

## **CHAPTER 1: PRELIMINARY**

In pursuance to the Royal Charter of 1982 of the Royal Civil Service and the Constitution of the Kingdom of Bhutan, the Royal Civil Service Commission, hereafter referred to as the RCSC, has revised and promulgated the Bhutan Civil Service Rules and Regulations 2006.

### **1 Title**

This rule shall be known as the Bhutan Civil Service Rules and Regulations 2006, hereafter referred to as the BCSR 2006.

### **2 Extent and Commencement**

- 2.1 This rule shall extend to the employees of all Agencies within the Civil Service, inclusive of personnel on contract, General Service Personnel (GSP) and Elementary Service Personnel (ESP).
- 2.2 This rule shall not extend to elected representatives, holders of constitutional posts and personnel belonging to the Royal Bhutan Army, Royal Body Guard, Royal Bhutan Police and Corporations.
- 2.3 This rule shall come into force with effect from the dates announced through Executive Orders.

### **3 Rules of Construction**

In this rule unless the context indicates otherwise, the singular shall include plural and the masculine gender shall include the feminine gender.

### **4 Supersession**

All existing rules, regulations and circulars in force concerning the subjects under this rule, which are covered by the revised BCSR 2006, shall be deemed to have been superseded from the effective dates of the revised rules.

### **5 Supplementary Order**

The RCSC shall issue Executive Orders consistent with this rule as may be necessary from time to time.

### **6 Authority for Amendment and Interpretation**

The authority for amendment and interpretation of any provision under the BCSR 2006 shall vest with the RCSC and its interpretation shall be final and binding.

## CHAPTER 2: CODE OF CONDUCT AND ETHICS

A civil servant bestowed with the privilege and honour to serve the **Tsawa Sum** and with confidence and trust reposed in him shall:

- 1 Strive to maintain the highest standards of integrity, honesty, fortitude, selflessness, loyalty, right attitude, right aptitude, patriotism and endeavour to maintain professional excellence in the service of the **Tsawa Sum**.
- 2 Not misuse his official position and authority.
- 3 Maintain the confidentiality of official information and decisions.
- 4 Render services with due respect, courtesy and sincerity.
- 5 Ensure transparency, efficiency, effectiveness, professionalism, meritocracy and accountability.
- 6 Ensure cooperation within the Civil Service and judicious use of resources.
- 7 Avoid all forms of discrimination and favour in discharging official responsibilities.
- 8 Avoid the conflict of interest in discharging official responsibilities.
- 9 Not accept, for self or family members, favours, gifts, benefits or donations which can be construed by the authority as affecting the decisions and performance of his duties.
- 10 Be apolitical, non-partisan and not engage in proselytization.
- 11 Refrain from unauthorized communication of information, which shall be detrimental to the smooth and efficient functioning of the Government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation.
- 12 Refrain from making any statement of fact or opinion in any medium or in any document which may have adverse effects against policies or actions of the Government.
- 13 Abstain from indulging in any activity or association that adversely affects an institution, national sovereignty and integrity of the country.

- 14 Not provide any wrong information to the Government.
- 15 Not coerce, attempt to coerce, order or advise an individual to pay, lend or contribute anything of value to a party, association, non-governmental organisation (NGO), Agency or person whose activities are prejudicial to the *Tsawa Sum*.
- 16 Not undertake any activity, private trade/commercial activity or additional employment that causes conflict of interest with his official duties and responsibilities.
- 17 Declare personal assets, including assets in the name of spouse and children, at the time of joining the service and subsequently on an annual basis to the respective Agency in the prescribed format given at *Annexure 2/1*. The individual civil servant is responsible for declaring the asset, as and when he acquires the asset to the Head of Agency. The Head of Agency shall be accountable for failure to declare assets by the employees within the Agency.
- 18 Refrain from imbibing intoxicating spirits within the duty premises and refrain from consuming alcoholic drinks after office hours that may affect his normal behaviour or endanger the safety of other people. Further, a civil servant shall totally abstain from use of psychotropic or habit-forming drugs, unless prescribed by a competent medical officer.
- 19 Maintain *Driglam Namzhag*, official decorum and refrain from indulging in gambling or other habits and behaviour that affects one's performance of official duties and/or tarnishes the image of the Civil Service.
- 20 Adhere to the prescribed "clocking system" to maintain proper account of working hours in the office.
- 21 Be conversant with all the provisions of BCSR.
- 22 Cherish, subscribe and promote the values of *Tha Damtsi and Ley Jumdrey*.
- 23 Abide by the existing rules and laws of the Kingdom.

**PERSONAL ASSET DECLARATION FORM**

**Guidelines and Forms for Income, Asset and Liability Declaration**

1. In accordance with the Bhutan Civil Service Rules and Regulations, a civil servant shall declare the income, asset and liability in the forms given below as Part A, B, C and D. *(If space provided is inadequate, the same can be expanded or additional information may be provided as attachment).*
2. A civil servant shall declare the income, asset and liability including that of his spouse (s) and children in one form.
3. If a spouse or children are civil servants in another Agency, the declaration shall be filed to that Agency and a copy of the declaration shall be made accessible to the RCSC.
4. The declarations shall be submitted within three months upon joining Office, and updated annually thereafter (if a change in income, assets and liabilities have taken place).
5. The Asset Declaration Information Form completed by the civil servants shall be treated as highly confidential.
6. The Head of Agency shall be accountable for failure to declare assets by the employees within the Agency.

**Part A – General Information**

**I. Reason for Declaration (tick)**

- i) Appointment
- ii) Termination
- iii) Annual declaration
- iv) As children

**II. Details of the Declarant**

Name	ID Card No.	Place of Birth	Date of Birth	Marital Status	Present Address

**III. Details of Spouse(s)**

Name:	ID Card No.	Place of Birth	Date of Birth:	Present Address:	If employed, name of the Agency

**IV. Details of Children**

Name	ID Card No.	Address	Date of Birth	If employed, name of the Agency

**Part B – Declaration of Income, Assets and Liabilities**

**If you or your spouse or your children own assets, please provide details under the relevant sections of the Tables 1-5 given below:**

**Table 1: Immovable Property**

Name of the registered owner	Relation to the Declarant	Type of Property	Plot or Thram No.	Location	Estimated market value	New Acquisition

**Table 2: Shares and stocks declaration form**

Name of the registered owner	Relation to the Declarant	Certificate Number	Number of Shares/ Stocks	Company or business holding Shares/ Stocks	Estimated Market Value	New Acquisition

**Table 3: Vehicle/machineries declaration form**

Name of the registered owner	Relation to the Declarant	Type of Vehicle/ Machineries	Registration No.	Estimated Value	Acquisition (Inherited/ Purchased/ Others)	Remarks

**Table 4: Declaration of interest bearing deposits**

Name of the owner	Relation to the Declarant	Types of Deposits	Account No.	Bank/ Companies	Amount	Acquisition

**Table 5: Declaration of other assets and activities not specified**

Name of the owner	Relation to the Declarant	Types of Assets/Activities	Estimated Value	New Acquisition	Remarks if any

**Note:**

1. Name of the registered owner means you or your spouse or any children dependent on your earning
2. Acquisition means how the assets were acquired i.e. purchased, inherited or gifted by some one.

**Part C - Income statement**

Please indicate your gross income from the following sources for the year previous one year

Types of Income	Declarant	Spouse(s)	Child			Total
			1	2	3	
Income from employment						
Rental income from land & building						
Interest income from deposits & securities						
Income from shareholdings						
Income from hire of vehicles or any other property except land & building.						
Any other incomes not specified above						
Grand Total						

**Part D – Liabilities (Loans)**

Name of Debtor	Creditor (Name of Financial Institution)	Loan Amount	Loan Outstanding	Purpose	Remarks if any

**Declaration:**

I hereby declare that the information given in this Form is true and correct to the best of my knowledge. In case any information is found incorrect, I assume full responsibility thereof and shall be liable for prosecution as per the laws of the Kingdom of Bhutan.

(Name and signature of the Declarant)

Date:

Countersigned by:

(Name and signature of Spouse)

Date:

1.

2.

(Name and signature of Children)

Date:

1.

2.



## **CHAPTER 3: RECRUITMENT, SELECTION AND APPOINTMENT**

### **1 Policy**

- 1.1 Maintain a small, compact, efficient and effective Civil Service;
- 1.2 Ensure professionalism in the Civil Service; and
- 1.3 Facilitate recruitment of qualified person with right attitude for the right job.

### **2 Strategy**

- 2.1 Determine existing as well as emerging vacant positions in the Civil Service through a periodic Organisational Development (OD) exercise;
- 2.2 Provide equal opportunity to eligible candidates and appoint the right person for the right job through a fair, open and competitive selection process based on meritocracy; and
- 2.3 Provide orientation of the selected candidate into the Civil Service.

### **3 Recruitment Planning Process**

- 3.1 The RCSC in consultation with the Agency shall determine the staffing pattern and strength required for the Agency for the plan period.
- 3.2 The Agency concerned shall initiate annual human resource recruitment plan as per the approved staffing pattern and strength.
- 3.3 The Agency shall identify recruitment needs against vacant positions in consultation with the Divisions/Sections, obtain approval from competent authority in the Agency and submit annual recruitment plan to the RCSC for approval.
- 3.4 The RCSC in consultation with the Agency shall determine the vacant positions for the Executive and Specialist Category in the Civil Service.
- 3.5 The recruitment against a vacant position shall be made either by direct recruitment of a new employee or in-service recruitment through promotion and/or transfer of a civil servant.

#### **4 Authority for Recruitment, Selection and Appointment of New Employee**

- 4.1 The RCSC shall be the central personnel Agency for recruitment and selection of a candidate in collaboration with the employing Agency, and for approving the appointment against a position, except the following, for which the responsibility and authority to recruit, select and appoint shall be delegated:

<b>Position</b>		<b>Organisation</b>	<b>Effective Date</b>
<b>Category</b>	<b>Level</b>		
Operations	O4 - O1	Ministry/Agency/Dzongkhag	January 2007
Supervisory & Support	S5 - S1	Ministry/Agency	January 2008

- 4.2 The recruitment of graduates for Position Level S1 shall be carried out by the RCSC through the Civil Service Common Examinations.
- 4.3 Except for the recruitment of officers through the Civil Service Common Examination by the RCSC, the delegation of authority under section 4.1 of this rule shall be reviewed periodically.
- 4.4 An HR Committee, comprising at least four members, including a representative from the RCSC, shall be instituted in every Agency to carry out recruitment.
- 4.5 The RCSC shall monitor all appointments carried out by an Agency. An appointment which does not conform to the rules shall be treated as unauthorized and the RCSC shall revoke the appointment.

## **5 Eligibility**

A candidate shall:

- 5.1 Be a Bhutanese citizen;
- 5.2 Meet all qualification requirements specified for the particular position;
- 5.3 Have qualified in the selection process prescribed for the position/profession concerned; and
- 5.4 Have attained at least 18 years of age but not more than 40 years on the date of recruitment, based on the birth certificate, unless specified otherwise in this rule.

## **6 Disqualification**

A candidate shall not be eligible for employment in the Civil Service if he has:

- 6.1 Been convicted of a criminal offence;
- 6.2 Been terminated or compulsorily retired from the Civil Service, a Government Corporation or Project;
- 6.3 Voluntarily resigned from the Civil Service;
- 6.4 Been previously selected for the Civil Service but has dishonoured the selection/appointment;
- 6.5 Been adjudged by a competent medical authority as mentally unsound and unable to discharge his duties;
- 6.6 Intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- 6.7 Furnished fake/forged testimonials/documents;
- 6.8 Failed to furnish testimonials as required under The Civil Service Rules; and
- 6.9 Been otherwise disqualified by the Government for appointment in the Civil Service.

## **7 Guidelines for Recruitment, Selection and Appointment**

### **7.1 Recruitment Procedure**

7.1.1 As per the delegation of authority, the RCSC/Agency shall advertise the approved vacant positions through media with sufficient time of at least two weeks for registration.

7.1.2 The vacancy announcement shall clearly define the eligibility criteria, including:

7.1.2.1 Profile of the position;

7.1.2.2 Qualification requirement;

7.1.2.3 Document requirement;

7.1.2.4 Registration process, schedule and venue;

7.1.2.5 Selection process, date and venue;

7.1.2.6 Date and venue for declaration of short listed applicants for the selection;

7.1.2.7 Date and venue for declaration of the selection result; and

7.1.2.8 Contact number and address.

7.1.3 A candidate applying for a vacant position in the Civil Service shall be required to submit the following documents:

7.1.3.1 RCSC Employment Application Form (*Annexure3/1*);

7.1.3.2 Resume;

7.1.3.3 Attested copies of academic transcripts;

7.1.3.4 Attested copies of relevant training transcripts, if required;

7.1.3.5 Attested copy of the Bhutanese citizenship identity card;

7.1.3.6 Original security clearance certificate; and

7.1.3.7 Original medical fitness certificate issued by an RGoB physician.

7.1.4 The Agency concerned shall register the application and shall:

7.1.4.1 Verify all testimonials and academic transcripts using a checklist in respect of every applicant to record the verification and certification;

7.1.4.2 Shortlist the applicants against the eligibility criteria for the position; and

7.1.4.3 Notify short-listed candidates on the status of applications.

7.2 Selection Procedure

7.2.1 The competitive selection process for short listed candidates shall include any one or a combination of the following methods:

7.2.1.1 Academic performance;

7.2.1.2 Written examination; and

7.2.1.3 Panel interview.

7.2.2 Academic weightage shall be considered only for the minimum qualification required for the position. However, all relevant transcripts shall be required as documentary evidence.

7.2.3 Written examination shall be conducted to test the knowledge and skills required for the position as well as the communication skills in both Dzongkha and English.

7.2.4 The RCSC shall coordinate written examinations as approved and maintain strict confidentiality on the identity of the examiners. Examiners and other resource persons shall be paid an honorarium as approved by the RCSC.

7.2.5 The HR Committee shall conduct the interview. The Committee members shall be properly briefed on the eligibility criteria for the position and the applicant's resume details prior to the interview. Guidelines for the code of conduct of the HR Committee shall also be circulated.

- 7.2.6 The Agency concerned shall compile the selection result. The HR Committee shall verify the result and shall be required to sign on the compiled result sheet. These shall then be submitted to the competent authority in the Agency for final selection based on merit ranking of the result.
- 7.2.7 After obtaining approval, the Agency shall notify successful candidates of the selection result through media.
- 7.2.8 Along with the declaration of the selection result, the Agency shall provide the candidates with information on the reporting date for placement and appointment.
- 7.2.9 A candidate shall be given opportunity to appeal to the Appellate Authority/Administrative Tribunal for review of the selection result within 10 working days from the date of declaration of the result.
- 7.3 Appointment Procedure
  - 7.3.1 The Agency shall appoint successful candidates against approved vacant positions in the order of merit ranking of the selection result, placement preference of the candidates and fulfillment of other requirements.
  - 7.3.2 His pay shall be fixed at the minimum of the scale prescribed for the position.
  - 7.3.3 The Agency recruiting, selecting and appointing as per the delegation of authority shall forward the following documents of the selected candidates to the RCSC:
    - 7.3.3.1 Appointment Order;
    - 7.3.3.2 Copy of the vacancy announcement;
    - 7.3.3.3 Compiled selection result;
    - 7.3.3.4 Placement of candidates against approved positions; and
    - 7.3.3.5 Documents specified under section 7.1.3 of this rule.

- 7.4 The RCSC shall review and endorse the appointment and allot employee identity number.

## **8 Probation**

- 8.1 A candidate selected for appointment shall initially be placed on probation for a period of one year before his appointment to regular service is confirmed. The candidate shall be liable for termination during the probation period without notice or his service shall not be regularized if his performance needs improvement.
- 8.2 Upon completion of the probation period, the Agency concerned shall issue an Office Order stating that the probation period has been successfully completed and his service has been regularized.
- 8.3 A civil servant shall not be eligible for training while on probation period.
- 8.4 The probation period shall not be considered as part of active service for the purpose of promotion and long term study leave.
- 8.5 A civil servant, during probation, shall be eligible only for casual leave, medical leave, paternity leave and maternity leave and shall not earn any other form of leave.
- 8.6 A civil servant shall not be eligible for LTC during probation.

## **9 Oath of Allegiance**

Every candidate selected for appointment in the Civil Service shall take an Oath of Allegiance and shall execute an undertaking of adherence to the Code of Conduct and Ethics upon joining the Civil Service.

**10      Orientation**

10.1    Orientation of a new employee shall be compulsory and it shall be the responsibility of the Agency concerned to conduct the orientation programme. The Agency shall institute an appropriate Orientation Programme and every candidate selected for appointment in the Civil Service shall undergo an Orientation Programme of appropriate duration during the probation period.

10.2    The programme shall aim to properly induct the candidate into the Civil Service at large and in particular integrate and assimilate the candidate as a team player in the organisation. Depending on the need, an Orientation Programme shall include the following:

10.2.1 Introduction to the organisation – physical, work culture and organisation values;

10.2.2 Familiarization with organisation policies, plans & programmes, BCSR and Financial Rules; and

10.2.3 Understanding of his position job description and the expectations of the Agency.

**11      Accountability for Unauthorized Appointment**

An appointment, which does not conform to this rule, shall be treated as unauthorized and hence it shall be revoked by the RCSC. In such cases, the authority responsible for the violation shall be accountable and liable for administrative actions.



*Annexure 3/1*

**Government of Bhutan  
Royal Civil Service Commission  
Employment Application Form**

Affix  
Passport size  
Photograph

1. Full Name: Sex: ☐ M ☐ F Religion:

2. Village/Municipality: Dungkhag:  
Dzongkhag: Thram No: House No:

3. Date of Birth: Day ☐ Month ☐ Year ☐  
Nationality: Citizenship C/No:

4. POST APPLIED FOR:

5. MAILING ADDRESS:

6. CONTACT TEL. NO:

7. FAMILY DETAILS:

	Name	Nationality	Occupation	Address
(a) Father				
(b) Mother				
(c) Guardian				
(d) Spouse				

8. I have not been:

- (a) Convicted of a criminal offence;
- (b) Terminated, compulsorily retired or voluntarily resigned from the Civil Service;
- (c) Terminated or compulsorily retired on disciplinary ground from corporation/project;
- (d) Adjudged as mentally unfit;
- (e) Disqualified by the Government for appointment in the Civil Service; and
- (f) Previously selected but has dishonoured the selection/appointment.

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9. ACADEMIC QUALIFICATION: (please start with Institute last attended).

Name of Institute	Country	Subjects	Year of Completion	Div.	Degree.	Dip.	Certificate

10. Marks obtained in percentage in the Civil Service Common Exam (for graduates only).

11. TRAINING:

Name of Institute	Country	Field of Study	Duration	Yr. of Passing	Div	Degree	Dip	Certificate
(a)								
(b)								
(c)								

12. EMPLOYMENT HISTORY (if applicable):

Organisation	Position Held	Post	Period From	To	Appt. Status	Place Served	Reason for Change
<b>PAST EMPLOYMENT:</b>							
<b>PRESENT EMPLOYMENT:</b>							

13. EXTRA CURRICULAR ACTIVITIES: (please tick appropriate ones and attach attested copies of relevant certificates.

(a) Literary ( ) (b) Sports ( ) (c) Leadership ( ) (d) Membership in Community/Association ( ) (e) Awards received ( ) (f) others ( ).

14. DECLARATION: I hereby certify that the Information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the RCSC shall cancel/reject my application. I also undertake to abide by all Rules and Regulations.

15. OATH OF ALLEGIANCE: I pledge to serve His Majesty the King, Country and People with **Lui Ngag Yi Sum**.

Date of application \_\_\_\_\_

Signature of Applicant  
(Affix Legal Stamp)

**Note:** This form should be accompanied by attested copies of academic, training, medical fitness certificate, passport size photograph, security clearance certificate and citizenship card.

**For use by the recruiting Agency**

Scrutinized by:

RCSC:

Name:  
Designation:  
**Signature:**

Remarks:  
Emp. ID. No.:

## **CHAPTER 4: CONTRACT APPOINTMENT**

### **1 Policy**

- 1.1 Recruit and retain personnel with the requisite qualifications, experience and skills for the following:
  - 1.1.1 Time bound projects and programmes;
  - 1.1.2 Temporary vacant positions to carry out the duties and responsibilities of a civil servant who is on long term leave beyond six months based on the need of an Agency; and
  - 1.1.3 Long term positions, where there is an acute shortage of human resources.
- 1.2 Determine the need for recruitment of expatriates by taking into account the availability of Bhutanese citizens with requisite qualification, experience and skills.

### **2 Recruitment Procedure**

- 2.1 The recruitment of personnel on contract shall be based on merit through a fair, open and competitive selection process.
- 2.2 The RCSC shall be the authorized central Agency for recruitment and selection of candidates for appointment in organisations within the Civil Service. The recruitment shall be carried out in collaboration with the employing Agency.
- 2.3 The Agency concerned shall process recruitment only against a post approved by the RCSC.
- 2.4 The Agency, as appointing authority, shall appoint the selected candidates only as per the terms and conditions stipulated by the RCSC.

- 2.5 A candidate shall not have attained 55 years of age at the time of appointment and shall normally retire as per the retirement age applicable to regular civil servants.
- 2.6 All candidates appointed under this rule shall execute a contract with the RCSC or the employing Agency in the prescribed form given at *Annexure 4/1*.
- 2.7 The authority concerned shall issue the work permit to an expatriate selected for appointment in the Civil Service only upon confirmation of his appointment on contract, through the Office Order to be issued to this effect.

### **3 Orientation**

- 3.1 Every expatriate recruited for contract appointment shall be oriented, either individually or in a group, by the Agency on the culture, traditions, Government policies and the Code of Conduct and Ethics and properly inducted into the position.
- 3.2 A Bhutanese citizen selected for contract appointment shall be briefed by the employing authority concerned and properly inducted into the position.

### **4 General Term of Appointment**

- 4.1 Initial contract appointments shall generally be made for a maximum period of two years. However, initial appointment for a longer term, subject to a maximum period of five years, may be considered, if necessary.
- 4.2 A candidate selected for contract appointment, shall sign an undertaking of adherence to the Code of Conduct and Ethics on joining the service.
- 4.3 A candidate appointed shall abide by the terms and conditions specified in the contract agreement.

4.4 A candidate accepted for employment is liable to be posted or transferred to any Agency or any part of the country.

4.5 A candidate appointed under this rule shall not be placed on probation.

## **5 Conduct and Behaviour**

A contract employee shall conduct himself in a manner that:

5.1 Does not violate the Code of Conduct & Ethics prescribed and Administrative Discipline Rules and Regulations for civil servants;

5.2 Does not pose any danger to the socio-economic and political stability of the country;

5.3 Does not involve himself in proselytization or undermine the traditional, cultural or religious values of the country;

5.4 Does not bring undesirable influence or harmful practices, which may have a damaging effect on society;

5.5 Does not engage in inciting political or communal discord;

5.6 Ensures he dresses, behaves and cultivates habits that are congenial to society;

5.7 Ensures he abstains from indulging in any activity or association that adversely affects the institution, national sovereignty and integrity; and

5.8 The performance of a contract employee shall be appraised by the Agency concerned.

## **6 Remuneration and Benefit**

### **6.1 Remuneration**

- 6.1.1 A contract employee shall be paid contract allowance at the rates approved by the Government and any other allowance attached to the position, unless specified otherwise through separate orders.
- 6.1.2 Payment of a higher remuneration or a higher contract allowance shall be considered, when required. All such cases must be approved prior to the appointment by the RCSC.
- 6.1.3 In the event the terms and conditions of a contract employee are revised during the course of the contract period, the employee concerned shall not be required to resign from the previous contract service.
- 6.1.4 Annual performance increment shall be given as per the Remuneration and Benefit Rules and Regulations.
- 6.1.5 The normal promotion rules shall not be applicable to the contract employees.

### **6.2 Leave and Travel**

A civil servant appointed on contract under the provisions of this rule shall be eligible for TA, DA, Leave and Leave Travel Concession (LTC) as per the Bhutan Civil Service Rules and Regulations.

### **6.3 Travel Allowance to join the place of employment**

An amount equal to actual TA in first class train/bus and DA for the number of days of travel shall be paid to the personnel selected for appointment on contract towards travel expenses to begin employment. The travel expense shall be extended to the spouse and children only, who actually joins the employee at the place of posting.

6.4 Medical Facility

Medical treatment for a contract civil servant and his family members shall be provided by the Government as per the medical treatment rules.

6.5 Housing

A contract employee shall make own arrangements for housing. However, in the event Government provides accommodation, house rent shall be deducted from the salary according to the prevailing rules governing housing.

6.6 Pension, Provident Fund and Insurance

An appointee under this rule shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

6.7 Deduction

Personal Income Tax (PIT) and other statutory deductions shall be made according to prevailing rules.

6.7 Terminal Benefit

6.7.1 Gratuity: one month's last basic pay shall be paid as gratuity for every completed year of satisfactory contract service in accordance with the prescribed in the rule. The gratuity shall be payable to the nominee(s) of a contract employee in case of his demise while in service.

6.7.2 The annual performance increment due to a contract employee on the day following the date of completion of the term shall be released and it shall be considered for the purpose of calculating gratuity and other retirement benefits.

6.8. Other Repatriation Benefits

6.8.1 The following benefits shall be paid to an employee on contract service at the time of repatriation in addition to the gratuity and refund of contribution to the Group Insurance Scheme (GIS):

6.8.1.1 Transfer grant according to the prevailing rules;

6.8.1.2 Travel Allowance of an amount equal to the last basic pay entitled at the time of his repatriation; and

6.8.1.3 Transport charge of personal effects as per the prevailing rules.

6.9 Mode of Payment

Remuneration, allowances and all other entitlements under this rule shall be payable only in Ngultrums.

**7 Conversion of Status**

7.1 A civil servant on regular service shall be eligible to change his status to contract service on his own free will, subject to fulfillment of criteria under this rule.

7.2 A civil servant shall have qualified in the selection process prescribed for contract appointment by the RCSC, subject to exercising of the option in the prescribed RCSC form.

7.3 A civil servant on regular service selected for appointment on contract shall first tender resignation from the regular Civil Service, as a formality.

7.4 A civil servant who resigns from regular Civil Service under this rule shall be eligible for the following retirement benefits:



- 7.4.1     Gratuity for the number of completed year(s) of service rendered by the incumbent as on the last day of his service, calculated in accordance with the prevailing rules.
- 7.4.2     Employee's and employer's contribution to the Provident Fund and Government Employees Group Insurance Scheme together with interest. In such cases, the minimum number of years for the maturity of funds, if any, shall be relaxed.
- 7.5       Outstanding dues, if any, shall be cleared or adjusted prior to his joining duty on contract.
- 7.6       The Position Level and emoluments of an employee appointed on contract upon conversion of status shall be given the pay and benefits as determined by the RCSC.

## **8       Extension**

- 8.1       The contract shall be renewed with the consent of both the employer and employee for terms not exceeding two years at a time, with one month notice period to the approving authority.
- 8.2       In the case of teaching personnel, the extension shall be granted to coincide with the end of the academic session.
- 8.3       Contract renewal or extension shall be granted only to those having a clear service history which shall not contain any record of indiscipline, adverse report, misdemeanour, financial dishonesty, or any act that is considered as violation of Code of Conduct & Ethics, Administrative Discipline Rules and Regulations.
- 8.4       Performance rating shall be an important criterion for contract extension.
- 8.5       Approval for all extensions shall be sought from the RCSC.

**9 Termination of Contract**

- 9.1 No contract employee shall be indispensable to the Government and hence is liable to be removed from service at any time when the Government finds his services not required.
- 9.2 A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. In the case of lecturers/teachers, three months notice shall be required. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other the basic pay for the prescribed notice period.

**10 Accountability for Unauthorized Appointment**

An appointment on contract which does not conform to this rule shall be treated as unauthorized and hence it shall be revoked by the RCSC. In such cases, the authority responsible for the violation shall be accountable and liable for administrative actions.

**GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
Tashichhodzong, Thimphu, Bhutan**

**AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR CONTRACT EMPLOYEES**

**PART 1: GENERAL CONDITIONS**

**1 Agreement**

**THIS AGREEMENT** is executed on day ..... month..... year..... two thousand and .....between the RCSC, Government of Bhutan, hereinafter called “the employer” described in part-I and Mr./Ms. ...., hereinafter called “the employee” whose particulars are given in part II;

**WHEREAS** the employer desires to engage the services of the contract employee on the terms and conditions hereinafter set forth; and

**AND WHEREAS** the contract employee is ready and willing to accept this engagement of service with the Government of Bhutan on these terms and conditions.

**2 Nature of Service**

2.1 The employer shall employ the employee on contract and he shall serve the employer as ..... or in such other capacity/place/department as the employer may from time to time require.

2.2 The contract employee shall be liable to be posted or transferred to any Agency or any part of the country.

**3 Duration of Agreement**

The employment hereunder shall be for a total period of ..... months commencing from the day of..... month..... year..... (hereinafter referred to as the contract period), subject to premature termination as hereinafter provided.

**4 Documents and Oath of Confidentiality**

4.1 The contract employee at the time of reporting for duty shall produce a medical fitness certificate from a qualified medical officer and a certificate of character and good conduct signed by a senior government officer of the country of the nationality or his last employer.

**Signature of Employee**

- 4.2 Upon joining duty in the organisation concerned, the contract employee shall send a copy of his joining report through the controlling officer concerned to the Secretary, RCSC, Trashichhodzong, Thimphu.
- 4.3 A contract employee shall also bring ten copies of passport size photographs, six copies of which are required for obtaining his work permit from the Ministry of Home and Cultural Affairs, two copies for the RCSC and two copies for affixing in his service record to be maintained by the employing Department/Organisation concerned.
- 4.4 A contract employee shall produce a certificate issued by the police/local authority of the area of his home address, certifying that he is a bonafide inhabitant of that locality, or a letter from an Embassy of the country of which he is a national certifying/verifying the nationality of the individual concerned or a valid passport.
- 4.5 A Bhutanese citizen shall produce a valid security clearance certificate and other documents specified by the Government.
- 4.6 The contract employee shall produce attested copies of his certificate /testimonials in support of his education qualifications, date of birth, experience, etc. to the Secretary, RCSC, for record.
- 4.7 The contract employee shall sign an oath of adherence to the Code of Conduct and Ethics and Confidentiality in the prescribed format.

## **5 Remuneration and Allowance**

The employer shall during the employment pay to the contract employee the pay and allowances specified in Part-III which shall be payable monthly in arrears on the last working day of every calendar month.

**Signature of Employee**

**6 Duty**

- 6.1 The contract employee shall devote himself exclusively to his duties or to such other duties as the employer shall reasonably assign to him and shall personally attend thereto at all times by day or by night (including Sundays and Public Holidays, if necessary) except in the case of illness or accident in which case the employee shall forthwith notify the employer of such illness or accident and shall furnish such evidence as it may require.
- 6.2 The contract employee shall promptly and faithfully obey, observe and comply with all lawful orders, instructions and directions of the employer and observe all the rules and regulations and instructions in force for and in respect of the Government of Bhutan's property and management thereof.
- 6.3 The contract employee, whenever required by the employer shall give full and proper interaction in his occupation and in the specified duties of his office to such other person or persons as the employer shall communicate to him and he shall convey to such person or persons any secret methods, processes or information learnt or acquired by him in the course of his employment herewith or otherwise.
- 6.4 Leave and Travel
- 6.4.1 The employee shall be eligible for TA & DA, Leave and Leave Travel Concession (LTC) as per the Civil Service Rules.
- 6.4.2 Travel Allowance to begin Employment  
An amount equal to actual TA in first class train/bus and DA for the number of days of travel shall be paid to the personnel selected for appointment on contract towards travel expenses to begin employment. The travel expense shall be extended to the spouse and children only, who actually joins the employee at the place of posting.

**Signature of Employee**

6.5 Medical Facility

A contract employee and the family members shall be provided medical treatment by the Government as per the prevailing medical treatment rules.

6.6 Housing

The employee shall make his own arrangements with regard to housing and furniture. However, if Government accommodation is provided, house rent shall be deducted from the salary according to the prevailing rules.

6.7 Compensation for Service Incurred Injury

In the event of death, injury, or illness attributable to the performance of service on behalf of the Government of Bhutan under the terms of this Agreement, the employee shall be entitled only to compensation payable under Government Employee Group Insurance Scheme admissible for the grade of his post.

6.8 Pension, Provident Fund and Insurance

The employee shall not be covered by the National Pension and Provident Fund Scheme, but shall be covered by the Government Employee Group Insurance Scheme.

6.9 Deduction

Personal Income Tax and other statutory deductions shall be deducted according to the prevailing government taxation rules.

**Signature of Employee**

6.10 Terminal Benefit

6.10.1 Gratuity

One month's last basic pay shall be paid as gratuity for every completed year of satisfactory contract service in accordance with the formula prescribed in the Civil Service Rules. The gratuity shall be payable to the nominee (s) of the employee who expires while in service after putting in a minimum of one year's continuous service.

6.10.2 Repatriation Benefit

The following benefits shall be paid to the contract employee at the time of repatriation:

6.10.2.1 Transfer grant according to the prevailing Civil Service Rules.

6.10.2.2 Travel Allowance of an amount equal to the last basic pay that the contract employee is entitled to at the time of his repatriation.

6.10.2.3 Transport charge of personal effects as per the prevailing rules.

**7 Mode of Payment**

Remuneration and allowances and all other entitlements under the agreement shall be payable only in Ngultrums.

**8 Code of Conduct and Ethics**

8.1 The contract employee shall at all times during the continuance of this Agreement use his best endeavours to promote the interest and welfare of the employer.

8.2 The contract employee shall respect all the Bhutanese spiritual, traditional and cultural values and practices and conform to the Bhutan Civil Service Code of Conduct and Ethics. Accordingly, the employee shall conduct himself at all times in such a manner that:

8.2.1 He does not pose any danger to the socio-economic and political stability of the country;

**Signature of Employee**

- 8.2.2 He does not involve in proselytization or undermine the traditional, cultural or religious values of the society;
- 8.2.3 He does not bring any undesirable influence and harmful practices which may have a damaging effect on the society, such as the use and abuse of narcotics;
- 8.2.4 He does not engage in politicising the people or flaring up communal ill feeling among the Bhutanese people;
- 8.2.5 His dress, behaviour and habits are congenial to decorum of the Bhutanese society;
- 8.2.6 He does not engage in anti-government/national propaganda and criticism of the system of Government and its policies through speech or in writing while in Bhutan or after his repatriation;
- 8.2.7 He shall refrain from visiting places/institutions restricted for entry by foreigners without a specific written permit;
- 8.2.8 He is prohibited from engaging in employment other than permitted by this agreement and shall not participate in paid activities; and
- 8.2.9 He avoids personal relationships with firms selling office or other equipment and avoids the acceptance of favours or gifts, or being placed otherwise under obligation to any commercial representative or to any Government of Bhutan's client or customer.

## **9 Rights and Obligations of the Employee**

- 9.1 The rights and obligations of the contract employee are strictly limited to the terms and conditions of this Agreement. Accordingly, the contract employee shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.

**Signature of Employee**



- 9.2 The contract employee shall be solely liable for claims by third parties arising from the employee's own negligent acts or commissions in the course of performing this agreement, and under no circumstances shall the Government of Bhutan be held liable for such claims by third parties.
- 9.3 The title right, copyrights, and all other rights of whatever nature in any material produced under the provision of this agreement by the contract employee shall be vested exclusively with the Government of Bhutan.
- 9.4 The contract employee shall not be concerned or interested directly in any other business except that of the employer.
- 9.5 The contract employee shall not, at any time during the continuance of his employment hereunder, acquire or attempt to acquire any option or concession in Bhutan for himself or any other person.
- 9.6 The contract employee shall not draw, accept or endorse any bill on behalf of the employer or in any way pledge the credit of the employer except so far as he may have been authorized by the employer either generally or in any particular case.

## **10 Unpublished Information**

- 10.1 The contract employee shall not communicate to any person, Government, or other Agency of the Government of Bhutan any unpublished information made known to the employee by reason of his association with the Government of Bhutan except as required by this assignment or upon written authorisation by the Government of Bhutan.

**Signature of Employee**

- 10.2 The contract employee shall not advertise or publicize his association with the Government of Bhutan under this agreement. Nor shall the name, letterhead, emblem, or official seal of the Government of Bhutan be used for business or professional purposes or otherwise without the prior written approval of the Government of Bhutan. Such materials intended for official use by employees of the Government of Bhutan should not be permitted to come into the possession of persons who might make unauthorized use of them, and shall not be used for personal purposes. The provision shall survive the expiration or termination of this agreement.

## **11 Confidentiality and Non-competition**

The Government of Bhutan requires, and the contract employee agrees that, during the term of the employment and at any time thereafter, the contract employee shall retain in confidence and not divulge or make available without the Government of Bhutan's advance written consent to any person, firm, corporation, or entity other than the Government of Bhutan or its designee, any information whatsoever. This includes the written embodiments of his services for the Government of Bhutan, in reports, studies, or the like, acquired or developed by him during the term of his employment, which relates to or concerns the business or operation of the Government of Bhutan or of its clients or customers.

## **12 Renewal of Contract**

- 12.1 Not less than six months before the date of which the contract employee's residential service in Bhutan under this Agreement is due to expire, he shall inform the employer in writing whether he desires to remain and continue in the service of the employer, who shall thereupon consider whether to re-engage the contract employee, provided that any such re-engagement shall be upon such conditions, including the duration of the new contract, as shall be agreed upon between the employer and employee.

**Signature of Employee**

- 12.2 Contract renewal or extension shall be granted only to an employee having a clear service history, which shall not contain any record of indiscipline, adverse reports, misdemeanours, financial dishonesty, or any act that is considered as violation of Civil Service Code of Conduct and Ethics.
- 12.3 Performance ratings shall be an important determining factor for extension.
- 12.4 Any notice to be given hereunder shall be given in writing and be delivered or sent by registered post to the employer, and any complaint or application of the employee shall in the first instance be addressed to the Head of the office of the employing department/agency.

### **13 Termination of Contract**

- 13.1 A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. However, in the case of lecturers/ teachers, three months notice shall be required. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other, the basic pay of the employee for the stipulated notice period.
- 13.2 A contract employee shall not be indispensable to the Government of Bhutan and hence shall be liable to be removed from service at any time when the Government finds his services redundant or on violation of any of these provisions.

**Signature of Employee**

**14 Dismissal for Misconduct**

- 14.1 If at any time during his employment, the employee shall be tried for gross misconduct or breach or non-observance of any of the stipulation herein. The employee shall at the option and discretion of the employer forfeit the gratuity. In addition to such forfeiture, the employer may terminate the services of the employee forthwith and without any notice or payment in lieu thereof. Upon such termination, the employee shall not be entitled to claim any compensation or damages.
- 14.2 The contract employee shall be paid his post service benefits upon completion of his assignment under this agreement upon production of a clearance certificate from the Royal Audit Authority and the employing Department/Agency concerned.

**Signature of Employer**

**Signature of Employee**

Passport  
size  
photograph

## PART II : BIO-DATA

1. Name:
2. Nationality:
3. Date of Birth:
4. Religion:
5. Name of parents or next of kin (with full address):
6. Permanent (Home) Address:
7. Post Office (at the permanent address)
8. Police Station (at the permanent address)

### 9. Qualification (list the name of degree and certificate):

Name of Institute	Place	Date		Subject	Degree/Diploma/ Certificate
		From	To		
(i)					
(ii)					
(iii)					
(iv)					
(v)					

### 10. Work Experience (list each job held, start with your present or last):

Employee Address:	Job Title:
	From To Date
	Starting Final Salary
Employee Address:	Job Title:
	From To Date
	Starting Final Salary
Employee Address:	Job Title:
	From To Date
	Starting Salary

Signature of Employer

Signature of Employee

**PART III: PAY FIXATION**

1. Position Title:.....  
Position Level:.....
2. Agency in which appointment/extension is to be made:.....
3. Period of Contract
  - a) Initial appointment: from ..... to .....
  - b) Renewal/Extension: from .....to .....
4. Emolument  
Scale of Pay: Nu. ....  
Basic Pay: Nu.....(Ngultrums .....only.
5. Contract Allowance  
of the basic pay, subject to review from time to time shall be given as contract allowance: Nu. .... per month.
6. Other allowance (if entitled)
  - a) ..... : Nu.....per month.
  - b) ..... : Nu..... per month.
  - c) ..... : Nu..... per month.Total (4+5+6) : Nu.....
7. Deduction

All deductions such as Personal Income Tax, Health Contribution, Group Insurance and house rent (if a government house is allotted) shall be levied as per the prevailing rules.

**Signature of Employer**

**Signature of Employee**

#### **PART IV: MISCELLANEOUS**

##### **Laws**

The Agreement shall be construed according to and be governed by the laws of the Kingdom of Bhutan.

##### **Appeal**

Any appeal due to the breach of any of the terms and conditions under this agreement by either party shall have recourse to a legal action/arbitration in a court of law in the Kingdom of Bhutan only.

**IN WITNESS WHEREOF** I,..... employer for and on behalf of the Royal Civil Service Commission, Government of Bhutan and .....the contract employee have hereto set our hands this day and year.

SIGNED by the said contract employee.....  
day/month/year (affix legal stamp)

In the presence of .....

SIGNED for and on behalf of the employer (RCSC): .....day/month/year

In the presence of .....

**OATH OF ALLEGIANCE**  
(CONTRACT EMPLOYEE)

I, .....having been appointed as .....  
do solemnly affirm that I shall faithfully and conscientiously discharge my duties as a contract employee of the Government of Bhutan; and that do right in all manner to people in accordance with the laws, rules and regulations and Code of Conduct and Ethics of the Kingdom of Bhutan, without fear or favour, affection or ill will; that I shall not directly or indirectly communicate or reveal to any person or persons any matter which shall be brought under my consideration or shall become known to me as a contract employee of the Government of Bhutan, except as may be required for the due discharge of my duties.

Date :

**Name and Signature**

Place:

(Affix Legal Stamp)

**Witness:**

Name:

Signature:



**GOVERNMENT OF BHUTAN**  
**ROYAL CIVIL SERVICE COMMISSION**  
(Contract Extension Form)

1. Name: \_\_\_\_\_ 2. Emp. ID. No.: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_ 4. Nationality \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_
6. Present Ministry/Agency/School: \_\_\_\_\_
7. Appointment under Present Contract Service:
  - a) Date of Appointment: \_\_\_\_\_
  - b) Appointment Letter No.: \_\_\_\_\_  
(Issued by the RCSC).
  - c) Position: \_\_\_\_\_ d) Position Level: \_\_\_\_\_ e) Pay Scale: \_\_\_\_\_
  - f) Basic Pay: \_\_\_\_\_ g) Contract Allowance: \_\_\_\_\_ % of basic pay.
8. Present Contract Term: from \_\_\_\_\_ to \_\_\_\_\_
9. Contract Term Extension requested for (in months): \_\_\_\_\_

During the contract extension period, the contract employee shall abide by the terms and conditions accepted by him at the time of initial appointment as revised based on mutual agreement. The new contract period shall be as approved by the Secretariat of the Royal Civil Service Commission or the competent authority with whom such powers are delegated as the case may be.

_____ Signature of the contract Employee (Affix Legal Stamp)	_____ Signature of HRO Name:	_____ Signature of Head of Agency Name:
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Extension of the contract term of the above contract employee is hereby approved for a further period of \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_

Other terms and conditions accepted by the contract employee at the time of initial appointment shall remain unchanged.

Place:

Date :

**Signature**  
**Approving Authority**

## **CHAPTER 5: GENERAL SERVICE PERSONNEL (GSP) APPOINTMENT**

### **1 Policy**

- 1.1 Facilitate appointment of service-oriented personnel under contract who are considered outside the Civil Service; and
- 1.2 Endeavour to outsource the services to private parties in order to minimize the appointment of General Service Personnel (GSP) and gradually replace the GSP appointment system.

### **2 GSP Position**

The positions under the General Service Personnel (GSP) against which appointments shall be made are given in the *Annexure 5/1*, which may be revised from time to time.

### **3 Authority for Appointment**

Appointment of GSP on contract shall be made by the Agency for nationals and the RCSC for expatriates based on the approved staffing pattern and strength.

### **4 Recruitment Procedure**

- 4.1 All appointments shall be made as per the staffing pattern and strength of the Agency concerned duly approved by the RCSC.
- 4.2 The RCSC shall, taking into account the availability of nationals with requisite experience/qualifications/skills, determine the need for appointment of expatriates.
- 4.3 The authority concerned shall issue the work permit to expatriates only upon confirmation of his appointment through an office order to be issued by the RCSC to this effect.
- 4.4 The appointing authority shall verify all required documents such as citizenship identity card, security clearance certificate, medical fitness certificate and any other document that may be required.

## **5 General Term of Appointment**

- 5.1 A candidate shall have attained the minimum age of 18 years but not more than 40 years at the time of recruitment.
- 5.2 The physical fitness of the candidate shall be taken into account.
- 5.3 All initial appointments shall be made only under GSP II.
- 5.4 Initial contract appointments shall be made for a period not exceeding two years.
- 5.5 A GS employee on contract shall sign the agreement with the Agency specifying the terms and conditions at the time of appointment.
- 5.6 A GS employee may be posted or transferred to any Agency or to any part of the country.
- 5.7 A GS employee shall be retired on completion of 55 years of age.

## **6 Remuneration and Benefit**

- 6.1 Remuneration
  - 6.1.1 The remuneration of a GS employee shall be fixed at the minimum of the pay scale.
  - 6.1.2 A GS employee appointed under this rule shall not be admissible for contract allowance.
  - 6.1.3 A GS employee shall be entitled to annual performance increments as per the rules.

6.2 Leave, Travel and Travel on Duty

A GS employee appointed under the provisions of this rule shall be eligible for Vacation Leave, Maternity Leave, Paternity Leave, Casual Leave, Medical Leave, LTC, TA & DA as per the rules issued by the RCSC.

6.3 Medical Facility

The Government as per rules prescribed by the Ministry of Health shall provide medical treatment.

6.4 Housing

A GSP employee shall make his own arrangements for housing. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

6.5 Pension, Provident Fund and Insurance

An appointee under this rule shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

6.6 Deduction

All statutory deductions shall be made in accordance with the rules.

6.7 Retirement Benefit

Gratuity shall be paid at the rate of one month's last basic pay for every completed year of satisfactory service. The gratuity shall also be payable to the nominee(s) of a GS employee if he expires while in service.

6.8 Extension

6.8.1 The extension of contract for GS employee shall be granted by the authority which is vested with the powers to recruit them, except in the case of expatriates whose extension shall be granted only by the RCSC.

6.8.2 The GS employee's contract may be renewed with the consent of both the employer and the employee concerned for terms not exceeding two years at a time.

6.8.3 The extension shall be granted only to those having a clear service history, which shall not contain any record of indiscipline, adverse report, misdemeanour, or any act that is considered as violation of the Civil Service Code of Conduct and Ethics.

6.8.4 Performance evaluation shall be considered as an important criterion for extension.

## **7 Termination of Contract**

7.1 A minimum of one month's notice shall be issued by the party intending to terminate the contract before expiry of the term. Basic pay of the employee concerned for the period of the stipulated notice period shall be paid by defaulting party in the event of failure to give the required period of notice.

7.2 A GS employee shall be removed from service at any time when the Government finds his services are not required.

7.3 The services of a GS employee shall be terminated without any notice or payment of compensation thereof, if the employee is found guilty of an administrative offence by the disciplinary authority.

## **8 Renewal of Contract**

A GS employee may be considered for renewal of contract based on the performance of the individual and the requirement of the Government.

## **9 Accountability for Unauthorized Appointment**

An appointment which does not conform to this rule shall be treated as unauthorized, and hence it shall be revoked by the RCSC. In such cases, the authority concerned responsible for the violations shall be accountable and liable for administrative actions.

*Annexure – 5/1*

**Posts Under GSP**

- |     |                 |   |   |
|-----|-----------------|---|---|
| 1.  | Messenger       | - | All Agencies (minimum qualification: Class VIII). |
| 2.  | Wet sweeper     | - | Hospitals/ Institutes.                            |
| 3.  | Ward Boy        | - | Hospitals (minimum qualification: Class VIII).    |
| 4.  | Washer-man      | - | Hospitals/ Institutes with boarding facilities.   |
| 5.  | Mahut           | - | Royal National Park.                              |
| 6.  | Boatman         | - | Royal National Park.                              |
| 7.  | Cook/ Baker     | — | Institutes/Hospitals.                             |
| 8.  | Blaster         | - | Department of Roads/Dzongkhags.                   |
| 9.  | Khangner        | - | Dzongkhags.                                       |
| 10. | Banga Dungmi    | - | Dzongkhags.                                       |
| 11. | Tringtun Dungmi | - | Dzongkhags.                                       |
| 12. | Jhaliphumi      | - | Dzongkhags.                                       |

## **CHAPTER 6: ELEMENTARY SERVICE PERSONNEL (ESP) APPOINTMENT**

### **1 Policy**

- 1.2 Facilitate appointment of Elementary Service Personnel;
- 1.3 Consider the ESP outside the Civil Service and distinct from the National Workforce; and
- 1.4 Endeavour to minimize the appointment of ESP by outsourcing services to private Agency and gradually phase out the ESP.

### **2 ESP Position**

The positions under the Elementary Service Personnel (ESP) against which appointments shall be made are given in *Annexure 6/1*, which may be revised periodically.

### **3 Authority for Appointment**

The authority to appoint ESP shall be the Agency concerned for nationals and the RCSC for expatriates, based on the approved staffing pattern and strength.

### **4 Recruitment Procedure**

- 4.1 All appointments shall be made only against posts approved by the RCSC.
- 4.2 The RCSC shall, taking into account the availability of Bhutanese citizens with requisite skills and calibre, determine the need for appointment of expatriates.
- 4.3 The Agency concerned shall issue the work permit to an expatriate only upon confirmation of his appointment through an office order issued by the RCSC to this effect.
- 4.4 The appointing authority shall verify all required documents such as citizenship identity card, security clearance certificate, medical fitness certificate, and any other document that may be required.

## **5 General Terms of Appointment**

- 5.1 A candidate shall have attained the minimum age of 18 years but not more than 40 years at the time of recruitment.
- 5.2 The fitness of the candidate shall be taken into account while considering appointment and extension of the contract.
- 5.3 Appointments shall be made on a consolidated monthly salary basis.
- 5.4 An ES employee accepted for employment against a particular post in an organisation shall not generally be transferred to any other post/organisation.
- 5.5 An ES employee shall be retired on completion of 55 years of age.

## **6 Remuneration and Benefit**

- 6.1 An ES employee shall be paid as per the rates approved by the Government.
- 6.2 An ES employee appointed under this rule shall not be admissible for Contract Allowance.
- 6.3 Leave, Travel and Travel on Duty

An ES employee appointed under the provisions of this rule shall be eligible for Vacation Leave, Casual Leave, Maternity Leave, Paternity Leave, Medical Leave, LTC, TA & DA as per the rules issued by the RCSC.

- 6.4 Medical Facility  
Medical treatment shall be provided by the Government as per the rules prescribed by the Ministry of Health.



6.5 Housing

An ES employee shall ordinarily make his own arrangements for housing. However, if Government accommodation is provided considering the nature of the job, house rent shall be deducted at the rates prescribed.

6.6 Pension, Provident Fund and Insurance

An ES employee under this rule shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

6.7 Deduction

All statutory deductions shall be made in accordance with the rules in force from time to time.

6.8 Terminal Benefit

Gratuity shall be paid at the rate of one month's last consolidated salary for every completed year of satisfactory service, irrespective of the number of years of service rendered. The gratuity shall also be payable to the nominee(s) of an employee if he expires while in service.

**7 Termination of Contract**

An ES employee shall be liable to be removed from service at any time when the Government finds his service is not required or found not satisfactory.

**8 Accountability for Unauthorized Appointment**

An appointment which does not conform to this rule shall be treated as unauthorized and hence it shall be revoked by the RCSC. In such cases, the authority concerned responsible for the violations shall be accountable and liable for administrative actions.

**POSTS UNDER ELEMENTARY SERVICE PERSONNEL (ESP)**

1. Dry Sweeper.
2. Waiter.
3. Security Guard (normal).
4. Care Taker (Risup/Misup/Night Guard/ Water Tank Watcher).
5. Syce.
6. Farm Labourer.
  
7. Helper/Assistant:
  - a. Silt/Survey.
  - b. Store/Meteorology/Gauge & Discharge/Power Line.
  - c. Tsangami (Ghasi).
  - d. Swimming Pool Assistant.
  
8. Attendant:
  - a. Lab Attendant.
  - b. Animal/Fishery Attendant.
  
9. Custom/Excise Constable.
10. Gardener.
11. Game Watcher.
12. Handy Boy.

## **CHAPTER 7: CIVIL SERVICE COMMON EXAMINATION FOR RECRUITMENT OF UNIVERSITY GRADUATES**

### **1 Policy**

- 1.1 Create an atmosphere of healthy competition for appointment in the Civil Service based on the principle of meritocracy;
- 1.2 Attract suitable graduates to join the Civil Service; and
- 1.3 Appoint the right person with the right attitude for the right job.

### **2 Strategy**

- 2.1 Select competent candidates with the minimum qualification of Bachelor's Degree through the Civil Service Common Examination (CSCE), to be assigned to the following positions in the Civil Service:
  - 2.1.1 Professional and Managerial Positions; and
  - 2.1.2 Supervisory and Support Positions.
- 2.2 Provide induction of candidates into the Civil Service and develop a professional and capable body of career civil servants in the higher echelons of the Civil Service.

### **3 Examination**

- 3.1 The Civil Service Common Examination (CSCE) shall consist of the following three parts with the corresponding weightage:
  - 3.1.1 Part I - Academic Achievement (AA) (30%)
  - 3.1.2 Part II - Written Examination (WE) (50%)
  - 3.1.3 Part III - Personality Assessment (PA) (20%).

3.2 The weightage for the three components of the examination shall be reviewed from time to time to assess its relevance, and changes may be made accordingly.

3.3 Academic Achievement

3.3.1 Academic achievement is the assessment of the marks obtained in the Bachelor's Degree from an Institute recognized by the Government. In addition, a candidate shall be required to produce both the class X and Class XII academic transcripts as documentary evidence.

3.3.2 A candidate having more than one Degree shall have the option to choose any one of the Degrees to be considered for the assessment.

3.3.3 Only one certificate of a Degree of the same level shall be accepted for the assessment.

3.3.4 In the case of a candidate whose result is based on a letter grading system, the grades shall be converted to percentage as per the conversion table given at *Annexure 7/1* if conversion value is not specified in the University Bachelors' Degree result.

3.3.5 The RCSC in future may consider waiving the weightage for academic achievement in the Bachelor's Degree.

3.4 Written Examination

3.4.1 The written examination for a graduate opting for the Post Graduate Course in Development Management, Financial Management and Education shall be pre-requisite for appointment in Professional & Managerial and Supervisory & Support Positions in the Civil Service, shall comprise the following three papers of examinations for a duration of three hours each:

3.4.1.1 Paper I : Dzongkha;

3.4.1.2 Paper II : English & General Knowledge; and

3.4.1.3 Paper III : Bhutan and its (a) Socio-Political Institutions and (b) Socio - Economic Development since 1961.

- 3.4.2 Each paper shall be evaluated on the scale of 100 and their aggregate shall further be averaged on a scale of 50.
- 3.4.3 The written examination for technical graduates, including law graduates opting for the Post Graduate Diploma in National Law (PGDNL) for appointment in Professional and Managerial Positions in the Civil Service shall comprise the following three papers:
  - 3.4.3.1 Paper I: Language and General Knowledge (Common Paper - 15%)
  - 3.4.3.2 Paper II: General Subject Knowledge (Common Paper for each professional group - 10%)
  - 3.4.3.3 Paper III: Subject Specialization Paper (Subject specific - 25%)
- 3.4.4 Each of the three papers shall be evaluated on the scale of 100 and converted to the respective scale of 15% for Paper I, 10% for paper II and 25% for Paper III and then added to obtain the total marks.
- 3.5 Personality Assessment
  - 3.5.1 Personality assessment shall be based on an oral interview to be conducted by a board of five members (minimum) appointed by the RCSC.
  - 3.5.2 The assessment shall be based on a total of 100 marks and each Interview Board Member shall assess individually, except in areas where documentary evidence is required, in which case marking for that particular area shall be based on consensus.
  - 3.5.3 The Assessment Forms for Interview of general graduates and technical graduates are given at *Annexure 7/2* and *Annexure 7/3* respectively.

#### **4 Eligibility Criteria**

- 4.1 A Bhutanese citizen who has attained 18 years of age and is not older than 35 years of age as on the date of registration shall be eligible to register for the examination;
- 4.2 A candidate shall hold a Bachelor's Degree from an Institute recognized by the Government in the relevant field and meet the minimum qualifying marks at the Bachelor's Degree examination that may be prescribed by the RCSC; and
- 4.3 Has appeared for the CSCE only once.

#### **5 Disqualification**

- 5.1 A candidate shall not be eligible to appear for the Civil Service Common Examination if he has:
  - 5.1.1 Been convicted of a criminal offence;
  - 5.1.2 Been terminated or compulsorily retired from the Civil Service, Government Corporation/Project;
  - 5.1.3 Voluntarily resigned from the Civil Service;
  - 5.1.4 Been adjudged by a competent medical authority as mentally unsound;
  - 5.1.5 Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations;
  - 5.1.6 Used fake/forged documents;

- 5.1.7 Failed to furnish testimonials as required under the Civil Service Rules;
- 5.1.8 Been previously selected for the Civil Service but dishonoured the appointment;
- 5.1.9 Been disqualified for appointment by the Government; and
- 5.1.10 Been in-service candidate without the NOC from the employer to appear the CSCE.

## **6 Registration for Examination**

- 6.1 A candidate applying to appear for the Civil Service Common Examination shall complete the Registration Form, which is given at *Annexure 7/4* and enclose attested photocopies, unless specified otherwise, including the following documents:
  - 6.1.1 Bhutanese citizenship identity card;
  - 6.1.2 Original security clearance certificate for employment;
  - 6.1.3 Class X transcripts;
  - 6.1.4 Class XII transcripts;
  - 6.1.5 University Bachelor's marks and Degree certificate/provisional certificate;
  - 6.1.6 Original certificate of medical fitness issued by an authorized physician of the Government of Bhutan;
  - 6.1.7 A certificate of successful completion of the National Graduate Orientation Programme;

- 6.1.8 Merit/ other certificates (if any); and
- 6.1.9 No Objection Certificate from the employer in case of in-service candidates.
- 6.2 An applicant shall bring originals of all the above documents for verification during the registration.
- 6.3 An applicant shall enclose two copies of passport size photographs.
- 6.4 The name of the candidate who meets all the requirements shall be recorded and the candidate concerned shall sign against his name.
- 6.5 During the briefing, the registered candidate shall be issued an Admission Card each, which shall be used for both the written examination and interview. The card shall have a photograph of the candidate with the RCSC stamp, the allotted roll number, the year of the examination and the signature of the candidate. The name of the candidate shall not be mentioned.
- 6.6 A candidate shall maintain strict confidentiality of the Admission Card.

## **7 Administration**

- 7.1 The RCSC shall widely publicize the Civil Service Common Examination through the media allowing at least one-month for registration. The announcement shall specify all relevant information on the examination including the following:
  - 7.1.1 Vacancies in the Civil Service;
  - 7.1.2 Eligibility criteria as well as disqualification grounds;



- 7.1.3 Document requirement;
  - 7.1.4 Schedule and venue for registration, short listing of applicants if required, briefing and distribution of Admission Cards, written examination centres, interview, declaration of examination result, selection and placement of candidates;
  - 7.1.5 Registration process; and
  - 7.1.6 Examination components and selection and placement procedures.
- 7.2 The RCSC shall prescribe the syllabus/curriculum for the written examination and set general standards for the interview.
  - 7.3 The RCSC shall appoint question setters, invigilators, evaluators and interview board members and they shall be paid honorarium as approved by the RCSC.
  - 7.4 The RCSC shall establish an Examination Unit in the Secretariat for overall management of the CSCE and other examinations in the Civil Service.
  - 7.5 The RCSC shall appoint a Management Committee comprising representatives of relevant Agency to facilitate the smooth conduct of the Civil Service Common Examination.
  - 7.6 Confirmed applicants shall be briefed on the Civil Service Common Examination and a copy of the rules and instructions shall be distributed to every candidate along with the admission card.

## **8 Conduct of Candidate**

- 8.1 During the written examination, a candidate shall:
- 8.1.1 Reach the examination hall not later than 15 minutes before the scheduled time for examination;
  - 8.1.2 Wear the national dress;
  - 8.1.3 Be allowed entry into the examination hall only on production of the Admission Card;
  - 8.1.4 Be searched before entering the hall or on re-entry after going out of the hall during the examination;
  - 8.1.5 Not bring any article, electronic devices, document or written material of any form inside the hall, except the Admission Card, ink, pen and eraser;
  - 8.1.6 Have substantial space around his seat for the examination to prevent any communication with others;
  - 8.1.7 Conform his behaviour to the Code of Conduct and Ethics prescribed under this rule;
  - 8.1.8 Not canvass for getting favour in the examination in any manner;
  - 8.1.9 Not talk, consult, whisper, smoke, eat or indulge in any unacceptable behaviour in the examination hall; and
  - 8.1.10 Not give or leave any identification marks on the written answer sheet other than the allotted roll number.

8.2 Non-compliance to the above rules shall result in debarring of the candidate from the examination.

8.3 Any breach of rules during the examination by a candidate shall be reported in writing to the RCSC by the chief invigilator. Such a candidate shall be liable for disciplinary action by the RCSC.

## **9 Management Committee**

9.1 The Management Committee shall be responsible for the coordination and management of the examination as per the delegation of authority by the RCSC including the following:

9.1.1 Verification of documents;

9.1.2 Registration of candidates;

9.1.3 Briefing and distribution of Admission Cards to candidates;

9.1.4 Examination related logistics;

9.1.5 Invigilation duty;

9.1.6 Compilation of results; and

9.1.7 Placement of candidates.

9.2 The Management Committee shall function independently under the overall guidance of the RCSC.

## **10 Invigilation, Evaluation and Interview**

10.1 Invigilation during Written Examination:

10.1.1 The RCSC shall appoint invigilators for proper conduct of the written examination. Invigilators shall comprise senior civil servants, one of whom shall be designated as the chief invigilator for the centre. They shall keep strict vigilance and carry out their responsibility sincerely and without any fear or favour.

- 10.1.2 The RCSC shall provide the required number of copies of the list of registered candidates to the chief invigilator for information and use as attendance lists for written examinations of each of the three papers. This list shall not contain the names of the candidates. The list shall have the following information:
- 10.1.2.1 Roll number of each candidate listed serially;
  - 10.1.2.2 Provision for signature by the candidate at the time of entry into the examination hall;
  - 10.1.2.3 The date, time and subject of the written examination of the particular paper; and
  - 10.1.2.4 Provision for dated signature of the chief invigilator, before submission of the list to the RCSC.
- 10.1.3 The chief invigilator shall be responsible for ensuring admission of only the registered candidates to the examination hall after verifying the roll number and admission cards and sealed photographs on them, and in accordance with the provisions of this rule.
- 10.1.4 The chief invigilator, after confirming the identity of the candidate, shall cause the candidate to sign the attendance list in front of him, before allowing him entry into the examination hall.
- 10.1.5 The chief invigilator shall ensure proper conduct of the written examinations and proper behaviour of the candidates as provided in this rule.
- 10.1.6 All invigilators shall work under the direction and supervision of the chief invigilator to ensure proper conduct of examinations.
- 10.1.7 The chief invigilator shall hand over the attendance lists and answer papers in sealed covers to the RCSC or to the authority concerned

such as the Management Committee, immediately after completion of the examination for each paper.

10.1.8 The chief invigilator shall submit a written report (in the proforma prescribed by the RCSC) to the Secretary of the RCSC at the end of the examinations.

## 10.2 Setting Questions and Evaluating Answer Papers of Written Examinations

10.2.1 The RCSC shall appoint qualified officials/persons to set the question papers as well as to evaluate the answer papers.

10.2.2 The evaluation of written examination papers shall be on the basis of roll numbers and not by disclosing the identity of the candidate by name.

10.2.3 The setting of question papers and evaluation of answer papers shall be conducted in strict secrecy. Any breach of the confidentiality of these processes by any official/person involved shall result in disciplinary action.

10.2.4 Re-valuation of answer papers shall not be permitted, except recounting.

## 10.3 Conduct of Interview

10.3.1 The oral interview shall be conducted by a board comprising a minimum of five members, one of whom shall be designated as the Chairperson of the interview board.

10.3.2 The Board Members and Chairperson shall be appointed by the RCSC.

10.3.3 The interview shall be conducted on the basis of roll numbers and not by disclosing the identity of the candidates by name.

10.3.4 Each member shall use the assessment form given at *Annexure 7/5*. The Chairperson of the board shall, at the end of the interview, collect the individual assessments and compile them in the format given in the *Annexure* and submit the results, along with the individual assessment forms of members, to the RCSC.

10.3.5 A board member shall declare himself to the RCSC to avoid conflict of interest in case he has a relative or if he knows any particular candidate appearing for the CSCE.

#### 10.4 Declaration of Result and Follow Up

10.4.1 Results for the three parts of the examination shall be confidentially compiled so that information about the marks obtained by a candidate in other parts of the selection process is not available to the Evaluators/Interview Board Members.

10.4.2 Candidates shall be required to submit the Admission Card to the RCSC after the examination process has been completed. Candidates shall be required to report in person and shall be required to sign against the name.

10.4.3 A candidate shall authorize the guardian or a close relative to submit the Admission Card on his behalf when the candidate is unable to report to the RCSC due to serious illness or unavoidable circumstances.

10.4.4 If the candidate is unable to authorize the guardian or a close relative due to illness or injury, the RCSC may deal with the matter based on the merit of the case.

10.4.5 If no explanation is provided for non-submission of the Admission Card, the candidate shall forfeit the right to claim the results and the results shall be withheld and rendered invalid.

10.4.6 The RCSC shall declare the results within one month from the last day of the interview.

10.4.7 The final results listed in order of merit ranking shall be finalized and announced.

10.4.8 The RCSC shall preserve all records of the examination, including the answer papers, for a period of three years from the date of announcement of the results.

10.4.9 A candidate shall be given opportunity to appeal to the Appellate Authority/Administrative Tribunal for review of the examination result within 10 working days from the date of declaration of the result.

## **11 Annual Intake**

The number of candidates to be selected each year shall be decided by the RCSC based on the vacancies in the Civil Service.

## **12 Selection and Placement**

12.1 Based on the Civil Service Common Examination result, the RCSC shall assess the quality of graduates and determine the cut-off mark for selection and appointment to the Civil Service.

12.2 Selection and placement of candidates who meet the cut-off mark of the examination result shall be based on the following criteria:

12.2.1 Merit ranking of the Common Examination result;

- 12.2.2 Preferences/option of the candidate as indicated in the Registration Form;
  - 12.2.3 Subject requirement; and
  - 12.2.4 Availability of vacancy.
- 12.3 Subject requirements are:
- 12.3.1 Post Graduate Course in Development Management: Minimum of a Bachelor's Degree in any field;
  - 12.3.2 Post Graduate Course in Financial Management: Minimum of a Bachelor's Degree in Commerce /Economic (Honours)/Economic (Majors)/ Business Administration /Business Management; and
  - 12.3.3 Post Graduate Course in Education: Minimum of Bachelor's Degree with at least one relevant subject prescribed for the Bhutanese School Syllabus or Higher Educational Institute programmes and has obtained the prescribed minimum qualifying marks in the subject at the Bachelor's Degree examination
- 12.4 A candidate at the time of registration shall indicate his options in order of preference in the registration form. He shall not be allowed to change the priority of options, except the first position holder of the examination. However, where there are vacancies in a particular field which need to be filled as a priority, the candidate shall be allowed to change options to fill those vacancies, provided the candidate meets the placement criteria. Changing of options for placement must be done within the stipulated time and before declaration of the placement result.
- 12.5 Candidates selected for Post Graduate Courses shall successfully complete the respective course at the National Institute of Education and the Royal Institute of Management as a pre-service course before their appointment in the Civil Service.



- 12.6 Candidates who meet the cut-off mark of the examination result but not selected to the post graduate courses due to non-fulfillment of the above selection and placement criteria shall, in order of merit ranking of the examination result, be listed in the “Eligibility List” for appointment in Supervisory and Support Positions in the Civil Service, if interested. The eligibility list shall be valid for one year following the declaration of the Civil Service Common Examination results or till the next common examination is announced, whichever is earlier.
- 12.7 If a selected candidate withdraws his candidature from Post Graduate Courses, replacements shall be considered from the “Eligibility List” in order of merit ranking.
- 12.8 Selection of a technical graduate for appointment in Professional and Managerial Positions who fulfills the cut off mark of the examination result shall be based on the following criteria:
- 12.8.1 Merit ranking of the Common Examination result;
  - 12.8.2 Subject specialization requirement; and
  - 12.8.3 Availability of vacancy.
- 12.9 A law graduate selected through the CSCE shall undergo the Post Graduate Diploma in National Law (PGDNL) as a pre-service candidate.
- 12.10 Candidate shall be given the opportunity to appeal to the Appellate Authority/Administrative Tribunal for review of the placement result within 10 working days from the date of declaration of the placement result.

**13 Appointment, Orientation and Probation**

- 13.1 All appointments shall be made against approved vacant positions;
- 13.2 On successful completion of the post graduate course, the candidate shall be appointed against a vacant position and shall be assigned appropriate position valued at Position Level P5.
- 13.3 A technical graduate selected in the CSCE shall be appointed and shall be assigned appropriate position title and Position Level P4/P5.
- 13.4 A law graduate on successful completion of the PGDNL shall be appointed and shall be assigned appropriate position title and Position Level P4.
- 13.5 A graduates listed in the “Eligibility List” for Supervisory and Support Positions shall be appointed as and when vacancies arise and shall be assigned appropriate position valued at Position Level S1 based on the following criteria:
  - 13.5.1 Merit ranking of the “Eligibility List” based on the Common Examination result;
  - 13.5.2 Preferences of the candidate; and
  - 13.5.3 Subject requirement.
- 13.6 On expiry of the validity of the “Eligibility List”, candidate not appointed to the Civil Service shall be eligible to re-sit the Civil Service Common Examination for the second time.
- 13.7 A candidate selected for appointment shall execute an undertaking of adherence to the Code of Conduct and Ethics and undertake an Oath of Allegiance and Confidentiality, the text of which is given at *Annexure 7/6*.

- 13.8 A candidate shall initially be placed on probation for a period of one year and during probation, the provisions of the Recruitment Rules and Regulations shall apply.
- 13.9 Every candidate selected for appointment in the Civil Service shall undergo an Orientation Programme of appropriate duration during the probation organized by the Agency.
- 13.10 Every candidate appointed in the Civil Service after 2000 shall be required to complete a minimum of two years in a rural post, which shall be an eligibility criterion for promotion to a senior Position Level P2.

**CONVERSION TABLE**

<b>Grading</b>		<b>Marks in %</b>
A+	=	80
A	=	75
A-	=	70
B+	=	65
B	=	60
B-	=	55
C+	=	50
C	=	45
C-	=	40
D	=	35

**Interview Form**  
**Civil Service Common Examinations**

**ROYAL CIVIL SERVICE COMMISSION**

Roll No. : \_\_\_\_\_

Sl. No.	Factors	Marks	Marks Awarded
1.	<b>PHYSIQUE, APPEARANCE &amp; MANNER</b>		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	<b>LANGUAGE PROFICIENCY</b>		
	a) Dzongkha	10	
	b) English	10	
	c) Others	05	
3.	<b>INTELLIGENCE, ABILITY &amp; COMPETENCE</b>		
	a) Professional subject knowledge	05	
	b) General awareness	10	
	c) Presentation skills (organisation of thoughts)	10	
	d) Analytical ability	05	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	05	
4.	<b>EXTRA CURRICULAR ACTIVITIES</b>	10	
5.	<b>INDIVIDUAL ACHIEVEMENT</b>	10	
	<b>Total marks</b>	<b>100</b>	

**Place:**

**Date:**

\_\_\_\_\_  
(Name of the Board Member & Signature)

**Interview Form**  
**Civil Service Common Examination for Technical Graduates**

**ROYAL CIVIL SERVICE COMMISSION**

**Roll No.** : \_\_\_\_\_

Sl. No.	Factors	Marks	Marks Awarded
1.	<b>PHYSIQUE, APPEARANCE &amp; MANNER</b>		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	<b>LANGUAGE PROFICIENCY</b>		
	a) Dzongkha	10	
	b) English	10	
	c) Others	05	
3.	<b>INTELLIGENCE, ABILITY &amp; COMPETENCE</b>		
	a) Professional subject knowledge	10	
	b) General awareness	10	
	c) Presentation skills (organisation of thoughts)	10	
	d) Analytical ability	10	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	05	
4.	<b>EXTRA CURRICULAR ACTIVITIES</b>	05	
5.	<b>INDIVIDUAL ACHIEVEMENT RECORDS (IF ANY)</b>	05	
	<b>Total marks</b>	<b>100</b>	

**Place:**

**Date:**

\_\_\_\_\_  
(Name of the Board Member & Signature)



**Registration Form**  
**Civil Service Common Examination for Graduates**  
**Royal Civil Service Commission**

Affix  
Passport size  
Photograph

1. Full Name:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Religion:		
<hr/>				
2. Village: Dzongkhag:	Gewog: Thram No:	Municipality: House No:		
<hr/>				
3. Date of Birth:	Day <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/>			
Nationality:	Citizenship C/No:			
<hr/>				
4. CONTACT ADDRESS:				
5. CONTACT TEL. NO:				
6. FAMILY DETAILS:				
	Name	Nationality	Occupation	Address
(a) Father				
(b) Mother				
(c) Guardian				
(d) Spouse				

7. **I have not been:**

- (a) Convicted of a criminal offence;
- (b) Terminated, compulsorily retired or voluntarily resigned from the Civil Service;
- (c) Terminated or compulsorily retired on disciplinary ground from a corporation/project;
- (d) Adjudged as mentally unfit;
- (e) Disqualified by the Government for appointment in the Civil Service; and
- (f) Previously selected but has dishonoured the selection/appointment.

8. **ACADEMIC QUALIFICATION** (please start with Institute last attended):

Name of Institute	Country	Subjects	Yr. of Passing	Div.	Degree.	Dip.	Certificate

9. **TRAINING:**

Name of Institute	Country	Field of Study	Duration	Yr. Of Passing	Div .	Degree	Dip.	Certificate
(a)								
(b)								

10. **EMPLOYMENT HISTORY (if applicable):**

Organisation	Position Held	Post	Period From	To	Appt. Status	Place Served	Reason for Change
<b>PAST EMPLOYMENT:</b>							
<b>PRESENT EMPLOYMENT:</b>							

11. **DECLARATION:** I hereby certify that the Information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the RCSC shall cancel/reject my application. I also undertake to abide by all Rules and Regulations.

---

12. **OPTIONS IN ORDER OF PREFERENCE (Postgraduate Courses in Development Management, Financial Management, Education and National Law):**

- 12.1 First option  
 12.2 Second option  
 12.3 Third option

Date of application \_\_\_\_\_

Signature of Applicant  
 (Affix Legal Stamp)



**13. LIST OF DOCUMENTS ATTACHED WITH THIS FORM:**

	<b>Please Tick</b>
13.1 Academic transcripts of Classes X – attested copy	( )
13.2 Academic transcripts of Classes XII – attested copy	( )
13.3 Academic transcripts of Bachelor’s Degree – attested copy	( )
13.4 Other academic/training transcripts, if relevant	( )
13.5 Bhutanese Citizenship Card – attested copy	( )
13.6 Original valid security clearance certificate (training)	( )
13.7 Original medical fitness certificate (training)	( )
13.8 NGOP certificate –attested copy	( )
13.9 Original “No Objection Certificate” from the employer in case of in-service candidate	( )
13.10 Merit Certificates (if any) - attested copy	( )
13.11 Two recent passport photographs	( )
13.12 Letter of Undertaking	( )

**For use by the CSCE Management Committee**

**I/we have hereby verified and attested the above documents.**

Scrutinized/verified by:

Name:

Signature:

Designation:

Date:

**ASSESSMENT FORM FOR INTERVIEW  
CIVIL SERVICE COMMON EXAMINATION  
.....[YEAR]  
ROYAL CIVIL SERVICE COMMISSION**

[To be filled up by Chairperson of the Interview Board]

Candidate's Roll No. : .....

Sl. No.	Name of the Board Member	Total Marks	Marks Awarded
1.	(Chairman)	100	
2.	(Member)	100	
3.	(Member)	100	
4.	(Member)	100	
5.	(Member)	100	
	<b>Total</b>	<b>500</b>	

Percentage of marks in the interview .....

Verified & certified

Place:  
Date:

Signature:  
Name of Chairman

**OATH OF ALLEGIANCE AND CONFIDENTIALITY FOR GRADUATES**

In keeping with the auspicious day, having the privilege of receiving the honour of the trust of His Majesty the King, the Kingdom, and the People of Bhutan to serve in the capacity of a civil servant, I take this opportunity to offer my gratitude.

**On my own behalf, beginning from this day, I pledge to serve with *Lui Ngag Yi Sum* His Majesty and the successive Kings with *Tha Damtsi* and Patriotism.**

Not only shall I serve the cause of the sovereignty and the security of the Kingdom of Bhutan, but I shall also uphold and promote the heritage and the valued tradition, religion and *Driglam Namzhag* with full commitment and dedication.

**I pledge to abide by and obey the Royal Commands and the laws in discharging my responsibilities.**

In witness, this day the ..... of the month of ..... of ..... Year in the name of *Kenchoe Sum* and the guardian deities of the Kingdom of Bhutan and in the presence of His Holiness the *Je Khenpo* and representatives of the Government, I take this Oath of Allegiance and accordingly not to dishonour it at any time, I append my name in writing hereto.

Date:

Place:

Signature

(Name of the Candidate)

## **CHAPTER 8: PRE-SERVICE IN-COUNTRY TRAINING**

### **1 Policy**

- 1.1 Ensure that a new recruit is properly inducted into the Civil Service with appropriate skills, knowledge and competence required by the position;
- 1.2 Equip the trainees with requisite skills, knowledge and qualifications to seek gainful employment; and
- 1.3 Meet the requirement for trained and competent human resources for the market.

### **2 Strategy**

- 2.1 Specific pre-service training shall be identified by the Agency concerned in the Annual Recruitment Plan;
- 2.2 The Agency shall set aside a specified portion of the budget for Agency-specific pre-service training;
- 2.3 Encourage trainees to avail job opportunities in the market;
- 2.4 Quality of candidates shall be assessed/assured during selection into the programme; and
- 2.5 A Monitoring & Evaluation System shall assess training impact and make necessary interventions.

### **3 Application**

In this rule, the term pre-service training shall apply to:

- 3.1 Academic training, which provides professional foundation; and
- 3.2 Non-academic training, which provides skills required for the job.

#### **4 Authority to Approve Training**

4.1 The RCSC shall be the authority to approve the academic and non-academic training for the Civil Service.

4.1.1 The Agency concerned shall forward the application for introduction of a new training programme to the RCSC in the prescribed format given at *Annexure 8/2*.

4.2 The RCSC in consultation with the Agency and Authority concerned shall fix the stipend rates for all Government training Institutes.

#### **5 Eligibility Criteria**

A candidate applying for pre-service training shall be a Bhutanese citizen and shall be required to fulfill the specific eligibility criteria prescribed by the RCSC/RUB/Agency for the respective training.

#### **6 Disqualification**

A candidate shall not be eligible for training if:

- 6.1 He has discontinued a training programme for reasons within his control;
- 6.2 His previous training was terminated by the Agency/Institute for violation of training and/or other related rules and regulations;
- 6.3 He has been convicted of a criminal offence;
- 6.4 He has been previously selected for training but has dishonoured the selection;
- 6.5 He has been nominated/short listed for another training/scholarship; and
- 6.6 He has been nominated/short listed for another training programme, pending the declaration of the result.

## **7 Entitlement**

- 7.1 Stipend shall be paid at the rates approved by the Government.
- 7.2 TA/DA shall be paid to the candidates while on field trip at the rates approved by the Government.
- 7.3 Annual vacation and holidays shall be granted as per the schedule of the Institute for which stipend shall be paid, subject to a maximum of one month.
- 7.4 Uniform/Uniform Allowance, if required for the particular training programme shall be paid.

## **8 Requirement during Training**

- 8.1 Obligation of a candidate during training:
  - 8.1.2 A candidate shall conform to the rules and regulations of the RCSC/Royal University of Bhutan/Agency.
- 7.3 Obligation of the RUB/Agency
  - 8.2.1 The RUB/MoLHR shall maintain the list of candidates along with the duly completed pre-service training form prescribed by the RUB/MoLHR upon selection to the programme.
  - 8.2.2 The Institute concerned shall forward the list of candidates for the Postgraduate Courses such as courses in Development Management, Financial Management, Education and National Law to the RCSC along with the duly completed pre-service training form prescribed by the RCSC upon enrolment to the programme.
  - 8.2.3 The Agency concerned shall forward the list of candidates (selected for appointment in the Civil Service) for the non-academic training to the RCSC along with the duly completed pre-service training form prescribed by the RCSC upon enrolment to the programme.

**9 Repetition, Extension and Termination**

- 9.1 Repetition, extension and termination of a candidate from the training shall be as per the rules stipulated by the RCSC/ RUB/ Institute/Agency.
- 9.2 A candidate shall not be allowed to repeat or extend training if he discontinues for reasons within his control.

**10 Undertaking**

- 10.1 An undertaking shall be signed by a candidate and his guarantor stating that he or the guarantor shall pay to the Government an amount equal to two times the expenses incurred on the particular training if:
  - 10.1.1 He discontinues the training for reasons within his control; and
  - 10.1.2 He fails to abide by the term and conditions specified in the undertaking.
- 10.2 A candidate undergoing a training programme for six (6) months and above shall sign the Undertaking.
- 10.3 The Undertaking shall be enforced by the RCSC for academic Postgraduate Courses such as courses in Development Management, Financial Management, Education and National Law as per the terms and conditions given at *Annexure 8/1*.
- 10.4 A surety/ guarantor must be acceptable to the Agency/RCSC.
- 10.5 The Undertaking shall be enforced by the RUB/MoLHR for academic post class XII training.

- 10.6 The Undertaking shall be enforced by the Agency for non-academic agency-specific courses.
- 10.7 In the event the candidate fails to pay double the expenditure, his guarantor shall be liable to make the payment to the Government. If the guarantor fails to adhere to the Undertaking, legal actions shall be initiated in accordance with the undertaking and the law of the country.



**UNDERTAKING**

I, Mr./ Mrs./ Miss.....son /daughter  
of Mr./ Mrs. ....hereby accept the offer of  
scholarship from .....(mention sponsoring Agency) for  
studies in.....(mention the  
course)  
in.....(mention institute/university and country)  
for a duration of .....

I hereby undertake to:

1. Pursue the course and complete it within the duration specified.
2. Not change to another course.
3. Abide by all rules and regulations of the Royal Government and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the Royal Civil Service Commission.
5. Complete my training/studies and serve the Government for a minimum period of two times the duration of the course.
6. Pay to the Government an amount equal to two times the expenses incurred by the Government/Agency on the training if:
  - 6.1 I discontinue the training for a reason other than ill health; or
  - 6.2 I do not serve the Government two times the duration of the course upon completion of training.

I, hereby do confirm that I have been briefed on all rules governing my training and I have understood them, including the implications and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, the guarantor and/or I shall be liable for legal action by the Government.

Sd/-

Place:

(Affix Legal Stamp)

Date:

Name & Office address

**Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.**

In the event of any failure on the part of the above named person to abide by this undertaking..... resident of ..... hereby undertake to refund to the Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

In the event that I do not adhere to the above, I understand that I shall be liable for legal action by the Government.

	Sd/-
Place:	(Affix Legal Stamp)
Date:	Name of Guarantor: -----
	Relation with the candidate: ---
	Occupation: -----
	Present address-----
	Village: -----
	Mailing address: -----

Witnesses:.....

1).....

2).....

*Annexure 8/2*

**APPLICATION FOR INTRODUCTION OF AN INCOUNTRY LONG TERM  
TRAINING PROGRAMME**

**To be completed by the Agency:**

- |     |                                       |   |
|-----|---------------------------------------|---|
| 1.  | Name of the Training                  | : |
| 2.  | Objective of the Training Programme * | : |
| 3.  | Level                                 | : |
| 4.  | Duration                              | : |
| 5.  | Proposed date of commencement         | : |
| 6.  | Proposed date of completion           | : |
| 7.  | Name of Institute and location        | : |
| 8.  | Intake capacity                       | : |
| 9.  | Entry qualification                   | : |
| 10. | Other facilities in the institute     | : |
| 11. | Name of Head/In-charge of Institute   | : |
| 12. | Any other information                 | : |

*\* Please attach the training proposal*

Date:

Signature of the Head  
of Institute/Department

**RECOMMENDATIONS OF THE HEAD OF THE AGENCY**

**SIGNATURE**

**Date:**

---

**TO BE COMPLETED/RECOMMENDED BY THE ROYAL CIVIL SERVICE  
COMMISSION**

1. Rate of stipend:
2. Major Occupational Group:
3. Subgroup:
4. Position:
5. Position Level:

Date:

**Signature of Head, HRMD**

**Signature of Head, HRDD**

**SECRETARY**

**Date:**

**Royal Civil Service Commission**

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## **CHAPTER 9: IN-SERVICE TRAINING**

### **1 Policy**

- 1.1 Equip civil servants with the right qualifications, skills, knowledge and right attitude to achieve organisational objectives;
- 1.2 Provide a high standard of professional services to the public;
- 1.3 Facilitate continuing education for civil servants to enhance qualifications and knowledge;
- 1.4 Promote a balanced and sustainable human resource development; and
- 1.5 Human resource development shall be a shared responsibility between the Government and civil servants.

### **2 Strategy**

- 2.1 Training shall be identified in the HRD Master Plan based on the Organisational Development exercise to determine the strategic human resource needs of the Government;
- 2.2 An annual review of the HRD Master Plan shall be conducted to ensure the relevance of the training to the organisational needs as well as to respond to the changing priorities of the Agency;
- 2.3 The Agency shall set aside a specified portion of budget, which shall be jointly determined by the Agency and RCSC as HRD budget for staff training and shall provide equal opportunities to employees to compete for training;
- 2.4 Scholarships shall be made available based on merit;

- 2.5 In-country training programmes shall be enhanced through various modes of continuing education; and
- 2.6 A Monitoring and Evaluation System shall assess training impact and make necessary interventions.

### **3 Application**

- 3.1 In this rule, the term formal training shall apply to:
  - 3.1.1 Postgraduate degree course;
  - 3.1.2 Undergraduate degree course;
  - 3.1.3 Institutional course, viz. counterpart training, attachment, certificate and diploma course;
  - 3.1.4 Study tour, workshop; and
  - 3.1.5 In-house training.
- 3.2 The term informal training shall apply to:
  - 3.2.1 Meeting;
  - 3.2.2 Symposium;
  - 3.2.3 Conference; and
  - 3.2.4 Seminar.
- 3.3 The category of training shall be as follows:
  - 3.3.1 Short-term training, 6 months and below; and
  - 3.3.2 Long-term training, above 6 months.
- 3.4 The RCSC or Agency shall not provide funds to pursue a full time in-service Bachelor's Degree Programmes. However, a civil servant may not be required to resign from service to pursue a Bachelor's Degree.

**4 Authority to Approve Training and Non-training Programme**

The nomination of a candidate shall be approved by:

- 4.1 The RCSC, when the course is:
  - 4.1.1 Planned long term;
  - 4.1.2 Unplanned short term;
  - 4.1.3 Unplanned long term training; or
  - 4.1.4 Adhoc offer which is not included in the Annual Training Plan.
- 4.2 The RCSC shall approve the ex-country formal training, when there is a financial implication to the Government.
- 4.3 The Agency concerned shall approve:
  - 4.3.1 The in-country formal and informal training;
  - 4.3.2 The training, when the course is planned short term; and
  - 4.3.3 Formal and informal training, where there is no financial implication to the Government.
- 4.4 The relevance and level of officials for the training programmes shall be determined strictly by the Agency.
- 4.5 The Agency concerned shall be made primarily accountable while the individual civil servant shall be required to refund the expenditure incurred on his training based on the circumstances.

- 4.6 If the Agency has approved any training not relevant to the position of the official, the RCSC shall revoke the approval. The RAA/RCSC shall reflect the Agency concerned and the individual civil servant in the negative list.
- 4.7 The Ministry of Foreign Affairs is responsible for high-level official delegations representing the country on regional and international issues. The Ministry may issue guidelines on the eligibility criteria and procedures for processing nominations for such cases to ensure uniformity in application.

## **5 Eligibility Criteria**

- 5.1 A candidate shall:
  - 5.1.1 Be a Bhutanese citizen;
  - 5.1.2 Have rendered a minimum of two years of service, excluding the probation period at the time of submitting an application to avail a long term course;
  - 5.1.3 Have satisfactorily completed the probation period to avail a short-term course, except for the orientation programme conducted by the Agency/RCSC; and
  - 5.1.3 Be 45 years of age or below at the time of commencing long term studies such as Bachelor's Degree, Post Graduate Certificate and Diploma, Master and higher level academic courses, e.g. Ph.D.
- 5.2 A civil servant shall not be eligible for training when:
  - 5.2.1 He has discontinued a training programme to which previously nominated for reasons within his control;



5.2.2 His scholarship/fellowship granted previously was terminated by the Government for violation of training and/or other related rules and regulations;

5.2.3 The time gap from the last dates of ex-country short-term training and ex-country long-term training is less than six months and one year respectively; and

5.2.4 He has been nominated/short listed for another training programme, pending the declaration of the result.

## **6 Selection Criteria**

6.1 The selection of a candidate for long term full or partial RGoB scholarship shall be based on the following:

6.1.1 Performance on the current job;

6.1.2 Relevance of the course to the position held;

6.1.3 Rural posting shall be given 10% bonus mark;

6.1.4 Weightage of marks for academic performance from the most recent qualification and entrance common examination; and

6.1.5 Performance in written examination and/or viva voce.

## **7 Entitlement**

7.1 The entitlement rules shall be applicable to both in-country as well as ex-country training, unless otherwise specified.

7.2 Study Leave for Long Term Training

- 7.2.1 A civil servant shall be entitled to a total of 36 months Study Leave in the entire service period.
  - 7.2.2 A training period up to 18 months for any single training shall be counted as part of active service for the purpose of promotion.
  - 7.2.3 When the course is directly relevant to the candidate's current job and the candidate fulfills the eligibility and selection criteria, study leave with remuneration and benefits shall be granted to pursue long-term training courses as per Section 7.3.1 of this rule.
  - 7.2.4 When the course is not directly relevant to the candidate's current job, study leave without pay and benefits shall be granted and his position in the Civil Service shall not be protected.
- 7.3 Remuneration and Benefit during Training
- 7.3.1 A civil servant who has been granted Study Leave with remuneration and benefits for any single long-term training shall be entitled to the full basic pay for a period of twelve months. When the duration exceeds twelve months, he shall be entitled to fifty percent of the basic pay for the remaining period.
  - 7.3.2 A civil servant undergoing ex-country short-term training shall be entitled to full DSA for the first 15 days and stipulated stipend of that country thereafter.
  - 7.3.3 The travel time from the home country to the destination shall be excluded for the purpose of calculating the total number of days for training and it shall be paid at the rates approved by the Government.

- 7.3.4 A civil servant undergoing long-term training shall be entitled to stipend for the first month at the travel rate, and the resident rate for the subsequent months prescribed by the Government.
- 7.3.5 A civil servant shall be covered by medical insurance while on training. In the event of an emergency where the candidate is not covered by a medical insurance scheme, medical expenditure shall be borne by the Ministry of Health on production of original receipts.
- 7.3.6 Remuneration and benefits for various modes of continuing education other than full time on campus shall be governed by guidelines prescribed by the Government.
- 7.3.7 Allowance of any form shall not be paid during the training period, when the duration exceeds one month.

#### 7.4 Benefit during In-country Training

The following shall apply to in-country institute based and in-house based training:

- 7.4.1 Annual vacation and holidays as per the schedule of the Institute and the stipend shall be paid, subject to a maximum of one month;
- 7.4.2 Uniform/Uniform Allowance, if required, for the particular training programme;
- 7.4.3 Travel Allowance and Daily Subsistence Allowance for travel from his office to the Institute and back to the office as per the normal rates and subject to other relevant rules;

- 7.4.4 Actual travel expenditure and Daily Subsistence Allowance at the rates prescribed by the Government during the field attachment/visit;
  - 7.4.5 The DSA rates for the in-service in-country training when the duration is 30 days or less and the stipend rates for the in-service in-country training when the duration is more than thirty (30) days are given at *Annexure 9/1*; and
  - 7.4.6 A trainee shall be entitled to 20% of the DSA while attending training of 30 days or less in the same place of posting, irrespective of the source of funding. This excludes expenses pertaining to tuition fee, meals, refreshments, etc.
- 7.5 Benefit during Ex-country Training
- The following shall apply to full time ex-country training:
- 7.5.1 A civil servant who is required to halt in transit for 8 hours or more for the next flight while on travel outside the country shall be paid a Daily Subsistence Allowance.
  - 7.5.2 Daily Subsistence Allowance shall be paid for the actual period of halts required for processing visa and it shall be paid at the Government rates.
  - 7.5.3 The payment of Daily Subsistence Allowance for enforced halts shall be limited to two days for a round trip while on official travel, besides halts in transit, irrespective of the source of funding.
  - 7.5.4 Daily Subsistence Allowance or related expense shall not be paid by the Government during participation in training, when the DSA and other expenses are paid by the donors.
  - 7.5.5 Notwithstanding the clause 7.5.4, a civil servant shall be reimbursed the visa fee and airport tax on production of original receipts/documents.

- 7.5.6 If a civil servant nominated for training outside the country is provided with airfare, room and board by the donor concerned, 20% of DSA shall be paid for the first fifteen days to cover the incidental expenses and 10% of the DSA for the remaining period.
- 7.5.7 When a civil servant is provided with only airfare and room facilities by the donors concerned, 50% of DSA shall be paid for the first fifteen days to cover other expenses and 20% of the DSA shall be paid for the remaining period.

## **8 Pre-training Requirement**

### **8.1 Nomination Procedure**

- 8.1.1 Nomination shall be in accordance with the Annual Training Plan, unless a training programme is an adhoc offer.
- 8.1.2 Nominations shall be processed through an HR Committee of the Agency.
- 8.1.3 The HRO shall forward the information on the nominations for training programmes which the Agency is authorized to approve to the RCSC online. The prescribed HRD Form given at *Annexure 9/2*, letter of offer, letter of acceptance and departure intimation form shall be retained by the Agency and shall be made accessible for verification by the RCSC as and when required and send to the RCSC before the candidate leaves for training.
- 8.1.4 Nominations for unplanned training and non-training programmes, where there is financial implication to the Government shall be submitted to the RCSC for approval with the prescribed HRD Form, a forwarding letter and other required documents given at *Annexure 9/3*.

- 8.1.5 The nomination for long-term training shall be submitted to the RCSC for approval with the prescribed HRD Form, forwarding letter, and other required documents.
- 8.1.6 Upon approval of nomination for long-term training, a candidate shall be issued a letter of award in the prescribed format by the RCSC given at *Annexure 9/4*. The candidate shall be required to complete all pre-departure procedures duly prescribed here in this rule.
- 8.2 Pre-departure Procedure
  - 8.2.1 A candidate whose training is approved shall report for briefing to:
    - 8.2.1.1 RCSC for long-term training; and
    - 8.2.1.2 Agency for short-term training.
  - 8.2.2 Sign an undertaking with the Government in the prescribed format (*Annexure 9/5*) to the effect that on completion of the long term training, the candidate shall return to Bhutan and continue in the service of his Agency for a minimum period as stipulated under this rule or pay the stipulated penalty, unless the Government transfers him in the interest of public service.
  - 8.2.3 A candidate nominated for a training programme above six (6) months shall sign the Undertaking.
  - 8.2.4 A surety/guarantor of the civil servant shall be briefed on the consequence of the undertaking in case a civil servant fails to return to Bhutan upon completion of his studies.
  - 8.2.5 A surety/ guarantor must be acceptable to the Agency/RCSC.
  - 8.2.6 The candidate and guarantor shall sign the undertaking in the presence of an official designated by the RCSC.

8.2.7 The candidate must submit the duly filled pre-departure form given at *Annexure 9/6*.

8.2.8 Travel documents shall be issued by the Ministry of Foreign Affairs based on the letter issued by the competent authority in the Agency designated by the Ministry of Foreign Affairs.

## **9 Requirement during Training**

### **9.1 Obligations of a candidate during Training**

As an official nominee of the Government of Bhutan, a candidate on training shall adhere to the following:

- 9.1.1. Conduct himself at all times in a manner befitting his status and in a manner acceptable to the authority of the training Institute;
- 9.1.2. Refrain from engaging in political, criminal or commercial activities and taking up additional employment that shall be prejudicial to the interests and image of the Kingdom of Bhutan;
- 9.1.3. Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity.
- 9.1.4. Not coerce, attempt to coerce, order, or advise an individual to pay, lend or contribute anything of value to a party, committee, organisation, Agency or person whose activities are prejudicial to the *Tsawa Sum*;
- 9.1.5. Refrain from giving expressions and statements on national or international affairs and in particular, from making any written or oral statement without specific prior approval of the Government;

- 9.1.6. Refrain from making any statement of fact or opinion in any document published in his own name or anonymously, pseudonymously, or in the name of any other person or in any communication or a public utterance, make any statement which has the effect of an adverse criticism of any current or recent policy or action of the Government;
  - 9.1.7. Submit a course joining report (*Annexure 9/7*) immediately for long term training to the RCSC and Agency concerned, and for short term to the Agency concerned, after joining the programme;
  - 9.1.8. Submit grade/progress reports after every semester, examination or test through the course supervisor, academic adviser or the Head of the Institute/University when admitted for long-term training. The report shall consist of a brief description of the subjects studied, examinations taken, marks obtained, field trips (if undertaken) and a brief description of the study plan for the following semester;
  - 9.1.9. The academic performance of a civil servant undergoing a long-term training programme shall form part of the performance appraisal for any personnel actions;
  - 9.1.10. Seek prior approval of the RCSC before undertaking field trips that are part of the course requirement. The application and the programme for such field trips shall be signed and certified by the Institute; and
  - 9.1.11. Not change from the training programme specified in the letter of award or change the Institute/University.
- 9.2 Repetition and Extension of Scholarship
- 9.2.1 A candidate shall complete the training within the duration prescribed in the letter of award.



- 9.2.2 A candidate shall be allowed to repeat a course/examination and given extension of scholarship up to a maximum of 6 months only when he is unable to complete the course due to ill health or due to a reason which is beyond the control of the incumbent;
- 9.2.3 Extension shall not be granted to undertake an additional course; and
- 9.2.4 Prior approval of the RCSC shall be required for repetition and extension of scholarship.

### 9.3 Termination of Scholarship

A scholarship shall be terminated if:

- 9.3.1 The conduct of a candidate is not in conformity to this rule;
- 9.3.2 The performance of the candidate is observed to be below average or unacceptable to the authority of the training Institute, the Agency concerned and/or the RCSC;
- 9.3.3 The candidate does not fulfill the attendance and other requirements stipulated by the Institute concerned; and
- 9.3.4 The candidate fails to complete the course in the prescribed period and approval for extension of the candidate is not accorded.

## **10 Post Training**

### **End of Fellowship and Return to Bhutan**

A candidate on completion of training shall:

- 10.1 Return to Bhutan and continue in the service of his organisation at least for a period equal to double the duration of the course, unless the Government transfers him in the interest of public service;
- 10.2 Be required to report to the Agency concerned upon completion of training along with the joining report, training report and course completion certificate within two weeks from the completion of the course after availing the travelling time of two weeks. The Agency shall immediately forward a copy of the joining report, training report and course completion certificate to the RCSC. The candidate shall be liable to submit a written explanation, if there is any delay in submitting the report.

The training report shall contain a comprehensive description of the subjects studied and a proposal for utilization of the knowledge and skills acquired in carrying out his responsibilities to the Agency.

## **11 Penalty**

A candidate shall pay to the Government an amount equal to two times the expenditure incurred on the particular training when:

- 11.1 He fails to return to Bhutan on completion of the training; or
- 11.2 He discontinues his training for a reason other than ill health and returns to Bhutan or does not return to Bhutan; or
- 11.3 He voluntarily resigns from the services of the Agency prior to rendering the specified duration of service to the Government.

- 11.4 His service shall be terminated when he does not return to Bhutan from the study place upon completion of the training.
- 11.5 In the event the candidate fails to pay double the expenditure, his surety/guarantor shall be liable to make the payment to the Government. If the surety/guarantor fails to adhere to the Undertaking, legal actions shall be initiated in accordance with the Undertaking and the law of the country.
- 11.6 In the event a civil servant resigns from service before serving the stipulated duration, he shall refund the expenditure on a pro-rata basis.

**INSERVICE INCOUNTRY TRAINING  
RATES OF DAILY SUBSISTENCE ALLOWANCE AND STIPEND**

**I      Daily Subsistence Allowance**

A civil servant during training of 30 days or less duration shall be paid DSA at the rate of Nu. 1000/- per day.

**II     Stipend**

A civil servant attending the in-service training programmes shall be paid stipend at the following rates:

1. Nu. 8000/= per month if the training venue is in Thimphu or Phuentsholing; and
2. Nu. 6000/= per month in other places in Bhutan.

In the event a civil servant is selected to a training programme designed for pre-service trainees, he shall be paid the stipend at the rate applicable to the particular programme.

The stipend to pre-service trainees sponsored by the Government shall be paid at the rates given vide circular No. RCSC/PA-13/1998/05 dated February 26, 1998, subject to revision.

**Note:**

1. The tuition fee and administrative cost, if any, shall be paid directly to the training institute by the employing agency concerned.
2. The institute concerned shall deduct actual cost of food and lodging from the DSA/Stipend of the individual trainees, if provided.
3. A trainee shall be entitled to 20% of the DSA while attending training within the same place of posting, irrespective of the source of funding. This excludes expenses pertaining to tuition fee, meals, refreshments, etc.

**INSERVICE TRAINING NOMINATION FORM**

**I. Particulars of the Candidate Nominated**

- a) Name :
- b) Employee ID No. :
- c) Designation :
- d) Place of Posting & Employing Agency :
- d) Date of Birth :
- e) Name, Occupation and Nationality of Spouse :
- g) Permanent Address :
- h) Documents verified (quote reference numbers) \*
  - i) Security Clearance Certificate :
  - ii) Audit Clearance Certificate :
  - iii) Citizenship ID Card Number :
- i) Qualification :
- j) Date of Initial appointment in Govt. Service :
- k) Date of appointment to the present position :

l) Present job description (State Briefly)

- 1 .....  
.....
- 2 .....  
.....
- 3 .....  
.....

**II. Details of Training to be undertaken**

- a) Planned (quote slot number) or unplanned :
- b) Course Title/Field of Training :
- c) Institute and Location (Mention Country) :
- d) Course commencement and duration :
- e) Funding Agency :

---

\* *For in-country short term training, the candidates are not required to produce the documents.*

*For ex-country short-term training, the original documents are to be retained with Agencies.*

*For ex-country long-term training, the original documents are to be submitted to the RCSC.*

**III. Details of all Past Training (including Seminars/Study Tours/Workshops) (if the space provided is not sufficient, use a separate sheet). Please start with the last training attended.**

Course Title	Institute & Location (Mention Country)	Date (dd/mm/yy)	Duration (months)	Funding Agency
i)				
ii)				
iii)				
iv)				

**IV. Special achievements/research work done/extracurricular activities (mention briefly and enclose documentary evidence)**

I hereby certify that the above information is correct to the best of my knowledge. I understand that I am liable to be subjected to disciplinary actions by appropriate authorities in the event that they find the above information incomplete or incorrect.

(Signature of the Candidate)

---

**V. Recommendations of the Agency. *The authorities countersigning this form shall be accountable and liable for disciplinary action in case information provided is incorrect.***

i) Give reasons for nominating the particular candidate.

ii) Description of the use of this training to the Agency

Place :	Signature :
Date :	Name & Designation of the Head of Department/Division** :

---

**RECOMMENDED**

Place :	Signature :
Date :	Name & Designation of the Head of the Agency :

---

**\*\*For Agencies that do not have Departments.**

*Annexure 9/3*

**LIST OF DOCUMENTS TO BE SUBMITTED BY A CANDIDATE**

- (i) Bhutanese Citizenship Identity Card;
- (ii) No Objection Certificate from the employer for applying to open scholarship announced by the RCSC;
- (iii) Security Clearance Certificate;
- (iv) Audit Clearance Certificate (for those who are employed only); and
- (v) Training content and secedule from the Institute/Organisation;
- (vi) Attested copies of academic transcripts issued by an institute recognized by the Royal Government of Bhutan (for long term training);
- (vii) Offer of admission from the Institute (for long term training); and
- (viii) Any other document that may be required, as announced.



*Annexure 9/4*

**(To be used by the RCSC)**

Letter number

Dated.....

.....  
.....  
.....

Sub.: **Letter of Award**

Dear Sir/Madam,

Please refer to letter No. .... dated ..... in connection with the nomination of ..... ( give the name of the candidate).

In this regard, we would like to inform you that the Royal Civil Service Commission has approved the above nomination, the particulars of which are given hereunder.

Name of the course	:
Country and Institute	:
Start date	:
Duration	:
Funding Agency	:

Any deviation to the above shall be intimated to the RCSC in writing and a prior approval shall be sought from the RCSC. The candidate concerned be directed to report to the Secretariat of RCSC for briefing and executing a legal undertaking. The candidate concerned shall seek prior appointment with the HRDD, RCSC.

Yours sincerely,

Head, HRDD

**CC:**

1. The candidate for information and necessary action.
2. Personal File.

**UNDERTAKING**

I, Mr./ Mrs./ Miss.....son / daughter  
of Mr./Mrs. ....hereby accept the offer of  
scholarship from .....(mention sponsoring Agency) for  
studies in.....(mention the  
course)

in.....(mention institute/university and country)

for a duration of .....

I hereby undertake to:

1. Pursue the course and complete it within the duration specified in the letter of award No. ....dated.....
2. Not change to another course or institute.
3. Abide by all rules and regulations of the Royal Government and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the Royal Civil Service Commission.
5. Complete my training/studies, return to Bhutan and continue in the services of my Agency for a minimum period of two times the duration of the course, subject to a minimum of one year, unless the Government in public interest transfers my services.
6. Pay to the Government an amount equal to two times the expenses incurred by the Government/Agency on the training if:
  - 6.1 I discontinue the training for a reason other than ill health; or
  - 6.2 I return to Bhutan without completing training; or
  - 6.3 I do not return to Bhutan upon completion of my training; or
  - 6.4 I return to Bhutan but voluntarily resign from my Agency without rendering the specified duration of service.

I, hereby do confirm that I have been briefed on all rules governing my training and I have understood them, including the implication and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, the guarantor and/or I shall be liable for legal action by the Royal Government.

Place:

Date:

Sd/-  
(Affix Legal Stamp)  
Name & Office address

**contd/-**

**Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.**

In the event of any failure on the part of the above named person to abide by this undertaking,..... resident of ..... hereby undertake to refund to the Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

In the event that I do not adhere to the above, I understand that I shall be liable for legal actions by the Government.

Sd/-

Place:

(Affix Legal Stamp)

Date:

Name of Guarantor: -----

Relation with the candidate: -----

Occupation: -----

Present address-----

Village: -----

Mailing address: -----

Witnesses:.....

1).....

2).....

*Annexure9/6*

**DEPARTURE INTIMATION FORM FOR FELLOWSHIP TRAINEE**

Secretary,  
Royal Civil Service Commission,  
Thimphu.

1. Name of the Candidate :
2. Present designation :
3. Department/Ministry/Agency where  
presently employed :
4. RCSC fellowship Award letter  
number and date :
5. Title of course/programme for which  
the candidate is nominated :
6. Institute of training and location  
(Mention the Country also) :
7. Date of commencement of the course :
8. Duration of the course and  
date of completion :
9. Date of departure from Bhutan
10. Funding Agency :

I hereby certify that the information given above is correct to the best of my knowledge.

Place:

Date:

**(Signature)**

**COURSE JOINING REPORT FORM AND BANK ACCOUNT INFORMATION**

Secretary,  
Royal Civil Service Commission,  
Thimphu.

Sir,

Ref: RCSC Fellowship Award letter No:

Date

I (Name) have joined the Course/Training Programme as per details below:

- |                                      |       |         |
|--------------------------------------|-------|---------|
| 1. Course title                      | :     |         |
| 2. Institute & address               | :     |         |
| 3. Start date of course and duration | :     |         |
| 4. Date of joining                   | :     |         |
| 5. Funding Agency                    | :     |         |
| 6. Mailing address                   | :     |         |
| 7. Telephone #:                      | Fax # | e-mail: |

I have opened the following bank account where payments of stipend and allowance can be sent. To be completed by candidates sponsored through Nationally Executed Projects only.

Name of the Bank :

Complete Address of the Bank :

Bank Account: Fax #. Of the bank:

Name: Designation: Signature:

Official address in Bhutan:

Place:

Date:

---

**(COUNTERSIGNED)**

Place:

Date: (Course Supervisor/Head of Institute)

	Name	:	
	Designation	:	
	Address	:	
Telephone #:		Fax #	e-mail:

## **CHAPTER 10: LEAVE**

### **1 Policy**

- 1.1 It shall be mandatory for a civil servant to avail vacation leave annually; and
- 1.2 The authority vested with the powers to grant leave shall exercise their discretion in granting leave.

### **2 Category of Leave**

A civil servant shall be entitled to the following categories of leave:

- (i) Vacation Leave;
- (ii) Casual Leave;
- (iii) Bereavement Leave;
- (iv) Maternity Leave;
- (v) Paternity Leave;
- (vi) Medical Leave;
- (vii) Study Leave; and
- (viii) Extraordinary Leave.

#### **2.1 Vacation Leave**

- 2.1.1 A civil servant shall be entitled to 20 working days of Vacation Leave. This shall be mandatory in one financial year for a civil servant to avail. A minimum of ten (10) working days shall be availed at a stretch.
- 2.1.2 A teacher shall avail the vacation leave during the winter vacation.
- 2.1.3 A civil servant shall be eligible for the LTC as and when he avails the Vacation Leave while a teacher shall be eligible for the LTC when availing the winter vacation.

- 2.1.4 During the probation period and/or study leave, a civil servant shall not be eligible for the vacation leave. In the event a civil servant completes the probation period and/or resumes his official duty after study leave in the course of a financial year, he shall be entitled to Vacation Leave only from the following financial year.
- 2.1.5 A civil servant shall not be eligible for vacation leave during the Study Leave.
- 2.1.6 A civil servant upon joining the service after studies shall avail vacation leave on a pro rata basis based on the number of days of service completed before the end of the existing financial/calendar year.
- 6.4.7 A civil servant shall plan the leave in the beginning of the financial year (calendar year for teachers) in close consultation with the Supervisor concerned. The discretion to decide the timing of leave shall be vested with the Supervisor in the event the civil servant cannot be relieved in the interest of the Agency.

## 2.2 Casual Leave

Casual Leave shall be:

- 2.2.1 Granted to a civil servant for a short period on account of illness or urgent personal affairs and a civil servant on Casual Leave shall be considered on duty for all purposes;
- 2.2.2 Admissible for a maximum of ten (10) working days during a calendar year;
- 2.2.3 Lapsed if not availed in the financial/calendar year;
- 2.2.4 Allowed to be availed by prefixing, sandwiching and suffixing Government holidays including weekly off-days viz. Saturdays and Sundays. Saturday shall also be prefixed, suffixed and sandwiched in the case of those civil servants for whom Saturdays are working days;

- 2.2.5 Treated as leave and debited to the Casual Leave account when availed by a civil servant working on Saturday;
- 2.2.6 Granted even for half-a-day;
- 2.2.7 Granted by the immediate supervisor of the applicant;
- 2.2.8 Allowed to be availed by a civil servant while on tour with the approval of the competent authority, but Daily Allowance shall not be admissible for the days of Casual Leave;
- 2.2.9 Allowed to be availed by a fresh appointee joining service in the course of a calendar year, proportionately calculated on a monthly basis; and
- 2.2.10 Casual Leave account shall be maintained in respect of every civil servant.

### 2.3 Bereavement Leave

In the event of death of an immediate family member, Bereavement Leave of 15 working days shall be provided to a civil servant on each occasion.

### 2.4 Maternity Leave

- 2.4.1 Maternity Leave with full gross remuneration for a total period of three months from the date it commences shall be admissible to a civil servant. The Maternity Leave shall, at the latest, commence from the date of delivery.
- 2.4.2 In addition to the leave admissible as mentioned above Section 2.4.1, Maternity Leave with full gross pay shall be admissible during miscarriage for a maximum period of one month on production of a medical certificate.
- 2.4.3 Maternity Leave may be combined with any other form of leave, subject to above Section. 2.4.1.



2.4.4 Government holidays shall be prefixed or suffixed, but holidays intervening the maternity leave shall be counted as leave.

2.4.5 Maternity Leave shall be granted by the respective controlling officer on production of medical certificate, each time.

## 2.5 Paternity Leave

2.5.1 A civil servant shall be granted Paternity Leave of 5 working days.

2.5.2 The Paternity Leave may be combined with other forms of leave and shall be prefixed or suffixed to public holidays.

## 2.6 Medical Leave

2.6.1 A civil servant, who has been certified as incapable of performing duties due to illness or injury shall be granted Medical Leave on production of a medical certificate issued by a medical authority in Bhutan as detailed below for the periods:

2.6.1.1 Up to one (1) month - A Medical Officer.

2.6.1.2 Up to six (6) months - A Medical Board of Doctors appointed by the Ministry of Health.

2.6.1.3 Exceeding six (6) months - Head of the Department of Health Services on the recommendation of a Medical Board appointed by the Ministry of Health.

2.6.2 A civil servant on medical leave shall be paid full gross pay to a maximum of six months. In the event the Medical Leave exceeds six (6) months, the allowances if any, shall cease to be paid for the subsequent period.

- 2.6.3 A civil servant, who has been granted Medical Leave for more than three (3) months, on re-joining the duties, shall be required to produce a medical certificate of fitness to perform the duties.
- 2.6.4 A civil servant shall be granted the Medical Leave for a maximum period of one (1) month to escort a direct dependant of the civil servant concerned. He shall be entitled to TA/DA as per the medical referral treatment rules and regulations.
- 2.6.5 Medical Leave shall be sanctioned only by the head of the Agency of a minimum rank of Head of the Department/Dzongkhag which may be further delegated to authority under them, if found necessary.

## 2.7 Study Leave

- 2.7.1 Study Leave shall be granted to a civil servant to enable him to pursue a formal course of study/training relevant and useful to the present or future duties.
- 2.7.2 Study Leave shall be granted only to pursue relevant courses conducted by a recognized University/Institute. All such courses/training pursued by a civil servant therefore, shall require the approval of the Agency concerned.
- 2.7.3 When the course is directly relevant to the candidate's current job and a candidate meets the eligibility and selection criteria, Study Leave with pay and benefits shall be granted to pursue long-term training courses.
- 2.7.4 When the course is not directly relevant to the candidate's current job, but relevant to the country in general, Study Leave without pay and benefits shall be granted to pursue the training.
- 2.7.5 Study Leave shall be granted to a civil servant for the actual duration of the approved training and journey periods to join the training and to return to the duty station on completion of the training, when deputed by the Government.

- 2.7.6 A civil servant applying for Study Leave shall produce evidence to the effect that he has secured admission to the training. On his return from the leave, documentary evidence shall be submitted to show that he has completed the course.
- 2.7.7 A civil servant shall be entitled to a total of 36 months Study Leave in the entire service period for any long-term studies. In the event the nature of study requires more than 36 months, the RCSC may approve the additional duration of study leave on a case-by-case basis based on organisational need.
- 2.7.8 Training period up to 18 months for any single training shall be counted as part of active service for the purpose of promotion.
- 2.7.8 A civil servant granted Study Leave with pay and benefits for any single long-term training shall be entitled to the full basic pay for a period of twelve months. When the duration exceeds twelve months, he shall be entitled to fifty percent of the basic pay for the remaining period.
- 2.7.9 The Head of the Agency shall be the competent authority for granting Study Leave upon approval of the nomination of the candidate by the competent authority.
- 2.7.10 The period of Study Leave shall be considered as part of active service for the purpose of retirement benefits.

## 2.8 Extraordinary Leave

- 2.8.1 Extraordinary Leave (EoL) shall be granted to a civil servant up to a maximum period of twenty-four (24) months in total during the entire service period.
- 2.8.2 A civil servant shall be eligible for Extraordinary Leave for three months or more, only after rendering a minimum active service of five (5) years.

- 2.8.3 Extraordinary Leave shall be granted to a civil servant only after fulfilling all conditions of service laid down under the training rules, if he has undergone training.
- 2.8.4 Government holidays may be prefixed and/or suffixed to Extraordinary Leave, but Government holidays intervening the period of leave shall be considered as leave.
- 2.8.5 Total period of Extraordinary Leave availed during the entire service shall be excluded while calculating the number of completed years of service rendered by a civil servant as on the last day of his service for the purpose of gratuity claims.
- 2.8.6 Remuneration or other benefits of the post held shall not be granted to a civil servant for the days of Extraordinary Leave.
- 2.8.7 Promotion processed prior to availing Extraordinary Leave, if granted, shall be effected only on rejoining the service.
- 2.8.8 A civil servant occupying Government accommodation shall vacate it when the civil servant is granted Extraordinary Leave for a period exceeding one year at a time. The civil servant shall be allowed to retain the Government accommodation on full payment of the house rent in advance, when the Extraordinary Leave period is one year or less.
- 2.8.9 The Agency in charge of housing shall be informed of the Extraordinary Leave sanctioned to a civil servant by the AFD concerned immediately upon the approval.
- 2.8.10 A civil servant applying for Extraordinary Leave shall furnish specific reasons in the application along with a completed letter of undertaking, stating the reasons mentioned in the applications are true.

2.8.11 A civil servant may be granted the Extraordinary Leave for the following purposes:

2.8.11.1 Pursuing studies, when the study leave is not permissible.

2.8.11.2 Family problems, when the attention of the official concerned is genuinely required.

2.8.12 The position of a civil servant shall not be protected while availing Extraordinary Leave beyond six months.

### **3 Authority to Grant Extraordinary Leave**

The authority to grant Extraordinary Leave to a civil servant shall be:

3.1 Up to six months - Head of the Agency/  
Department/Dzongkhag.

3.2 Period exceeding six months - Secretary of the Ministry/  
Head of the Agency.

### **4 Paid Leave**

4.1 A civil servant shall be paid basic pay and allowances, if any, for the period of Casual Leave, Paternity Leave, Vacation Leave, Maternity Leave and Medical Leave. However, payment of an allowance shall be limited to the first six months in case the medical leave period extends beyond this period.

4.2 The advance shall be promptly adjusted against the leave salary due to the civil servant for the period of leave.

**5 General Rule**

- 5.1 A civil servant shall be considered as on duty at any time in a day and can be called on duty by the appropriate authority at any time of a day according to exigencies of service.
- 5.2 Except in the case of sudden illness or unforeseen circumstances, no civil servant shall remain absent from duty nor leave station without taking prior permission from the immediate superior.
- 5.3 The controlling officers, at the beginning of the fiscal year, shall plan the leave for his subordinates in consultation with the civil servants. The approval of the competent authority shall be obtained well in advance.
- 5.4 Submission of application for leave by a civil servant does not imply that the leave is approved till a written order is passed to that effect by the competent authority.
- 5.5 Leave shall not be approved beyond the date of retirement.
- 5.6 In case of termination of services due to failure of a civil servant to resume duty on expiry of leave sanctioned, leave salary in respect of the period covered by the sanction shall be payable. Dues recoverable from a civil servant shall be adjusted out of the leave salary or any claim to be paid to him.
- 5.7 Joining time on transfer may be suffixed to any form of leave.
- 5.8 Leave account records, except that of casual leave, of all civil servants shall be maintained in the formats given in the service record.

## **6 Flexi-Time**

6.1 Flexi Time shall be of two kinds:

6.1.1 Flexibility of hours to attend to personal needs during a normal working day shall be allowed. A civil servant may take personal time during normal working hours and make up this time later in the day.

6.1.2 Long-term Flexi Time shall be formalized through a supervisor on the condition that a civil servant has a genuine ground supported with proper documents.

6.2 A civil servant shall work out well in advance with the supervisor concerned in order to avail the Flexi Time.

6.3 Guidelines for the Flexi Time shall be developed for proper implementation.

## **7 Leave Travel Concession (LTC)**

7.1 An amount equal to one month basic pay as an LTC shall be paid once in every financial year as and when the full prescribed Vacation Leave is availed by a civil servant.

7.2 A civil servant shall not be eligible for the LTC during the training period.

7.3 A civil servant shall not be eligible for the Leave Travel Concession (LTC) during the probation period. In the event a civil servant completes the probation period in the course of a financial year, he shall be entitled to the LTC only for the following financial year.

## **8 Revocation of the Leave Granted**

The grant of leave shall be determined by the exigencies of the service and the authority competent to grant leave shall have the discretionary power to refuse the leave or revoke the leave already granted.

**9      Unauthorized Absence**

- 9.1      The unauthorized absence of a civil servant shall not normally be regularized through grant of leave, even if leave is available at credit.
  
- 9.2      Should the Head of the Agency, however, be convinced that the civil servant has remained absent under unavoidable circumstances and deserves regularization, leave may be granted as per the entitlement of the individual civil servant.



## **CHAPTER 11: REMUNERATION AND BENEFIT**

### **1 Policy**

- 1.1 Pay adequate remuneration and benefits to civil servants;
- 1.2 Ensure judicious administration of compensation within the Civil Service founded on the principle of equal pay for equal value of work;
- 1.3 Maintain a competitive remuneration structure;
- 1.4 Attract and retain the best and the brightest civil servants; and
- 1.5 Motivate the civil servants.

### **2 Pay Scale**

The Civil Service Pay Scale shall be as decided by the Government from time to time.

### **3 Revision of Civil Service Salary**

- 3.1 The Government shall review the Civil Service Remuneration from time to time.
- 3.2 The procedure for pay fixation at the time of revision of pay scales shall be as prescribed in the pay scales revision order.

### **4 Pay Fixation**

#### **4.1 On Initial Appointment**

The basic pay of a civil servant on initial appointment shall be fixed at the minimum of the scale.

## 4.2 On Promotion

- 4.2.1 On promotion to a higher Position Level, the pay of a civil servant in the higher pay scale shall be fixed at the minimum of the time scale prescribed for the higher position, when such minimum is higher than the pay drawn by the civil servant in the lower scale/Position Level at least by an amount equal to one annual performance increment in the higher pay scale.
- 4.2.2 Where the minimum of the pay scale of the higher Position Level is less than the pay actually drawn by the civil servant in the lower scale or when the difference between them is less than the amount of one annual performance increment in the higher scale, an amount equal to one annual performance increment in the higher scale shall be added to the pay drawn by the civil servant and the pay shall be fixed at the amount so obtained provided there is a stage in the pay scale. If there is no stage, it shall be fixed at the next higher stage in the pay scale.
- 4.2.3 When a civil servant is promoted with effect from a date on which the annual performance increment is to be granted, the annual performance increment in the lower Position Level shall be released first and the pay shall then be re-fixed in the pay scale of the higher Position Level.

## 4.3 On Demotion

The pay of a civil servant on demotion to a lower Position Level shall be fixed at the same amount drawn by him in the current Position Level, provided there is a stage in the pay scale of the Position Level to which he is demoted. Should there be no stage, it shall be fixed at the stage immediately lower than the amount. However, should the current pay be more than the maximum pay of the Position Level to which he is demoted, his pay shall be fixed only at the maximum of the pay scale.

4.4 On Reversion from Secondment

- 4.4.1 A civil servant, on reversion from secondment outside the Civil Service, shall be placed in the same Position Level and pay scale held by the official immediately before the secondment. The pay in the respective Position Level/pay scale shall be fixed after taking into account the increment based on the annual performance that would have been sanctioned to him during the period of secondment. A civil servant on secondment shall be required to submit his annual performance appraisal to the RCSC.
- 4.4.2 However, when the civil servant is promoted during the period of secondment, the pay of the official shall be re-fixed in the Civil Service pay scale first in accordance with clause 4.2 of above as on the date of promotion. The pay and benefits drawn by the official in the organisation to which he is seconded shall have no bearing in re-fixing the pay on reversion.

**5 Annual Performance Increment**

- 5.1 Annual Performance Increment, in the respective pay scale, shall be given to all civil servants based on their performance
- 5.2 The respective Head of Agency shall sanction the annual performance increments to their subordinate civil servants.
- 5.3 The authority to grant the annual performance increment shall be vested with the Head of Agency for Position Levels P1 and below, and the RCSC for Position Levels EX3/ES3 and above.
- 5.4 A civil servant securing “Outstanding” shall be paid two annual performance increments and one annual performance increment for “Very Good” or “Good” ratings.
- 5.5 A non-performing civil servant with Improvement Needed rating shall receive no increments.

**5.6 Date of Increment**

5.6.1 A civil servant appointed/promoted to a time scale of pay on or between 1<sup>st</sup> January and 1<sup>st</sup> July, shall draw his first Performance Increment in that scale on 1<sup>st</sup> July of the succeeding year.

5.6.2 A civil servant appointed/promoted to a time scale of pay on or between 1<sup>st</sup> July and 31<sup>st</sup> December, inclusive, shall draw his first Performance Increment in that scale on 1<sup>st</sup> July of the succeeding year.

5.6.3 A civil servant who is demoted on or between 1<sup>st</sup> January and 1<sup>st</sup> July shall draw his subsequent annual Performance Increment in the lower pay scale on 1<sup>st</sup> July of the succeeding year and if demoted on or between 1<sup>st</sup> July and 31<sup>st</sup> December, inclusive, he shall draw the subsequent annual Performance Increment on 1<sup>st</sup> July of the succeeding year.

5.6.4 Annual performance increment shall not be granted beyond the maximum ceiling of the pay scale of that Position Level.

5.6.5 In the event a civil servant retiring or resigning on 30<sup>th</sup> June, the annual performance increment shall be released and it shall be considered for the purpose of calculating gratuity and other retirement benefits.

**6 Benefits**

**6.1 Duty Free Vehicle Quota**

A civil servant in position P3 and above shall be entitled to import one foreign vehicle on completion of every seven (7) year period from the date of registration of the last vehicle imported.

6.2 Allowance

A civil servant shall be entitled to the following allowances as may be determined by the Government from time to time:

6.2.1 Red Kaabney Allowance

A civil servant awarded a red kaabney shall be entitled to a monthly allowance approved by the Government.

6.2.2 Paatang Allowance

A civil servant awarded paatang shall be entitled to a one time Paatang Allowance approved by the Government.

6.2.3 Scarcity Allowance

The Government shall provide a Scarcity Allowance to attract and retain professional civil servants in certain skills and occupational groups. It shall be removed as and when the problem is redressed.

6.2.4 Officiating Allowance

An Officiating Allowance shall be provided to a civil servant officiating for more than one month but not exceeding six months as per the schedule approved by the Government.

6.2.5 High Altitude Allowance

A High Altitude Allowance shall be paid to a civil servant posted to a place which is 10,000 feet and above. The places for entitlement of this allowance shall be identified by the Agency/RCSC.

6.2.6 Difficulty Allowance

A Difficulty Allowance shall be paid to a civil servant posted to a place beyond one *dholam* from the motorable road.

**6.2.7 Overtime Payment**

An Overtime Payment shall be provided to a civil servant holding a position at the S4 level and below, where they are required by the supervisor to work beyond the normal working hours, weekends and Government holidays.

**6.2.8 Uniform Allowance**

A Uniform Allowance shall be paid to a civil servant who is required to wear a uniform by reason of his profession as determined by the Government, if it is not provided in kind.

**6.2.9 Other Allowances**

Allowances for non-diplomatic civil servants, other than those posted in Embassies and Missions abroad shall be paid as per the rate approved by the Government.

**6.2.10 Government Accommodation**

A civil servant mandated to stay in the Government quarter shall pay 70% of the carpet area rent fixed by the Government, while the civil servant choosing to occupy a Government quarter, shall pay full carpet area rent.

**7 Other Benefits**

A civil servant may be entitled to certain other benefits as may be decided by the Government.

**8 Revocation and Accountability**

The remuneration and benefits of a civil servant fixed contrary to the provisions in this rule shall be regarded as irregular and hence liable to be revoked by the RCSC. The authority responsible for such lapses shall be held accountable and liable for administrative actions.

## **CHAPTER 12: PERFORMANCE MANAGEMENT SYSTEM**

### **1 Policy**

- 1.1 Enable fairness in career advancement and promote competence, meritocracy, productivity and morale;
- 1.2 Enhance both organisational and individual development and effectiveness by introducing objective performance management mechanism; and
- 1.3 Enhance professionalism and accountability.

### **2 Strategy**

- 2.1 Conduct regular organisational development review;
- 2.2 Promote performance-based culture; and
- 2.3 Institute a rigorous performance appraisal system.

### **3 Organisational Development Review**

- 3.1 Every Agency shall within an interval of three to five years review vision, mission, performance standards, values & strategies, structure, staff strategies and staffing pattern/strength.
- 3.2 Every Agency shall annually appraise the achievement of the previous year's targets and set targets for the following year. This pertains to the Agency as a whole and each of its Departments and Divisions. Targets shall be the basis for performance appraisal.
- 3.3 Every Agency shall promote a conducive organisational culture for the benefit of the general public through appropriate motivational measures.

- 3.4 Every Agency shall develop a high performance culture through training and performance management.
- 3.5 Executives in each Agency shall take responsibilities for organisational development and performance culture.
- 3.6 All Executives and Managers shall avail themselves of appropriate training in organisational development, leadership and performance management.
- 3.7 The RCSC, relevant institutes and the HROs shall provide professional support for the above.
- 3.8 The RCSC shall conduct periodic human resource management audit to ensure the effectiveness and efficiency in the Civil Service.
- 3.9 Every Agency shall ensure that the organisational development review is supported by effective performance management.

#### **4 Promote a Performance-based Culture**

##### **4.1 Training**

Appropriate training programmes shall be made available throughout the Civil Service to develop the competence required for effective performance management. These shall include:

- 4.1.1 Understanding performance management policies;
- 4.1.2 Performance Appraisal System;
- 4.1.3 Training in performance management;
- 4.1.4 Managing and coaching staff performance;
- 4.1.5 Giving and receiving feedback; and
- 4.1.6 Motivation and rewards.



#### 4.2 Performance Culture Survey

- 4.2.1 The performance of each Agency shall be reviewed after every three to five years through a performance culture survey covering staff and customer satisfaction. This may form a part of the organisational development review; and
- 4.2.2 The RCSC shall coordinate and monitor the performance culture survey.

### 5 **Performance Appraisal System**

The performance appraisal system aims to:

- 5.1 Enhance performance of employees through continuous and objective performance planning, monitoring, reviewing and recognition;
- 5.2 Enhance productivity by aligning employee performance to the organisational goals; and
- 5.3 Provide an objective basis for personnel actions including incentives, rewards and managing poor performance.
- 5.4 Scope

The Performance Appraisal System covers all employees, including personnel on probation, contract and other employees.

#### 5.5 General Provision

- 5.5.1 Every employee of the organisation shall be provided with information on the performance appraisal system.
- 5.5.2 Existing employees shall familiarize themselves with the performance appraisal system, and new employees shall be provided with this information through an induction programme.

- 5.5.3 For employees on long-term training, their academic performance at the institute shall form part of the performance appraisal.
- 5.5.4 All organizations, with the support of the RCSC, shall facilitate training for all employees in the organisation to enable them to participate meaningfully in the Performance Appraisal System.
- 5.5.5 The Human Resource Officers shall take custody of the performance appraisal forms and shall make them available as and when required.
- 5.5.6 The management of the organisation shall study the overall performance trends of its employees and make provisions for improvement during the next Appraisal Cycle.
- 5.5.7 All performance information, including the ratings shall be analyzed and archived accordingly, and shall be computed through the use of appropriate software which shall be used to generate quantitative data as well as document of critical incidences. The Human Resource Officers shall be responsible for managing this information.
- 5.5.8 Every Civil Service Organisation shall submit appraisal information when required by the RCSC.
- 5.5.9 In cases where individual employee has more than one manager, the manager who supervises major job responsibilities shall be considered the primary manager. The primary manager shall consult all significant managers of the employee during the work planning and review sessions. The primary manager shall reflect the views and judgment of other managers while recording the performance plans and ratings.
- 5.5.10 In cases where an employee has been transferred under a new manager, the following shall be observed regarding the performance rating:

5.5.10.1.1 In case the employee has not worked for at least one quarter of the Appraisal Cycle, the earlier manager should undertake to review the performance of the employee.

5.5.10.1.2 In case the employee has completed at least one quarter of the Appraisal Cycle under the new manager, the new manager shall undertake to review the performance for the appraisal quarter.

## 5.6 Appraisal Instrument

The Performance Appraisal System shall consist of two sets of appraisal instruments:

### 5.6.1 Executive Performance Appraisal

5.6.1.1 The performance of the Executives shall be reviewed and appraised using the Executive Performance Appraisal Forms on an annual basis. The Executive Performance Appraisal Form shall be completed by the Manager of the Executive.

5.6.1.2 The performance of the Secretary to the Government shall be appraised by the RCSC in consultation with the Minister concerned.

5.6.1.3 For the purpose of the Performance Appraisal System, Executives shall mean Heads of Organisations, Agencies, Institutes, Regional Heads, Dzongdags, Drungpas, Drangpoens of Dzongkhag/Dungkhag Courts.

## 5.7 General Civil Servants Appraisal

There are two phases in the appraisal process for general civil servants.

### 5.7.1 Phase 1: Work Planning and Review Form

The Work Planning and Review Form shall be used by the manager and the employee to determine half yearly work targets as well as identify six relevant core competencies.

### 5.7.2 Phase 2: Summative Performance Review Form

The Summative Review Form shall be used by the Head of the Organisation, the Manager and the employee to reflect on the work targets and the overall performance of the employee. The Summative Review shall consist of three components: viz. the review of performance factors, review of core competencies and recording of specific comments. The Summative Review is to be undertaken annually.

5.8 Feedback Form

All employees, including executives holding management and/or formal Feedback Forms given at *Annexure 12/1*.

5.9 Performance Rating

5.9.1 The performance ratings of the immediate manager shall be final and binding.

5.9.2 The performance ratings on all the performance appraisal forms shall be as per the following four rating scales:

5.9.2.1 Outstanding	:	4 points
5.9.2.2 Very Good	:	3 points
5.9.2.3 Good	:	2 points
5.9.2.4 Improvement Needed	:	1 point

5.10 Evaluation Summary

The average scores across both performance outputs and core competencies shall form the final rating of the employee as follows:

5.10.1 Average total scores of 3.5 – 4.00	:	Outstanding
5.10.2 Average total scores of 2.5 - 3.49	:	Very Good
5.10.3 Average total scores of 1.5 - 2.49	:	Good
5.10.4 Average total scores of 0 -1.49	:	Improvement Needed

## **6 Use of the Performance Appraisal Results**

The Performance Appraisal results shall be used to:

- 6.1 Identify and address development needs of employees.
- 6.2 Determine appropriate performance increment.
- 6.3 Recognize good performers and provide appropriate incentives and rewards.
- 6.4 Promote an employee to a higher position available in Civil Service.
- 6.5 Take other personnel actions *inter alia*, transfer, confirmation of services for the probationers and assigning special tasks.
- 6.6 Identifying non-performance.

## **7 Managing Non-performance**

Where employees are not performing satisfactorily, a number of strategies shall be utilized, including:

- 7.1 Training of the managers in performance management.
- 7.2 Staff development in the form of training, counselling and coaching.
- 7.3 Review current work responsibilities against the job descriptions and annual work plan.
- 7.4 Improvement of job environment and workload.
- 7.5 Transfer and reassignment.
- 7.6 Disciplinary actions, including termination.

## **8 Role of the Human Resource Officer (HRO)**

- 8.1 The HRO shall ensure that every employee and his manager use the appraisal instruments at all times.

- 8.2 The HRO shall ensure that the forms are properly completed at the end of each review period.
- 8.3 The HRO shall generate individual and aggregated performance appraisal report for the employees in his organisation for submission to the Agency /RCSC.
- 8.4 The HRO shall facilitate performance feedbacks between the Manager and Employee.

## **9 Accountability**

- 9.1 The Head of the Agency shall be held accountable for ensuring effective implementation of the Performance Appraisal System by providing necessary guidance and support.
- 9.2 The Manager shall be responsible for:
  - 9.2.1 Guiding and facilitating their employees to fill in the forms as per the requirements and principles of the Performance Appraisal system. Initiating the appraisal process and establishing the employee's work targets and core competencies at the beginning of the Appraisal Cycle.
  - 9.2.2 Regularly monitoring the employee's performance during the Appraisal Cycle and providing feedback on performance and achievements to employees.
  - 9.2.3 Maintaining custody of the performance appraisal document of the employee during the Appraisal Cycle and submitting them to the Human Resource Officer, as and when required.

- 9.3 The Human Resource Officer shall be responsible and accountable for the effective implementation and management of the Performance Appraisal System under the overall guidance of the Head of the organisation.
- 9.4 Every employee shall ensure that his performance is planned, monitored and rated as per the requirements of the Performance Appraisal System.
- 9.5 Precautionary measures shall be taken at all levels to maintain confidentiality of information throughout the performance appraisal process. Breach of confidentiality shall be considered an offence and shall result in appropriate disciplinary action.
- 9.6 The RCSC shall be accountable for close monitoring and implementation of the Performance Management System.

*Addendum 12/1*



## BHUTAN CIVIL SERVICE

### WORK PLANNING AND REVIEW FORM

**For the period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Agency:**

**Name of the Employee:**

Employee ID No:

**Position Title:**

Name of the Manager:

**Position Title:**

These performance outcomes are to be made priorities for the next 6 month period. To be completed jointly by the manager and the employee at the beginning of the work planning cycle. Use the employee's job description and annual work plan as guidelines.	Each performance output should be reviewed at the end of each 6 month period. <b>Review Date:</b> _____	No ratings are required in this review phase, just remarks in relation to how the employee is progressing or not progressing in meeting each performance output.
<b>Expected Performance Output / Services</b>	<b>Remarks of the Employee:</b>	Remarks of the Manager:
<b>Output I:</b>		
<b>Output II:</b>		
<b>Output III:</b>		
<b>Output IV:</b>		

*(Use additional sheet if required)*





**BHUTAN CIVIL SERVICE  
IDENTIFICATION OF CORE COMPETENCIES**



**Instructions**

The core competencies are the special skills/qualities required to fulfill the roles and responsibilities of the position. The manager and the employee should jointly identify six core competencies relevant to the employee's position. The core competencies may be identified using the Sample Competency Library provided in Appendix I.

Each core competency will be evaluated at the end of the appraisal cycle using the Core Competency Rating Scale (see Appendix H).

<b>Agreed Core Competencies</b>
1.
2.
3.
4.
5.
6.

**(Signature of the Employee)**

**(Signature of the Manager)**



**BHUTAN CIVIL SERVICE  
SUMMATIVE PERFORMANCE REVIEW FORM**



For the period \_\_\_\_\_ to \_\_\_\_\_

**Employee / Manager Information**

**Name of Agency:**

**Name of the Employee:**

**Employee ID No:**

**Position Title:**

**Position Level:**

**Major Occupation Group:**

**Sub Group:**

**Name of the Manager:**

**Position Title of the Manager:**

---

**Process:** In the first instance, the employee is to complete the Summative Review Form as best they can with reference to the Work Planning and Review Forms. Performance Outputs and Core Competencies are to be listed/described and a 'self-rating' given along with supplementary information where necessary. Note: under Performance Outputs, a separate rating is required for both the 'quantity' and 'quality' sections. When complete, the form is then submitted to their manager. The manager will review the form and make appropriate notes. A meeting between the manager and employee is then arranged to discuss the Summative Review Form in more detail and finalize ratings. The 'final rating' is to be approved and written down by the Manager.

**BHUTAN CIVIL SERVICE  
SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)**

---

**RATINGS ON PERFORMANCE FACTORS**  
(Use additional sheets if required)

<i>(Ratings should pertain to Performance Outputs as outlined in Work Planning and Review Forms. Add additional outputs as necessary)</i>	<b>Employee self-rating:</b>	<b>Final rating (Manager):</b>
<b>PERFORMANCE OUTPUT 1:</b> Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 2:</b> Quantity of Work:		
Quality of Work:		
<b>PERFORMANCE OUTPUT 3:</b> Quantity of Work:		
Quality of Work:		
Divide 'Total Final Rating' by number of individual final ratings =	<b>TOTAL FINAL RATING:</b>	
	<b>AVERAGE RATING (A):</b>	

(Signature of the Employee)

(Signature of the Manager)

[illegible]

**BHUTAN CIVIL SERVICE**  
**SUMMATIVE PERFORMANCE REVIEW FORM (CONTINUED)**

---

**Comments by the Manager:**

(Comment on the special achievements and/or development needs of the employee and suggest some measures to improve the performance of the employee)

(Signature of the Manager)

**THE APPRAISAL MEETING WITH THE EMPLOYEE IS CONCLUDED AT THIS POINT.**

**THE MANAGER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND FORWARD THE SUMMATIVE REVIEW FORM TO THE HEAD OF AGENCY FOR REVIEW AND FINAL APPROVAL.**

**FINAL RATINGS CALCULATION:**

Average Rating (A): \_\_\_\_\_ 60% Weightage

+ Average Rating (B): \_\_\_\_\_ 40% Weightage = Final Rating (C): \_\_\_\_\_  
• Calculation:  $(A \times 0.6) + (B \times 0.4) = C$

**If C = [tick appropriate box to confirm Final Rating and associated Performance Increment (PI)]:**

- |                                      |                    |                                      |                           |
|--------------------------------------|--------------------|--------------------------------------|---------------------------|
| <input type="checkbox"/> 3.50 – 4.00 | Outstanding (2 PI) | <input type="checkbox"/> 1.50 – 2.49 | Good (1 PI)               |
| <input type="checkbox"/> 2.50 – 3.49 | Very Good (1 PI)   | <input type="checkbox"/> 0 – 1.49    | Improvement Needed (0 PI) |

\_\_\_\_\_  
**Name and Signature of Manager**

\_\_\_\_\_  
**Approval by Head of Agency**

**Comments by the Head of Agency:**

(Comment on the general performance and potential of the employee)

(Name and Signature of  
Head of Agency)



**BHUTAN CIVIL SERVICE  
EXECUTIVE PERFORMANCE APPRAISAL  
FORM**



**For the rating period: \_\_\_\_\_ to \_\_\_\_\_**

**Agency:**

**Name of the Employee:**

**Employee ID No:**

**Position Title:**

**Name of the Manager:**

**Position Title:**

**1. EVALUATION OF PERFORMANCE OUTPUT**

A) How would you rate the extent of his/her performance accomplishment in terms of the programmes, projects and their targets for the last twelve months?

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

B) How would you rate the quality of his/her work output in the last twelve months?

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

C) How would you rate the timeliness of his/her work output in the last twelve months?

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

**TOTAL RATING: \_\_\_\_\_**

**DIVIDE 'TOTAL RATING' BY 3 = AVERAGE RATING (A): \_\_\_\_\_**

---

**EXECUTIVE PERFORMANCE APPRAISAL FORM (CONTINUED)**

---

**2. EVALUATION OF COMPETENCIES**

D) Management of Work (it includes among others the ability to plan, prioritize, delegate, monitor, evaluate and decision making skills)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

---

E) Management of People (it includes among others the ability to establish clear vision /direction, promote professionalism, advance career growth of subordinates, motivation of subordinates and effective communications skills)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

---

F) Management of Resources (it includes among others the ability to mobilize resources, effective utilization, proper management of facilities and equipments)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

---

G) Management of Linkages (it includes among others the ability to work effectively with other peers of other organizations / departments, stakeholders, superiors and clients)

4 = Outstanding

3 = Very Good

2 = Good

1 = Improvement needed

Substantiate rating with at least one example: \_\_\_\_\_

---

**TOTAL RATING:** \_\_\_\_\_

**DIVIDE 'TOTAL RATING' BY 4 = AVERAGE RATING (B):** \_\_\_\_\_

---

**EXECUTIVE PERFORMANCE APPRAISAL FORM (CONTINUED)**

**Comments by the Employee (EXCLUDING: SECRETARY)**

(Comment on some of your special achievement and on areas that you need to improve)

(Signature of the Employee)

**THE APPRAISAL MEETING WITH THE EMPLOYEE IS CONCLUDED AT THIS POINT.**

**THE MANAGER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND FORWARD THE SUMMATIVE REVIEW FORM TO THE SECRETARY OR MINISTER FOR REVIEW AND FINAL APPROVAL.**

**FINAL RATINGS CALCULATION:**

Average Rating (A): \_\_\_\_\_ 60% Weightage

+ Average Rating (B): \_\_\_\_\_ 40% Weightage

= Final Rating (C): \_\_\_\_\_

• Calculation:  $(A \times 0.6) + (B \times 0.4) = C$

**If C = [tick appropriate box to confirm Final Rating and associated Performance Increment (PI)]:**

☐ 3.50 – 4.00 Outstanding (2 PI)

☐ 1.50 – 2.49 Good (1 PI)

☐ 2.50 – 3.49 Very Good (1 PI)

☐ 0 – 1.49 Improvement Needed (0 PI)

\_\_\_\_\_  
**Name and Signature of Manager**

\_\_\_\_\_  
**Approval by Secretary or  
Chairperson, RCSC**





**BHUTAN CIVIL SERVICE**

**FEEDBACK FORM**

**To be completed by the immediate subordinate for those holding executive, managerial and formal supervisory positions.**



<b>Name of the Employee whom the feedback is for:</b>	
<b>Employee Position Title:</b> <b>Employee ID:</b>	
<b>Name of the Manager:</b>	
<b>Manager Position Title:</b>	
<b>Agency:</b>	
<b>Date:</b>	

THIS FEEDBACK WILL BE KEPT ANONYMOUS. YOU ARE REQUIRED TO PROVIDE HONEST AND CONSTRUCTIVE COMMENTS ON THE EMPLOYEE'S OVERALL PERFORMANCE AND MANAGEMENT STYLE/PRACTICE.

1. **LIST ONE OR MORE THINGS YOU WOULD LIKE YOUR MANAGER TO STOP DOING:**
  
2. **LIST ONE OR MORE THINGS YOU WOULD LIKE YOUR MANAGER TO CONTINUE DOING:**
  
3. **LIST ONE OR MORE THINGS YOU WOULD LIKE YOUR MANAGER TO START DOING:**
  
4. **LIST ONE OR MORE THINGS YOUR MANAGER COULD DO BETTER:**



**BHUTAN CIVIL SERVICE  
ASSESSMENT OF SECRETARIES  
BY THE MINISTER**



<b>Agency:</b>	
<b>Name of Secretary:</b>	
<b>Name of Minister:</b>	
<b>Date:</b>	

	Key Results Areas:	Rating:	Example: (Please support rating with at least one example)
1	<b>Management of Work:</b> Overall achievement of policy objectives and enactment of legislation		
2	Support to Bhutan's constitutional process and Good Governance		
3	Timely achievement of planned sector targets		
4	<b>Management of Resources:</b> control of costs and efficient use of resources		
5	Quality of service delivery and client/citizen satisfaction		
6	Promotion of innovation, technology, research and global thinking		
7	<b>Management of People:</b> utilization of human resources and right-sizing of the workforce.		
8	<b>Management of Linkages:</b> success in establishing international and national partnerships and cooperation		
9	High level of communication, public image and relations		
10	Realisation of ethical standards, Good Governance, cultural heritage and environment, and the principles of GNH		

\_\_\_\_\_  
Signature of Minister

\_\_\_\_\_  
Date

## **CHAPTER 13: PROMOTION**

### **1 Policy**

- 1.1 Reward and motivate a potential and competent civil servant to carry out the responsibilities of a higher position;
- 1.2 Promote fairness and equity in the Civil Service through open and competitive promotion system; and
- 1.3 Provide equal career advancement opportunities to retain the best and brightest civil servants.

### **2 Strategy**

- 2.1 Conduct a fair, open and competitive selection based on merit;
- 2.2 Performance of an employee shall be used as the basis for considering his promotion; and
- 2.3 The RCSC shall be highly selective while considering promotion of a civil servant to Executive or Specialist Positions.

### **3 Identification of Vacancy for Promotion**

The Agency vested with the authority to grant promotion shall identify vacancies for promotion.

#### 4 Authority to Grant Promotion

4.1 The Head of Agency shall be vested with the authority to promote a civil servant to fill in a vacant position as follows:

POSITION CATEGORY	Promotion to Position Level	Authority for Promotion		
		Sector Specific	Cross Sector	Broad Banded Positions
Executive	EX3 -EX1	RGoB/RCSC	RGoB/RCSC	N/A
Specialist	ES3 - ES1	RCSC	RCSC	N/A
Professional and Management	P2 - P1	RCSC	RCSC	N/A
	P5 - P3	M/A	RCSC	M/A/D
Supervisory & Support	S5 - S1	M/A	M/A	M/A/D
Operational	O4 - O1	M/A/D	M/A/D	M/A/D

**Note: M = Ministry; A = Autonomous Agency; D = Dzongkhag**

4.2 The sectoral personnel posted in the Dzongkhag shall be promoted by the Dzongkhag while the personnel placed at the centre shall be promoted by the Agency as per the delegation of authority.

4.3 Promotion within broad banded positions shall be approved with effect from 1<sup>st</sup> January or 1<sup>st</sup> July. A candidate recruited against a higher position as per vacancy shall be considered for promotion based on the stipulated criteria.

4.4 The delegation of authority for promotion of civil servants shall come into effect from 1<sup>st</sup> July 2006.

#### 5 Promotion Category

Promotion shall be categorized as follows:

5.1 Promotion based on post vacancy; and

5.2 Promotion within the Broad banded Positions.

## **6 Promotion Criteria**

The criteria for promotion of a civil servant shall be based on:

- 6.1 Availability of post vacancy;
- 6.2 Fair, open, competitive selection system based on merit. Merit shall be defined in terms of:
  - 6.2.1 Academic qualification;
  - 6.2.2 Training;
  - 6.2.3 Skills and competence;
  - 6.2.4 Past and present performance in his job as reflected in the performance appraisal;
  - 6.2.5 Relevant experience;
  - 6.2.6 Clear service record;
  - 6.2.7 Not reflected in the negative list of the RAA/RCSC;
  - 6.2.8 Suitability to perform the duties and responsibilities of the vacant position;
  - 6.2.9 Potential to shoulder higher responsibilities; and
  - 6.2.10 Recommendation of the parent Agency.
- 6.3 The training period beyond 18 months of any single training and any other form of leave exceeding three months at a time shall not be counted as part of active service for promotion.
- 6.4 The promotion of a civil servant shall not be processed during his leave of absence from duties, except when the candidate meets the promotion criteria before availing the leave or when the civil servant concerned is undergoing a training of six (6) months or less duration.

- 6.5 Service in the rural area for a minimum period of two years shall be an additional eligibility criterion for promotion to Position Level P2 and shall be awarded a bonus mark of 10% in the selection. This rule shall be applicable to those who have entered the Civil Service from the year 2000 onwards.
- 6.6 A promotion shall entail a higher degree of responsibilities, requiring greater knowledge, skills and ability. Minimum qualification requirements prescribed for the respective position shall be fulfilled by the civil servant under consideration.
- 6.7 A civil servant considered for promotion to Position Level P5 and above shall possess leadership qualities, including:
  - 6.7.1 Integrity;
  - 6.7.2 Effective communication skills and good command of Dzongkha and English;
  - 6.7.3 Ability to motivate, direct and supervise;
  - 6.7.4 Ability to take initiatives, strong commitment, competence and ability to shoulder higher responsibilities;
  - 6.7.5 Ability to negotiate effectively and make decisions;
  - 6.7.6 Ability for strategic planning and monitoring; and
  - 6.7.7 Ability to control costs.
- 6.8 Additional qualifications relevant to the nature of duties and responsibilities shall be given weightage.
- 6.9 A civil servant shall complete a minimum of 4 years of active service in the current Position Level for the purpose of promotion to the next higher position.

**7 Promotion based on Post Vacancy**

The promotion based on the post vacancy shall operate within an open competitive environment as follows:

7.1 The authorized Agency shall announce the vacant positions through media as and when vacancy arises and provide at least one month for candidates to submit their applications. Selection process shall be completed within two months from the date of the vacancy announcement.

7.2 Vacancy announcement shall clearly define eligibility criteria, including the following:

7.2.1 Profile of the position and Job Description;

7.2.2 Qualification, skills, knowledge and competency requirements;

7.2.3 Document requirement;

7.2.4 Minimum of service required in the current Position Level, excluding the probation period;

7.2.5 Selection process, date and venue;

7.2.6 Date and venue for declaration of short-listed applicants for the selection process;

7.2.7 Date and venue for declaration of the selection result;

7.2.8 Application deadline and venue; and

7.2.9 Contact number and address.

7.3 A candidate shall be required to submit application along with the following documents:

7.3.1 Resume;

7.3.2 Attested copies of academic transcripts;

- 7.3.3 Attested copies of training certificates (if required);
  - 7.3.4 Attested copy of the Bhutanese citizenship identity card;
  - 7.3.5 Original security clearance certificate;
  - 7.3.6 Not reflected in the negative listed of the RAA/RCSC; and
  - 7.3.7 Any other documents that may be required.
- 7.4 The Agency concerned shall:
- 7.4.1 Verify all testimonial and academic transcript;
  - 7.4.2 Shortlist the applicants against the eligibility criteria for the position;  
and
  - 7.4.3 Notify applicant on the status of application.
- 7.5 The Agency concerned shall institute an appropriate, fair and competitive selection process.
- 7.6 Competence standards, determined through the educational qualifications, training, skills, right attitude, right aptitude and experience as defined in the Job Description shall be the eligibility criteria and shall not be negotiated.
- 7.7 Selection of a candidate for the vacant position shall be based on merit. A combination of methods stated below may be applied:
- 7.7.1 Academic qualification;
  - 7.7.2 Panel Interview; and
  - 7.7.3 Written Examination.
- 7.8 The RCSC shall coordinate written examinations, where necessary and maintain strict confidentiality on the identity of the resource persons.
- 7.9 The Agency shall institute an HR Committee for in-service recruitment and selection comprising at least four qualified members including a representative of the RCSC.



- 7.10 The HR Committee shall conduct the interview. The Committee members shall be properly briefed particularly on the eligibility criteria for the position and the applicant's resume details prior to the interview. Guidelines for code of conduct for the HR Committee shall be circulated.
- 7.11 The Agency shall compile the selection result. The HR Committee shall verify the result and shall be required to sign on the compiled result sheet/s for recommendation to the competent authority in the Agency for selection based on the merit ranking of the result.
- 7.12 After obtaining the approval, the Agency shall declare the result through the media within two weeks of the selection process. Unsuccessful candidates shall be informed in writing.
- 7.13 As per the delegation of authority, the Agency concerned shall appoint the successful candidate against the vacant position.
- 7.14 The Agency granting promotion shall forward the attested copies of the following documents of all successful candidates to the RCSC latest by 20<sup>th</sup> June and 20<sup>th</sup> December:
  - 7.14.1 Copy of the vacancy announcement;
  - 7.14.2 Compiled selection result;
  - 7.14.3 Promotion Form given at (*Annexure 13/1*);
  - 7.14.4 Performance Appraisal Reports for the last three (3) years;
  - 7.14.5 Original security clearance certificate;
  - 7.14.6 Not reflected in the negative list of the RAA/RCSC; and
- 7.15 The RCSC shall issue office orders for promotion involving inter – ministerial/agency transfer.

**8 Promotion within Broad-banded Positions**

- 8.1 A civil servant shall be promoted without a need to compete for the higher position. This provision facilitates the Agency concerned to motivate and retain civil service personnel within the Agency.
- 8.2 A broad banded position shall be linked to one or two higher or lower position in the same occupational group that require same minimum qualification and skills and are similar in purposes, roles and responsibilities. The main difference of the broad banded positions is the years of experience and increased responsibilities.
- 8.3 The promotion within the broad banded positions shall be based on the following criteria:
  - 8.3.1 Performance ratings securing 'good' or above for the past three subsequent years;
  - 8.3.2 Completion of the minimum years' of experience required in the current position;
  - 8.3.3 Acquisition of the minimum level of knowledge and skills identified for the higher Position Level, where a greater level of responsibility and autonomy within the role is also required; and
  - 8.3.4 A clear service record.
- 8.4 The HR Committee constituted within the Agency concerned shall review all proposals to promote civil servants in broad-banded positions. The Committee's recommendations shall be submitted to the competent authority in the Agency for approval.
  - 8.4.1 On approval, Promotion Office Orders shall be issued and the following documents shall be submitted to the RCSC latest by 30<sup>th</sup> June and 31<sup>st</sup> December:
    - 8.4.1.1 Copy of the promotion office order;

8.4.1.2 Promotion Form given at (*Annexure 13/I*);

8.4.1.3 Performance appraisal reports;

8.4.1.4 Original security clearance certificate; and

8.4.1.5 Not reflected in the negative list of the RAA/RCSC.

8.5 Schedule for Promotion

8.5.1 Receive recommendations : by 30<sup>th</sup> April/31st October

8.5.2 Shortlist : by 30<sup>th</sup> May/30<sup>th</sup> November

8.5.3 Approval : By 15<sup>th</sup> June/15<sup>th</sup> December.

**9 Meritorious Promotion**

9.1 The RCSC shall consider an outstanding civil servant with leadership qualities for a fast track promotion by relaxing the minimum required experience. He shall be allowed to apply and compete for a post that is higher by one or two Position Levels or on completion of at least two years in a particular post, so long as the other eligibility criteria are fulfilled, including the following:

9.1.1 Potential to shoulder higher responsibilities;

9.1.2 Consistent outstanding performance for at least the last two years;

9.1.3 Exceptional act or service in the public interest besides his normal responsibilities; and

9.1.4 Suggestion, invention, accomplishment or personal effort has contributed to the efficiency, economy, or other improvement in the Government.

9.2 All meritorious promotions shall be granted by the RCSC to reward and recognize outstanding performance of a civil servant who shall be a role model.

**10 Direct Promotion by the RCSC**

10.1 The RCSC, on its own, may promote a civil servant if the RCSC has sufficient evidence of outstanding performance and the civil servant is denied promotion due to discrimination, omission or when he is assigned the responsibilities of a higher position in the interest of the public service.

10.2 In the event a civil servant finds that his promotion has not been considered by the authority concerned despite fulfillment of all the promotion criteria, the incumbent may appeal to the RCSC.

**11 Promotion of Secretary to the Government**

11.1 An official promoted/appointed as the Secretary to the Government shall serve a maximum of two terms or until the superannuation age, whichever comes first.

11.2 For the purpose of 11.1, each term shall consist of four years.

**12 Handing/Taking Over of Charge**

There shall be proper handing/taking over of the charge before a civil servant is relieved from the current post on promotion, including:

12.1 Government property; and

12.2 Files and records.

**13 Orientation**

The Agency concerned shall institute an appropriate Orientation Programme and ensure that in-service candidates for promotion are properly inducted.

**14 Accountability**

A promotion granted without fulfilling the prescribed criteria and or completing the prescribed formalities shall be regarded as invalid. The RCSC reserves the right to revoke such a promotion. The authority responsible for granting such promotions shall be accountable and liable for administrative actions.

**GOVERNMENT OF BHUTAN  
Royal Civil Service Commission  
Promotion Form**

**EMPLOYEE ID No.:**

Name:					M	F
Sex:						
Date of birth:	D	M	Y	Nationality:		
Citizenship Card No. issue:	Date of	D	M	Y	Place of issue	
Full Postal Address:	House No.		Village:		Municipality:	
	Thram No.		Gewog:		Dzongkhag:	
Particulars:	Name		Nationality		Occupation and Address	
(i) Father						
(ii) Mother						
(iii) Spouse						

**EDUCATION:** Academic and Training (please start from the Institute last attended)

Name of School/ College/Training Institute	Location and Country	Field of Study	Subjects	Duration		Degree/ Diploma Certificate obtained
				Start Date	End Date	
a.						
b.						
c.						
d.						

**Research/ Publication:**

Title	Date	Purpose
a.		
b.		
c.		

State whether selected in the RCSC (1983-2004)/Civil Service Common Examination (since 2005 onwards). If selected, state the year of selection and position ranking:

a. Year of selection: ..... b. Merit Rank: .....

Language	Speak			Write			Understand		
	Outstan- ding	Very Good	Good	Outstanding	Very Good	Good	Outstan- ding	Very Good	Good
Dzongkha									
English									
Others									

<b>PRESENT JOB IDENTIFICATION:</b>						
1. Position Title: .....			2. Job Code No.: .....			
3. Position Level: .....			4. Pay Scale: .....			
5. Major Occupational Group: .....			6. Sub-Group: .....			
Date of Last Promotion: .....						
Attach a copy of specific duties and responsibilities of the position.						
EMPLOYMENT HISTORY - Post (s) held so far, ( <i>starting with the present position</i> ). Please indicate the position level changes.						
Agency/Dept & Division/ Unit	Designation	Grade/ Position Level	Period		Place of Posting	Office Order No. & Date
			From (Date)	To (Date)		

*If required, please attach a separate sheet.*

Extra Ordinary Leave availed:  Duration: .....  From: ..... To: ..... To: .....	Long term training/Higher studies availed:  Duration: .....  From: ..... To: .....
No. of continuous & active years of service completed from the date of initial appointment:	No. of continuous & active years of service completed since the last promotion:

<b>PERFORMANCE</b> – Ratings for the past three years: (each out of the total factors) copies of performance evaluation reports should be attached.				
Year	Improvement Needed	Good	Very Good	Outstanding

**(i) PROMOTION RECOMMENDED -**

1. Position Title: \_\_\_\_\_ 2. Job Code No.: \_\_\_\_\_

3. Position Level: \_\_\_\_\_ 4. Pay Scale: \_\_\_\_\_

5. Major Occupational Group: \_\_\_\_\_ 6. Sub-Group: \_\_\_\_\_

(ii) Is the proposed promotion against the approved post? \_\_\_\_\_

(iii) State whether the candidate fully matches the job requirements of the post: \_\_\_\_\_

(iv) Qualification requirements for the proposed post \_\_\_\_\_

Information verified by HR Officer/Chief HR Officer of Ministry/Agency/Dzongkhag

Date \_\_\_\_\_ Signature \_\_\_\_\_ Name & Designation (Official Seal) \_\_\_\_\_

Recommendation of the Ministry/Agency/Dzongkhag

I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Name & Designation of the recommending authority (Official Seal) \_\_\_\_\_



Recommendation/Decision of the Ministry/Agency/Dzongkhag		
Date	Signature	Head of Ministry/Agency/Dzongkhag (Official Seal)
Information verified by RCSC:		
Name of the HRO, HRMD (Official Seal)	Name of the Chief HRO, HRMD (Official Seal)	
Date:	Date:	
Decision of the RCSC (reference of the Commission Meeting No. .... dated .....		
Approved w. e. f. Date _____ Month _____ Year _____		
Not approved: -----		
Date: .....		<b>Secretary</b> Royal Civil Service Commission (Official Seal)

## **CHAPTER 14: SECONDMENT**

### **1 Policy**

- 1.1 Expose a civil servant to different systems to acquire expertise and experiences beneficial to the Civil Service;
- 1.2 Fulfill the obligations of the Government to post Bhutanese citizens to an International Agency; and
- 1.3 Promote Bhutan's presence and contribution to the international community through secondment of Bhutanese civil servants.

### **2 Category of Secondment**

- 2.1 Categories of secondment shall be as follows:
  - 2.1.1 Secondment of civil servants to International/other Organisations based in Bhutan or outside the country; and
  - 2.1.2 Secondment of civil servants to time bound projects and programmes in the Civil Service.

### **3 Authority**

The RCSC shall be the competent authority for approving secondment of a civil servant.

### **4 Eligibility Criteria**

- 4.1 A civil servant shall be eligible for appointment on secondment only when the candidate:
  - 4.1.1 Is a Bhutanese citizen;

- 4.1.2 Possesses a clear service record for a minimum period of five years;
- 4.1.3 Has met the conditions of service stated under the ex-country and in-country Training Rules and Regulations in case where the candidate has undergone training;
- 4.1.4 Has no outstanding dues or is not reflected in the negative list of the RAA/RCSC:
  - 4.1.4.1 Fulfills the criteria set by the employing organisation; and
  - 4.1.4.2 Produces document that may be required.
- 4.2 A civil servant once placed on secondment shall be eligible to be seconded again only after serving the Government double the duration of the first secondment.
- 4.3 A civil servant in P2 and above shall be seconded a maximum of ten (10) years during the entire service period.

## **5 Selection Procedure**

- 5.1 The RCSC shall announce all posts for secondment to international organisations.
- 5.2 The application shall be submitted to the RCSC in the prescribed format, if any, through the Head of Agency concerned.
- 5.1 The application shall be validated by the RCSC in consultation with the recruiting Agency concerned, and if deemed necessary, the applicants shall be subjected to a selection process. The service record and performance evaluation reports in respect of the candidates shall be verified by the RCSC, wherever necessary.

- 5.2 Nominations shall be considered on merit basis from amongst the eligible candidates.
- 5.3 The final decision on selection of a candidate shall rest with the organisation to which the civil servant is seconded.
- 5.4 The RCSC shall ensure adequate time to the Agency concerned for release of the selected official(s) to take up the post(s).
- 5.5 A civil servant, except those in the Executive and Specialist Positions may on his own apply directly. However, such an application shall be approved by the RCSC and the application shall be routed through the proper channel.

## **6 Terms of Secondment**

- 6.1 A civil servant selected on secondment shall initially be posted for a maximum period of three years. Extension may be given for a period of up to two years at a time, subject to a total duration of secondment of five years. The Agency concerned shall request the RCSC for extension at least three months before the expiry of the term with the necessary supporting documents.
- 6.2 A civil servant shall not be admissible to remuneration or other benefits from the parent Agency during the secondment period.
- 6.3 A civil servant shall be entitled to Travel Allowance and avail joining time while joining the secondment post and on reversion as per the rules of the Agency to which the candidate is seconded. No expenditure on this account shall be borne by the parent organisation of the civil servant concerned.
- 6.4 The parent Agency shall not be liable to remit the Pension, G.P.F. and insurance contributions in respect of a civil servant while on secondment. The civil servant concerned may remit both own as well as the employers' contributions directly to avail the benefit of continuation of the schemes.

- 6.5 A civil servant seconded to international Agency shall vacate the Government house if occupied by him and handover all Government properties before the candidate is relieved.
- 6.6 The period of secondment shall be considered for the purpose of promotion. However, promotion shall be processed and effected only after he rejoins the parent organisation on reversion from secondment.
- 6.7 The employing organisation shall submit annually the Performance Appraisal Report in respect of the civil servant in the form prescribed by the RCSC to the parent office during the period of secondment.
- 6.8 The period of secondment shall be accounted and considered for the purpose of gratuity at the time of retirement of the incumbent from the Civil Service.
- 6.9 The gratuity amount for the number of years of service rendered by the civil servant on secondment, at the rate of last basic pay in the Civil Service at the time of reversion for the period of secondment calculated in completed months, shall be deposited with the Ministry of Finance of the Government by the civil servant immediately on reversion. The details of such remittance shall be recorded in the Service Book of the civil servant concerned.

## **7 Obligation of the Civil Servant during the Period of Secondment**

- 7.1 A civil servant on secondment shall at all times conduct himself in conformity to the Civil Service Code of Conduct and Ethics and in a manner befitting his status.
- 7.2 A senior civil servant, upon return from secondment from the International Organisation outside Bhutan shall serve Civil Service double the duration of the secondment period or until the superannuation age, whichever is earlier.

- 7.3 In the event a civil servant fails to serve the Government as required by the above clause on reversion, he shall forfeit the gratuity and other post retirement benefits and shall be liable for any other penalty as decided by the RCSC.

## **8 Reversion from Secondment**

- 8.1 The organisation that employs a civil servant on secondment may, for valid reasons, revert him to the parent Agency before expiry of the secondment period. The organisation concerned in such cases shall notify the RCSC of their decision at least three months in advance.
- 8.2 The RCSC may, for valid reason, recall a civil servant before expiry of the secondment period. The RCSC shall, in such cases, notify the organisation of its decision at least three months in advance.
- 8.3 Should a civil servant fail to rejoin the service without a written communication on completion of the secondment period despite the instructions from the RCSC, the services of the candidate shall be terminated without post service benefits with effect from the date of completion of the approved secondment period.

## **9 Position and Pay on Reversion**

On reversion from secondment, a civil servant shall normally join the same position held by him prior to proceeding on secondment, or a post to which he is posted by the competent authority. The remuneration and benefit shall be fixed in the appropriate pay scale of the position as per pay fixation rules and regulations.

## **CHAPTER 15: FOREIGN SERVICE**

### **1 Policy**

- 1.1 Facilitate efficiency and effectiveness of Foreign Service;
- 1.2 Strengthen and professionalize the Foreign Service; and
- 1.3 Promote an efficient and equitable administration of the Foreign Service.

### **2 Application**

- 2.1 This rule shall apply to members of the Foreign Service transferred, appointed or seconded to an Embassy /Mission/Consulate;
- 2.2 A non-diplomatic civil servant posted outside the country by the Government shall be entitled to allowances and other benefits, except Representational Grant and domestic help; and
- 2.3 Local recruit in the Embassy/Mission/Consulate shall be entitled to remuneration and other benefits as per the Foreign Service Entitlement Rules and Regulations.

### **3 Authority**

- 3.1 Foreign Service Rules and Regulations shall be approved by RCSC in consultation with the Ministry of Finance and Ministry of Foreign Affairs.
- 3.2 Foreign Service Entitlement Rules shall be jointly approved by the Ministry of Finance, Ministry of Foreign Affairs and RCSC.

#### **4 Code of Conduct and Ethics**

In addition to the Civil Service Code of Conduct and Ethics, a member shall:

- 4.1 Promote the foreign policy objectives of the Kingdom.
- 4.2 Represent the country both in performance of his official duties and conduct himself as a responsible citizen of the country.
- 4.3 Respect the laws of the host country.
- 4.4 Use Government property only for official duties.
- 4.5 Protect the confidentiality of official information.
- 4.6 Ensure that the conduct of his family is not contrary to the image of the country.
- 4.7 Act with integrity in relation to any privileges he may have as a diplomatic or consular representative.

#### **5 Category of Designation**

A diplomat shall bear the following corresponding designation:

- 5.1 Embassy/Mission
  - 5.1.1 Ambassador/Permanent Representative;
  - 5.1.2 Minister-Counsellor/Deputy Permanent Representative/Deputy Chief of Mission;
  - 5.1.3 Counsellor;
  - 5.1.4 First Secretary;
  - 5.1.5 Second Secretary;



5.1.6 Third Secretary; and

5.1.7 Attaché.

5.2 An attaché shall be transferred from the Agency other than the Ministry of Foreign Affairs to the Embassy/Mission.

5.3 Consulate

5.3.1 Consul General;

5.3.2 Consul;

5.3.3 Vice Consul; and

5.3.4 Consular Officer.

5.4 A member shall be posted to an Embassy/Mission/ Consulate for a term of three (3) years. The term of posting may be extended or reduced by the Ministry of Foreign Affairs in the national interest.

5.5 A member shall function as per his position approved by the Headquarters.

## **6 Remuneration and Allowance**

6.1 A member shall be entitled to remuneration and other allowances as per the Foreign Service Entitlement Rules.

6.2 A member shall be required to complete and submit the form given at *Annexure 15/1* to be eligible for Foreign Service Benefits.

6.3 A member shall cease to draw any remuneration and allowances specifically granted under this rule from the date of transfer to Bhutan.

6.4 Foreign Allowance (FA)

A member shall be entitled to Foreign Allowance (FA) during the period of posting as per the Foreign Service Entitlement Rules.

6.5 Representational Grant (RG)

6.5.1 A member shall be entitled to Representational Grant (RG) as per the Foreign Service Entitlement Rules.

6.5.2 A member appointed as a Charge d' Affaires (CDA) for period exceeding one month shall be entitled to Representational Grant at the rate admissible to the Head of Embassy/Mission/ Consulate.

6.6 Children's Education Allowance (CEA)

A member shall be entitled to CEA as per the Foreign Service Entitlement Rules.

6.7 Home Leave Passage

A member and his family shall be eligible for home leave passage as per the Foreign Service Entitlement Rules.

6.8 Bereavement

6.8.1 In the event of death of an immediate family member, Bereavement Leave of 15 working days shall be provided to a member.

6.8.2 In the event of death of a member, remuneration and other entitlements shall be as admissible under the Foreign Service Entitlement Rules.

6.9 Emergency Evacuation and Loss

Evacuation of a member and his family during emergency and compensation for loss of personal/household effects shall be as per the Foreign Service Entitlement Rules.

6.10 Medical Treatment

A member and his family shall be provided medical and basic dental treatment as per the existing rules of the Government.

6.11 Accommodation and Furnishing

An appropriate accommodation and furnishing shall be provided to enable a member to effectively carry out his duties and responsibilities. The scale of accommodation/house rent shall be as per the Foreign Service Entitlement Rules.

6.12 Utilities

Utilities and service charges shall be as per the Foreign Service Entitlement Rules and Regulations.

6.13 Domestic Help

Domestic help entitlements shall be as per the Foreign Service Entitlement Rules.

6.14 Travel & Joining Time

A member shall be entitled to travel benefits and joining time as per the Foreign Service Entitlement Rules on transfer.

6.15 Travel Allowance and Daily Subsistence Allowance

Travel Allowance and Daily Subsistence Allowance shall be applicable as per the existing Government rules.

6.16 Transfer Grant

6.16.1 A member shall be entitled to the transfer grant equivalent to one month's basic pay.

6.16.2 No transfer grant shall be admissible during the temporary transfers when DSA is admissible as on tour.

6.17 Transport of Personal Effects

A member shall be entitled to the cost of transport charge of personal effects as per the Foreign Service Entitlement Rules.

6.18 Vehicle Hire and Mileage Claim

6.18.1 A member shall be entitled to reimbursement of charges for vehicle hire and mileage claim to perform his official duties.

6.18.2 Vehicle hire and mileage claim shall be as per the Foreign Service Entitlement Rules.

**7 Review of the Foreign Service Rules & Regulations and Foreign Service Entitlements Rules**

The Ministry of Foreign Affairs in consultation with the Ministry of Finance and the RCSC shall carry out a periodic review of the Foreign Service Rules & Regulations and Entitlement Rules every three (3) years.

*Annexure 17/1*

Family members and domestic help form of a member of the Foreign Service on transfer from Headquarters to a Mission

Note: Two copies to be submitted

1. Name: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. C.I.D. # : \_\_\_\_\_
4. Transferred to: \_\_\_\_\_
5. Transfer w.e.f: \_\_\_\_\_
6. Details of family Members:

(a) Name of spouse: \_\_\_\_\_  
C.I.D. # : \_\_\_\_\_

- (d) Children: (i) \_\_\_\_\_ C.I.D. #: \_\_\_\_\_  
\_\_\_\_\_  
(ii) \_\_\_\_\_ C.I.D. #: \_\_\_\_\_  
\_\_\_\_\_  
(iii) \_\_\_\_\_ C.I.D. #: \_\_\_\_\_  
\_\_\_\_\_  
(iv) \_\_\_\_\_ C.I.D. #: \_\_\_\_\_  
\_\_\_\_\_  
(v) \_\_\_\_\_ C.I.D. #: \_\_\_\_\_  
\_\_\_\_\_

(Note: copies of children's birth certificate/legal adoption papers are to be attached)

Photograph of Spouse    Photograph of 1<sup>st</sup> Child    Photograph of 2<sup>nd</sup> Child    Photograph of 3<sup>rd</sup> Child



Domestic help

7. If accompanied by domestic help:

- (a) Name of domestic help: \_\_\_\_\_
- (b) Date of birth \_\_\_\_\_
- (c) C.I.D. #: \_\_\_\_\_
- (d) Village & Tham #: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Ministry of Foreign Affairs

\_\_\_\_\_  
Signature Head-AFD

## **CHAPTER 16: TRAVEL**

### **1 Policy**

- 1.1 Compensate a civil servant for expenses incurred during official travel; and
- 1.2 Ensure judicious use of Government resources.

### **2 Purpose**

- 2.1 Assess the performance of an organisation or its subsidiary offices or a project;
- 2.2 Assess the progress of implementation of developmental activities;
- 2.3 Assess the impact of programmes already implemented;
- 2.4 Collect information;
- 2.5 Conduct supervision/monitoring/inspection/investigation/audit;
- 2.6 Attend official meetings and/or submit reports;
- 2.7 Attend or preside over official functions;
- 2.8 Lead or accompany official delegations;
- 2.9 Proceed for studies/trainings/seminars/workshops/Government sponsored examinations and interviews;
- 2.10 Proceed on transfers, home travel on retirement and resignation;
- 2.11 Undergo medical treatment/escort; and
- 2.12 Carry out any other Government assignment.

### **3 Procedure**

- 3.1 Travel shall be undertaken by a civil servant only after obtaining approval from a competent authority.
- 3.2 The travel shall be planned for a specific period and the programme shall be submitted while seeking approval.

- 3.3 Should a civil servant be unable to follow the approved tour programme due to unavoidable reasons or be required to change it in the interest of the Government, he shall obtain ex-post facto sanction for making changes in the programme immediately on his return to the duty station.
- 3.4 A civil servant shall carry with him proper identification documents and in the case of a junior civil servant, a letter of authorization from the Head of the Agency while conducting travel.
- 3.5 Travel shall be arranged by the administrative section concerned in conformity to guidelines issued by the Government.

#### **4 Authority to Approve Travel**

A civil servant shall undertake travel only after obtaining approval from the competent authority, depending on the purpose of the travel. The authority concerned shall exercise reasonable prudence in approving the travel programme.

#### **5 Entitlement for Daily Allowance**

- 5.1 A civil servant travelling to a location farther than ten (10) kilometers from the duty station for official purposes shall be eligible for Daily Allowance provided his absence from the duty station exceeds eight (8) hours. In the rural areas, the official distance shall be as per stipulation of the Ministry of Home and Cultural Affairs.
- 5.2 The day of duty shall be calculated from the time of commencement of the journey from the place of posting and the days shall be reckoned on the basis of twenty (24) hours of absence from the duty station for the purpose of calculating Daily Allowance.
- 5.3 Half Daily Allowance shall be paid if the absence from the duty station is more than eight (8) hours but less than twelve (12) hours and full Daily Allowance shall be paid if the absence is twelve (12) hours or more.



- 5.6 Full Daily Allowance shall be paid only for the first thirty (30) days of continuous halt on duty at one particular place. After thirty (30) days, only 50% of the Daily Allowance shall be paid for a maximum period of five subsequent months. For continuous stay beyond 6 months, no Daily Allowance shall be admissible.
- 5.7 In the event a civil servant is required to leave the location of temporary duty prior to completion of the assigned work and return to the same station to continue the same work within a period of six months from the date of commencement of the tour, the duty shall be considered as continuous and the 50% Daily Allowance shall be admissible for the remaining period.
- 5.8 In the event a civil servant is required to leave the location of temporary duty prior to completion of the assigned work, he shall be entitled to claim full travel benefits for the journey undertaken outside the jurisdiction of the temporary posting.
- 5.9 A civil servant required to halt in transit for 8 hours or more for the next flight while on travel outside the country shall be paid Daily Subsistence Allowance.
- 5.10 Daily Subsistence Allowance shall be paid for the actual period of halts required for processing visa and it shall be paid at the Government rates.
- 5.11 The payment of Daily Subsistence Allowance for enforced halts shall be limited to two days for a round trip while on official travel besides halts in transit, irrespective of the source of funding.
- 5.12 Daily Subsistence Allowance or related expense shall not be paid by the Government during a training period when the DSA and other expenses are paid by the donors.
- 5.13 Notwithstanding the section above, a civil servant shall be reimbursed the visa fee and airport tax on production of original receipts/documents.

**6 Rate of Daily Allowance**

- 6.1 A civil servant while on official tour within Bhutan or outside shall be admissible for Daily Allowance at the rates prescribed by the Government.
- 6.2 A civil servant proceeding on medical treatment or as an escort shall be paid Daily Allowance only at the rates prescribed in the medical treatment rules of the Ministry of Health. However, medical personnel, or any other civil servant deputed by the Government as an escort, shall be entitled to the normal Daily Allowance.
- 6.4 Daily Allowance shall be paid at the rate prescribed by the RCSC for travels connected with study tour, training, seminar, symposium, attachment, conference, institutional visit, meeting and workshop funded under the projects.

**7 Mode and Class of Transport**

- 7.1 A civil servant, other than Secretaries to the Government or equivalent rank in the Civil Service, traveling in third countries shall not be entitled to travel by business class. However, a civil servant representing the Government as the Head of delegation shall be entitled to travel by business class.
- 7.2 A civil servant in EX 1/ES1 and Secretaries to the Government shall be entitled to travel by the executive class.
- 7.3 A civil servant in Professional/Management to EX/ES categories shall be permitted to claim mileage at the rates prescribed by the Government.
- 7.4 A civil servant in Supervisory/Support (S1t S5) to Operational Category (O1) shall be eligible to claim mileage for two wheelers.
- 7.5 Mileage claim shall be based on the actual distance covered by a civil servant.

- 7.6 A civil servant travelling outside the country shall be entitled to claim the mileage for to and fro journey as follows:
- 7.6.1 From the place of work to the airport to drop the civil servant and return to the work place; and
- 7.6.2 From the work place to the airport to pick up the civil servant and return to the work place.
- 7.7 In order to claim mileage, a civil servant shall submit a copy of the blue book indicating that a civil servant or his spouse owns a vehicle.
- 7.8 When the travel expenses are borne by an external Agency, the mode and class of travel shall be determined by the Agency concerned. The Government shall have no objection to availing a mode/class higher than that is entitled to in such cases and no special approval shall be necessary.
- 7.9 While on tour in areas where there is no road communication or where vehicles do not ply, a civil servant shall be entitled to get the hire charges of ponies/mules or porter charges as per the following scales:

Position	Riding Pony	Porter
EX3-EX1/ ES3-ES1	1	3
P5-P1	1	2
S5-S1/ O4-O1	1	1

- 7.10 Once the tour/training/treatment is approved, no separate approval shall be required for travel by the entitled mode/class.
- 7.11 In the event a civil servant belonging to a Dzongkhag or periphery office is required to travel to the centre and regions to attend a meeting, seminar, workshop, etc. the TA & DA of the civil servant shall be borne by the respective

organisation of the civil servant concerned. However, if such meetings are funded by the donors, the TA & DA shall be paid by the organizing Agency.

7.12 A Secretary to the Government, or a higher authority in the respective Agency shall approve travel by a class/mode, other than the one entitled, under special circumstances.

## **8 Submission of Tour Report**

It is mandatory for every civil servant, except a Secretary to the Government, who undertakes a tour to submit the tour report within a week after his return from the tour to the duty station.

## **9 Control and Monitoring of Follow-up Actions**

The respective controlling authority shall ensure that the purpose of the travel is genuine and that the civil servant has been able to achieve the intended purpose. He shall also ensure that appropriate remedial and follow-up actions are taken timely.

## **10 Accountability**

Travel undertaken not in conformity to the provisions of this rule shall be regarded as illegal and hence the expenses incurred shall be recovered from the civil servant concerned. The civil servant who undertakes such travel and the approving authority shall be accountable and liable for disciplinary actions.

## CHAPTER 17: TRANSFER

### 1 Policy

- 1.1 Facilitate mobility among civil servants so their services are best utilized in the interest of the Government;
- 1.2 Diversify the experience & knowledge and develop appreciation for social, cultural and economic conditions prevailing in the country among the civil servants through change of post, organisation or place of posting, particularly from central offices to rural areas; and
- 1.3 Avoid development of vested interests leading to corruption, nepotism and red-tapism due to the prolonged stay of an individual in any particular Agency or post.

### 2 Authority to Transfer

- 2.1 The authority to transfer shall be as follows:

- |       |   |                                |
|-------|---|--------------------------------|
| 2.1.1 | Intra-Ministry/Agency transfer of<br>Head of Agency/Dept./Dzongkhag | :RCSC                          |
| 2.1.2 | Intra-Ministry/Agency/Dzongkhag                                     | :Ministry/Agency/<br>Dzongkhag |
| 2.1.3 | Inter-Ministry/Agency   | :RCSC                          |
| 2.1.4 | Inter –Occupational/Subgroup<br>(P2 and above)                      | :RCSC.                         |

- 2.2 A change in duties and posts within an office shall not be considered as a transfer under this rule.

2.3 A transfer shall normally take place within the same occupational group. However, a civil servant may be considered for transfer to another occupational group, provided the candidate meets the qualifications, skills, abilities and experience requirement of the position for which the candidate is being considered.

2.4 If a transfer involves promotion to a higher position level, the position must be openly advertised to encourage applicants to apply through an open competitive selection system as per the relevant provisions of the Promotion Rules and Regulations.

### **3 Criteria for Transfer**

3.1 After completion of five years of service in a particular post or Agency, a civil servant may be transferred.

3.2 Every civil servant appointed in the Civil Service from the year 2000 onwards shall be transferred to an office in a rural area before he becomes eligible to be promoted to Position Level P2, to enable him to acquire the requisite experience of working in the rural area.

3.3 The RCSC shall coordinate, monitor and effect the inter-Ministerial/Agency transfers, and take possible measures to minimize the inconveniences to the Agency and civil servants resulting from the transfer.

### **4 General Rule**

4.1 A civil servant may be transferred to any Agency in the interest of the Government.

4.2 If both the husband and wife are civil servants, their simultaneous transfer to the same location, shall be facilitated, as far as possible.

- 4.3 A civil servant shall not normally be transferred to a post where application of his skills and knowledge may not be possible.
- 4.4 Should the appointment to the Civil Service of any personnel belonging to the armed forces be required, he shall be appointed afresh to the Civil Service in a position and Position Level to be determined by the RCSC based on his qualification and experience available vacant position, the services of which shall not be treated as transferred.
- 4.5 A civil servant including the Head of the Agency shall not be permitted to transfer Government properties along with him upon his transfer.
- 4.6 If both the husband and wife are civil servants posted to the same duty station, only one of them shall be eligible for Government quarters.
- 4.7 In the situation where a transfer may be to a position that is in a lower position level than currently held, remuneration will be dependent on the circumstances of the situation:
  - 4.7.1 When a transfer is in the public's interest, the employee shall be entitled to maintain his existing salary, even if his position and position level changes;
  - 4.7.2 When a transfer is of the employee's personal choice, remuneration will be based on the new position and position level; and
  - 4.7.3 When a transfer is due to demotion, the employee's remuneration will be based on the new position and position level.
- 4.8 The personal file together with the Performance Evaluation Reports, the service record completed in all respects and the Last Pay Certificate, in respect of a civil servant who is transferred from one organisation to another, shall be sent to the

organisation to which he is transferred within fifteen days from the date of his relieve.

- 4.9 There shall be proper handing/taking over of the charge before a civil servant is relieved on transfer, including Government property, files/records.

## **5 Procedure**

- 5.1 Each Agency shall maintain a list of civil servants serving under them indicating the dates due for transfers.
- 5.2 The Head of the Agency concerned shall submit to the RCSC a list of civil servants to be considered for inter-ministerial transfers not later than three months prior to the due date for transfer.
- 5.3 A civil servant who meets the criteria for transfer may seek a transfer as long as there is a position available.
- 5.4 A civil servant who is transferred shall be relieved within 30 days from the date of issue of the transfer order and shall assume the new responsibilities immediately on expiry of the admissible joining time.

## **6 Preparatory Time**

- 6.1 A civil servant transferred from one duty station to another shall be eligible for five working days of preparatory time provided the new duty station is at least ten (10) kilometres away from the previous station involving change of residence.
- 6.2 The actual time required for travel shall be allowed in addition to the preparatory time.



## **7 Transfer Benefit**

7.1 A civil servant who is transferred shall be entitled to the following transfer benefits:

- 7.1.1 Travel expenditure for self (DA/TA) and family (TA) as admissible under the rules;
- 7.1.2 Transfer grant equal to one month's basic pay; and
- 7.1.3 Transport charge of personal effects at the rates given in *Annexure 17/1*, subject to revision.

7.2 A civil servant transferred within a distance of 10 kilometers from the place of posting shall not be entitled to transfer benefits.

## **8 Orientation Programme**

The Agency concerned shall institute an appropriate Orientation Programme and ensure that in-service candidate on transfer is properly inducted.

## **9 Accountability**

Non-compliance with this rule shall be treated as a violation of BCSR 2006 and hence the authority concerned shall be accountable and liable for administrative actions. In particular, the controlling officer and the transferee shall be liable for dishonouring the transfer orders issued by a competent authority.

**Annexure 17/1**

**Transport Charge of Personal Effects while Proceeding on Transfer/Retirement**

<b>Position Level</b>	<b>Entitlement</b>	<b>Rate</b>	<b>Pack Pony Scale (non-motorable road)</b>	<b>Monetary Ceiling</b>
EX1/ES1 - EX3/ES3	Two trucks	At prevailing market rate prescribed by the RSTA	13	Nu. 55,000/-
P1 - P5	One truck	-do-	10	Nu. 27,000/-
S1-5 - O1-4	One DCM or equivalent	-do-	7	Nu. 15,000/-

**Note:**

1. The transport charge shall be admissible only for the minimum capacity prescribed by the RSTA for various types of trucks;
2. The transport charge shall be admissible only for one way and the distance by the most direct route shall be taken into account;
3. The civil servant concerned shall submit a written claim based on the distance and prescribed rates. The amount thus claimed or the ceiling prescribed above, whichever is less, shall be payable;
4. When both husband and wife are civil servants and both are transferred/repatriated together (places of posting being the same), the transport charge shall be admissible only for one person;
5. The transport charge for the journey to home town on retirement shall be admissible only once during the entire service period, irrespective of changing the status or terms of appointment;
6. In the event Government vehicles are used for transportation of personal effects, the transport charge shall not be admissible; and
7. The halt for the trucks shall not be admissible.

## **CHAPTER 18: PRIVATE TRADE AND EMPLOYMENT**

### **1 Policy**

- 1.1 Ensure a civil servant does not engage in trade and commercial activities which have conflict of interests and thereby compromises the public interests;
- 1.2 Ensure a civil servant carries out the responsibilities in the service of the *Tsawa Sum* in the most efficient and effective manner; and
- 1.3 Check corruption in the Civil Service by ensuring a civil servant does not acquire wealth through unfair and illegal means.

### **2 Extent and Jurisdiction**

The rule shall extend and be applicable to all civil servants including the contract employees, GSP and ESP.

### **3 Authority to Enforce the Rule**

The Ministry/Department/Agency concerned shall be responsible to enforce the rule in respect of the employees of their organisations. The RCSC shall be the central Agency in Civil Service to monitor the enforcement.

### **4 General Rule**

- 4.1 In order to avoid any possible conflict of interest, the following procedures/restrictions shall be strictly observed:
  - 4.1.1 A civil servant shall declare the business/trade of his spouse/dependants to the Head of the Agency where the civil servant is employed. The Agency shall maintain a list of spouses and dependants of their employees engaged in formal or non-formal business.

- 4.1.2 No spouse or dependant of a civil servant shall be allowed to participate in supply of goods and services to the particular office where the civil servant is employed or where the civil servant has an authority over it.
- 4.1.3 A civil servant shall refrain from participation in the Inter-Ministerial or Agency level Tender Committee if there is a conflict of interest by way of participation of his spouse/dependant(s) or close relative in the bid or the civil servant concerned has a direct interest in any of the parties competing in the bid.
- 4.1.4 A civil servant participating as a member of a tender committee shall not communicate any information to the bidders, except those officially required.
- 4.1.5 A civil servant shall not become a member of the Board of Directors of a private company, unless appointed by the Government.
- 4.1.6 Special privileges and entitlements shall not be misused.
- 4.1.7 A civil servant shall not hold majority shares of any company and shall not engage in trading of shares or bonds, except those owned by him.
- 4.1.8 Utilization of office time and resources for private purposes is not permitted.

## **5 Liability**

Submission of false information in relation to this rule or suppression/ withholding of any relevant information by a civil servant shall be treated as an offence and shall be liable for administrative action as per Bhutan Civil Service Rules and Regulations.

## **6 Penalty**

- 6.1 A civil servant engaged in activities in violation of this rule shall be:
  - 6.1.1 Terminated from service without any post and retirement benefits; and
  - 6.1.2 Prosecuted under the criminal laws of the Kingdom of Bhutan.

## **CHAPTER 19: ADMINISTRATIVE DISCIPLINE**

### **1 Policy**

- 1.1 Ensure that a civil servant observes a standard of behaviour in accordance with the Civil Service Code of Conduct and Ethics, Rules & Regulations and Laws of the Country.
- 1.2 Promote Transparency, Efficiency, Professionalism and Accountability in the Civil Service.
- 1.3 Provide speedy and just process in the conduct of disciplinary actions against an erring civil servant so that discipline within the Civil Service is promoted.
- 1.4 Promote high morale and create confidence among the civil servants by ensuring justice, fairness and equity in protecting the innocent and punishing the guilty.
- 1.5 An authority vested with the power to enforce discipline shall lawfully exercise such power against an erring civil servant.
- 1.6 A civil servant shall not be falsely accused, which would unjustly injure his reputation or cause unjustified and unreasonable worries.
- 1.7 A civil servant shall be protected against intimidation and/or legal action resulting from discharge of official duties in accordance with the rules and procedures.
- 1.8 The employing Agency shall create a conducive work environment to enable a civil servant to properly perform his duties and responsibilities.
- 1.9 A person related to or prejudicial against a respondent civil servant shall not serve as a disciplinary authority, investigation authority, a member of the investigating committee or as an appellate authority.

- 1.10 Investigation and adjudication of administrative charges or complaints against a civil servant shall be in conformity to rules, regulations and laws of the Kingdom.

## 2 **Jurisdiction and Power**

- 2.1 All administrative and disciplinary issues and grievances concerning a civil servant shall be acted upon by the RCSC or when being approached by individual civil servants as per the provisions of this rule, except criminal proceedings, which shall be under the jurisdiction of courts.
- 2.2 The RCSC shall:
  - 2.2.1 Enforce all rules & regulations and laws governing the discipline of a civil servant;
  - 2.2.2 Exercise appellate authority in required cases;
  - 2.2.3 Summon witnesses and/or the parties concerned with administrative complaints, issue *subpoena* and *subpoena duces tecum*, and take testimony in an investigation or delegate such power to a proper committee or office of the Government or an appropriate and competent civil servant of the Government;
  - 2.2.4 Punish or recommend punishment for contempt of a witness or the party concerned who fails to comply with a summons, *subpoena duces tecum*, duly issued according to the subpoena or procedures herein prescribed, and with the same penalties provided in the law; and
  - 2.2.5 Enforce decisions on disciplinary actions involving a civil servant.
- 2.3 The Head of an Agency or an immediate superior shall initiate disciplinary action against an erring civil servant.

2.4 The powers to impose a penalty on a civil servant shall be exercised by the respective authority as under:

	<b>Position Category</b>	<b>Minor Penalty</b>	<b>Major Penalty</b>
2.4.1	EX1-3/ES1-3	Head of Agency	RCSC
2.4.2	P2 - P1	Head of Agency	RCSC
2.4.3	P5 - P3	Head of Agency	Head of Agency
2.4.4	S1-5 - O1-4	Head of Departt./ Dzongkhag/ Agency.	Head of Agency
2.4.5	GSP/ESP	Head of Department/ Dzongkhag/Agency.	Head of Department/ Dzongkhag/ Agency.

2.5 The powers to impose both minor and major penalty on the Secretary and Head of the Autonomous Agency shall be exercised by the RCSC.

2.6 A disciplinary authority/person shall be disqualified from sitting on a case where circumstances exist to affect his impartiality.

2.7 The disciplinary authority may designate, from within the Agency, a responsible and competent civil servant as an investigator or constitute an investigation committee to conduct formal investigation of an administrative case against a civil servant under his jurisdiction and submit investigation reports.

2.8 Appellate authority to review and modify the decisions taken by the disciplinary authority shall be:

	<b>Position Category</b>	<b>Minor Penalty Imposed</b>	<b>Major Penalty Imposed</b>
2.8.1	EX1-3/ES1-3/P5-1	RCSC	RCSC
2.8.2	S1-5 to O1-4	Head of Agency	RCSC
2.8.3	GSP/ESP	Head of Department/Agency	Head of Agency.

2.9 The appellate authority, on receipt of an appeal from the defendant, shall review the decision taken by the disciplinary authority to confirm that the prescribed procedures have been followed and action taken is reasonable and lawful. The authority shall adopt or modify such a decision if warranted under the circumstances. The reasons thereof and the circumstances shall be fully stated in each case.

2.10 The appellate authority may constitute an Administrative Review Committee if necessary in order to review the decision taken by the disciplinary authority and to submit its findings and recommendations thereof for decision-making.

2.11 The reports/recommendations of the committee designated herein (Investigating Committee, Committee on administrative cases, or Administrative Review Committee) shall be jointly signed by the committee chairperson and the members. Any qualifying statement or dissenting views shall be reflected in the committee report/recommendations, or indicated above the signature of the chairman or the member concerned.



**3 Fiscal Responsibility, Accountability and Liability**

- 3.1 A civil servant whose official duties and responsibilities require possession or custody of Government funds, properties or accountable forms shall be liable for their safekeeping.
- 3.2 The head of any Agency or organisation shall be primarily responsible for all Government funds and properties, or any lapse of fiscal responsibility and duties pertaining to his jurisdiction.
- 3.3 A civil servant shall be held responsible and liable for expenditure of Government funds, use of Government properties, or any decision or action thereon in violation of rules & regulations and laws.
- 3.4 A civil servant responsible for Government vehicles, machineries or any other forms of property shall be liable for the value thereof in case of improper or unauthorized use or misapplication by him or any person for whose acts he may be responsible. Similarly, the individual concerned shall be held responsible and liable to make good of all loss, damage, or deterioration of such properties caused by negligence or misuse.
- 3.5 Every civil servant accountable for Government funds shall be liable for all losses resulting from unlawful deposit, use, or application thereof and for all losses attributable to negligence in keeping of the funds.
- 3.6 An accountable civil servant shall not be relieved from liability by reason of his having acted under the direction of a superior if he fails to notify the superior in writing on the illegality of such an act. The superior directing any illegal action shall be primarily responsible for any loss incurred thereby, while the accountable officer or civil servant who fails to serve the required notice shall be secondarily responsible.

3.7 A civil servant shall not have any personal or pecuniary interest in any contract or transaction of the respective Agency. The individual shall be held primarily responsible for any violation of this rule, unless it is evident beyond reasonable doubt that:

3.7.1 It was for the best interest and exigencies of the service;

3.7.2 It was due to *force majeure* or fortuitous event; or

3.7.3 It was inevitable to prevent further losses and to ensure continuity of Government operation.

#### **4 Causes for Disciplinary Action**

4.1 Disciplinary action against a civil servant shall be taken for offences related to:

4.1.1 Conduct or behaviour;

4.1.2 Performance of official duties; and

4.1.3 Fiscal responsibility, accountability and liability.

4.2 Offences related to conduct or behaviour in violation of Code of Conduct and Ethics shall be:

4.2.1 Disgraceful and immoral conduct, in particular, misuse of his position for taking undue personal advantage on subordinates or colleagues;

4.2.2 Misconduct, *inter-alia*, repeated lack of *Driglam Namzhag*, habitual absence from duties, violation of dress code, discourtesy in the course of official duties, habitual drunkenness; physical or mental incapacity due to immoral or vicious habits or conviction of a crime involving moral turpitude; and

- 4.2.3 Engagement in private trade and business activities in violation of the private trade rules and regulations.

4.3 Offences Related to Performance of Official Duties shall be:

- 4.3.1 Neglect of duty, *inter-alia*, non-compliance with or non-enforcement/non-implementation of lawful and proper orders, directives, appropriate recommendations, sanctions, etc. without justifiable reasons;
- 4.3.2 Abuse of official authority and position;
- 4.3.3 Refusal to perform official duty;
- 4.3.4 Insubordination; and/or
- 4.3.5 Disobedience to superior/ lawful authority.

4.4 Offences related to fiscal responsibility, accountability and liability shall be:

- 4.4.1 Misuse of Government funds and properties;
- 4.4.2 Non-remittance/non-deposit of collections;
- 4.4.3 Incurring of illegal and unauthorized expenditures, including unjustified, irregular, excessive, unnecessary and extravagant expenditures;
- 4.4.4 Malversation, embezzlement, malfeasance and misappropriation of Government funds and properties;
- 4.4.5 Failure of a civil servant to produce or render accounts of Government funds and properties entrusted to him upon demand by an appropriate authority;

- 4.4.6 Failure on the part of a civil servant concerned to submit records, documents and reports required by rules & regulations and laws within the prescribed period, without justifiable reason;
- 4.4.7 Failure of a responsible officer or any civil servant to render or settle the accounts and make good his fiscal responsibility/accountability. This shall include unlawful departure or attempt to leave Bhutan without securing a certificate from the authority concerned showing that the accounts have been finally settled;
- 4.4.8 Flagrant or willful violation of rules & regulations and laws on financial management and control; or
- 4.4.9 Failure to settle liability for losses, damages, etc. as hereinafter prescribed.
- 4.4.10 Refunding of the misappropriated funds or deposit of the cost of misused materials, properties or equipment shall not relieve a civil servant from the liability of having committed the offence. The civil servant involved in such irregularities shall be liable for administrative and legal actions even after such refunds are made.

## **5 Filing of Administrative Charge (s)**

- 5.1 An administrative charge against a civil servant may be filed by:
  - 5.1.1 The disciplinary authority on its own initiative; or
  - 5.1.2 Any person other than the disciplinary authority in the form of a written complaint, supported with sufficient documentary evidence.
- 5.2 A complaint, including anonymous letters, not filed properly as prescribed hereinabove, shall not be admitted.

**6 Notification to the Respondent Civil Servant**

- 6.1 The disciplinary authority, when convinced that *prima facie* a case exists, shall notify the respondent civil servant in writing of the administrative charge(s) and require him to answer the charge within thirty (30) days from receipt of the said notification.
- 6.2 The respondent civil servant shall answer the charge(s) and support it with relevant documents and evidence. He shall indicate in the answer whether or not he opts for a formal investigation of the charge(s).
- 6.3 The disciplinary authority may dismiss the case when the respondent civil servant's answer proves beyond doubt that the administrative charge(s) is/are without basis.

**7 Investigation and Adjudication**

- 7.1 The disciplinary authority shall direct the conduct of a formal investigation by a disciplinary committee to establish the truth and the validity of the respondent's answer and to determine the other parties involved in the case when the respondent civil servant pleads not guilty of the administrative charge(s) and the plea is not corroborated.
- 7.2 Formal investigation shall be conducted by the disciplinary authority, an investigator or an investigating committee duly designated by the disciplinary authority. Where two or more civil servants are respondents in the same case, common or simultaneous proceedings may be conducted.
- 7.3 The investigator or investigating committee shall commence formal investigation within thirty (30) days from receipt of the respondent civil servant's answer.
- 7.4 The disciplinary authority may order the conduct of an investigation even if the respondent civil servant does not request a formal investigation or when the authority is convinced that no decision can be judiciously taken without such an investigation.

- 7.5 The Evidence Act of the Kingdom of Bhutan shall govern evidence of the case.
- 7.6 A person who is either related or prejudiced against a respondent civil servant shall not be eligible to serve as a witness.
- 7.7 The investigator or an investigating committee appointed by a disciplinary authority may order testimony to be taken by deposition at any stage of a proceeding or investigation. Depositions may be taken before an individual designated by the investigator/investigating committee under the direction and shall be subscribed by the deponent. Any person connected with the case may be compelled to appear, depose and produce documentary evidence before the committee.
- 7.8 The investigation shall be completed within thirty (30) days from its commencement. The period for investigation may be extended for not more than thirty (30) days by the disciplinary authority.
- 7.9 The investigator or investigating committee shall submit to the disciplinary authority a written report on the investigation within thirty (30) days after the completion of the investigation.
- 7.10 Where a committee on administrative cases has been constituted as deemed necessary in accordance with this rule, an investigation report shall be submitted through the said committee. The committee shall commence its function within ten (10) days upon receipt of the investigation report.
- 7.11 The complainant and the respondent civil servant may avail themselves of the services of counsel(s) (*Jabmi*) and require the presentation of witnesses and evidence in their favour through the process of written summons, *subpoena* or a *subpoena duces tecum*.
- 7.12 The disciplinary committee shall submit its report and recommendation to the disciplinary authority within thirty (30) days from the commencement of its function.

- 7.13 Administrative cases shall be determined by a preponderance of evidence, which must clearly and convincingly outweigh opposing evidence in the judgment of the proper authority rendering the final decision.

## **8 Decision**

- 8.1 A decision shall be rendered by the disciplinary authority within thirty (30) days from the receipt of the investigation report, if no committee on administrative cases had been constituted for the particular case. However, where a committee on administrative cases has been duly constituted for a particular case, the decision shall be rendered within thirty (30) days from the receipt of the committee's report and recommendations.
- 8.2 A copy of the decision rendered by the disciplinary authority shall be furnished to the Head of Agency concerned and the RCSC.
- 8.3 The decision shall be executed and enforced by the disciplinary authority after remedies are available to the respondent.
- 8.4 The disciplinary authority shall take into consideration the nature of the offence, circumstances leading to the commission of the offence and the past service record of the respondent before imposing a major penalty of removal from the service with retirement benefits or termination of service without post retirement benefits.

## **9 Summary Proceedings**

- 9.1 The Commission, upon recommendation of the Head of Agency may remove or dismiss a respondent civil servant from the service without formal investigation when a civil servant:
- 9.1.1 Habitually exhibits bad behaviour and poor performance as may be indicated in the Performance Appraisal; and

- 9.1.2 Is charged with a very grave or serious offence and the guilt is proven with evidence beyond reasonable doubt.

## **10 Penalty**

- 10.1 In the imposition of penalties, the disciplinary authority shall take into consideration the nature and seriousness of the offence, as well as the circumstances, which either mitigate or aggravate the intention of the respondent civil servant and the offence.

- 10.2 Only one penalty shall be imposed in each case.

- 10.3 The same penalties shall be imposed for similar offences under similar circumstances.

- 10.4 A minor penalty shall consist of one or a combination of actions such as a reprimand, fine of an amount not exceeding one month's salary, withholding of training, withholding of one/two annual performance increments.

- 10.4.1 A reprimand shall generally be issued for:

- 10.4.1.1 - irregular attendance;
- 10.4.1.2 - lack of *Driglam Namzhag*;
- 10.4.1.3 - unbecoming etiquettes and manners;
- 10.4.1.4 - poor performance reflected in the Performance Evaluation Appraisal; and
- 10.4.1.5 - Carelessness and/or negligence of duties.



- 10.5 A major penalty shall consist of:
- 10.5.1 Withholding of annual performance increment for a period of three to five years;
  - 10.5.2 Reduction of salary below the existing pay level but with entitlement to normal increments on due dates;
  - 10.5.3 Withholding of promotion;
  - 10.5.4 Reversion or demotion to a lower Position Level;
  - 10.5.5 Compulsory retirement from service with post retirement benefits; and
  - 10.5.6 Dismissal or termination of service without post retirement and other benefits, except one's own contribution.
- 10.6 In no case shall imprisonment be imposed as a penalty in an administrative case. It shall be pronounced only by a court of law. If warranted under the circumstances, the RCSC or any other disciplinary authority shall file appropriate criminal charges against a respondent civil servant in a court of law in Bhutan.
- 10.7 All disciplinary cases involving civil servants in the Professional/ Management and Executive/Specialist Categories after establishing, beyond reasonable doubt by the Commission, the need for criminal prosecution in the court of law shall be referred to the Agency responsible for prosecution.
- 10.8 The cases involving civil servants in Operational and Supervisory/Support Categories, Contract Employees, GSP and ESP after due process and establishing the requirement for prosecution by the disciplinary authority concerned shall be forwarded the Court through the Office of Legal Affairs.
- 10.9 A civil servant shall be terminated from service as per Section 2.4 of this rule if he is convicted by the court of law for an offence of:
- 10.9.1 A misdemeanour relating to his power and function or corruption; and
  - 10.9.2 Any felony.

- 10.10 A civil servant convicted of any petty misdemeanour may be retired from service with or without post service benefits based on the nature and gravity of the offence.
- 10.11 Any minor or major penalty imposed on a civil servant shall be entered in his service record. It shall like-wise be reflected in the Annual Performance Appraisal and negative list of the RAA and RCSC.

## **11 Suspension**

- 11.1 The Head of the Agency may place a civil servant under suspension pending an investigation when:
  - 11.1.1 The civil servant is charged with dishonesty, grave misconduct, neglect of duty, or abuse of official authority and power;
  - 11.1.2 There are justifiable reasons and the evidence of strong guilt; and
  - 11.1.3 The civil servant faces criminal charges in a court of law.
- 11.2 Suspension shall be effected through a formal Office Order. A copy of the order shall be delivered to the respondent civil servant and the RCSC.
- 11.3 A civil servant under suspension shall receive a subsistence allowance of an amount equal to half of the pay to which he is entitled to immediately before being placed under suspension.
- 11.4 The subsistence allowance at 50% of the last basic pay shall be paid up to a maximum period of twelve months of suspension. The authority concerned shall ensure that the disciplinary case is decided within twelve months, failing which the matter shall be reported to the Commission through the Secretariat. However, on finalization of the disciplinary proceedings if the civil servant is found innocent and acquitted of all charges and accordingly re-instated in service, he shall be entitled to receive full salary for the entire period of suspension.

- 11.5 The period of suspension shall be considered as part of active service for the purpose of gratuity, annual performance increment and promotion only if the respondent civil servant is found innocent and acquitted accordingly.
- 11.6 Where an order of suspension is issued or deemed to have been made, or extended by the disciplinary authority, a copy of the order and the detailed report of the case shall be furnished to the Head of the Agency concerned and the RCSC, within a period of ten (10) days from the date of suspension.
- 11.7 An order of suspension shall remain in force as herein provided, unless it is modified or revoked by the appropriate authority.
- 11.8 Where a civil servant is suspended, whether in connection with a disciplinary proceeding or otherwise, and another disciplinary proceeding is commenced against him during suspension, the authority competent to place him under suspension may, for justifiable reasons, order the continued suspension of the civil servant until the completion of all the proceedings against him.
- 11.9 In the event a respondent civil servant expires during his suspension, the administrative case against him shall be immediately decided, so that whatever benefits decided in his favour may be availed of by his family or legal nominees.

## **12 Appeal**

- 12.1 A respondent civil servant may appeal against the decision of the disciplinary authority within ten (10) days from the receipt of the decision. Such an appeal shall be submitted to the relevant appellate authority for the reasons that:
- 12.1.1 There is evident injustice due to grave abuse of discretion;
- 12.1.2 The decision is not supported by the evidence on record;
- 12.1.3 Evidence was not considered when imposing the penalty;

- 12.1.4 Newly discovered or additional evidence which materially affects the decision is presented; or
- 12.1.5 There is patent error in the interpretation of rules & regulations and laws, prejudicial to the interest of the respondent civil servant.
- 12.2 The Appellate Authority, while reviewing the appeal shall examine whether the disciplinary authority has complied with the due process.
- 12.3 Decision on the appeal shall be rendered within thirty (30) days from receipt of the appeal.
- 12.4 The decision of the appellate authority shall be enforced by the disciplinary authority.
- 12.5 An aggrieved civil servant, if not satisfied with the decision of the appellate authority, may appeal against such decision to the High Court or Supreme Court.
- 12.6 In the event the High Court or Supreme Court acquits the respondent civil servant on reviewing the appeal against the decision of the appellate authority, the penalty imposed by the disciplinary authority shall stand revoked. The civil servant concerned shall be reinstated in the service, if specifically ordered so in the judgment of the court.

## **CHAPTER 20: SUPERANNUATION, RESIGNATION AND RETIREMENT BENEFIT**

### **1 Policy**

- 1.1 Promote dignity and financial security to a civil servant during his post retirement period so that he is content while in service enabling him to contribute his best; and
- 1.2 Rightsizing of Civil Service through appropriate retirement schemes.

### **2 Strategy**

- 2.1 The Early Retirement Scheme (ERS) as a normal feature, shall provide additional financial benefits approved by the Government to a civil servant choosing to retire, who has 5 years or less but more than one year to superannuate.
- 2.2 A civil servant who does not consistently perform as expected as determined through performance appraisal or otherwise, shall be identified for the Special Early Retirement Scheme (SERS) that shall be implemented.
- 2.3 A civil servant shall retire from service on attaining the following superannuation age:
  - 2.3.1 Executive and Specialist  
Position Category : 60 years of age;
  - 2.3.2 Professional and Management  
Position Category : 58 years of age; and
  - 2.3.3 Supervisory & Support and  
Operational Categories : 56 years of age.

- 2.4 A civil servant in Executive & Specialist and Professional & Management Position Categories shall have the option to resign after attaining the age of 56 years with full pension benefits.
- 2.5 The Agency shall be responsible for issuing superannuation orders of civil servants upon attaining superannuation age, without seeking the approval of the RCSC.
- 2.6 The date of birth recorded in the service record at the time of the initial appointment of a civil servant shall be the basis for deciding the date of retirement. The date of birth shall be recorded based on the information provided in the birth certificate.
- 2.7 Except otherwise specifically provided by this rule, the actual retirement on superannuation shall be effective on the first day of the month following the actual date of retirement. The gratuity and other post retirement benefits shall be computed as on the effective day of retirement.
- 2.8 No civil servant shall be retained in service beyond the age of superannuation either through re-appointment or otherwise, unless the Government so desires in the interest of the nation.
- 2.9 A civil servant, subject to other rules, on his own may seek voluntary resignation from service after giving notice at least one month in advance.
  - 2.9.1 A civil servant who fails to give the prescribed period of notice of resignation shall be liable to pay an amount equal to the basic pay for the prescribed period of notice.

### **3 Authority to Accept Resignation**

- 3.1 The powers to accept voluntary resignation submitted by a civil servant shall be vested with the following authorities respectively, based on the Position Category of the civil servant:
- 3.1.1 Executive & Specialist  
Position Category : RCSC
- 3.1.2 Professional & Management  
Position Category : Head of Agency
- 3.1.3 Supervisory & Support and  
Operational Categories : Head of Department/Agency/  
Dzongkhag.
- 3.2 The Dzongkhag shall accept resignation or shall issue an Office Order of superannuation for sectoral personnel posted in the Dzongkhag, while the central Agency shall accept resignation or shall issue an Office Order of superannuation for personnel posted at the center as per the delegation of authority.
- 3.3 A civil servant shall resign from service prior to standing as a candidate for election to the Parliament and local Governments or to any elective bodies. He shall not be entitled to reinstatement/reemployment in the Civil Service.
- 3.4 The authority that recommends and accepts the resignation shall ensure that the resigning civil servant has complied with the conditions of service laid down in the training, secondment and other rules.
- 3.5 A civil servant shall submit resignation to a competent authority through the respective Controlling Officer and/or Head of the Agency for approval as per the delegation of authority.

## **4 Retirement Benefit**

### **4.1 Gratuity**

#### **4.1.1 Eligibility**

A civil servant who is separated from service shall be entitled to receive gratuity after rendering a minimum of ten (10) years of service, except when the separation is on disciplinary grounds and the forfeiting of the gratuity is specified in the separation order.

#### **4.1.2 Amount of Gratuity**

The amount of gratuity payable under this rule shall be computed based on the last basic pay drawn times the number of completed years of service (fraction of a year being ignored).

#### **4.1.3 Conditions for Payment**

The gratuity shall be paid to a civil servant only upon production of an audit clearance certificate.

#### **4.1.4 Recovery**

The amount due from a civil servant, if any, at the time of retirement or demise and not recoverable other-wise, shall be recovered from the gratuity payable to the incumbent, his nominees or other legal heir to whom such payments may be released.

#### **4.1.5 Authority to Sanction Gratuity**

The gratuity shall be sanctioned to a civil servant by a competent authority to which such powers are delegated in the financial manual after completing the required formalities and the sanction shall be accorded in the prescribed form.



#### 4.2 Pension

A civil servant who has served a minimum of ten (10) years in the service and made 120 monthly contributions to the pension account and retires from service on attaining Civil Service minimum retirement age, shall be entitled to monthly pension benefits. If however, a civil servant is terminated from employment by the employer, either on disciplinary ground or convicted of a felony under any court of law, he shall neither be eligible for the pension benefits nor be entitled to refund of contributions made to the pension account.

#### 4.3 Provident Fund Benefit

A civil servant who has served for a minimum of one year and retired from service shall be entitled to the provident fund benefits, both the employee and employer contributions together with returns thereon credited to pension account as per the National Pension and Provident Fund Rules and Regulations.

A civil servant whose services are terminated from the service by the employer on disciplinary ground or has been convicted of a felony under any court of law shall be entitled only to his contribution together with returns credited thereon to provident fund account.

##### 4.3.1 Amount of Monthly Pension and Provident Fund Benefits

The amount of monthly pension benefits and the Provident Fund payable to retired civil servants under the National Pension Plan and the Provident Fund benefits shall be subject to the provisions in the National Pension and Provident Fund Plan Rules and Regulations.

4.3.2. Condition of Payment

The pension and provident fund benefits shall be paid subject to the provisions in the National Pension and Provident Fund Plan - Rules and Regulations.

4.3.3 A copy of the order relieving a civil servant on separation from Civil Service shall be endorsed to the National Pension and Provident Fund, which shall form the basis for the National Pension and Provident Fund to sanction the pension and provident fund benefits.

4.3.4 Recovery

The amount accumulated to a member under the National Pension and Provident Fund Plan shall not be liable to attachments, garnishments, levy or seizure, except to pay any dues of the member payable to the National Pension and Provident Fund Plan or to the employer.

4.3.5 Authority to Sanction Pension and Provident Fund Benefits

Pension and provident fund benefits shall be sanctioned to a retired civil servant by the National Pension and Provident Fund Plan in accordance with the National Pension and Provident Fund Plan-Rules and Regulations.

4.4 Verification of Service

The services of a civil servant claiming the gratuity, the pension and provident fund benefits under this rule shall be verified with respect to the service book of the civil servant and certified in the prescribed respective form by a designated authority.

4.5 Travel Allowance

A civil servant who leaves the service for any reason shall be entitled to Travel Allowance of an amount equal to one month's last basic pay of the civil servant.

4.6 Transfer Grant

A civil servant who leaves service for a reason other than termination shall be entitled to the transfer grant of one-month basic pay, provided the incumbent has rendered a minimum service of three years.

4.7 Transport Charge of Personal Effects

A civil servant, who leaves service for a reason other than termination, shall be entitled to receive transport of personal effects as per the rules in force.

4.8 Employees Group Insurance Benefit

A civil servant who leaves Government service shall be entitled to the benefit of Employees Group Insurance.

4.9 Benefits Payable to the Family when a Civil Servant Expires

If a civil servant expires while in service, the members of his family residing with the incumbent at the time of his demise shall be entitled to a full month salary, travel allowance, transfer grant and transport charge of personal effects as admissible under rules.

**5 Incidence and Payment of Retirement Benefits**

5.1 The gratuity and other retirement benefits shall be paid to the retired civil servant.

5.2 Gratuity and other terminal benefits shall be claimed by a civil servant from the Agency from which he received the last pay.

5.3 For a civil servant who has served both in a Government Agency and public sector corporation(s), the gratuity shall be paid for the entire service period,

provided the gratuity apportionable to the respective corporation(s) in proportion to the actual length of service rounded to completed months is remitted to the Ministry of Finance.

- 5.4 In the event the annual increment is due for a civil servant on the day following the date of retirement, the annual increment shall be released and it shall be considered for the purpose of calculating all retirement benefits.
- 5.5 The gratuity in respect of a civil servant reverted from secondment to an Agency for the period of service rendered by the employee in the corporation, calculated proportionately for the length of service in completed months, shall be remitted by the corporation to the Ministry of Finance. The details of such remittances shall be recorded in the service book of the civil servant.
- 5.6 The gratuity and other benefits shall also be payable to the nominee(s) of a civil servant who expires while in Civil Service.
- 5.7 The gratuity and other retirement benefits payable to a civil servant who expires without filing the nomination shall be disbursed in accordance with the law of the country.
- 5.8 A retired civil servant or his survivor or nominee shall not be paid gratuity and other retirement benefits if the individual:
  - 5.8.1 Is under indictment or has charges outstanding against him preferred under the rules of the Government;
  - 5.8.2 Wilfully remains outside the Kingdom of Bhutan with the knowledge of the indictment or charges, as the case may be; or
  - 5.8.3 Fails to appear, testify, or produce a book, paper, record, or other document, relating to the service as an employee, before a Government appointed authority or a court of law concerning the past or present relationship with a foreign Government/Agency or a matter

involving or relating to an interference with or endangerment of, or involving or relating to a plan or attempt to interfere with or endanger the national security or sovereignty of the Kingdom of Bhutan.

## **6 Nomination**

- 6.1 A civil servant shall submit to the Agency concerned a nomination in the prescribed form conferring on one or more persons the right to receive the retirement benefits that may be due to him in the event of his demise.
- 6.2 A civil servant who desires to nominate more than one person under clause No. 6.1 above, shall specify the amount payable to each of the nominees.
- 6.3 A civil servant may, at any time, cancel a nomination and submit a fresh one in its place.
- 6.4 A civil servant may state in a nomination that in the event of the predecease of the nominee, the right conferred upon the nominee shall automatically change to another person or persons, as may be specified in the nomination.
- 6.5 A civil servant not having a family at the time of nomination shall file a fresh nomination on acquiring a family and if one fails to comply with this requirement, the benefits shall be paid to the nominees nominated earlier or disbursed in accordance with the law of inheritance, as the case may be.
- 6.6 Every nomination made and every notice of cancellation by a civil servant shall, to the extent it is valid, take effect on the date on which it is received by the Agency concerned.
- 6.7 The personal file and service record of a civil servant superannuated or whose services are separated from Civil Service, irrespective of the reason for the separation, shall be retained by the respective Ministry/Department/Dzongkhag/Agency.

## **7 Retirement Formality**

- 7.1 There shall be proper handing/taking over of the charge before a civil servant is relieved on retirement, including the Government property, files and records.
- 7.2 The Agency concerned shall take the responsibility to process on time his post retirement benefits upon superannuation or retirement.
- 7.3 A civil servant with clear service record shall be relieved with appreciation and dignity.

## **8 Accountability**

A retirement/resignation/superannuation not carried out in conformity to the provisions of this rule shall be regarded as illegal. A civil servant who dishonours the Office Order issued by the competent authority shall be accountable and liable for disciplinary actions.

## CHAPTER 21: DEFINITION

1. **Academic:** means full or part-time study in a school, college or university.
2. **Adhoc Offer:** means any bilateral or multilateral training offer, either partially or fully funded by the donors.
3. **Administrative Offence:** means any administrative actions resulting from the breach of the BCSR 2006.
4. **Agency:** means the Ministry, Dzongkhag, and Autonomous Organisation, unless otherwise specified.
5. **Apolitical:** means not involved in politics and remaining neutral to any political parties.
6. **Appraisal Cycle:** is the time frame of one year during which an employee's performance is either directly observed or verified for the purpose of providing a formal appraisal rating.
7. **Approved Route:** means the most direct and economic route.
8. **Asset:** means an item of value including land, property, shares, bonds, copyright, bank deposits or goodwill worth Nu. 50, 000 or more.
9. **Basic Pay:** means the remuneration fixed on a time scale.
10. **Broad Banded Position:** means a position that is linked to one or two higher or lower Position Levels in the same occupational group that require the same minimum qualifications and are very similar in purpose, roles and responsibilities.
11. **Charter:** means the Royal Charter of the Royal Civil Service Commission 1982.
12. **Civil Service:** means all appointments to the services under the jurisdiction of the Royal Civil Service Commission.

13. **Clocking System:** means the recording of the time that a civil servant arrives at or leaves work place, by means of an automatic device.
14. **Commission:** means the Royal Civil Service Commission.
15. **Competitive Selection Process:** means that anyone is free to apply and compete for a vacant position as long as he fulfills the eligibility criteria, which shall be advertised to ensure a fair and transparent process.
16. **Compulsory Retirement:** means the retirement from Civil Service with post service benefits.
17. **Conflict of Interest:** means a real or seeming incompatibility between one's private interests and one's public or fiduciary duties.
18. **Constitution:** means the Constitution of the Kingdom of Bhutan.
19. **Conviction:** means when a civil servant is found guilty of a criminal offence.
20. **Core Competence:** means the essential abilities that are required to perform the duties of a particular position to a satisfactory performance level which may be expressed through skills, knowledge, attitude and aptitude.
21. **Criminal Offence:** means an offence in violation of laws of the Kingdom.
22. **Cross Sector:** means occupations when the positions are more generic and exist in more than a sector such as lawyers, engineers, accounts personnel, HR /IT professionals.
23. **Daily Allowance (DA):** means the allowance payable per day to a civil servant during in-country official tour.
24. **Daily Subsistence Allowance (DSA):** means the allowance per day payable to a civil servant during ex-country official tour/travel.



25. **Dependant:** means the spouse, child and parents of a civil servant.
26. **Diplomat:** means a civil servant in Position Level P5 and above working in Embassies and Missions abroad.
27. **Domestic Help:** means a personal servant of Bhutanese nationality maintained by the Head of a Mission /Embassy for whom the air passage, home leave passage and medical expenses are provided by the Government.
28. **Duties and Responsibilities:** mean a large segment of a work performed in a position and may include any number of tasks such as outlines key areas of accountability as well as the expected outputs of the position.
29. **Elementary Service Personnel (ESP):** means an employee outside the Civil Service with consolidated salary.
30. **Embezzlement** means fraudulently taking Government property/fund for personal gain.
31. **Employee:** means a civil servant.
32. **Enforced Halt:** means a halt, which a civil servant or his family, in the course of a journey, is obliged to make at an intermediate station for a reason beyond his control.
33. **Equal Pay for Equal Value of Work:** means that employees with the required qualifications and experience and performing comparable jobs as determined through the job evaluation process, should be compensated similarly; that is, within the same salary range.
34. **Executive:** means Head of Agency, Educational Institute, Regional Office, Dzongdags, Dungpas and Drangpons of Dzongkhags and Dungkhangs the purpose of the Performance Appraisal System.
35. **Family:** means spouse, children and parents of a civil servant.

- 36. **Felony:** means a serious crime usually punishable by imprisonment for more than one year.
- 37. **Force Majeure:** means an event or effect that can be neither anticipated nor controlled.
- 38. **Foreign Allowance:** means an allowance given to an employee of a Mission/Embassy to cover the cost of living at the place of posting.
- 39. **Gambling:** means an activity that involves financial loss or any failure that results in the compromise of official duties and responsibilities.
- 40. **General Service Personnel (GSP):** means an employee outside Civil Service.
- 41. **Government:** means the Government of the Kingdom of Bhutan.
- 42. **Head:** means Secretary of Ministry, CEO of autonomous Agency, Dzongdag, Drangpoen of Dzongkhag/Dungkhag Court.
- 43. **Head of Mission:** means a member who is accredited to a foreign country/international organisation to represent the Government of Bhutan in that capacity.
- 44. **Home based Staff:** means the support level personnel deputed to a mission abroad.
- 45. **Immediate Family Members:** mean the spouse, children and parents of a civil servant for the purpose of bereavement leave.
- 46. **Indirect Evidence:** means the evidence that is based on inference and not personal knowledge of observation.
- 47. **Job Description:** means the official description of the position including such information as its title, Position Level, location, purpose, duties and responsibilities, minimum qualifications and experience and various other factors describing the position fully.
- 48. **Leave Travel Passage:** means the provision of travel fares to a member and the family including domestic help for visiting homes in Bhutan or any other country/place.

- 49. **Ley Jumdey:** means the cause and effect.
- 50. **Local Recruit:** means a person directly recruited by the Mission/Embassy to a non-diplomatic post as per the terms and conditions approved by the Government.
- 51. **Long Term Training:** means the training or studies with duration of more than six (6) months.
- 52. **Major Occupational Group:** means a major division of the Occupational Structure which embraces a group of associated occupations such as the Audit & Finance Group, the Architecture and Engineering Group, etc.
- 53. **Major Penalty:** means the withholding of annual increments, reduction of salary, withholding of promotion/demotion, compulsory retirement or termination from the service.
- 54. **Malafide Intention:** means having a bad or wrong intention.
- 55. **Malfeasance:** means a wrongful or unlawful act.
- 56. **Malversation:** means official corruption.
- 57. **Manager/Supervisor:** means a civil servant who is above the employee in the chain of command in the organisation from whom the employee receives the majority of instructions regarding his work and to whom the employee directly reports. The manager/supervisor is responsible for conducting formal appraisals and general performance management of the employee.
- 58. **Member of Foreign Service:** means both diplomats and non-diplomatic home-based staff.
- 59. **Minimum Experience Requirement:** means the specific number of years of experience required in one's current position before becoming eligible to apply for notified vacancies or movement through broad-banded positions.

- 60. **Minimum Qualifications Requirement:** means the specific minimum level of qualification and training required to function effectively within a position.
- 61. **Minor Penalty:** includes reprimand, fine of an amount not exceeding one month's salary or withholding of trainings/studies.
- 62. **Misappropriation:** means the application of another's property or money dishonestly to one's own use.
- 63. **Misdemeanour:** means a criminal offence that is less serious than a felony and is usually punishable by fine, penalty or forfeiture or confinement for a brief period in a place other than prison.
- 64. **Non-partisan:** means non-supportive and neutral to any political parties.
- 65. **Oath of Allegiance and Confidentiality:** means the execution of a pledge of service and adherence to the Code of Conduct & Ethics.
- 66. **Orientation Programme:** means the familiarization of a civil servant in terms of the organisation policies, values, mandates, work culture, plans, programmes, positions, duties & responsibilities, job descriptions, BCSR, Financial Rules and other expectations of organisation.
- 67. **Performance Appraisal:** means a performance appraisal is the process of documenting performance accomplishments, determining whether and how well performance outputs were accomplished, and assigning appropriate ratings based upon the assessment.
- 68. **Personnel Actions:** mean processes stipulated under the policies and rules & regulations of the Royal Civil Service Commission.
- 69. **Personnel Policy:** means actions or statement of aims and ideals pertaining to Civil Service employees under the Government.

70. **Position Classification System:** means the grouping together of positions with similar duties and responsibilities for the purpose of determining appropriate titles, minimum selection requirement, equitable compensation/salary and other personnel actions.
71. **Position Description:** means the official description of the position including such information as its title, Position Level, location, purpose, duties and responsibilities, minimum qualifications and experience; and various other factors describing the position fully.
72. **Position Levels:** means Civil Service positions shall be placed in specific Position Levels based on the approved job evaluation of each position and each Position Level will have a corresponding salary range.
73. **Position:** means a specific role executed by an employee on behalf of an organisation and each position has a generic and specific job description and associated Position Level.
74. **Prima Facie:** means clear case at first sight.
75. **Professional:** means Civil Service personnel belong to scientific & technical in nature or legal field.
76. **Proselytization:** means coercing to accept one's own belief, religion, etc, against the will of another person.
77. **Representational Grant (RG):** means a grant given to a diplomat to meet the expenditure of entertaining his counterparts as required by virtue of his position.
78. **Resident Rate Stipend Rate:** means for the subsequent months of the scholarship spent in one location as approved by the Government.
79. **Rule:** means the Bhutan Civil Service Rules & Regulations 2006.
80. **Rural Posting:** means the placements to places including Dzongkhag /Dungkhag Headquarters, Gewogs and Villages.

- 81. **Scholarship:** means the funds provided by both the RGoB and donors.
- 82. **Sector Specific:** means occupation specific to a particular sector such as teachers, doctors, etc.
- 83. **Secretariat:** means the Secretariat of the Royal Civil Service Commission.
- 84. **Short Term Training:** means the training/studies of six (6) months and below.
- 85. **Skill:** refers to an employee's ability to carry out the tasks, duties and responsibilities of a given position.
- 86. **Staffing Pattern/Strength:** means the posts approved for an Agency including relations, responsibilities and accountabilities.
- 87. **Study Tours:** includes monitoring and institutional visits.
- 88. **Subpoena Duces Tecum:** means a subpoena ordering the witness to appear and to bring specified documents, records or things.
- 89. **Subpoena:** means a written order commanding a person to appear before a court or other tribunal, subject to a penalty for failing to comply.
- 90. **Termination:** means separation from Civil Service without any post service benefits but with entitlement of his own personal contribution such as Provident Fund (PF) & Group Insurance Scheme (GIS) with interest and cost of travel home.
- 91. **Tha Damtsi:** means the duties one owes to another derived from good faith, trust, confidence, candour and moral obligations.
- 92. **Thrimthue:** means the financial penalty/fine in lieu of imprisonment.

- 93. **Transfer:** means a lateral movement of an employee either within the same Agency or from one Agency to another Agency to fill an existing vacancy of the same or different position title, but of the same Position Level and salary scale in Civil Service.
- 94. **Transit Halt:** means a halt in a place/airport for less than 8 hours while on official tour/training ex-country.
- 95. **Travel Rate:** means the stipend rate for the first month of the scholarship spent in one location as approved by the Government.
- 96. **Travelling Allowance:** means the allowance payable to a civil servant to compensate for the cost of travelling during an in-country official tour.
- 97. **Tsawa Sum:** means the King, Country and People.
- 98. **Voluntary Resignation:** means the resignation as per one's own free will and desire with post service benefits.