



ROYAL CIVIL SERVICE COMMISSION

ROYAL GOVERNMENT OF BHUTAN

FORM 7/D

TRAINING REPORT & FEEDBACK FORM (for LTT)

.....  
.....

..... (address to the Agency based on approving authority)

Sir/Madam,

As per the Letter of Award No. ....dated ....., the undersigned has successfully completed the LTT. I hereby, would like to report to the RCSC on ..... (DD/MM/YYYY). I have completed the LTT as detailed below:

LTT level :  
Mode of Study :  
No. of progressive LTT :  
Name of the Course :  
Institute & Country :  
Start & End Date :  
Duration :  
Funding Agency :

**Please find the following as attachment:**

**1. Training report**

Training Report shall include the following:

- a. Describe courses/subjects covered during the training); and
- b. Propose how the knowledge and skills gained from the course can be utilized to further
- c. improve the effective delivery of services of your Agency.

**2. Consolidated Academic Transcript and Course Completion Certificate;**

**3. Thesis/ Research copy with consent letter to share with the relevant Agency (if research-based); and**

**4. Feedback on the Institute and the course.** Feedback shall be on the following:

- a. Rigour of the course



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- b. Quality of the Institute
- c. Quality of the faculty
- d. If you would recommend the institute and the course
- e. Any other observations or recommendations

Thanking you

Yours faithfully,

Signature

Name :

EID No. :

Position Title :

Agency :

E-mail :