

**GUIDELINE FOR IMPLEMENTING STT**

Procedures to be followed by Agency:

<p align="center"><b>Planned HRD Programmes</b> <i>(RGoB funded/Project tied donor- funded/cost sharing programmes)</i></p>	<p align="center"><b>Adhoc Offers</b></p>
<p>HR Division/Services shall review Approved Annual HRD Plan and develop and present implementation work plan to HRC for approval.</p> <p><i>(Agency to ensure all HRD programmes with budget under the Formal Training (OBC 45.01) are included in the Annual HRD Plan and uploaded in the Agency's website within two months from the budget approval date).</i></p>	<p>HR Division/Services shall receive (acknowledge), review and distribute training offers.</p>
<p>Department/Division/Sector nominates a candidate(s).</p>	<p>Department/Division/Sector nominates a candidate(s).</p>
<p>Candidate nominated submits STT Nomination Application Form <i>(Form 9/1)</i>.</p>	<p>Candidate nominated submits STT Nomination Application Form <i>(Form 9/1)</i></p>
<p>HR Division/Services reviews the nomination and submits to HRC for approval. Refer STT Nomination Review Form <i>Schedule 9/C</i>.</p>	<p>HR Division/Services reviews the nomination and submits to HRC for approval. Refer STT Nomination Review Form <i>Schedule 9/C</i>.</p>
<p>HRC approves the nomination.</p>	<p>HRC approves the nomination.</p>
<p>HR Division/Services issues Approval Letter with a copy to Accounts Division/Services for payment of 80% entitlements.</p>	<p>HR Division/Services issues Approval Letter with a copy to Accounts Division/Services for payment of 80% entitlements.</p>
<p>HR Division/Services provides detailed Pre-departure Briefing (PDB) to the candidate. Refer STT PDB Form- <i>Form 9/3</i>.</p>	<p>HR Division/Services provides detailed Pre-departure Briefing (PDB) to the candidate. Refer STT PDB Form -<i>Form 9/3</i>.</p>
<p>HR Division/Services monitor timely completion and reporting to Agency.</p>	<p>HR Division/Services monitor timely completion and reporting to Agency.</p>
<p>HR Division/Services facilitates sharing of knowledge/experience by the candidate where applicable.</p>	<p>HR Division/Services facilitates sharing of knowledge/experience by the candidate where applicable.</p>
<p>HR Division/Services issues instructions to Accounts Division/Services for payment of 20% balance entitlements after receiving/reviewing Office Joining Letter along with Training Report and Feedback Form from the candidate. Refer <i>Form 9/4, 9/5 and 9/6</i>.</p>	<p>HR Division/Services issues instructions to Accounts Division/Services for payment of 20% balance entitlements after receiving/reviewing Office Joining Letter along with Training Report and Feedback Form from the candidate(s). Refer <i>Form 9/4, 9/5 and 9/6</i>.</p>
<p>HR Division/Services updates record in CSIS.</p>	<p>HR Division/Services updates record in CSIS.</p>
<p><b>Note:</b> <i>Civil servants nominated for STT (Ex-Country) in Section 9.4.3.5 to Section 9.4.3.8 which are of 5 days and below duration need not fill in STT Application/Nomination form and STT PDB form.</i></p>	