



དཔལ་ལྷན་འབྲུག་གཞུང་།
 རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།
 ROYAL GOVERNMENT OF BHUTAN
 ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/ WS-3/2018/ 4677

March 8, 2018

.....

Subject: Standard General Induction Program for new employees and SOP for Retiring Services

Dasho/Sir/Madam,

As you are aware that the Civil Service Well-being is one of the areas of reforms to take care of its civil servants right from entry to separation and beyond to attract the best and the brightest and motivate them to contribute fully to the Tsa-Wa-Sum.

To ensure the new employees are welcomed to the civil service, a mandatory general induction program shall be provided to the new employees by the respective agency and thereafter, the respective agency may provide a specific or customized induction program based on the need.

The other component of the reform process is the creation of a proper Exit Management (EM) by streamlining the separation process so that the superannuating civil servants gracefully exit the civil service.

Many times, a retiring civil servant is made to run from pillar to post to complete the paper works for separation. This system is viewed as "harassment" to a civil servant retiring after serving the Tsa-Wa-Sum for many years. Therefore, there is need to streamline the separation process to make it more efficient and effective so that a retiring civil servant gracefully retire from the service.

In this regard, the Royal Civil Service Commission has developed a Standard Operating Procedure (SOP) for exit of civil servants to be implemented by all the agencies to ensure uniform application of exit formalities of a civil servant across all agencies.

Please see attached herewith the standard General Induction Program for new employees and SOP for Retiring services.

Yours faithfully,

(Tsheten Wangyal)
Offt. Director

Copy to: Chief HRO/HRO, for strict compliance

Induction Program for New Appointee			
Sl. No	Activity	Time	Responsibility
1.	Courtesy call with Head of the Agency	9:30-10:00	HRD
2.	Introduction to Agency <ul style="list-style-type: none"> - Vision & Mission - Ministry Structure - Mandates 	10:00-11.00	PPD
Tea Break			
3.	Introduction to the BCSR focusing on Civil Service structure, career Progression, IWP, leave, travel and other entitlements	11.15-1.00	HRD
Lunch			
4.	Basic skills in writing official letter, Note sheet, office orders, minute keepings, filing and documentation.	2.00-3.00	HRD/PPD
5.	Civil Service Values and Conduct (BCSR), Driglam Namzha, and Office Decorum	3.00-4.00	HRD/PPD
6.	Introduce the new employee to Line Supervisor and others in the agency.	4.00-5.00	HRD

Induction Program for New Appointees (GSP/ESP)		
	Activities	Time
1	Courtesy call with Head of the Agency/ Dept/Division/Sector	9.00-9:30
2	Briefing by HRO <ul style="list-style-type: none">- Job responsibilities- Contract Agreement, extension and entitlements- Code and conduct	9:30-11:30
3	Open Bank Account	11:30-1:00