



FORM 6/1

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

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

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1. Agreement

- 1.1 THIS AGREEMENT is executed on day month..... year between Agency, Royal Government of Bhutan, hereinafter called “the employer” and Mr./Ms., Citizenship Identity Number hereinafter called “the employee”.
- 1.2 He/she shall serve the Agency asor in such other capacity/place/department as the Agency may from time to time require.
- 1.3 He/she shall serve for a total period of months commencing from (DD/MM/YYYY) (hereinafter referred to as the contract period).

2. Remuneration and Benefits

2.1 Remuneration

- 2.1.1 The remuneration of a GSP employee shall be fixed at the minimum of the pay scale and shall be entitled to annual increment.
- 2.1.2 An ESP employee shall be paid as per the minimum wage rate approved by the Government and shall not be entitled to annual increment.
- 2.1.3 A GSP/ESP employee appointed under the BCSR 2018 shall not be admissible for contract allowance.
- 2.1.4 A GSP/ESP shall be paid Difficulty Allowance posted to a place beyond one dholam from the motorable road and High Altitude Allowance as determined by the Government.

2.2 Leave and Travel

- 2.2.1 A GSP/ESP employee appointed under the provisions of the BCSR 2018 shall be eligible for Leave as per Section 6.7.2 of BCSR 2018.
- 2.2.2 A GSP/ESP employee shall not be eligible for transfer.

2.3 Medical Facility

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

2.4 Housing

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

2.5 Pension, Provident Fund and Insurance

2.5.1 Pension, Provident Fund and Insurance of a GSP/ESP, shall be, in accordance with relevant laws and regulations.

2.6 Deduction

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

2.7 Retirement Benefit

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

2.7.2 In the event the employee initiates and terminates the contract before the expiry of the contract term, one month's notice should be given to the employer to avail the gratuity for the completed year of satisfactory contract service.

2.7.3 In the event the employer terminates the contract, the gratuity shall be paid for the completed year of satisfactory contract service. However, when the employee's contract is terminated by the employer on ground of non-performance or misconduct or breach of contract terms and conditions, he shall not be eligible for gratuity.

2.7.4 In the event of the employee's death while in service, the gratuity shall be payable to the nominee(s) of the employee for the completed year of satisfactory contract service.

3. Extension

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

3.2 GSP/ESP's service may be extended/renewed with the consent of both the Agency and the employee concerned for terms not exceeding two years at a time.

- 3.3 Extension shall be granted only to those having a clean service history, which shall not contain any record of indiscipline, adverse report, misdemeanour, or any act that is considered as violation of the Civil Service Values and Conduct.
- 3.4 Performance shall be the main criterion for extension.

4. Termination of Service

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

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

SIGNED by the contract employee
DD/MM/YYYY (Affix Legal Stamp)

In the presence of

SIGNED for and on behalf of the Agency:
DD/MM/YYYY

In the presence of

Note: Employer and employee to sign in all pages of this document