

Standard Operating Procedure (SOP)
Civil Service Award

| Sl. No. | Activity | Timeline |
|---------|--|------------------------|
| 1 | Issue Award nomination call to Public/Civil Service Agencies | January |
| 2 | Last date of receipt of list of Award recipients to RCSC through ZEST online from Civil/Public Service Agencies | 28th February |
| 3 | Compilation and verification of the Award nominations submitted by Agencies <i>(Wellbeing Unit, HRMD to compile, verify, approve and finalize the nominations put up by the agencies through ZEST)</i> | 1- 30 March |
| 4 | Place requisition for Award medals and certificates to AFS, RCSC as per the nominations received from Agencies <ul style="list-style-type: none"> • <i>(AFS, RCSC to complete all procurement processes of medals and certificates as per the requisition submitted)</i> | 30 th March |
| 5 | Calligraphy of Award certificates <i>(Wellbeing Unit, HRMD shall print the certificates for all finalized nominations)</i> | April - June |
| 6 | Submission of Certificates to HMS for Royal Chha-Tag <i>(RCSC to formally submit the certificates to the Office of the Gyalpoi Zimpon for receiving the Royal Chha-Tag)</i> | 1st July |
| 7 | Packing of medals and certificates <i>(Packing of the medals and certificates to be dispatched to respective agencies)</i> | November |
| 8 | Distribution of medals and certificates to Agencies <i>(Notify all agencies to collect the medals and certificates)</i> | November-December |

Note: Distribution of medals and certificates should be completed before 17th December each year