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



RCSC/LS-63/2024/2102

19 December, 2024

## Notification

### **Subject: Guideline for handing-taking over of roles, files, properties in the Civil Service**

The Royal Civil Service Commission is pleased to circulate the '*Guideline for handing-taking over of roles, files, properties in the Civil Service*' in line with the Bhutan Civil Service Rules and Regulations (BCSR) 2023. The importance of smooth handing over of responsibilities along with the files, documents, properties by civil servants is clearly outlined in the BCSR 2023.

This guideline outlines a standard procedure to be observed during movements of the civil servants so as to ensure operational continuity, protect institutional memory and information, maintain the integrity and transparency to handover office properties and assets. The Commission requests Ministries/Dzongkhags/Agencies to ensure the handover process is completed before relieving the civil servant/staff on transfer, long-term study leave, EOL, secondment and separation. This is issued for strict compliance with immediate effect.

[The Guideline and the handing over forms are attached herewith.](#)

(Tashi Pem)  
**Chairperson**