		
Fair	Employee has reasonably good working relationship with others. May involve in occasional disputes or misunderstanding but find ways to resolve interpersonal problems.		
Improvement Needed	There may be evidence of interpersonal problems such as complaints from others. May often involve in disputes and misunderstandings. Such problems may be brought to the notice of the superiors.		
Unsatisfactory	The manner or style of relating to others is inappropriate and causes many problems with peers, subordinates, superiors and clients. Has no skills in resolving these interpersonal problems on his own.		

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Head of Division)

3. Attendance/Punctuality: Refers to the initiative of the employee to make himself present for the duty and to attend to the assigned task on time.

Levels	Definition of the Levels	Rating of the Supervisor	Rating of the Division Head
Excellent	Employee is rarely absent. Any incidence of absenteeism and lateness is always notified to supervisor promptly. There is always a plausible and acceptable reason for the absenteeism and late coming.		
Good	The employee is seldom absent and or late but always notifies the superior promptly. Plausible and acceptable reasons are provided.		
Fair	The employee is occasionally absent or late but there is no evidence for chronic and systematic pattern of absenteeism. This pattern is acceptable within the organizational functioning.		
Improvement Needed	The employee is often absent and or late without plausible reason. Often misses to inform the supervisor. There may be some evidence that the absenteeism is becoming a chronic problem.		
Unsatisfactory	The employee regularly fails to meet attendance requirement. Fails or is unwilling to provide acceptable and plausible reasons. There may be pattern of chronic absenteeism, which affects the work of the organization.		

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Head of Division)

- 4. Initiative:** Refers to resourcefulness in generating new ideas and the ability to take self-motivated tasks even without instructions for the betterment of the organization.

Levels	Definition of the Levels	Rating of the Supervisor	Rating of the Division Head
Excellent	Enterprising, continually seeks new ways of doing things through self-motivation.		
Good	Often makes constructive suggestion for improvement.		
Fair	Usually works on improvement on self-initiative and occasionally suggests means for improvement.		
Improvement Needed	Not inclined to work on initiative. Should be instructed on every task.		
Unsatisfactory	Lacks resourcefulness and doesn't display initiative at all. Lacks motivation to work without being assigned.		

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Head of Division)

5. Attitude: Refers to the initiative of the employee and willingness to work beyond normal working hours to complete the tasks on time respecting the policies, rules and procedures. It also covers motivating others in performing the duties and promoting discipline, economy, productivity and selflessness.

Levels	Definition of the Levels	Rating of the Supervisor	Rating of the Division Head
Excellent	Employee earnestly endeavours to complete the tasks on time, often putting in extra hours of work beyond the normal working hours, always exhibits willingness to cooperate without any condition, maintains high respects to the rules and regulations and willingly extends assistance to others in performing their duties.		
Good	The employee gives due importance to complete the tasks on time, including working beyond the normal working hours, generally cooperates without any condition. Maintains due respect to rules and regulations and extends assistance to others in performing their duties when called upon.		
Fair	The employee gives importance to complete the tasks in time, cooperates, maintains respects to rules and regulations and extends assistance when absolutely required.		
Improvement Needed	The employee occasionally fails to give importance to complete the tasks in time and requires constant reminders. The cooperation extended is not generally satisfactory. Often ignores rules and regulations for the sake of self - interest.		
Unsatisfactory	The employee regularly fails to complete the tasks in time despite constant reminders. The instructions are often not abided. The employee does not cooperate with colleagues and superiors. Self - interest always over rides the official duties.		

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Head of Division)

For use of the Review Committee:

The Final Rating of the Employee:

Comments:

Signature of the Chairperson
(Performance Review Committee)

The Final Rating of the Employee: The final ratings shall be compiled by giving 60% weightage to performance attributes and 40% weightage to Job Behavioural attributes.

Attributes	Excellent (5 points)	Good (4 points)	Fair (3 points)	Improvement needed (2 Points)	Unsatisfactory (1 point)	Total	60%
(Performance)							
Quality of work							
Quantity of work							
Work knowledge							
(Behavioural)						Total	40%
Communication skills							
Interpersonal relations							
Initiative							
Attitude							
Grand Total							

Grand total of the scores under the performance and behavioural attributes to be recorded in the respective columns.

Evaluation Summary

Unsatisfactory (1-20)	Improvement needed (21-40)	Fair (41-60)	Good (61-80)	Excellent (81-100)

Place:
Date:

(Chairperson)
Performance Review Committee

CHAPTER 16
PROMOTION
RULES AND REGULATIONS

1 Policy

- 1.1 This rule shall:
- 1.1.1 Facilitate selection and placement of the best suited candidate based on merit to carry out the responsibilities of a higher position;
 - 1.1.2 Facilitate maximization of the output of every civil servant so that the individual delivers his services in the best possible manner;
 - 1.1.3 Ensure equal opportunities to every civil servant to develop his capabilities and utilize the potential to the fullest extent to discharge the duties and responsibilities efficiently and effectively; and
 - 1.1.4 Safeguard against disparities in granting promotion and provide career advancement opportunities to every civil servant.
- 1.2 Promotion programme shall be administered based on the principles that the promotion shall:
- 1.2.1 Be considered *inter alia* one of the means to reward a civil servant in a just and fair manner for meritorious services rendered;
 - 1.2.2 Be based on merit and shall be used as a motivating factor;
 - 1.2.3 Not be claimed by a civil servant as a matter of right; and
 - 1.2.4 Be granted only to a post in the immediate higher grade or as provided by rule.
- 1.3 Positions in grades 3 to 1 shall be staffed only by truly meritorious and dedicated civil servants and the RCSC shall be highly selective while recommending names for such appointments. The RCSC shall prepare a list of civil servants who have not only been chosen through a very thorough selection process but who shall also be conversant in Dzongkha.
- 1.4 The RCSC shall ensure a promotion system, which would consider all eligible candidates for promotion opportunity.

2 Authority to Grant Promotion

2.1 The authority and power to promote a civil servant depending on his grade, shall be vested as follows:

2.1.1 To positions in grades 2 to 1 - The RGoB.

2.1.2 To positions in grades 8 to 3 - The RCSC.

2.1.3 To positions in grades 13 to 9 - Head of the Ministry/Autonomous Agency.

2.1.4 To positions in grades 16 to 14 - Head of the Department/Dzongkhag or Agency.

2.2 The powers to grant promotion to sectoral personnel shall be vested with the Ministry/Department concerned. However, the recommendations from the Dzongkhags/Agencies to which they are attached shall be a requirement to consider such promotions.

2.3 Authorities vested with the powers to promote personnel of higher grades shall also be empowered to promote personnel of lower grades.

3 Promotion Criteria

The criteria for promotion of a civil servant shall be:

3.1 Availability of post vacancy.

Promotion to a civil servant shall be granted only against a vacant post in accordance with the approved staff strength of the agency concerned.

3.2 The merit of the civil servant concerned.

The merit of a civil servant shall be assessed, subject to changes from time to time based on the following factors:

- a) Performance ratings;
- b) Qualification;
- c) Clear service record;
- d) Security clearance certificate;
- e) Audit clearance certificate; and
- f) Other relevant documents, if any.

For promotion involving cadre change, cadre up-gradation rules and regulations shall be applied.

4 Seniority

- 4.1 Seniority shall be one of the considerations for promotion when a selection is to be made from among several candidates, otherwise equally eligible.
- 4.2 The minimum number of satisfactory and active years of service to be rendered by a civil servant for being considered for promotion, depending on the grade as given **Annexure 16/1**.
- 4.3 Training period beyond 18 months of any single training and any other form of leave exceeding three months at a time shall not be counted as part of active service for promotion.
- 4.4 The promotion of a civil servant shall not be processed during his leave of absence from duties, except when the candidate meets the promotion criteria before availing the leave or when the civil servant concerned is undergoing a training of six (6) months or less duration.

5 Qualification

- 5.1 A promotion shall entail higher degree of responsibilities, requiring greater knowledge, skills and ability. Minimum qualification requirements prescribed for the respective position shall be satisfied by the civil servant under consideration.
- 5.2 A civil servant considered for promotion to grade 8 and above shall possess the following leadership qualities:
 - 5.2.1 Effective communication skills, including in Dzongkha;
 - 5.2.2 Proven ability to direct and supervise; and
 - 5.2.3 Willingness, enthusiasm and capabilities to take initiative and shoulder higher responsibilities.
- 5.3 Additional qualifications relevant to the nature of duties and responsibilities shall be given weightage.
- 5.4 Service in the periphery/rural area for a minimum period of three years shall be an additional eligibility criterion for a civil servant in the Administrative Cadre to be promoted to grade 5 and above. This rule shall be applicable to those have entered the civil service from the year 2000 onwards.

6 Clear Service Record

A civil servant shall have a clear service record, which shall not contain any record of indiscipline, adverse report, misdemeanour, financial dishonesty or any act that is considered as violation of Civil Service Code of Conduct and Ethics.

7 **Performance Rating**

The performance rating shall be one of the important factors determining the eligibility for promotion. The performance rating for at least for the three years immediately preceding the year of processing the promotion shall be taken into account.

8 **Direct Consideration by the RCSC**

- 8.1 The RCSC, on its own, may promote a civil servant if the RCSC finds it so necessary for the reasons of long duration of service in a particular grade, if there is sufficient evidence that the civil servant is denied promotion due to discrimination, omission or when he is assigned the responsibilities of a higher position in the interest of the public service.
- 8.1 In the event a civil servant finds that his promotion has not been considered by the authority concerned despite fulfillment of all the promotion criteria, the incumbent may represent to the RCSC.

9 **Meritorious Promotion**

A civil servant may be considered for a faster promotion relaxing the minimum required experience prescribed under rule No. 4 above by the RCSC when he has proven potential to assume the responsibilities of a higher position, particularly when:

- 9.1 His past performance has been consistently outstanding;
- 9.2 He has performed exceptionally meritorious special act or service in the public interest besides his normal responsibilities and his suggestion, invention, accomplishment or personal effort has contributed to the efficiency, economy or other improvement in government operation; and
- 9.3 He meets all other criteria for promotion prescribed under clause No. 3 of this rule.

10 **Promotion Procedure**

- 10.1 All proposals for promotion to posts in grades 8 to 1 shall be submitted in the prescribed RCSC promotion form (**given as Annexure 16/2**) to this rule to the RCSC Secretariat. The proposal shall be accompanied by valid audit and security clearance certificates and any other document that may be required.
- 10.2 The proposals to promote civil servants to positions in grades 8 to 1 submitted by the Ministries/Agencies shall be examined and reviewed jointly by the Ministry/Agency concerned and the RCSC. The proposals which do not satisfy the criteria and requirements shall be withdrawn.

- 10.3 The proposals to promote civil servants to positions in grades 13 to 9 and 16 to 14 shall be examined by a promotion committee to be constituted within each Ministry/Department/Dzongkhag/Agency and their recommendations shall be submitted to the authority competent to approve the promotions. The Ministry/Agency may constitute more than one promotion committee, if necessary.
- 10.4 A copy of the office order along with the completed RCSC Promotion Form, attested copies of performance review and evaluation reports, audit clearance certificate and security clearance certificate shall be submitted to the Secretariat of the RCSC for all promotions approved by the Ministry, Department, Dzongkhag/Agency.
- 10.5 The authorities concerned shall properly examine the promotion proposal in respect of a civil servant stated in clause Nos. 2.1.3 and 2.1.4 of this rule before approval for a promotion is accorded.
- 10.6 The proposals for promotions shall be submitted to the competent authorities in the prescribed RCSC Form together with other necessary documents as per the following schedule:

	From Dzongkhag/Department to Ministry	Ministry to the RCSC
July Promotion	31 st March	30 th April
January Promotion	30 th September of the preceding year.	31 st October of the preceding year.

- 10.7 These proposals shall then be processed by the RCSC Secretariat in accordance with the provisions of clauses 3 and 10.2 of this rule and shall be submitted to the RCSC, twice in a year i.e. in December – January and June-July of each year.
- 10.8 The Ministry/Dzongkhag/Agency concerned shall forward all proposals for cadre up-gradation to the RCSC. The RCSC upon the receipt of the proposal shall conduct the cadre up-gradation examination in accordance with the rules and regulations.
- 10.9 All promotions shall be approved only with effect from 1st January or 1st July of each year, as the case may be.

11 **Slab Promotion**

In the event a civil servant satisfies all criteria for promotion but it cannot be effected due to non-availability of a vacant position, the incumbent shall be considered for award of slab promotion as a compensation.

12 **Accountability**

A promotion granted without fulfilling the prescribed criteria and or completing the prescribed formalities shall be regarded as invalid. The RCSC reserves the right to revoke such a promotion. The authorities responsible for granting such promotions shall be held accountable.

**THE MINIMUM NUMBER OF YEARS OF SERVICE REQUIRED FOR
CONSIDERATION OF PROMOTION**

Grades Promotions from/to	Number of Years							
	AC	TC-1	TC-2	JC	SC	SSC	ASC	TOC
2 to 1	PV+7			PV+7				
3 to 2	PV+7		8	PV+7	PV+7			
4 to 3	PV+7		7	PV+7	PV+7			
5 to 4	PV+6	7	6	PV+6	PV+6			
6 to 5	PV+5	6	5	PV+5	PV+5			
7 to 6	4	6	4	4	4	8.0	8.0	
8 to 7	4	5	4	4	4	7.0	7.0	
9 to 8		5				6.0	6.0	
10 to 9		4				5.0	5.0	
11 to 10						5.0	5.0	7.0
12 to 11						5.0	5.0	6.0
13 to 12							5.0	5.0
14 to 13							4.0	4.0
15 to 14							4.0	4.0
16 to 15							4.0	4.0
17 to 16							4.0	4.0

PV : Post Vacancy;

TC-1 : Teaching Cadre with PTTC

AC : Administrative Cadre;

& B.Ed. qualification & Diploma

JC : Judiciary Cadre;

TC-2 : Teaching Cadre with PGCE

SC : Scientific & Technical Cadre;

qualification & Lecturers

ASC : Administrative Support Cadre;

SSC : Scientific & Technical Support
Cadre

TOC : Technical & Operators Cadre

Note: *The minimum number of years would change upon approval of the Position Classification.*

ROYAL GOVERNMENT OF BHUTAN
Royal Civil Service Commission
Promotion Form

EMPLOYEE ID No.:

Name:		Sex:			M	F
Date of birth:		D	M	Y	Nationality:	
Citizenship Card No.	Date of issue:	D	M	Y	Place of issue	
Full Postal Address:	House No.	Village:		Dungkhag:		
	Thram No.	Geog:		Dzongkhag:		

Particulars: (i) Father (ii) Mother (iii) Spouse	Name	Nationality	Occupation and address
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EDUCATION: Academic and Training (please start from the institute last attended)

Name of School/College/ Training Institute	Location and Country	Field of Study	Subjects	Duration		Degree/ Diploma certificate obtained
				Start Date	End Date	
a.						
b.						
c.						
d.						
e.						

State whether selected in the RCSC Officer's Selection. If selected, state the year of selection.

Conferences/seminars/workshops/delegations/meetings attended:

Title	Country visited	Duration		Sponsor
		Start date	End date	
a.				
b.				
c.				
d.				

LANGUAGES	Speak			Write			Understand		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
Dzongkha									
English									
Others (..)									

Research/ Publication:									
Title			Date			Purpose			
a.									
b.									
c.									
EMPLOYMENT HISTORY – Post (s) held so far, (<i>starting with the present post</i>). Please indicate the grade changes clearly including cadre grade fixation on 1/7/89.									
Department & Division/ Unit	Designation	Cadre & Grade	Period		Type of Appointment	Last Basic Pay	Place of Posting	Reason for Change	Government Order No. & Date
			From (date)	To (date)					
Duration of leave, exceeding 3 months, availed at a time if any, during the service in the present grade:					Due date of annual increment:				
No. of completed years of continuous & creditable Service from the date of initial appointment:					No. of years completed/required to be completed in present grade:				
					Completed			Required	
Describe the candidate's present duties and responsibilities (attach a separate sheet if necessary):									
1.									
2.									
3.									
4.									
5.									

PERFORMANCE – Ratings for the past three years: (each out of the total factors) copies of performance evaluation reports should be attached.

Year	Unsatisfactory	Satisfactory	Good	Very Good	Outstanding

PROPOSITION

(i) Title, cadre and grade of the higher post to which promotion is recommended: _____

(ii) Is the proposed promotion against approved post? _____

(iii) State whether the candidate fully matches the job requirement of the post: _____

(iv) Describe the duties and responsibilities and qualification requirement of the post to which promotion is proposed.

(a) Job description: _____

(b) Qualification requirement: _____

Recommendation of the Ministry/Department/Agency

I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

Date

Signature

Designation of the recommending authority
(Official Seal)

Recommendation/Decision of the Ministry/Agency

Date

Signature

(Secretary of Ministry/Head of Agency)
(Official Seal)

THIS PORTION TO BE USED FOR PROMOTIONS TO POSITIONS IN GRADES 8-2

Decision of the Royal Civil Service Commission

Information verified

Date:

HR Officer (Promotion)
Royal Civil Service Commission

Decision of the Royal Civil Service Commission

Approved w. e. f. Date _____ Month _____ Year _____

Not approved

Date:

Secretary
Royal Civil Service Commission

CHAPTER 17

SECONDMENT OF CIVIL SERVANTS TO PUBLIC/JOINT SECTOR CORPORATIONS AND/OR INTERNATIONAL ORGANIZATIONS BASED IN BHUTAN RULES AND REGULATIONS

1 Policy

1.1 This rule shall facilitate:

- 1.1.1 Secondment of a civil servant from the Royal Civil Service to Public/Joint Sector Corporations or International Agencies based in Bhutan without necessitating the candidate concerned to leave the civil service of the Royal Government;
- 1.1.2 Exposure of a civil servant to systems outside the civil service and to acquire expertise and experiences beneficial to the civil service; and
- 1.1.3 Fulfillment of the obligations of the Royal Government to post Bhutanese nationals to corporations and international organizations based in Bhutan, as and when required.

2 Eligibility

2.1 A civil servant shall be eligible for appointment on secondment only when the candidate:

- 2.1.1 Is a bonafide citizen of Bhutan;
- 2.1.2 Has rendered satisfactory service for a minimum period of five years;
- 2.1.3 Has met the conditions of service stated under the In-service Training (Abroad)-Rules and Regulations in case the candidate has undergone a training;
- 2.1.4 Possesses a consistent record of clear service and good performance; and
- 2.1.5 Has no outstanding dues and produces an Audit Clearance Certificate.

2.2 A civil servant once placed on secondment shall be eligible to be seconded again only after a period of five years from the date of completion of the previous secondment term.

3 Authority

3.1 The RCSC shall be the authority responsible for selection and secondment of a civil servant.

4 **Selection Procedure**

- 4.1 Vacancies in international agencies based in Bhutan against which the Royal Government intends to second personnel shall be announced sufficiently in advance.
- 4.2 Applications duly recommended by the Head of the respective Ministry/Agency shall be submitted to the RCSC in the prescribed format, if any.
- 4.3 The application submitted by a civil servant in response to a particular vacancy announcement shall not be considered against any other vacancy.
- 4.4 The applicants shall be subjected to a selection process, *inter-alia*, verification of qualification and antecedents by the RCSC, wherever necessary.
- 4.5 Final decision on the acceptance of a candidate shall rest with the agency to which the candidate is seconded.

5 **Terms of Secondment**

- 5.1 A civil servant selected on secondment shall initially be posted for a maximum period of three years. Extension may be given for a period of up to two years at a time, subject to a total duration of secondment of five years.
- 5.2 A civil servant seconded to a corporation or an inter-national organization shall be entitled to receive salary and other perquisites as per the rules of that organization only.
- 5.3 A civil servant shall not be admissible to salary or other benefits from the parent organization during the secondment period.
- 5.4 A civil servant shall be entitled to travelling allowance and joining time both while joining the secondment post and on reversion as per the rules of the agency to which the candidate is seconded. No expenditure on this account shall be borne by the parent organization of the civil servant concerned.
- 5.5 The parent organization shall not be liable to remit the Pension, G.P.F and insurance contributions in respect of a civil servant while on secondment. The civil servant concerned may remit both own as well as the employers' contributions directly to avail the benefit of continuation of the schemes.
- 5.6 The leave earned during the secondment period under the temporary employer shall not be credited to the leave account pertaining to the services under the

parent organization nor shall it be allowed to be availed after rejoining the parent organization.

- 5.7 A civil servant seconded to a corporation/international organization shall vacate the government house if occupied by him and handover all government properties before the candidate is relieved.
- 5.8 The period of secondment shall be reckoned for the purpose of promotion. However, promotion shall be processed and effected only after he rejoins the parent organization on reversion from secondment.
- 5.9 The employing organization shall submit annually the Performance Review and Evaluation Report in respect of the civil servant in the form prescribed by the RCSC to the parent office during the period of secondment.
- 5.10 The period of secondment shall be considered for calculating the gratuity at the time of retirement of the incumbent from the civil service.
 - 5.10.1 The gratuity amount for the number of years of service rendered by the civil servant on secondment, at the rate of last basic pay in the civil service at the time of reversion for the period of secondment calculated in completed months, shall be deposited with the Ministry of Finance of the Royal Government by the civil servant immediately on reversion. The details of such remittance shall be recorded in the Service Book of the civil servant concerned.

6 Obligation of the Civil Servant during the Period of Secondment

A civil servant during the period of secondment shall conduct in conformity to the Civil Service Code of Conduct and Ethics and in a manner befitting his status as a civil servant of the Royal Government of Bhutan.

7 Reversion from Secondment

- 7.1 The organization that employs a civil servant on secondment may, for valid reasons, revert him to the parent department before expiry of the secondment period. The organization concerned in such cases shall notify the RCSC of their decision at least three months in advance.
- 7.2 The RCSC may, for valid reason, recall a civil servant before expiry of the secondment period. The RCSC shall, in such cases, notify the organization of its decision at least three months in advance.
- 7.3 Should a civil servant fail to rejoin the service without a written communication, on completion of secondment period despite the instructions from the RCSC, the services of the candidate shall be terminated without post

service benefits with effect from the date of completion of the approved secondment period.

8 Grade and Pay on Reversion

A civil servant, on reversion, shall join the post/grade and cadre held by him immediately before proceeding on secondment or a post to which he is promoted/posted by the RCSC, as the case may be.

CHAPTER 18

SECONDMENT OF SENIOR EXECUTIVES FROM THE CIVIL SERVICE OF THE ROYAL GOVERNMENT TO INTERNATIONAL /OTHER ORGANIZATIONS OUTSIDE THE COUNTRY RULES AND REGULATIONS

1 Policy

This rule shall facilitate the Royal Government of Bhutan to:

- 1.1 Contribute to the international community through secondment of Bhutanese civil servants;
- 1.2 Second senior executives of the civil service to executive positions in international and other organization outside the country;
- 1.3 Provide opportunities to the senior executives to gain valuable experiences from working in professional international/other organizations and to bring this experience back to Bhutan;
- 1.4 Enhance the professional capabilities of the senior executives;
- 1.5 Represent Bhutan in the international arena and gain the goodwill;
- 1.6 Reward competent civil servants;
- 1.7 Second the senior executives to an international/other organizations without necessitating them to leave the civil service of the Royal Government; and
- 1.8 Fulfill the obligations of the Royal Government to post Bhutanese national to international/other organizations.

2 Criteria for selection on Secondment

- 2.1 A senior executive shall be eligible for secondment only if he:
 - 2.1.1 Fulfills the criteria set by the employing organization;
 - 2.1.2 Is in the civil service grade 5 or above;
 - 2.1.3 Possesses consistent record of clear and meritorious service for a minimum period of 10 years;
 - 2.1.4 Has rendered a minimum service of 5 years after reversion from a previous secondment, if any, to an international/other organization; and
 - 2.1.5 Has no outstanding dues and produces an Audit Clearance Certificate.

3 **Authority**

- 3.1 The RCSC shall be the central authority responsible for the selection of senior executives and to approve his secondment. All correspondence with outside agencies shall be channeled through the RCSC.

4 **Selection Procedure**

- 4.1 The vacancies against which the Royal Government intends to depute senior executives shall be announced/publicized by the RCSC among various Ministries/Departments/Agencies.
- 4.2 Nominations shall be considered on rotation and merit basis from amongst the eligible candidates.
- 4.3 The applications shall be submitted to the RCSC in the prescribed format, if any, through the head of Ministries/Independent agencies concerned.
- 4.4 The application shall be scrutinized by the RCSC in conjunction with relevant agencies and if deemed necessary, the applicants shall be subjected to a selection process.
- 4.5 The service record and performance evaluation reports in respect of the candidates shall be verified by the RCSC, wherever necessary.
- 4.6 The application submitted by a civil servant in response to a particular vacancy announcement shall not be considered against any other announcement.
- 4.7 The RCSC shall ensure adequate time to the agencies concerned for release of the selected official(s) to take up the post(s).
- 4.8 The final decision on selection of a candidate shall rest with the organization to which the civil servant is seconded.
- 4.9 A civil servant on his own may also seek employment directly. However, such application shall be approved by the RCSC and application shall be routed through the proper channel.

5 **Terms of Secondment**

- 5.1 A senior executive selected on secondment shall initially be posted for a period of 3 years or for the prescribed term whichever is less. The term shall be extended on mutual agreement by the employing organization and the Royal Government, subject to the total duration of secondment is five years.

- 5.2 A civil servant deputed to an international/other organization shall be entitled to receive salary and other perquisites as per the rules of that organization only.
- 5.3 No salary or other benefits shall be admissible to a civil servant from his parent organization during the secondment period.
- 5.4 The period of secondment shall be reckoned for the purpose of promotion. However, promotion shall be processed and effected only after he rejoins the parent organization on reversion from secondment.
- 5.5 The gratuity amount for the number of years of service rendered by the civil servant on secondment, at the rate of last basic pay in the civil service at the time of reversion for the period of secondment, calculated in completed months, shall be deposited with the Ministry of Finance of the Royal Government by the civil servant immediately on reversion. The details of such remittance shall be recorded in the service book of the civil servant concerned.
- 5.6 A civil servant shall be entitled to travelling allowance and joining time, both on joining the secondment post and on reversion therefrom in accordance with the rules of the agency to which he is seconded. No expenditure on the account shall be borne by the parent organization of the civil servant.
- 5.7 The parent organization shall not be liable to remit the Pension, G.P.F., Insurance and other contributions in respect of a civil servant while he is on secondment. The civil servant concerned may, however, personally remit both the member and government's contributions to avail the benefit of continuation of the schemes.
- 5.8 The leave available in credit before his departure shall be retained in credit, subject to the conditions under the leave rules. No leave shall be earned in the civil service by the civil servant during his secondment period.
- 5.9 A civil servant seconded under this rule shall be required to vacate the government house if occupied by him and handover all government properties before he is relieved.
- 5.10 The maximum period that a civil servant shall be allowed to work on secondment under this rule, during his entire service period shall be ten years.

6 **Reversion from Secondment**

- 6.1 The organization that employs a civil servant on secondment may, for valid reasons, revert him to the Royal Government of Bhutan before the expiry of the secondment period. The organization concerned in such cases shall notify the RCSC of their decision at least three months in advance.
- 6.2 The RCSC shall have the liberty to recall a civil servant from secondment for valid reasons. The organization concerned and the individual shall be notified of such decision three months in advance and a replacement shall be nominated by the RCSC, if necessary.
- 6.3 Should a civil servant fail to re-join the service without a written communication, on completion of secondment period despite the instructions from the RCSC, the services of the incumbent shall be terminated without post service benefits with effect from the date of completion of the approved secondment period.

7 **Appointment on Reversion**

On reversion from secondment, a civil servant shall join the same post and grade held by him prior to proceeding on secondment, or a post to which he is posted by the competent authority. The salary shall be fixed in the appropriate pay scale of the post as per pay fixation rules.

8 **Obligation of the Civil Servant Seconded**

A civil servant, upon return from secondment shall serve in the civil service for a minimum duration of five years.

In the event a civil servant fails to serve the Royal Government as required by the above clause on reversion, he shall forfeit the gratuity and other post retirement benefits and liable for any other penalty as decided by the RCSC.

CHAPTER 19

SECONDMENT FROM THE CIVIL SERVICE OF THE ROYAL GOVERNMENT TO INTERNATIONAL/OTHER ORGANIZATIONS OUTSIDE THE COUNTRY RULES AND REGULATIONS

1 Policy

This rule shall facilitate civil servants of the Royal Government to:

- 1.1 Gain valuable experience from working in professional international agencies and to bring the same to Bhutan;
- 1.2 Enhance the professional capabilities as an extension of national human resource development programme; and
- 1.3 Post an eligible civil servant to an international/other organization without necessitating the candidate to leave the civil service of the Royal Government.

2 Criteria for Selection on Secondment

- 2.1 A civil servant shall be eligible for secondment only if he:
 - 2.1.1 Fulfils all criteria set by the international/other organizations concerned;
 - 2.1.2 Has rendered outstanding service for a minimum period of 5 years;
 - 2.1.3 Possesses consistent and clear service record;
 - 2.1.4 Has fulfilled the conditions of service stated under the In-service Training (Abroad) Rules and Regulations, in case the candidate has undergone a training;
 - 2.1.5 Has served for a minimum period of five years from the date of completion of a previous secondment term, if any;
 - 2.1.6 Has no outstanding dues and produces an Audit Clearance Certificate; and
 - 2.1.7 Has Security Clearance Certificate.

3 **Authority**

The RCSC shall be the competent authority for approving secondment of a civil servant.

4 **Selection Procedure**

- 4.1 The RCSC shall announce all posts for secondment and the selection shall be made based on merit.
- 4.2 The applications shall be submitted to the RCSC, in the prescribed format, if any, through the heads of Ministries/Agencies concerned.
- 4.3 The application shall be scrutinized by the RCSC in conjunction with relevant agencies and if deemed necessary, the applicants shall be subjected to a selection process.
- 4.4 The service record and performance evaluation reports in respect of the candidates shall be verified by the RCSC, wherever necessary.
- 4.5 The application submitted by a civil servant in response to a particular vacancy announcement shall not be valid against any other subsequent announcement.
- 4.6 The final decision with regard to selection of a candidate shall rest with the employing organization.
- 4.7 A civil servant on his own may also seek employment directly. However, such application shall be approved by the RCSC and application shall be routed through the proper channel.

5 **Terms of Secondment**

- 5.1 A civil servant selected for secondment shall initially be seconded for a period of 3 years or for the prescribed term, whichever is less. The term shall be extended on mutual agreement by the employing organization and the Royal Government, subject to a maximum secondment term of five years at one occasion.
- 5.2 A civil servant deputed to an international/other organization shall be entitled to receive salary and other perquisites as per the rules of that organization only.
- 5.3 No salary or other benefits shall be admissible to a civil servant from his parent organization during the secondment period.

- 5.4 The period of secondment shall be reckoned for the purpose of promotion. However, promotion shall be processed and effected only after he rejoins the parent organization on reversion from secondment.
- 5.5 The gratuity amount for the number of years of service rendered by the civil servant on secondment, at the rate of last basic pay in the civil service at the time of reversion for the period of secondment calculated in completed months, shall be deposited with the Ministry of Finance of the Royal Government by the civil servant immediately on reversion. The details of such remittance shall be recorded in the Service Book of the civil servant concerned.
- 5.6 A civil servant shall be entitled to travelling allowance and joining time, both on joining the secondment post and on reversion therefrom, as per the rules of the agency to which he is seconded. No expenditure on this account shall be borne by the parent organization on the civil servant.
- 5.7 The parent organization shall not be liable to remit the Pension, G.P.F., Insurance and other contributions in respect of a civil servant while he is on secondment. The civil servant concerned may, however, remit both the member and government's contributions to avail of the benefit of continuation of the schemes.
- 5.8 The leave available in credit before the departure shall be retained in his credit, subject to the conditions under the leave rules. No leave shall be accrued in the civil service by the civil servant during the secondment period.
- 5.9 A civil servant seconded under this rule shall be required to vacate the government house if occupied by him and hand over all government properties before he is relieved.
- 5.10 The maximum period that a civil servant shall be allowed to work on secondment under this rule during the entire service period shall be ten years.

6 Reversion from Secondment

- 6.1 The organization that employs a civil servant on secondment may, for valid reasons, revert him to the Royal Government of Bhutan before the expiry of the secondment period. The concerned organization in such cases shall notify the RCSC of their decision at least three months in advance.
- 6.2 The RCSC shall have the liberty to recall a civil servant from secondment for valid reasons. The organization concerned and the individual shall be

notified of such decision three months in advance and replacement shall be nominated by the RCSC, if necessary.

- 6.3 Should a civil servant fail to re-join the service without a written communication, on completion of secondment period despite the instructions from the RCSC, the services of the incumbent shall be terminated without post service benefits with effect from the date of completion of the approved secondment period.

7 **Appointment on Reversion**

- 7.1 On reversion from secondment, a civil servant shall join the same post and grade held by him prior to proceeding on secondment, or a post to which he is posted by the competent authority. The salary shall be fixed in the appropriate pay scale of the post/grade as per pay fixation rules and regulations.

CHAPTER 20

ENTITLEMENTS DURING FOREIGN SERVICE RULES AND REGULATIONS

1 Policy

This rule shall provide specific terms and conditions of service to personnel posted to a diplomatic mission to facilitate promotion of efficiency and effectiveness of Foreign Service in the interest of implementation of foreign policy initiative of the Kingdom of Bhutan, which are not covered under other Bhutan Civil Service Rules and Regulations (BCSR-2002).

2 Application

- 2.1 This rule shall apply to all personnel hereinafter referred to as a member who has been or may, hereafter be appointed/seconded to perform the duties in a diplomatic mission.
- 2.2 The rules shall apply to a member only during the tenure of assignment in a diplomatic mission abroad.

3 Pay and Allowance

- 3.1 Any post in the Foreign Service shall be in one of the grades and pay scales of BCSR, which shall bear corresponding designation as listed in **Annexure 20/1**.
- 3.2 **Allowances Drawn in Bhutan by Personnel Seconded/Transferred to the Foreign Service**

When a person is seconded or transferred to Foreign Service abroad, all allowances drawn by him in the previous post held in Bhutan shall cease to draw from the date of such secondment/transfer.

- 3.3 **Pay and Allowances on Transfer to Bhutan**

A member shall automatically be governed by the BCSR from the date of his joining a post in Bhutan upon transfer and cease to draw allowances specifically granted under this rule.

3.4 **Pay and Allowance for Local Recruits in Mission**

A local recruit at a mission shall be paid the salary and other benefits in accordance with the terms and conditions, subject to review by the Royal Government from time to time governing his appointment approved by the Royal Government. The current pay scales of the local recruits are given at **Annexure 20/2**.

3.5 **Currency of Payment**

3.5.1 A member and a local recruit serving in a mission shall be given pay and allowances and other claims in the U.S. Dollars. However, other claims of a member posted to the Royal Bhutanese Embassies in New Delhi and Dhaka and all payments in respect of local recruits at these missions shall be paid in local currency of the respective country.

3.5.2 The government shall, based on the prevailing rates, adopt exchange rates for effecting the disbursements.

4 **Foreign Allowance (FA) and Representational Grant (RG)**

Foreign Allowance and Representational Grant shall be paid to a member as per his civil service grade at the rate given at **Annexure 20/3**, subject to revision by the government from time to time.

4.1 **Foreign Allowance (FA)**

4.1.1 Foreign Allowance shall be paid to a member to meet the high cost of living at the place of posting.

4.1.2 An unmarried member shall be eligible at the rate of 75% of the prescribed allowance.

4.2 **Representational Grant (RG)**

Representational Grant shall be paid to a diplomat as per the approved post to meet various representational expenditure by virtue of his position as a normal duty to facilitate principal functions of the Ministry of Foreign Affairs, to promote and implement the Kingdom's Foreign Policy.

4.2.1 It shall be obligatory on the part of the incumbent to spend the amount for the intended purpose. A diplomat shall account, at least, for 50% of the representational grant drawn for a particular

month before claiming the grant for the subsequent month, failing which the subsequent payment of the grant shall be withheld.

- 4.2.2 A diplomat appointed as Charge d’Affairs (CDA) shall draw Representational Grant at the rate admissible to the Head of Mission in order to effectively discharge the responsibilities as Head of Mission, provided the duration of such appointment exceeds four weeks. The higher rates, in such cases, shall be admissible from the date of appointment as Charge d’Affairs.

5 Children's Education Allowance (CEA) and Holiday Passage

- 5.1 A member shall be paid Children Education Allowance as per the rates given at **Annexure 20/4**, subject to revision by the government from time to time and as per the following conditions:

5.1.1 The allowance shall be admissible only to a maximum of three (3) children, in which the step and legally adopted children shall be included;

5.1.2 The children are within the age limits from five to eighteen (5 to 18) years or till their completion of higher secondary education, which ever happens first.

5.1.3 The allowance shall be payable only if the children are not in receipt of free education either in Bhutan or abroad.

- 5.2 The Children Education Allowance shall be admissible without interruption provided the children continue to receive their education subject to the conditions specified under clause No. 5.1.1.

- 5.3 The children of a member studying either in Bhutan or in the third country shall be paid round trip air passage during vacation which shall be restricted to only once during the entire period of a particular posting. The student’s concessions, wherever available, shall invariably be availed in such cases.

6 Medical Facility

- 6.1 A member and his family residing abroad shall be entitled to medical facilities, including the cost of hospitalization as per medical treatment rules and regulations or health insurance coverage that may be available in the country of posting.

7 **Accommodation Facility**

- 7.1 A member of the service shall be provided with furnished accommodation at the scale prescribed at **Annexure 20/5**, subject to revision from time to time and house rent shall be deducted as per the rules.
- 7.2 In the event there is no appropriate vacancy in the property owned or leased by a mission, a member shall be entitled to rent a private accommodation within the monetary ceiling prescribed by the government from time to time (**Annexure 20/6**).
- 7.3 A member shall not be entitled to rent a private accommodation if there is vacancy in the property owned or leased by a mission.
- 7.4 In the event no accommodation is available for a member on arrival at the place of posting, the head of the mission concerned shall authorize the member and his family to stay in a hotel as per the scale of accommodation prescribed by the government from time to time given at (**Annexure 20/7**), for a period not exceeding two months from the date of arrival at the place of posting.
- 7.5 A diplomat, prior to departure from an Embassy/Mission on transfer, shall handover all government properties given under his custody, including the furniture allotted to him in good condition. In the event of any loss or damage, the incumbent shall be liable to pay the damage charges.

8 **Domestic Help**

A head of mission shall be entitled to one domestic help whose air passage, home leave passage and medical expenses shall be borne by the government.

9 **Joining Time**

- 9.1 Joining time shall consist of the travel time by the approved route, the certified enforced halts en-route and six days for preparation.
- 9.2 The claim for enforced halts shall be accepted only on certification by the head of mission concerned.
- 9.3 During joining time on posting from one mission to another, a member shall be entitled to the allowances at the rate admissible in the previous station.

10 **Travel Passage, Mileage, Travel Allowance and Daily Subsistence Allowance**

- 10.1 A member and his family shall be entitled to only one leave travel passage during his tenure in lieu of the Leave Travel Concession (LTC).
- 10.2 The claim for leave travel passage shall be supported with documentary evidence of travel, such as used air tickets and boarding passes, where necessary.
- 10.3 Leave travel passage can be availed for travel to a country/place other than Bhutan, provided the cost of the former does not exceed that of the latter by the approved route.
- 10.4 Mileage may be claimed at the rates given at (**Annexure 20/8**), subject to revision by the government from time to time, for journeys undertaken for the following purposes outside the city limits using the member's personal transport:
- 10.4.1 - Leave travel; and
 - 10.4.2 - Official duties.
- 10.5 Payment of travelling allowance and daily subsistence allowance shall be subject to all requirements and conditions stipulated under the travel rules & regulations of the government in force from time to time.

11 **Transfer Grant**

- 11.1 A member shall be entitled to the transfer grant equivalent to one month's basic pay.
- 11.2 No transfer grant shall be admissible during the temporary transfers when DSA is admissible as on tour.

12 **Carriage Charge of Personal Effects**

- 12.1 A diplomat shall be entitled to cost of carriage of personal effects from the last place of posting to the next within the following limits:

12.1.1 On transfer from headquarters to a mission:

- (a) Personal effects as baggage by air:

Diplomats	250kgs	excluding	free
		baggage	allowance.

Others 100kgs excluding free baggage allowance.

This shall also apply in case of transfer under clause 12.1.2 below where a member is required to carry his immediate household requirement as accompanied baggage.

12.1.2 On transfer from mission to headquarters and between mission to mission:

(a) A diplomat in a mission where there is no direct transport route by road -20 feet container including incidental expenses.

(b) A diplomat in a mission where there is a direct transport route by road.

Diplomats -2 trucks of standard capacity including incidental expenses.

Others -1 truck of standard capacity including incidental expenses.

13 Carriage of Personal Vehicle

A diplomat and home-based staff shall be entitled to transport of one personal car and two-wheeler respectively owned by him in addition to the personal effects, to the next place of posting by sea/ surface transport. When the vehicle is brought to Bhutan, import duty shall be levied as applicable under Foreign Vehicle Allotment Rules and Regulations.

14 Liveries/Uniform to Service-Oriented Staff

The following categories of staff members at missions in New Delhi, Dhaka and Bangkok shall be entitled to liveries to be issued annually, as follows:

14.1 Drivers - 3 sets each of summer and winter uniforms.

14.2 Security guard, watchman, messenger - 3 sets each of summer and winter uniforms and one additional woolen overcoat for watchman.

electrician, plumber
cook, gardener &
Sweeper

POSITIONS SPECIFIC TO FOREIGN SERVICE

I Diplomat	BCSR Grade
Ambassador/Permanent Representative	- 0-III
Deputy Chief of the Mission/ Deputy Permanent Representative	- III
Minister-Counsellor/ Consul General	- IV
Counsellor/Dy.Consul General	- V
First Secretary/Consul	- VI
Second Secretary/Vice Consul	- VII
Third Secretary	- VIII
Attache*	

* *Attaché designated as commercial/trade shall be those on secondment from other Ministries/Agencies of the Royal Government to a Mission. The grade of such person shall correspond to their BCSR grade in their parent organization.*

II HOME BASED NON DIPLOMATIC STAFF

The grades of home based non-diplomatic staff (administrative support cadre) shall range from 6 and below.

PAY SCALE OF LOCAL RECRUITS IN MISSIONS

Mission	Title/Grade	Scale of pay (USD)
Bangkok	Private Secretary	800-23-1030 (650-20-850)
	Office Assistant	460-15-610
	Messenger/Driver	360-10-460 (300-10-450)
Dhaka	<i>* Positions to be identified</i>	
	09	420-10-520
	10	380-10-480
	11	335-10-435
	12	290-10-390
	13	265-10-365
	14	245-10-345
	15	224-5-274
	16	196-5-246
	17	182-5-232
18	168-5-218	
19	154-5-204	
Kuwait	Private Secretary Research Assistant	1680-50-2180
	Adm. Assistant Steno-typist	1680-50-2180
	Driver	1400-40-1800
Geneva	Private Secretary Research Assistant	2338-70-3038
	Adm. Assistant Steno-typist Driver	1862-70-2562
		1638-65-2288

FOREIGN ALLOWANCE AND REPRESENTATIONAL GRANT

BCSR Grade	Designation	Geneva		New York		Kuwait		Bangkok		South Asia	
		FA	RG	FA	RG	FA	RG	FA	RG	FA	RG
0 to III	Ambassador /Per. Rep.	2870	1230	2390	1030	1990	860	1810	780	1510	650
III	Dy. Chief of Mission/Dy. Per. Rep.	2190	550	1820	460	1520	380	1380	350	1150	290
IV	Minister Counsellor/ Consul Gen.	1990	500	1650	420	1380	450	1250	320	1040	270
V	Counsellor/ Dy. Consul Gen.	1800	460	1510	380	1250	320	1140	290	950	240
VI	First Sec./ Consul	1800	460	1510	380	1250	320	1140	290	950	240
VII	Second Sec./Vice Consul	1640	420	1370	350	1140	290	1040	260	860	220
VIII	Third Sec.	1640	420	1370	350	1140	290	1040	260	860	220
-	Attache**	-	-	-	-	-	-	-	-	-	-

***Attache designated as commercial/trade shall be those on secondment from other Ministries/Agencies of the Royal Government to a Mission. The grade of such person shall correspond to their BCSR grade in their parent organization.*

**FOREIGN ALLOWANCE FOR NON-DIPLOMATIC STAFF IN MISSIONS IN
SOUTH ASIAN COUNTRIES**

BCSR GRADE	FOREIGN ALLOWANCE (per month)
09	555
10	510
11	480
12	450
13	420
14	405
15	390
16-17	360

Annexure 20/4

CHILDREN'S EDUCATION ALLOWANCE (p.m. per child)

1. PMB Geneva, RBE Kuwait and RBE Bangkok -US\$ 120 per month per child
2. RBE New Delhi, RBE Dhaka and PMB New York -US\$ 75 per month per child

Scale of Furniture, Crockery, etc.

Furniture	Head of Mission	Senior diplomats	Junior diplomats	Non diplomats	Class IV staff
Entrance Hall					
Hat and coat stand	1	1	1	-	-
Door mats	2	2	2	1	-
Drawing Room/Rooms					
Sofa Sets (3 piece sets)	3	2	1	1	-
Low relaxing chairs	6	3	3	3	-
Centre table	2	1	1	1	-
Book shelf	2	1	1	1	-
Peg table	8	6	4	2	-
Writing table & chair	1	1	1	1	-
Dining Room					
Dining tables (6 seater)	4	2	1	1	-
Dining chairs	18	10	6	6	-
Side table	4	2	1	1	-
Side board/shelf	4	2	1	1	-
Pantry/Kitchen					
Kitchen table	2	1	1	1	1
Meat safe/cup board	2	1	1	1	1
Hot case	2	1	1	1	1
Stool	2	1	1	1	-
Waste basket	2	1	1	1	1
Bed Rooms					
Single cot with mattress	6	4	4	4	2
Dressing table/stool	3	2	1	1	-
Wardrobe	3	2	1	1	-
Chairs	6	4	2	2	-
Bed side teapoy	6	4	2	2	-
Bath Rooms					
Stool	3	2	2	1	-
Bath mat	3	2	2	1	-
Towel stand	3	2	2	1	-

General					
Linen cup board	2	1	1	1	1
Servants cots without mattress	3	2	2	-	-
Carpers/Draperies					
Carpets	3	1	1	-	-
Durries (floor covering)	3W	2W	2C	2J	-
Door/window curtains	Actual requirement	Actual requirement	Actual requirement		-
General					
Colour T.V. set	1	-	-	-	
Radiogram	-	-	-	-	
Refrigerator	1	-	-	-	
Cooking range/gas stove	1	1	1	1 gas stove	1 oil stove

The following crockery & cutlery shall be kept aside by the Head of Mission for common use during parties.

Dinner set (6 persons)	-----	4 sets
Tea set (6 persons)	-----	4 sets
Coffee set (6 persons)	-----	4 sets
Cutlery set (6 persons)	-----	4 sets
Glass ware (wine glasses)		
Liquor glasses/goblets and tumblers, table linen.	-----	18 persons

RENTAL CEILING

No.	Title	New York	Geneva	Kuwait	Bangkok	Dhaka	Delhi
		USD	USD	USD	USD	USD	Rs.
1.	Head of Mission	-	-	4500	2000	-	-
2.	Diplomat	4000	2000	3500	1000	600	-
3.	Non-Diplomatic Staff	-	-	1500	500	300	-

NOTE:

1. When suitable accommodation is not available for hire within the ceiling prescribed above, additional payment up to 10% may be approved by the Head of Mission.

SCALE OF HOTEL ACCOMODATION

No.	Title	Hotel Accommodation
1.	Head of Mission	1 suite
2.	Diplomats with family	1 double room
3.	Diplomats without family	1 single room

NOTE:

Payment of hotel accommodation shall be subject to production of receipts. If charges for food and other services have been included in the bills, these shall be payable by the member.

Annexure 20/8

ROAD MILEAGE RATES

PLACE	RATE PER KM
New York	US\$ 0.50
Geneva	-do-
Kuwait	-do-
Bangkok	-do-
Dhaka	US\$ 0.25
New Delhi	Rs 15/-

CHAPTER 21

TRAVEL RULES AND REGULATIONS

1 **Policy**

- 1.1 Travel shall be undertaken by a civil servant to serve a specific purpose such as to:
 - 1.1.1 Assess the performance of an organization or its subsidiary offices or a project;
 - 1.1.2 Assess the progress of implementation of developmental activities;
 - 1.1.3 Assess the impact of programmes already implemented;
 - 1.1.4 Collect information;
 - 1.1.5 Conduct supervision/monitoring/inspection/investigation/audit;
 - 1.1.6 Attend official meetings and/or submit reports;
 - 1.1.7 Attend or preside over official functions;
 - 1.1.8 Lead or accompany official delegations;
 - 1.1.9 Proceed for studies/trainings/seminars/workshops/government sponsored examinations and interviews;
 - 1.1.10 Proceed on transfers, home travel on retirement, resignation or termination;
 - 1.1.11 Undergo medical treatment/escort; and
 - 1.1.12 Carry out any other government assignment.

2 **Procedure**

- 2.1 Travel shall be undertaken by a civil servant only after obtaining approval from a competent authority.
- 2.2 The travel shall be planned for a specific period and the programme shall be submitted while seeking approval.

- 2.3 Should a civil servant be unable to follow the approved tour programme due to unavoidable reasons or be required to change it in the interest of the government, he shall obtain ex-post facto sanction for making changes in the programme immediately on his return to the duty station.
- 2.4 A civil servant shall carry with him proper identification documents and in the case of a junior civil servant, a letter of authorization from the head of the Ministry/Department/Dzongkhag/Agency while conducting travel.
- 2.5 Air tickets shall be booked for travels abroad by the administrative section concerned in conformity to guidelines that may be issued by the government from time to time.

3 **Authority to Approve Travel**

- 3.1 A civil servant shall undertake a travel only after obtaining approval from the competent authority, depending on the purpose of the travel. The authority concerned shall exercise reasonable prudence in approving the travel programme.

4 **Entitlement for Daily Allowance**

- 4.1 A civil servant travelled to a location farther than ten (10) kilometers from the duty station for official purposes shall be eligible for daily allowance provided his absence from the duty station exceeds eight (8) hours. In the rural areas, the official distance shall be as per stipulation of the Ministry of Home Affairs.
- 4.2 The day of duty shall be calculated from the time of commencement of the journey from the place of posting and the days shall be reckoned on the basis of twenty (24) hours of absence from the duty station for the purpose of calculating daily allowance.
- 4.3 Half daily allowance shall be paid if the absence from the duty station is more than eight (8) hours but less than twelve (12) hours and full daily allowance shall be paid if the absence is twelve (12) hours or more.
- 4.4 Full daily allowance shall be paid only for the first thirty (30) days of continuous halt on duty at one particular place. After thirty (30) days, only 50% of the daily allowance shall be paid for a maximum period of five subsequent months. For continuous stay beyond 6 months, no daily allowance shall be admissible. In the event a civil servant is required to leave the location of temporary duty prior to completion of the assigned work and return to the same station to continue the same work within a period of six months from the date of commencement of the tour, the duty shall be considered as continuous and the daily allowance shall not be admissible.

- 4.5 A civil servant while on travel outside the country shall be paid daily subsistence allowance for halts in transit.
- 4.6 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.
- 4.7 The payment of daily subsistence allowance for enforced halts shall be limited two days while on training.
- 4.8 No daily subsistence allowance or related expense shall be paid by the government during participation in a training when the DSA and other expenses are paid by the donor agencies.
- 4.9 Notwithstanding the clause above, a civil servant shall be reimbursed the visa fee and airport tax on production of original receipts/documents.
- 4.10 If a civil servant nominated for training outside the country is provided with airfare, boarding and lodging facilities by the donors concerned, 20% of DSA shall be paid to cover the incidental expenses.
- 4.11 When a civil servant is provided with only airfare and lodging facilities by the donors concerned, 50% of DSA shall be paid to cover other expenses.

5 Rate of Daily Allowance

- 5.1 A civil servant while on official tour within Bhutan or outside shall be admissible for daily allowance at the rates prescribed by the Royal Government from time to time.
- 5.2 A civil servant proceeding on medical treatment or as an escort shall be paid daily allowance only at the rates prescribed in the medical treatment rules of the Department of Health Services. However, a medical personnel or any other civil servant deputed by the government as an escort, shall be entitled to the normal daily allowance.
- 5.3 Daily Allowance shall be paid at the rate prescribe by the RCSC for travels connected with study tour, training, seminar and workshop funded under the projects.

6 Modes and Class of Transport

- 6.1 A civil servant, other than secretaries to the government, travelling in third countries shall be entitled to travel only by economy class. However, a civil servant representing the Royal Government as the Head of delegation shall be entitled to travel by executive class.

- 6.2 A civil servant in grade 1 and secretaries to the government shall be entitled to travel by the executive class in the Druk Air.
- 6.3 A civil servant in grade 8 to 1 shall be permitted to claim mileage at the rates, prescribed by the Royal Government from time to time.
- 6.4 When the travelling expenses are borne by an external agency, the mode and class of travel shall be determined by the agency concerned. The Royal Government shall have no objection to availing a mode/class higher than that is entitled to in such cases and no special approval shall be necessary.
- 6.5 While on tour in areas where there is no road communication or where powered vehicles do not ply, a civil servant shall be entitled to get the hire charges of ponies/mules or porter charges as per the following scales:

Grade	Riding Pony	Porter
1 to 3	1	3
4 to 8	1	2
9 to 17	1	1

- 6.6 While on tour in areas where there is road communication but no public transportation facilities are available, a civil servant in grade 1 to 8 shall be entitled to claim mileage and civil servants in grades 9 to 17 shall be entitled to avail one pony and one porter.
- 6.7 Once the tour/training/treatment is approved, no separate approval shall be required for travel by the entitled mode/class.
- 6.8 In the event a civil servant belonging to a Dzongkhag or periphery office is required to travel to the centre and regions to attend a meeting, seminar, workshop, etc. the TA & DA of the civil servant shall be borne by the respective organization of the civil servant concerned. However, if such meetings are funded by the donors, the TA & DA shall be paid by the organizing agency.
- 6.9 A Secretary to the government or a higher authority in the respective Ministry/Agency shall approve travel by a class/mode other than the one entitled, under special circumstances.

7 Submission of Tour Report

It is mandatory for every civil servant, except a secretary to the government, who undertakes tour to submit the tour report within a week after his return from tour to the duty station.

8 Control and Monitoring of Follow-up Actions

The respective controlling authorities shall ensure that the purpose of the travel is genuine and that the civil servant has been able to achieve the intended purpose. He shall also ensure that appropriate remedial and follow-up actions are taken timely.

9 Accountability

A travel conducted not in conformity to the provisions of this rule shall be regarded as illegal and hence the expenses incurred shall be recovered from the civil servant concerned. The civil servant who undertakes such travel and the authority approves it shall be liable for disciplinary action.

CHAPTER 22
TRANSFER
RULES AND REGULATIONS

1 Policy

This rule shall:

- 1.1 Facilitate mobility among civil servants so that their services are best utilized;
- 1.2 Diversify the experience and knowledge and develop appreciation for social, cultural and economic conditions prevailing in the country among the civil servants through change of post, organization or place of posting particularly from central offices to rural areas; and
- 1.3 Avoid development of vested interests in the government work leading to corruption, nepotism and red-tapism due to the prolonged stay of an individual in any particular agency or post.

2 Category of Transfer

There shall be three categories of transfers, viz.:

- 2.1 Inter-ministerial;
- 2.2 Intra-ministerial; and
- 2.3 Intra-departmental /intra-dzongkhag.

3 Authority to Transfer

- 3.1 A civil servant in grades 3 to 1 shall be transferred only by the RCSC.
- 3.2 Inter-ministerial transfer of a civil servant in grades 17 to 4 shall be approved only by the RCSC. Recommendation letter/no objection certificate shall normally be obtained in such cases from the agency concerned. Notwithstanding the above, the RCSC shall transfer the middle level officers in the Administrative Cadre periodically to enable them to acquire diverse work experience of various Ministries/Agencies.
- 3.3 Intra-ministerial transfer of a civil servant in grades 17 to 4 and intra-departmental /Dzongkhag transfer of a civil servant in grades 8 to 4 shall be approved by the Secretary of the respective Ministry.

3.4 Intra-Departmental/Dzongkhag transfer of a civil servant in grades 17 to 9 shall be approved by the Head of the Department/Dzongkhag.

3.5 A change in duties and posts within an office shall not be considered as a transfer under this rule.

4 **Criteria for Transfer**

4.1 A civil servant holding administrative responsibilities of a Department, Dzongkhag Agency, Institute, etc. shall be transferred on completion of a maximum of five years service, in a particular post or agency.

4.2 Every civil servant under the Administrative Cadre who has entered the civil service from the year 2000 onwards shall be transferred to an office in the periphery/rural area before he becomes eligible to be promoted to a position in grade 5 and above to enable him to acquire the requisite experience of working in the rural area.

4.3 The RCSC shall monitor and effect the inter-Ministerial/Agencies transfers, especially of civil servants in the Administrative Cadre.

4.4 The RCSC shall coordinate the inter-Ministerial/Agencies transfers and take possible measures to minimize the personal inconveniences to the civil servants resulting by the transfer.

5 **General Rule**

5.1 If both the husband and wife are civil servants, their simultaneous transfer and to the same location shall be facilitated, as far as possible.

5.2 A civil servant shall not normally be transferred to a post where application of his skills and knowledge shall not be possible.

5.3 A civil servant trained in one specific area/profession shall not be transferred to another position for which the knowledge acquired is not relevant.

5.4 Should the appointment to the civil service of any personnel belonging to the armed forces be required, he shall be appointed afresh to the civil service in a position and grade to be determined by the RCSC based on his qualification and experience, the services shall not be treated as transferred.

5.5 A civil servant shall not be permitted to transfer government properties along with him upon his transfer.

5.6 The personal file together with the Performance Evaluation Reports, the service record completed in all respect and the Last Pay Certificate in respect of a civil servant who is transferred from one organization to another shall be sent to the organization to which he is transferred within fifteen days from the date of his relieve.

6 **Preparatory Time**

6.1 A civil servant transferred from one duty station to another shall be eligible for six working days of preparatory time provided the new duty station is at least ten (10) kilometres away from the previous station.

6.2 The actual time required for travel shall be allowed in addition to the preparatory time.

6.3 Holidays shall be excluded from the preparatory time.

6.4 The un-availed preparatory time shall be credited to the earned leave account of the civil servant concerned, subject to the conditions under the leave rules.

6.5 Preparatory time shall be suffixed or prefixed to all forms of leave.

7 **Procedure**

7.1 Each Ministry, Department, Dzongkhag or Agency shall maintain a list of civil servants serving under them indicating the dates due for transfers.

7.2 The head of the agency concerned shall submit to the RCSC a list of civil servants to be considered for inter-ministerial transfers not later than three months prior to the due date for transfer.

7.3 A civil servant who is transferred shall be relieved within 30 days from the date of issue of the transfer order and shall assume the new responsibilities immediately on expiry of the admissible joining time.

7.4 A civil servant who meets the criteria for transfer may seek transfer.

8 **Transfer Benefit**

A civil servant who is transferred shall be entitled to the following transfer benefits:

- (i) Travelling expenditure for self and family as admissible under the rules;
- (ii) Transfer grant equal to one month's basic pay; and
- (iii) Carriage charge of personal effects at the rates given in **Annexure 22/1**, subject to revision from time to time.

8.2 A civil servant transferred within a distance of 10 kilometers from the place of posting shall not be entitled to transfer benefits.

9 **Accountability**

Non-compliance with this rule shall be treated as a violation of civil service rules and hence the authorities concerned shall be held accountable. In particular, the controlling officer and the transferee shall be liable for administrative action for dishonouring the transfer orders issued by a competent authority.

Carriage Charge of Personal Effects while Proceeding on Transfer/Retirement

Grade	Entitlement	Rate	Pack Pony Scale (non motorable road)	Monetary Ceiling
1 to 3	Two trucks	At prevailing market rate prescribed by the RSTA	13	Nu. 55,000/-
4 to 8	One truck	-do-	10	Nu. 27,000/-
9 and below	One DCM or equivalent	-do-	7	Nu. 15,000/-

Note:

1. The carriage charge shall be admissible only for the minimum capacity prescribed by the RSTA for various types of trucks;
2. The carriage charge shall be admissible only for one way and the distance by the most direct route shall be taken into account;
3. A civil servant concerned shall submit a written claim based on the distance and prescribed rates. The amount thus claimed or the ceiling prescribed above, which ever is less, shall be payable;
4. When both husband and wife are civil servants and both are transferred/repatriated together (places of posting being the same), the carriage charge shall be admissible only for one person;
5. The carriage charge for the journey to home town up on retirement shall be admissible only once during the entire service period, irrespective of changing the status or terms of appointment;
6. In the event government vehicles are used for transportation of personal effects, the carriage charge shall not be admissible; and
7. The halt for the trucks shall not be admissible.

CHAPTER 23
PRIVATE TRADE AND EMPLOYMENT
RULES AND REGULATIONS

1 Policy

This rule shall:

- 1.1 Ensure that a civil servant does not engage in trade and commercial activities which have conflict of interests and thereby compromise the public interests;
- 1.2 Ensure a civil servant carries out the responsibilities in the service of the *Tsa Wa Sum* in the most efficient and effective manner; and
- 1.3 Check corruption in the civil service by ensuring that a civil servant does not acquire wealth through unfair and illegal means.

2 Extent and Jurisdiction

The rule shall extend and be applicable to all civil servants in grades 17 to 1 including the contract employees and GSC & Elementary Service Personnel.

3 Commencement

The rule shall come into effect from 28 May 2002. Further, it shall supersede all rules and circulars issued earlier on the subject.

4 Authority to Enforce the Rule

The Ministry/Department/Agency concerned shall be responsible to enforce the rule in respect of the employees of their organizations. The RCSC shall be the central Agency in the civil service to monitor the enforcement.

5 General Rule

5.1 Private Trade or Business by Civil Servants

A civil servant shall be permitted to carry out only the following private trade or business activities:

- 5.1.1 Giving own or spouses' vehicles on hire, except to the organization of the civil servant concerned;
- 5.1.2 Renting of own building, except to the organization where the civil servant is working;

- 5.1.3 Holding of shares in Public/Joint Sector/Private Corporations, which are incorporated under the Company's Act of the Royal Government;
 - 5.1.4 Cultivating one's own land and selling the produces from such land;
 - 5.1.5 Tending one's own livestock and selling their products;
 - 5.1.6 Production of woven clothes, knitted wares and handicrafts in one's own house and selling them; and
 - 5.1.7 Writing of books.
- 5.2 Private trade & business activities by the spouse/dependants of civil servants.
- The spouse of a civil servant and his dependants shall, in addition to the activities specified under clause 5.1 above, be permitted to:
- 5.2.1 Carry out any trade or business activity (licensed or unlicensed) provided there is no conflict of interest with the services of his spouse/children in the civil service.
 - 5.2.2 Undertake salaried employment within or outside the civil service.
- 5.3 In order to avoid any possible conflict of interest, the following procedures/restrictions shall be strictly observed:
- 5.3.1 A civil servant shall declare the business/trade of his spouse/dependants to the head of the agency, where the civil servant is employed. The organization shall maintain a list of spouses and dependants of their employees engaged in formal or non-formal business.
 - 5.3.2 No spouse or dependant of a civil servant shall be allowed to participate in supply of goods and services to the particular office where the civil servant is employed or where the civil servant has an authority over it.
 - 5.3.3 A civil servant shall recuse himself from the Inter-Ministerial or Agency level tender committee if there is conflict of interest by way of participation of his spouse/dependant(s) or close relative in the bid or the civil servant concerned has a direct interest in any of the parties competing in the bid.

- 5.3.4 A civil servant participating as a member of a tender committee shall not communicate any information to the bidders, except those officially required.
- 5.3.5 A civil servant shall not become a member of the Board of Directors of a private company, unless appointed by the government.
- 5.3.6 Special privileges and entitlements shall not be misused.
- 5.3.7 A civil servant shall not hold majority shares of any company and shall not engage in trading of shares or bonds, except those owned by him.
- 5.3.8 Utilization of office time and resources for private purposes particularly, writing of books/articles, etc. shall not be permitted.

6 Liability

- 6.1 Submission of false information in relation to this rule or suppression/withholding of any relevant information by a civil servant shall be treated as an offence and shall be liable for administrative action as per the Civil Service Rules and Regulations.
- 6.2 The civil servant concerned shall be liable for administrative action and prosecution under criminal laws for reasons of violation of this rule.

7 Penalty

A civil servant engaged in activities in violation of these rules shall be liable for termination from service without retirement benefits.

CHAPTER 24

ADMINISTRATIVE DISCIPLINE RULES AND REGULATIONS

1 Policy

This rule shall:

- 1.1.1 Ensure that a civil servant observes a standard of behaviour in accordance with the civil Service Code of Conduct and Ethics, Rules & Regulations and Laws of the country;
- 1.1.2 Promote Transparency, Efficiency and Accountability in the civil service;
- 1.1.3 Provide speedy and just processes in the conduct of disciplinary actions against an erring civil servant so that discipline within the civil service is promoted; and
- 1.1.4 Promote high morale and create confidence among the civil servants by ensuring justice, fairness and equity in protecting the innocent and punishing the guilty.

An authority vested with the power to enforce discipline shall not refrain from lawfully exercising such power against an erring civil servant.

A civil servant shall not be falsely accused, which would unjustly injure his reputation or cause unjustified and unreasonable worries.

A civil servant shall be protected against external intimidation and/or legal action resulting in from discharge of official duties in accordance with the rules and procedures.

The employing agencies shall create conducive working environment for a civil servant for proper performance of the duties and responsibilities.

A person related to or prejudicial against a respondent civil servant shall not serve as a disciplinary authority, investigation authority, a member of the investigating committee or as an appellate authority.

Investigation and adjudication of administrative charges or complaints against a civil servant shall be in conformity to rules & regulations and laws of the Kingdom.

2 Jurisdiction and Power

2.1 All administrative and disciplinary issues and grievances concerning a civil servant shall be acted upon by the RCSC as per the provisions of this rule, except criminal proceedings, which shall be under the jurisdiction of courts.

2.2 The RCSC shall:

2.2.1 Enforce all rules & regulations and laws governing the discipline of a civil servant;

2.2.2 Exercise appellate authority in required cases;

2.2.3 Summon witnesses and/or the parties concerned with administrative complaints, issue *subpoena* and *subpoena duces tecum*, and take testimony in an investigation or delegate such power to a proper committee or office of the Royal Government or an appropriate and competent civil servant of the Royal Government;

2.2.4 Punish or recommend punishment for contempt of a witness or the party concerned who fails to comply with a summons, *subpoena duces tecum*, duly issued according to the subpoena or procedures herein prescribed, and with the same penalties provided in the law; and

2.2.5 Enforce decisions on disciplinary actions involving a civil servant.

2.3 The head of an agency or an immediate superior shall initiate disciplinary action against an erring civil servant.

2.4 The powers to impose a penalty on a civil servant shall be exercised by the respective authorities as under:

Grades	Minor Penalty	Major Penalty
8 to 1	Head of Ministry/ Autonomous Agency.	The RCSC .
17 to 9	Head of Department/ Dzongkhag/Autonomous Agency.	Head of Ministry.
GSC/ESP Personnel	Head of Department/ Dzongkhag/Autonomous Agency.	Head of Department/ Dzongkhag/Autonomous Agency.

2.5 A disciplinary authority shall disqualify him or be disqualified from sitting on a case where circumstances exist to affect his impartiality.

2.6 The disciplinary authority may designate, from within the agency, a responsible and competent civil servant as an investigator or constitute an investigation committee to conduct formal investigation of an administrative case against a civil servant under his jurisdiction and submit investigation reports.

2.7 Appellate authority to review and modify the decisions taken by the disciplinary authority shall be:

Grades of respondent civil servant	Minor Penalty Imposed	Major Penalty Imposed
2.7.1 8 to 1	The RCSC.	The RCSC.
2.7.2 17 to 9	Head of Ministry/ Autonomous Agency.	The RCSC.
2.7.3 GSC/ESP Personnel	Head of Department/ Autonomous Agency.	Head of Ministry/ Autonomous Agency.

2.8 The appellate authority, on receipt of an appeal from the defendant, shall review the decision taken by the disciplinary authority to confirm that the prescribed procedures have been followed and action taken is reasonable. The authority shall adopt or modify such a decision if warranted under the circumstances. The reasons thereof and the circumstances shall be fully stated in each case.

2.9 The appellate authority may constitute an administrative review committee if necessary in order to review the decision taken by the disciplinary authority and to submit its findings and recommendations thereof, for decision-making.

2.10 The reports/recommendations of the committee designated herein (investigating committee, committee on administrative cases, or administrative review committee) shall be jointly signed by the committee chairperson and the members. Any qualifying statement or dissenting views shall be reflected in the committee report/recommendations, or indicated above the signature of the chairman or the member concerned.

3 **Fiscal Responsibility, Accountability and Liability**

3.1 A civil servant whose official duties and responsibilities require possession or custody of government funds, properties or accountable forms shall be liable for their safekeeping.

- 3.2 The head of any agency or organization shall be primarily responsible for all government funds and properties, or any lapse of fiscal responsibility and duties pertaining to his jurisdiction.
- 3.3 A civil servant shall be held responsible, accountable and liable for expenditure of government funds, use of government properties, or any decision or action thereon in violation of rules & regulations and laws.
- 3.4 An accountable civil servant responsible for government vehicles, machineries or any other forms of property shall be liable for the value thereof in case of improper or unauthorized use or misapplication by him or any person for whose acts he may be responsible for. Similarly, the individual concerned shall be held responsible and liable to make good of all losses, damages, or deterioration of such properties caused by negligence or misuse.
- 3.5 Every civil servant accountable for government funds shall be liable for all losses resulting from unlawful deposit, use, or application thereof and for all losses attributable to negligence in keeping of the funds.
- 3.6 An accountable civil servant shall not be relieved from liability by reason of his having acted under the direction of a superior if he fails to notify the superior in writing on the illegality of such an act. The superior directing any illegal action shall be primarily responsible for any loss incurred thereby, while the accountable officer or civil servant who fails to serve the required notice shall be secondarily responsible.
- 3.7 A civil servant shall not have any personal or pecuniary interest in any contract or transaction of the respective agency. The individual shall be held primarily responsible for any violation of this rule, unless it is evident beyond reasonable doubt that:
 - 3.7.1 It was for the best interest and exigencies of the service;
 - 3.7.2 It was due to *force majeure* or fortuitous event; or
 - 3.7.3 It was inevitable to prevent further losses and to ensure continuity of government operation.

4. Causes for Disciplinary Action

- 4.1 Disciplinary action against a civil servant shall be taken for offences related to:
 - 4.1.1 Conduct or behaviour;
 - 4.1.2 Performance of official duties; and

- 4.1.3 Fiscal responsibility, accountability and liability.
- 4.2 Offences related to conduct or behaviour in violation of the Civil Service Code of Conduct and Ethics shall be:
 - 4.2.1 Disgraceful and immoral conduct in particular, misuse of his position for taking undue personal advantage on subordinates or colleagues;
 - 4.2.2 Misconduct, *inter-alia*, repeated lack of *Driglam Namzhag*, habitual absence from duties, violation of dress code, discourtesy in the course of official duties, habitual drunkenness; physical or mental incapacity due to immoral or vicious habits or conviction of a crime involving moral turpitude; and
 - 4.2.3 Engage in private trade and business activities in violation of the private trade rules and regulations or act against the provisions of the rule.
- 4.3 Offences Related to Performance of Official Duties shall be:
 - 4.3.1 Neglect of duty, *inter-alia*, non-compliance with or non-enforcement/non-implementation of lawful and proper orders, directives, appropriate recommendations, sanctions, etc. without justifiable reasons;
 - 4.3.2 Abuse of official authority and position;
 - 4.3.3 Refusal to perform official duty; or
 - 4.3.4 Insubordination and disobedience to lawful authority.
- 4.4 Offences related to fiscal responsibility, accountability and liability shall be:
 - 4.4.1 Misuse of government funds, properties and accountable forms;
 - 4.4.2 Non-remittance/non-deposit of collections;
 - 4.4.3 Incurring of illegal and unauthorized expenditures, including unjustified, irregular, excessive, unnecessary and extravagant expenditures;
 - 4.4.4 Malversation, embezzlement, malfeasance and misappropriation of government funds and properties;
 - 4.4.5 Failure of a civil servant to produce or render accounts of government funds and properties entrusted to him, upon demand by an appropriate authority;

- 4.4.6 Failure on the part of a civil servant concerned to submit records, documents and reports required by rules & regulations and laws within the prescribed period, without justifiable reason;
- 4.4.7 Failure of a responsible officer or any civil servant to render or settle the accounts and make good his fiscal responsibility/accountability. This shall include unlawful departure or attempt to leave Bhutan without securing a certificate from the authority concerned showing that the accounts have been finally settled;
- 4.4.8 Flagrant or willful violation of rules & regulations and laws on financial management and control; or
- 4.4.9 Failure to settle liability for losses, damages, etc. as hereinafter prescribed.
 - 4.4.9.1 Refunding of the misappropriated funds or deposit of the cost of misused materials, properties or equipment shall not relieve a civil servant from the liability of having committed the offence. The civil servant involved in such irregularities shall be liable for administrative and legal actions even after such refunds are made.

5. Filing of Administrative Charge (s)

- 5.1 An administrative charge against a civil servant may be filed by:
 - 5.1.1 The disciplinary authority on his own initiative; or
 - 5.1.2 Any person other than the disciplinary authority in the form of a written complaint, supported with sufficient documentary evidence.
- 5.2 A complaint, including anonymous letters, not filed properly as prescribed hereinabove, shall not be admitted.

6 Notification to the Respondent Civil Servant

- 6.1 The disciplinary authority, when convinced that *prima facie* a case exists, shall notify the respondent civil servant in writing of the administrative charge(s) and require him to answer the charge within thirty (30) days from receipt of the said notification.
- 6.2 The respondent civil servant shall answer the charge(s) and support it with relevant documents and evidence. He shall indicate in the answer whether or not he opts for a formal investigation of the charge(s).

- 6.3 The disciplinary authority may dismiss the case when the respondent civil servant's answer proves beyond doubt that the administrative charge(s) is/are without basis.

7 **Investigation and Adjudication**

- 7.1 The disciplinary authority shall direct the conduct of a formal investigation by a disciplinary committee to establish the truth and the validity of the respondent's answer and to determine the other parties involved in the case when the respondent civil servant pleads not guilty of the administrative charge(s) and the plea is not corroborated.
- 7.2 Formal investigation shall be conducted by the disciplinary authority, an investigator or an investigating committee duly designated by the disciplinary authority. Where two or more civil servants are respondents in the same case, common or simultaneous proceedings may be conducted.
- 7.3 The investigator or investigating committee shall commence formal investigation within thirty (30) days from receipt of the respondent civil servant's answer.
- 7.4 The disciplinary authority may order the conduct of an investigation even if the respondent civil servant does not request a formal investigation when the authority is convinced that no decision can be judiciously taken without such an investigation.
- 7.5 The evidence for the complainant and the respondent shall consist of legal and/or other evidence including audit evidence, which may be categorized into documentary evidence, testimonial evidence, physical evidence and analytical evidence in support of the complaint or answer, as the case may be.

These evidence shall be:

- 7.5.1 Direct evidence or circumstantial/indirect evidence;
- 7.5.2 Primary evidence or secondary evidence;
- 7.5.3 Positive evidence or negative evidence;
- 7.5.4 Corroborative evidence or cumulative evidence; or
- 7.5.5 ***Prima facie*** evidence or conclusive evidence.
- 7.6 Legal evidence shall be governed by the Law of Evidence.

- 7.7 Documents not admissible as legal evidence are those:
- 7.7.1 Having erased words, alterations or defective signatures.
 - 7.7.2 Made or entered by mentally imbalanced person.
 - 7.7.3 Made under duress/coercion.
 - 7.7.4 Forged/fabricated.
 - 7.7.5 Made with malafide intention.
 - 7.7.6 Based on anonymous letters or documents treated as contrary to law; or
 - 7.7.7 Statements or documents presented as legal evidence, which are not corroborative.
- 7.8 A person who is either related or prejudiced against a respondent civil servant shall not be eligible to serve as a witness.
- 7.9 The investigator or an investigating committee appointed by a disciplinary authority may order testimony to be taken by deposition at any stage of a proceeding or investigation. Depositions may be taken before an individual designated by the investigator/investigating committee under the direction and shall be subscribed by the deponent. Any person connected with the case may be compelled to appear, depose and produce documentary evidence before the committee.
- 7.10 Other evidence is those that are required by the disciplinary authority provided that they are not excluded by the Law of Evidence.
- 7.11 The investigation shall be completed within thirty (30) days from its commencement. The period for investigation may be extended for not more than thirty (30) days by the disciplinary authority.
- 7.12 The investigator or investigating committee shall submit to the disciplinary authority a written report on the investigation within thirty (30) days after the completion of the investigation.
- 7.13 Where a committee on administrative cases has been constituted as deemed necessary in accordance with this rule, investigation report shall be submitted through the said committee. The committee shall commence its function within ten (10) days upon receipt of the investigation report.
- 7.14 The complainant and the respondent civil servant may avail themselves of the services of counsel(s) (*Jabmi*) and require the presentation of witnesses and

evidence in their favour through the process of written summons, *subpoena* or a *subpoena duces tecum*.

7.15 The disciplinary committee shall submit its report and recommendation to the disciplinary authority within thirty (30) days from the commencement of its function.

7.16 Administrative cases shall be determined by a preponderance of evidence, which must clearly and convincingly outweigh opposing evidence in the judgment of the proper authority rendering the final decision.

8 Decision

8.1 Decision shall be rendered by the disciplinary authority within thirty (30) days from the receipt of the investigation report, if no committee on administrative cases had been constituted for the particular case. However, where a committee on administrative cases has been duly constituted for a particular case, the decision shall be rendered within thirty (30) days from the receipt of the committee's report and recommendations.

8.2 A copy of the decision rendered by the disciplinary authority shall be furnished to the Head of Ministry/Autonomous Agency concerned and the RCSC.

8.3 The decision shall be immediately executed and enforced by the disciplinary authority, even pending petition for reconsideration and/or appeal.

8.4 The disciplinary authority shall take into consideration the nature of the offence, circumstances leading to the commission of the offence and the past service record of the respondent before imposing a major penalty of removal from the service with retirement benefits or termination of service without post retirement benefits.

9 Summary of Proceedings

9.1 The Commission, upon recommendation of the Head of Ministry/Agency may remove or dismiss a respondent civil servant from the service without formal investigation when a civil servant:

9.1.1 Habitually exhibits bad behaviour as may be indicated in the Performance Review and Evaluation reports; and

9.1.2 Is charged with a very grave or serious offence and the guilt is proven with evidence beyond reasonable doubt.

10 Penalty

- 10.1 In the imposition of penalties, the disciplinary authority shall take into consideration the nature and seriousness of the offence, as well as the circumstances, which either mitigate or aggravate the intention of the respondent civil servant and the offence.
- 10.2 Only one penalty shall be imposed in each case.
- 10.3 The same penalties shall be imposed for similar offences under similar circumstances.
- 10.4 A minor penalty shall consist of one or a combination of actions such as a reprimand, fine of an amount not exceeding one month's salary (minus the house rent component), withholding of training, withholding of one/two annual increments.
 - 10.4.1 A reprimand shall generally be issued for an offence such as:
 - 10.4.1.1 - irregular attendance;
 - 10.4.1.2 - lack of *Driglam Namzhag*;
 - 10.4.1.3 - unbecoming etiquettes and manners;
 - 10.4.1.4 - unsatisfactory performance reflected in the performance review and evaluation form; and
 - 10.4.1.5 - Carelessness and/or negligence of duties.
- 10.5 A major penalty shall consist of:
 - 10.5.1 withholding of annual increment for a period of three to five years;
 - 10.5.2 reduction of salary below the existing pay level but with entitlement to normal increments on due dates;
 - 10.5.3 withholding of promotion;
 - 10.5.4 reversion or demotion to a lower post and grade;
 - 10.5.5 compulsory retirement from service with post retirement benefits; and
 - 10.5.6 dismissal or termination of service without post retirement and other benefits.
- 10.6 In no case shall imprisonment be imposed as a penalty in an administrative case. It shall be pronounced only by a court of law. If warranted under the circumstances, the RCSC or any other disciplinary authority shall file appropriate criminal charges against a respondent civil servant in a court of law in Bhutan.

- 10.7 All disciplinary cases involving civil servants in grades 8 to 1, after establishing, beyond reasonable doubt by the Commission, the need for criminal prosecution in the court of law shall be referred to the Agency responsible for prosecution.

The cases involving civil servants in grades 9 to 17, special contract employees, GSC and ESP after due process and establishing the requirement for criminal prosecution in the court of law shall be referred to Dzongkhag courts by the disciplinary authority concerned. The Office of Legal Affairs shall provide guidance to the Ministries/Agencies concerned in preparation of charge sheets in the legal format for filing of cases in the court and in conducting investigation and preparation of reports thereof according to the legal requirements.

- 10.8 In the event when a civil servant is convicted and imprisoned by a court of law (inclusive of payment of Thrimthue) for a case not concerning the official performance, the Commission shall decide whether the services of the civil servant concerned warrants termination or imposition of any other penalty.
- 10.9 Any minor or major penalty imposed on a civil servant shall be entered in his service record. It shall like-wise be reflected in the annual Performance Review and Evaluation report.

11 **Suspension**

- 11.1 The head of an agency may place a civil servant under suspension pending an investigation when:
- 11.1.1 The civil servant is charged of dishonesty, grave misconduct, neglect of duty, abuse of official authority and power;
 - 11.1.2 There are justifiable reasons and the evidence of strong guilt.
 - 11.1.3 The civil servant faces criminal charges in a court of law.
- 11.2 Suspension shall be effected through a formal government order. A copy of the order shall be delivered to the respondent civil servant.
- 11.3 A civil servant under suspension shall receive a subsistence allowance of an amount equal to half of the pay to which he is entitled to immediately before being placed under suspension.
- 11.4 The subsistence allowance at 50% of the last basic pay shall be paid up to a maximum period of twelve months of suspension. The authority concerned shall ensure that disciplinary case(s) is/are decided within twelve months,

failing which the matter shall be reported to the Commission through the Secretariat. However, on finalization of the disciplinary proceedings if the civil servant is found innocent and acquitted of all charges and accordingly re-instated in service, he shall be entitled to receive full salary for the entire period of suspension.

- 11.5 The period of suspension shall be considered as part of active service for the purpose of gratuity, annual increment and promotion only if the respondent civil servant is found innocent and acquitted accordingly.
- 11.6 Where an order of suspension is issued or deemed to have been made, or extended by the disciplinary authority, a copy of the order and the detailed report of the case shall be furnished to the Head of the Ministry concerned and the Commission, within a period of ten (10) days from the date of suspension.
- 11.7 An order of suspension shall remain in force as herein provided, unless it is modified or revoked by the appropriate authority.
- 11.8 Where a civil servant is suspended whether in connection with a disciplinary proceeding or otherwise, and another disciplinary proceeding is commenced against him during suspension, the authority competent to place him under suspension may, for justifiable reasons, order the continued suspension of the civil servant until the completion of all the proceedings against him.
- 11.9 In the event a respondent civil servant expires during his suspension, the administrative case against him shall be immediately decided, so that whatever benefits may be equitably decided in favour may be availed of by his family or legal nominees.

12 **Appeal**

- 12.1 A respondent civil servant may appeal against the decision of the disciplinary authority, within ten (10) days from the receipt of the decision. Such an appeal shall be submitted for the reasons that:
 - 12.1.1 There is evident injustice due to grave abuse of discretion;
 - 12.1.2 The decision is not supported by the evidence on record;
 - 12.1.3 Newly discovered or additional evidence which materially affects the decision is presented; or
 - 12.1.4 There is patent error in the interpretation of rules & regulations and laws, prejudicial to the interest of the respondent civil servant.

- 12.2 The Appellate Authority, while reviewing the appeal shall examine whether the disciplinary authority has completed the due processes.
- 12.3 Decision on the appeal shall be rendered within thirty (30) days from receipt of the appeal.
- 12.4 The decision of the appellate authority shall be enforced by the disciplinary authority.
- 12.5 An aggrieved civil servant if not satisfied with the decision of the appellate authority, may appeal against such decision to the highest court of the land.
- 12.6 In the event the highest court of the land acquits a respondent civil servant on reviewing the appeal against the decision of the appellate authority, the penalty imposed by the disciplinary authority shall stand revoked. The civil servant concerned shall be reinstated in the service, if specifically ordered so in the judgment of the court.

CHAPTER 25

SUPERANNUATION, RESIGNATION AND RETIREMENT BENEFITS RULES AND REGULATIONS

1 Policy

This rule shall:

- 1.1 Provide financial security to a civil servants during his post-retirement period in order that he remains content while in service enabling him to contribute his best; and
- 1.2 Define post-retirement benefits and prescribe procedures for sanctioning them.

2 Superannuation Age

2.1 A civil servant shall superannuate from service on completion of:

2.1.1 Red Scarf Officers : 60 years of age.

2.1.2 Non Red Scarf Officers : 58 years of age.
in grades 1 to 3

2.1.3 All others : 56 years of age.

2.2 The date of birth recorded in the service record at the time of the initial appointment of a civil servant shall be the basis for deciding the date of retirement. The date of birth shall be recorded based on the information provided in the birth certificate.

2.3 Except otherwise specifically provided by this rule, the actual retirement on superannuation shall be effective on the first day of the month following the actual date of retirement. The gratuity and other benefits shall be computed as on the effective day of retirement.

2.4 No civil servant shall be retained in service beyond the age of superannuation either through re-appointment or otherwise, unless His Majesty the King commands so.

3 Resignation

3.1 A civil servant may, subject to other rules, on his own volition resign from service after giving notice of such resignation of at least one month in advance.

3.2 A civil servant who fails to give the prescribed period of notice of resignation shall be liable to pay an amount equal to the basic pay for the prescribed period of notice.

3.3 Authority to Accept Resignation

The powers to accept voluntary resignation submitted by a civil servant shall be vested with following authorities respectively, based on the grade of the civil servant:

3.3.1 Grade 8 to 1 The RCSC.

3.3.2 Grade 13 to 9 Ministry/Autonomous Agency.

3.3.4 Grade 17 to 14 Head of Department/Dzongkhag/Agency.

3.4 The resignation submitted by the Finance Service and other sectoral personnel shall be accepted by the parent Ministries, subject to the conditions laid down under clause 3.3 above. However, the recommendation/endorsement from the Head of the Dzongkhag/Agency to which the incumbent is attached shall be a pre-requisite.

The authority that recommends and accepts the resignation shall ensure that the resigning civil servant has complied with the conditions of service laid down in the training and other rules.

A civil servant shall submit resignation to a higher authority through the respective controlling officer and/or head of the Ministry/Department/Dzongkhag/Agency.

4 Retirement Benefit

4.1 Gratuity

4.1.1 Eligibility

A civil servant who is separated from service shall be entitled to receive gratuity, except when the separation is on disciplinary grounds and the forfeiting of the gratuity is specified in the separation order.

4.1.2 Amount of Gratuity

The amount of gratuity payable under this rule shall be computed based on the last basic pay drawn times the number of completed years of service (fraction of a year being ignored). The maximum limit of the gratuity payable under this rule shall be notified by the Government from time to time.

4.1.3 Conditions for Payment

The gratuity shall be paid to a civil servant only upon production of an audit clearance certificate.

4.1.4 Recovery

The amount due from a civil servant, if any, at the time of retirement or demise and not recoverable other-wise, shall be recovered from the gratuity payable to the incumbent, his nominees or other legal heir to whom such payments may be released.

4.1.5 Authority to Sanction Gratuity

The gratuity shall be sanctioned to a civil servant by a competent authority to whom such powers are delegated in the financial manual after completing the due process and the sanction shall be accorded in the prescribed form.

4.2 Pension

A civil servant who has served a minimum of ten (10) years in the service and made 120 monthly contributions to the pension account and retires from service on attaining the civil service retirement age shall be entitled to monthly pension benefits. If however, a civil servant is terminated from employment by the employer, either on disciplinary ground or convicted of a felony under any court of law, he shall not be eligible for the pension benefits nor shall he be entitled to refund of contributions made to the pension account.

4.3 Provident Fund Benefit

A civil servant who has served for a minimum of one year and retired from service shall be entitled to the provident fund benefits, both the employee and employer contributions together with returns thereon credited to pension account as per the National Pension and Provident Fund Rules and Regulations.

A civil servant whose services are terminated from the service by the employer on disciplinary ground or convicted of a felony under any court of law shall be entitled only to his contribution together with returns credited thereon to provident fund account.

4.3.1 Amount of Monthly Pension and Provident Fund Benefits

The amount of monthly pension benefits and the Provident Fund payable to retired civil servants under the National Pension Plan and the Provident Fund benefits shall be subject to the provisions in the National Pension and Provident Fund Plan - Rules and Regulations.

4.3.2. Condition of Payment

The pension and provident fund benefits shall be paid subject to the provisions in the National Pension and Provident Fund Plan - Rules and Regulations.

4.3.3 A copy of the order relieving a civil servant on separation from the civil service shall be endorsed to the National Pension and Provident Fund, which shall form the basis for the National Pension and Provident Fund to sanction the pension and provident fund benefits.

4.3.4 Recovery

The amount accumulated to a member under the National Pension and Provident Fund Plan shall not be liable to attachments, garnishments, levy or seizure, except to pay any dues of the member payable to the National Pension and Provident Fund Plan or to the employer.

4.3.5 Authority to Sanction Pension and Provident Fund Benefits

Pension and provident fund benefits shall be sanctioned to a retired civil servant by the National Pension and Provident Fund Plan in accordance with the National Pension and Provident Fund Plan-Rules and Regulations.

4.4 **Verification of Service**

The services of a civil servant claiming the gratuity, the pension and provident fund benefits under this rule shall be verified with respect to the service book of the civil servant, and certified in the prescribed respective form by a designated authority.

4.5 **Journey on Retirement**

A civil servant who leaves service for any reason shall be entitled to travelling allowance of an amount equal to one month's last basic pay of the civil servant.

4.6 **Transfer Grant**

A civil servant who leaves service for a reason other than termination shall be entitled to the transfer grant of one-month basic pay, provided the incumbent has rendered a minimum service of three years.

4.7 **Carriage Charge of Personal Effects**

A civil servant, who leaves service for a reason other than termination, shall be entitled to receive carriage charge of personal effects as per the rules in force from time to time.

4.8 **Employees Group Insurance Benefit**

A civil servant who leaves government service shall be entitled to the benefit of Employees Group Insurance.

4.9 **Benefits Payable to the Family when a Civil Servant Expires**

If a civil servant expires while in service, the members of his family residing with the incumbent at the time of his demise shall be entitled to travelling allowance from the last place of posting to the home town of an amount equal to one month's last basic pay of the civil servant, transfer grant and carriage charge of personal effects as admissible under rules.

5 **Incidence and Payment of Retirement Benefits**

5.1 The gratuity and other retirement benefits shall be paid to the retired civil servant.

5.2 Gratuity and other terminal benefits shall be claimed by a civil servant from the department/organization/agency from which he received the last pay.

5.3 A civil servant when served both in a government department/agency and public sector corporation(s), the gratuity shall be paid for the entire service period, provided the gratuity apportionable to the respective corporation(s) in proportion to the actual length of service rounded to completed months is remitted to the Ministry of Finance.

- 5.4 In the event the annual increment is due for a civil servant on the day following the date of retirement, the annual increment shall be released and it shall be considered for the purpose of calculating all retirement benefits.
- 5.5 The gratuity in respect of a civil servant reverted from secondment to a corporation for the period of service rendered by the employee in the corporation, calculated proportionately for the length of service in completed months shall be remitted by the corporation to the Ministry of Finance. The details of such remittances shall be recorded in the service book of the civil servant.
- 5.6 The gratuity and other benefits shall also be payable to the nominee(s) of a civil servant who expires after putting in a minimum continuous service of one year.
- 5.7 The gratuity and other retirement benefits payable to a civil servant who expires without filing the nomination, shall be disbursed in accordance with the law of the country.
- 5.8 A retired civil servant or his survivor or nominee shall not be paid gratuity and other retirement benefits if the individual:
- 5.8.1 Is under indictment or has charges outstanding against him preferred under the rules of the Royal Government;
 - 5.8.2 Willfully remains outside the Kingdom of Bhutan with the knowledge of the indictment or charges, as the case may be; or
 - 5.8.3 Fails to appear, testify, or produce a book, paper, record, or other document, relating to the service as an employee, before a government appointed authority or a court of law concerning the past or present relationship with a foreign government/agency or a matter involving or relating to an interference with or endangerment of, or involving or relating to a plan or attempt to interfere with or endanger the national security or sovereignty of the Kingdom of Bhutan.

6 **Nomination**

- 6.1 A civil servant shall submit to the agency concerned a nomination in the prescribed form conferring on one or more persons the right to receive the retirement benefits that may be due to him in the event of his demise.
- 6.2 A civil servant who desires to nominate more than one person under clause No. 6.1 above, shall specify the amount payable to each of the nominees.

- 6.3 A civil servant may, at any time, cancel a nomination and submit a fresh one in its place.
- 6.4 A civil servant may state in a nomination that in the event of the predecease of the nominee, the right conferred upon the nominee shall automatically change to another person or persons, as may be specified in the nomination.
- 6.5 A civil servant not having a family at the time of nomination shall file a fresh nomination on acquiring a family and if one fails to comply with this requirement, the benefits shall be paid to the nominees nominated earlier or disbursed in accordance with the law of inheritance, as the case may be.
- 6.6 Every nomination made and every notice of cancellation by a civil servant shall, to the extent it is valid, take effect on the date on which it is received by the agency concerned.
- 7 The personal file and service record of a civil servant superannuated or whose services are separated from the civil service, irrespective of the reason for the separation, shall be retained by the respective Ministry/Department/Dzongkhag/Agency.

CHAPTER 26

DEFINITION

1	Administrative penalties	Administrative Disciplinary Actions.
2	Agency	An organization under the Royal Civil Service.
3	Approved Route	The most direct and economic route.
4	Basic Pay	The pay fixed on a time scale.
5	Chairperson	Chairperson of the Royal Civil Service Commission.
6	Charter	Royal Charter of the Royal Civil Service Commission 1982.
7	Circumstantial Evidence	Evidence that is based on inference and not personal knowledge of observation.
8	Civil Service	All appointments to the services under the jurisdiction of the Royal Civil Service Commission.
9	Commission	Royal Civil Service Commission.
10	Compulsory Retirement	Retirement with post service benefits.
11	Conclusive Evidence	Evidence so strong as to overbear any other evidence to the contrary.
12	Conflict of Interest	A real or seeming incompatibility between one's private interests and one's public or fiduciary duties.
13	Corroborative Evidence	Evidence that differs from but strengthens or confirms other evidence.
14	Criminal Offence	An offence in violation of laws of the land.
15	Cumulative Evidence	Additional evidence of the same character as existing evidence and that supports a fact established by the existing evidence.
16	Dependants	Children below 18 years and spouse of a civil servant.
17	Diplomat	Civil servants under the AC Cadre discharging diplomatic duties.
18	Direct Evidence	Evidence that is based on personal knowledge or observation and that, if true, proves a fact without reference or presumption.
19	Domestic Help	A personal servant of Bhutanese nationality maintained by the Head of a mission/embassy for whom the air passage, home leave passage and medical expenses are provided by the government.
20	Driglam Namzhag	National Code and Etiquette.
21	Embezzlement	The taking of government/public property fraudulently with which one has been entrusted.
22	Enforced Halt	A halt which a civil servant or his family, in the course of a journey, obliged to make at an intermediate station for a reason beyond his control.
23	Employee	A civil servant.
24	Family	A group consisting of parents (husband & wife) and their children below 18 years, including the step and legally adopted children.
25	Force Majeure	An event or effect that can be neither anticipated nor controlled.
26	Foreign Allowance	An allowance given to an employee of a mission/embassy to cover the cost of living at the place of posting.

27	Government	Royal Government of Bhutan.
28	He	The word he shall refer to both feminine and masculine genders.
29	Head of Mission	A member who is accredited to a foreign country/international organization to represent the Royal Government of Bhutan in that capacity.
30	Home based staff	Support level personnel deputed to a mission abroad.
31	Indirect Evidence	Evidence that is based on inference and not personal knowledge of observation.
32	Leave Travel Passage	The provision of travel fares to a member and the family including domestic help for visiting homes in Bhutan or any other country/place.
33	Ley Jumdey	Cause and effect.
34	Local Recruit	A person directly recruited by the mission/embassy to a non-diplomatic post as per the terms and conditions approved by the government from time to time.
35	Long Term Training	Training/studies with duration nine (9) months or more.
36	Major Penalty	Withholding of annual increments/reduction of salary/withholding of promotion/demotion/compulsory retirement/termination.
37	Malafide Intention	Bad/wrong intention.
38	Malfeasance	A wrongful or unlawful act.
39	Malversation	Official corruption.
40	Married Member	Married member shall include a widower, widow and divorcee with dependent child residing with the member.
41	Member of Foreign Service	Means both diplomats and non-diplomatic home-based staff.
42	Member	Members of the Royal Civil Service Commission.
43	Minor Penalty	Reprimand, fine of an amount not exceeding one month's salary or withholding of trainings/studies.
44	Misappropriation	The application of another's property or money dishonestly to one's own use.
45	Misdemeanour	A crime that is less serious and is usually punishable by fine, forfeiture or confinement usually for a brief time in a place other than a prison such as an out post.
46	Negative Evidence	Evidence suggesting that an alleged fact does not exist, such as witness's testifying that he did not see an event occur.
47	Oath of Allegiance & Secrecy	Execution of a pledge of service and adherence to the Code of Conduct & Ethics.
48	Personnel Actions	Processes stipulated under the policies and rules & regulations of the Royal Civil Service Commission.
49	Personnel Policy	Actions or statement of aims and ideals pertaining to the civil service employees under the government.
50	Position Classification	Grouping together of positions with similar duties and responsibilities for the purpose of determining appropriate titles, minimum selection requirements, equitable compensation/salary and other personnel actions.

51	Positive Evidence	Evidence that is based on personal knowledge or observation and that, if true, proves a fact without reference or presumption.
52	Prima Facie Case	The establishment of a legally required rebuttable presumption.
53	Prima Facie Evidence	Evidence that will establish a fact or sustain a judgment, unless contradictory evidence is produced.
54	Primary Evidence	Evidence of the highest quality available.
55	Proselytization	Coercing to accept one's own belief, religion, etc, against the will of another person.
56	Public Service	A service provided or facilitated by the government for the general public's convenience and benefit.
57	Representational Grant (R.G)	A grant given to a diplomat to meet the expenditure of entertaining his counterparts as required by virtue of his position.
58	Rules	Bhutan Civil Service Rules & Regulations-2002.
59	Rural Area/Periphery	Rural area/periphery shall include Dzongkhag /Dungkhag Headquarters, except Thimphu and Phuentsholing.
60	Secondary Evidence	Evidence that is inferior to the primary or best evidence and that becomes admissible when the primary or best evidence is lost or inaccessible.
61	Secretariat	Secretariat of the Royal Civil Service Commission.
62	Short Term Training	Training/studies of less than nine (9) months duration.
63	Staffing Pattern/strength	Posts sanctioned to an organization/institution/agency including relations, responsibilities and accountabilities.
64	Subpoena	A writ commanding a person to appear before a court or other tribunal, subject to a penalty for failing to comply.
65	Termination	Separation from the civil service without any post service benefits but with entitlement of his own personal contribution such as Provident Fund (PF) & Group Insurance Scheme (GSC) with interest and cost of travel Home.
66	Tha Damtsi	The duties one owes to another derived from good faith, trust, confidence, candour and moral obligations.
67	Thrimthue	Financial penalty/fine in lieu of imprisonment.
68	Tsa Wa Sum	The King, Country and People.
69	Unmarried Member	Unmarried member shall mean a widower, widow and divorcee without dependent child.
70	Voluntary Resignation	Resignation as per one's own free will and desire (with post service benefits).
71	Writ	A written order.
