



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



RCSC/LS-63/NOTIFICATION /2019/ 4423

May 14, 2019

NOTIFICATION

Subject: Quarterly Reports on Executive Travel

In line with the decision of the 3rd Commission Meeting held on May 7, 2019, to strengthen effective planning and management of the Leadership Development Programme, all HR Divisions/Services are directed to submit quarterly reports on **Travel (ex-country) of Executives in their Agencies** to the HR Committee of their respective Ministries, Agencies and Dzongkhags. A copy of this quarterly report must be submitted to the Executive and Specialist Management Division, Royal Civil Service Commission and should include the following information:

| Name/EID/PT /Agency | Program Title | Start Date | End Date | Institute and Location | Source of Funding |
|---------------------|---------------|------------|----------|------------------------|-------------------|
| | | | | | |

The following schedule is to be followed for submission of quarterly report:

| Sl. No. | Quarterly report | last date of submission |
|---------|--------------------------------|-------------------------|
| 1 | April 1, 2019 to June 30, 2019 | July 30, 2019 |
| 2 | July 1 to September 30 | October 30 |
| 3 | October 1 to December 31 | Jan 31 |
| 4 | January 1 to March 31 | April 30 |

(Karma Hamu Dorjee)
 Chairperson