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ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
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RCSC/LS-63 /2019/ 3790

March 20, 2019

**Notification**

**Subject: Amendment of eligibility for field trip during LTT as per section 9.7.6.5 of BCSR 2018.**

The Royal Civil Service Commission after carrying out comprehensive study and consultations has come up with the field trip framework for clarity in implementing section 9.7.6.5 of BCSR 2018 and for greater decentralization of HR processes. Agencies may now review and approve/regret field trip proposals as per the guideline provided. Therefore, field trip cases need not come to RCSC for approval, however, it will be subject to Annual HR Audit.

The notification is as per the decision of 155th Commission Meeting held on February 14, 2019 and shall be effective from *March 20, 2019*.

1. The framework shall apply for any field trip with financial implication to RGoB, whether full or partial funding.
2. Field trip shall include following:
  - Conference/workshop/seminar/Congress/Symposium
  - Thesis/Dissertation requiring movement outside Campus but within host country and Bhutan which shall include Data collection
  - Clinical Attachment/Elective posting
3. Conference/Workshop/Seminar/Congress/Symposium shall be for candidates to get exposure to new/cutting edge knowledge, technology and skills and poster/paper presentations relevant and mandatory part of their course.
4. Thesis/Dissertation shall be for candidates to carry out independent research on area of their specialization, a mandatory component of LTT.
5. Clinical Attachment/Elective posting shall be for hands on practice/observership on clinical fields (specialization and sub specialty) which are not available in the host institute/country.
6. Those pursuing clinical courses in Thailand shall not be allowed to undertake elective posting/clinical attachment in Bhutan/other countries.



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7. All field trips shall be within host country or Bhutan except for:
  - LTT implemented in KGUMSB which are as specified on Sl. No. 14 under Table I.
  - Clinical attachment which are specified in Sl.no 6.
8. Approval of such Field Trip shall be as per the requirement of the course. Therefore, the University/Institute has to submit requirement officially when processing for Study Leave approval with the following information:
  - a. Field trip requirement within or outside the campus
  - b. Requirement within or outside the host country
  - c. Cost implication from RGoB
  - d. The candidates pursuing Clinical LTT shall only be eligible for Clinical attachment/Elective posting if it is a mandatory requirement of the course. A letter must be furnished from supervisor which is verified by both Head of the Dept and Dean of the College/University.
9. A candidate pursuing clinical LLT or research based course shall be eligible for field trip, provided;
  - a. It is reflected in the curriculum/course content;
  - b. It is approved in principle during the approval of the study leave by RCSC/Agency as per the delegation of the authority.
10. A candidate pursuing LTT by coursework shall not be eligible for field trip.
11. All LTT shall be categorized as Research based or Coursework based on the Curriculum/Course content work when processing for Study Leave.
12. A candidate shall be entitled for following financial benefits if not covered by the host country/other funding agency;
  - a. One time to and fro travel cost from host country to Bhutan as per the financial/procurement rule
  - b. 50% DSA for the duration of the Field Trip approved and based on BCSR 2018
13. Candidates pursuing Clinical LTT or Research based LTT shall be eligible for Thesis Grant which shall not exceed Nu. 100,000/-. Payment shall be made based on submission of original receipt.



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14. Thesis Grant shall cover cost for following:

- a. Printing and binding: questionnaire and related documents, final thesis copies
- b. Thesis related equipment/materials and reagents, if any
- c. Data analysis and thesis writing
- d. Translation cost, if required

15. Field trip and Clinical attachment/Elective Posting shall be of duration as indicated in two Tables below:

Table I Field trip and attachment requirement as per curriculum where there is RGoB funding implication both full and partial funding				
Institute/ Country	Category	Visiting country		
		Bhutan	Within region	Outside region
KGUMSB, Bhutan*	Clinical Attachment	Maximum of 2 times for 28 days per attachment in entire duration (Bhutan)	Maximum of 2 times for 1 month per attachment in entire duration (within SAARC countries)	Not applicable
	Field trip for Conference/workshop/seminar/Congress/Symposium	Not applicable	Once in a year for not more than 5 days	
	Field trip for Thesis/Dissertation Data Collection	Once in a year for maximum of 14 days	Not applicable	Not applicable

Table II Field trip and attachment requirement as per curriculum where there is RGoB funding implication whether full or partial funding for courses conducted outside Bhutan				
Host country (Place of Study)	Category	Visiting Country		Remarks
		Bhutan	Within same country	
Country other than Bhutan	Clinical Attachment	Upto 1 month in entire duration		except Sl.no 6
	Field trip (For Clinical)	Once in a year for maximum of 21 days OR		Field trip shall include: ● Conference/worksho



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	courses)	Two times for 5 days per trip if staggered	p/seminar/Congress/ Symposium and/or ● Thesis/Dissertation Data Collection
	Field trip (For Other courses)	Once in a year for maximum of 14 days OR Two times for 5 days per trip if staggered	

*\*Bhutan (only for PG residents of KGUMSB)*

- For health professionals other than Doctors pursuing clinical courses shall be eligible for field trip upto maximum of 14 days within the region in entire duration. Not applicable outside the region.
- Within the region shall include (SAARC and SEAR countries) and Mongolia (for those Medical Professionals in field of traditional medicine).
- The current practice of 50% DSA is paid when attending field trip based on Circular issued by RCSC vide letter number RCSC/HRD/(3.00)/2005/54 dated 26th September 2005 along with the revision of stipend rate with effect from 1st October 2005.
- Duration of field trip in a year shall be within 21 days for clinical and 14 days for non clinical/other courses including data collection.

Looking forward for your kind cooperation and continued support.

(Dasho Karma Tshiteem)

**Chairman**

**Royal Civil Service Commission**

cc:

1. Auditor General, Royal Audit Authority for kind information.
2. Director, Royal Civil Service Commission for kind information.
3. The Chief HR Officers/HR Officers of Ministries/Agencies/Dzongkhags for information and strict compliance.
4. Chief Budget Officer, Department of National Budget, MoF for kind information.
5. Chief HRO, HR Audit Division, RCSC for kind information
6. Chief HR Officer, HRD Division, RCSC for kind information
7. Chief Legal Officer, Legal Services, RCSC for kind information.