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རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



RCSC/LD-63/2021/687

25<sup>th</sup> August, 2021

**NOTIFICATION**

The Commission noted that with the institutionalization of the Zhiyog Electronic System (ZEST), all the information required for Short Term Training (STT) can be accessed from the ZEST while other information such as security and audit clearance can be verified from the respective websites. Thus, submission of the same information through existing forms has become redundant.

Given this opportunity to reduce the administrative burden on civil servants, the Commission, during its 92<sup>nd</sup> Commission Meeting held on 18<sup>th</sup> May 2021, endorsed the amendment of the following sections in the BCSR 2018 pertaining to STT:

1. Section 9.6.1.3 shall be amended as, "STT for all positions shall be implemented as per the Schedule 9/B and the HRO shall review the nomination as per the STT Review Checklist in Schedule 9/C for submission to the HRC";
2. Section 9.6.4.1 shall be amended as, "Agency shall issue Letter of Award as per Form 9/2 after the STT has been approved by the HRC";
3. Section 9.6.4.2 shall be removed;
4. Section 9.6.5.1 shall be amended as, "As an official nominee of the RGoB, a candidate shall adhere to the Civil Service values and conduct at all times, as per the BCSR 2018"; and
5. Section 9.6.5.2 shall be amended as, "A candidate on completion of the approved course shall return to Bhutan and report to the Agency immediately with
  - a. Joining/training report/feedback form 9/4 (LTT and STT); and
  - b. Certificate (if applicable)"

In line with the above amendments:

1. The following will no longer be required
  - a. STT Nomination Application form (9/1)
  - b. STT PDB form (9/3)
2. The 'STT Nomination Review Form' Schedule (9/C) shall be renamed as 'STT Review Checklist' in Schedule (9/C); and
3. Schedule 9/B shall be amended (attached as annexure).

This notification shall be effective from 25<sup>th</sup> August 2021.

(Karma Hamu Dorjee)  
Chairperson



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Copy to:

1. All Head of the Agencies for kind information.
2. Director, DOS, All Ministries for kind information.
3. Chief/Asst./HR Officers of Ministries/Agencies/Dzongkhags for information and necessary action.
4. HRDD/Legal Division for record and necessary action.



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**Annexure**

<b>Planned HRD Programmes</b> (RGoB funded/Project tied donor- funded/cost sharing programmes)	<b>Adhoc Offers</b>
HR Division/Services shall review Approved Annual HRD Plan and develop and present implementation work plan to HRC for approval.  <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>	HR Division/Services shall receive (acknowledge), review and distribute training offers.
Department/Division/Sector nominates a candidate(s).	Department/Division/Sector nominates a candidate(s).
HR Division/Services reviews the nomination and submits it to HRC for approval. Refer STT Review Checklist Schedule 9/C.  HR Division/Services verifies the security and Audit clearance for the candidate(s) online.	HR Division/Services reviews the nomination and submits it to HRC for approval. Refer STT Review Checklist Schedule 9/C.  HR Division/Services verifies the security and Audit clearance for the candidate(s) online.
HRC approves the nomination.	HRC approves the nomination.
HR Division/Services issues: <ol style="list-style-type: none"> <li>1. Letter of Award with a copy to Accounts Division/Services for payment of 80% entitlements.</li> <li>2. Letter for Air ticketing (if any);</li> </ol>	HR Division/Services issues: <ol style="list-style-type: none"> <li>3. Letter of Award with a copy to Accounts Division/Services for payment of 80% entitlements.</li> <li>4. Letter for Air ticketing (if any);</li> </ol>
HR Division/Services monitor timely completion and reporting to the Agency.	HR Division/Services monitor timely completion and reporting to the Agency.
HR Division/Services facilitates sharing of knowledge/experience by the candidate where applicable.	HR Division/Services facilitates sharing of knowledge/experience by the candidate where applicable.
HR Division/Services issues payment instructions to Accounts Division/Services for payment of 20% balance entitlements after receiving/reviewing Joining/Training report/feedback form 9/4 (LTT and STT).	HR Division/Services issues payment instructions to Accounts Division/Services for payment of 20% balance entitlements after receiving/reviewing Joining/Training report/feedback form 9/4 (LTT and STT).
HR Division/Services updates records in ZEST.	HR Division/Services updates records in ZEST.

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