



BHUTAN CIVIL SERVICE RULES AND REGULATIONS 2010

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

FOREWORD

The Royal Civil Service Commission has now been in existence for nearly the past three decades, since its establishment in 1982 by His Majesty the Fourth Druk Gyalpo through a Royal Charter. Ever since then, the RCSC and the civil servants have played pivotal roles occupying centre stage in Bhutan's many strides towards modernization and development as well as in strengthening the country's security and sovereignty. We feel proud that Bhutan today can boast of having a good pool of professional and dedicated civil servants, who are considered, by many of our development partners and visiting intellectuals, amongst the best in the world. It may be noted that most of the current successful private sector proprietors, consultants, and now politicians are also the products of our Civil Service.

Recognizing its importance under the democratic Bhutan, with the adoption of the Constitution of the Kingdom of Bhutan, the RCSC has been given even more special place. It is now one of the only four Constitutional Offices of Bhutan and mandated to be the Central Personnel Agency of the Royal Government, amongst others, to promote and ensure an independent and apolitical Civil Service but fully capable of 'implementing the policies and programmes of the Government', good governance, and uniform rules and regulations on HR actions throughout the Civil Service.

The much awaited Civil Service Bill has been approved by the Joint Sitting of the two Houses of the Parliament during its 5th Session in July, 2010 and is presently awaiting His Majesty's Royal Assent. Once enacted, the Civil Service Act would be one of the most important developments in the entire 28 years' history of the Commission and indeed a watershed in transforming the Civil Service of Bhutan to post Constitution and democratic Bhutan.

One of the foremost assignments undertaken by the present Commission since its appointment in January 2009 has been the revision of the Bhutan Civil Service Rules and Regulations (BCSR) of 2006 in line with the requirements of the Constitution and the Civil Service Bill. The current BCSR 2010 is the fifth edition of the BCSR since its first publication in 1982. The BCSR 2010 would subsume all the past circulars/notifications issued by the RCSC and in fact, henceforth, only three documents would govern the Civil Service management, namely,

- i. the Constitution of the Kingdom of Bhutan,
- ii. the Civil Service Act of Bhutan, and
- iii. the Bhutan Civil Service Rules and Regulations, 2010.

The BCSR 2010 aims to provide even more fair, transparent, accountable and effective uniform rules and regulations in managing the Civil Service of Bhutan. Ultimately the impact of stringent application of the BCSR is expected to bring about professionalism, dedication, and efficiency of the Civil servants in the service of our *Tsawa-Sum* as well as equity and justice thus eliminating the evils of nepotism, favouritism and patronage.

The Commission would like to solicit all the civil servants to fully familiarize themselves with and adhere to the provisions of the BCSR and accordingly ensure that all the HR actions are taken without fear, favour or prejudice. Let us all pledge that we shall always uphold the Civil Service values of *Tha Dhamtsig* and *Ley Jumdrey*, observe *Driglam Namzha*, and individually and collectively contribute towards realizing peace, prosperity and security of the Nation and thus Gross National Happiness for all our people.

(Thinley Gyamtsho)

for the Royal Civil Service Commission

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Provisions from the Constitution of the Kingdom of Bhutan relevant to the RCSC and Civil Service

Article 26

The Royal Civil Service Commission

1. There shall be a Royal Civil Service Commission, which shall promote and ensure an independent and apolitical civil service that will discharge its public duties in an efficient, transparent and accountable manner.
2. The Commission shall consist of a Chairperson and four other members appointed by the Druk Gyalpo from among eminent persons having such qualifications and experience as would enhance the performance of the Commission, from a list of names recommended jointly by the Prime Minister, the Chief Justice of Bhutan, the Speaker, the Chairperson of the National Council and the Leader of the Opposition Party.
3. The term of office of the Chairperson and members of the Commission shall be five years or until they attain the age of sixty-five years, whichever is earlier.
4. The Commission shall endeavour to ensure that civil servants render professional service, guided by the highest standards of ethics and integrity to promote good governance and social justice, in implementing the policies and programmes of the Government.

5. The Commission shall, in the interest of promoting merit, productivity and equity, ensure that uniform rules and regulations on recruitment, appointment, staffing, training, transfers and promotion prevail throughout the civil service.
6. The Commission shall ensure that all civil servants shall have recourse to justice through the Administrative Tribunal established under section 16 of Article 21 to hear their appeals against administrative decisions including those of the Commission.
7. Every civil servant who has been adversely affected by an administrative action shall have the right of access to the Commission.
8. The Commission shall meet regularly and shall be supported by a permanent Secretariat, which shall function as the central personnel agency of the Government.
9. The Commission shall submit an Annual Report on its policies and performances to the Druk Gyalpo and to the Prime Minister.
10. The Royal Civil Service Commission shall function in accordance with the Civil Service Act.

Other Articles relevant to the RCSC and Civil Service

Article 2: The Institution of Monarchy

19. The Druk Gyalpo shall, by warrant under His hand and seal, appoint:
 - (g) The Chairperson and members of the Royal Civil Service Commission in accordance with section 2 of Article 26;
 - (j) The Attorney General in accordance with section 2 of Article 29;

- (m) The Cabinet Secretary on the recommendation of the Prime Minister;
- (n) The Secretary General of the respective Houses on the recommendation of the Royal Civil Service Commission;
- (o) Ambassadors and Consuls on the recommendation of the Prime Minister;
- (p) The Secretaries to the Government on the recommendation of the Prime Minister who shall obtain nominations from the Royal Civil Service Commission on the basis of merit and seniority and in accordance with other relevant rules and regulations; and
- (q) Dzongdags on the recommendation of the Prime Minister who shall obtain nominations from the Royal Civil Service Commission.

Article 3: Spiritual Heritage

- 6. The members of the Dratshang Lhentshog shall comprise:
 - (c) The Secretary of the Dratshang Lhentshog who is a civil servant.

Article 7: Fundamental Rights

- 8. A Bhutanese citizen shall have the right to equal access and opportunity to join the Public Service.
- 10. A Bhutanese citizen shall have the right to practice any lawful trade, profession or vocation.
- 11. A Bhutanese citizen shall have the right to equal pay for work of equal value.

Article 8: Fundamental Duties

- 7. A person shall have the responsibility to safeguard public property.

8. A person shall have the responsibility to pay taxes in accordance with the law.
9. Every person shall have the duty to uphold justice and to act against corruption.
10. Every person shall have the duty to act in aid of the law.
11. Every person shall have the duty and responsibility to respect and abide by the provisions of this Constitution.

Article 9: Principles of State Policy

12. The State shall endeavour to ensure the right to work, vocational guidance and training and just and favourable conditions of work.
13. The State shall endeavour to ensure the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.
14. The State shall endeavour to ensure the right to fair and reasonable remuneration for one's work.

Article 22: Local Governments

19. Local Governments shall be supported by administrative machinery staffed by civil servants.
20. A Dzongkhag shall have a Dzongdag as the chief executive supported by civil servants. The Dzongdag shall have no political affiliation and shall discharge his or her responsibilities as the chief executive in the interests of the people and the country.

Article 30: The Pay Commission

2. The Pay Commission shall recommend to the Government revisions in the structure of the salary, allowances, benefits, and other emoluments of the Royal Civil Service, the Judiciary, the members of Parliament and Local Governments, the holders and the members of constitutional offices and all other public servants with due regard to the economy of the Kingdom and other provisions of this Constitution.

Article 31: Holders of Constitutional Offices

2. The holders of constitutional offices under this Constitution shall be:
 - (a) The Chief Justice of Bhutan and the Drangpons of the Supreme Court;
 - (b) The Chief Justice and the Drangpons of the High Court;
 - (c) The Chief Election Commissioner;
 - (d) The Auditor General;
 - (e) The Chairperson of the Royal Civil Service Commission; and
 - (f) The Chairperson of the Anti-Corruption Commission.

Article 32: Impeachment

1. The holders of constitutional offices shall be removed only by way of impeachment by Parliament.
2. A holder of constitutional office shall be liable to be impeached only on the ground of incapacity, incompetency or serious misconduct with the concurrence of not less than two-thirds of the total number of members of Parliament.

THE CIVIL SERVICE ACT OF BHUTAN 2010

(To be incorporated upon enactment by the Parliament)

CHAPTER 1: PRELIMINARY

In pursuance of Article 26 of the Constitution of the Kingdom of Bhutan, the Royal Charter of the Royal Civil Service Commission, 1982 and Civil Service Bill 2010, the Royal Civil Service Commission, hereafter referred to as the RCSC, has revised BCSR 2006 and promulgated the Bhutan Civil Service Rules and Regulations 2010.

1. Title

This rule shall be known as the Bhutan Civil Service Rules and Regulations 2010, hereafter referred to as the BCSR 2010.

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 apply to:

2.2.1 Elected representatives;

2.2.2 Holders of Constitutional Offices and members or Commissioners of Constitutional Offices;

2.2.3 Drangpons and Drangpon Rabjams of all Courts under the Judiciary;

2.2.4 Attorney General;

2.2.5 Personnel of Armed Forces and Royal Bhutan Police; and

2.2.6 Any other as may be determined by the Parliament from time to time.

2.3 This rule shall come into force with effect from the date announced through an Executive Order.

3. Rule of Construction

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

4. Supersession

All existing rules, regulations, notifications and circulars in force concerning the subjects, which are covered by the revised BCSR 2010, shall be deemed to have been superseded from the effective date 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 2010 shall vest with the RCSC and its interpretation shall be final and binding.

CHAPTER 2: CIVIL SERVICE STRUCTURE

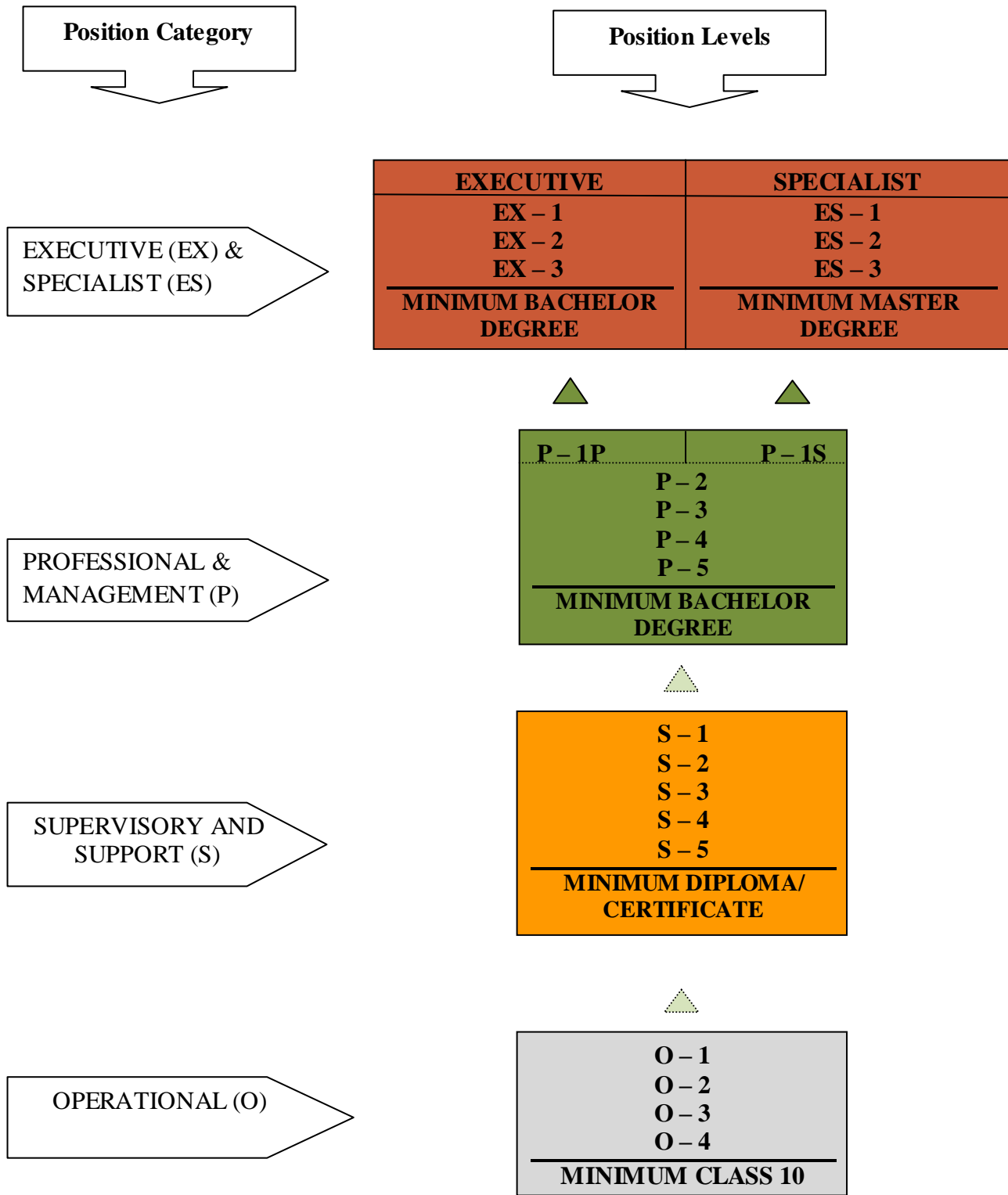
1. Policy

- 1.1 Professionalize the Civil Service towards effective delivery of quality public service;
- 1.2 Ensure proper classification of Civil Service by Position Category, Position Levels, Major Occupational Groups and Sub-Groups; and
- 1.3 Delineate a clear career path and hierarchy.

2. Position Category and Structure

- 2.1 A position is the smallest functional unit of an Agency and determines the tasks that need to be undertaken within the overall organizational strategy.
- 2.2 A Position Title shall indicate the broad function of the position and to a certain extent, the level of the position in the Civil Service hierarchy.
- 2.3 The Civil Service shall have 17 Position Levels, which are grouped into the following four Position Categories:
 - 2.3.1 Executive and Specialist – 3 Position Levels
 - 2.3.2 Professional and Management – 5 Position Levels
 - 2.3.3 Supervisory and Support – 5 Position Levels
 - 2.3.4 Operational – 4 Position Levels

2.4 The structure and hierarchy of the positions are given below:



2.5 All positions shall be aligned with one of these Position Categories based on the overall functional responsibilities and its associated position level and shall fall within one of the major occupational groups and sub-groups.

2.6 Qualifications stated in Section 2.4 are the minimum requirement to enter into that position category.

2.7 The definition of each position category is outlined below:

2.7.1 **Executives and Specialists**

2.7.1.1. **Executives:**

Its scope of authority and impact is significant both within and outside of Government. These positions have the authority to make decisions, and develop, influence or otherwise affect policy. Responsibility and accountability are focused primarily at the strategic level with appropriate tactical overview and action. Executive positions can negotiate the scope of an entire Agency's responsibilities and can define goals and objectives of their Departments and Agencies.

2.7.1.2. **Specialists:**

Specialists are recognized as experts and leaders in their fields. These positions are responsible for carrying out research, analysis and tasks requiring top-level expertise which can develop, influence or otherwise affect organisational and/or national policies and processes. All Specialists shall report to a management executive.

2.7.2 **Professional and Management**

The work-scope of the Professional and Management (P) category goes beyond the day-to-day issues/activities towards influencing larger-range outcomes. It provides input to major policy issues and decisions. Its focus is primarily on determining tactical level issues and/or decisions with appropriate consideration of the EX/ES. Its decision-making scope is within broad guidelines established within existing policies. The category relies on precedent, but may be required to undertake some original thinking and planning tasks. It implements decisions as determined by the EX/ES; and develops and recommends changes in policies and procedures. It supervises work, conducts performance appraisals, and has the responsibility of taking disciplinary action of the Supervisory, Support and Operational categories.

2.7.3 **Supervisory and Support**

Responsibilities for this category comprises of supervising and supporting employees including scheduling and assigning of work, training and making decisions impacting daily job functions. It implements day-to-day decisions determined by the P category. Its decision-making scope is within defined guidelines established within existing policies. It can conduct performance appraisals of direct reporting employees, has input into disciplinary actions, and has responsibility of hiring employees within established guidelines.

2.7.4 **Operational**

Responsibilities of this category may include initial public contact responding to and routing phone calls to appropriate respondents. It may also include typing and use of computers and other office equipments to input information/data and prepare reports. Duties of the category are routine and often

repetitive. Some duties may involve confidentiality. Overall, the staff under this category is required to comply with set objectives, methodology and specific task assignments.

3. Occupational Groups

- 3.1 Civil Service positions shall be grouped into Major Occupational Groups where each group represents a broad occupational category. These are further classified into sub-groups based on the similarities in the nature of jobs performed by the positions within them. Every position shall be codified using three levels viz. major group, sub group and position level.
- 3.2 Subject to incorporation or removal of one or more groups by the RCSC, there shall be 19 Major Occupational Groups and 94 Sub-groups in the Civil Service as listed hereunder:

	Major Occupational Groups	Sub-groups
01	Agriculture & Livestock Services Group	1. Agriculture Production Services
		2. Horticulture Development Services
		3. Post Production Services
		4. Biodiversity Services
		5. Extension Services
		6. Livestock Health Services
		7. Livestock Production Services
		8. Feed & Fodder Development Services
		9. Dairy Development Services
		10. Plant Protection Services
		11. Soil Survey & Land Evaluation Services
		12. Soil Fertility & Plant Nutrition Services

		13. Mushroom Development Services
		14. Agriculture Regulatory Services
02	Architectural & Engineering Services Group	1. Architectural Services
		2. Heritage Sites Conservation Services
		3. Engineering Services
		4. Farm Mechanization Services
		5. Geology and Mines Services
		6. Meteorology/Hydrology Services
		7. Land Record Services
		8. Map Production Services
		9. Survey Engineering Services
		10. Urban Planning Services
		11. Urban Design Services
		12. Urban Development Control Services
		13. Geographic Information System Services
		14. Technical Support Services
		15. Sanitary Services
03	Arts, Culture & Literary Services Group	1. Arts & Culture Services
		2. Literary and Translation Services
04	Education & Training Services Group	1. Education Management & Administration Services
		2. Vocational Education & Management Services
		3. Education Support Services

		4. Teaching Services
		5. Training/Tertiary Teaching Services
05	Executive and Specialist Services Group	1. Executive Services 2. Specialist Services
06	Finance & Audit Services Group	1. Audit Services
		2. Finance, Accounting & Budgets Services
		3. Internal Audit Services
		4. Revenue Services
07	Foreign Services Group	1. Embassy, Missions & Secretariat Services
		2. Consular Services
		3. Protocol Services
08	Forestry & Environment Protection Services Group	1. Environment Services
		2. Forestry Services
09	General Administration & Support Services Group	1. General Administration Services
		2. Property & Procurement Management Services
		3. Programme Services
		4. Secretarial Services
		5. Palace Services
10	Human Resource Services Group	1. Civil Registration & Census Services
		2. Immigration Services
		3. HR Management & Development Services
		4. Training Services
		5. Industrial Relations Services
11	Information	1. Development

	Communication & Technology Services Group	Communication Services
		2. ICT Services
		3. Media Services
12	Laboratory & Technical Services Group	1. Analytical Services
		2. Laboratory Support Services
		3. Diagnostic Services
13	Legal, Judiciary and Legislative Services Group	1. Judiciary Services
		2. Judiciary Support Services
		3. Legal Services
		4. Legislative Services
		5. Investigation Services
		6. Election Services
		7. Registration Services
14	Library, Archives & Museum Services Group	1. Archives & Cultural Properties Services
		2. Library Services
15	Medical Services Group	1. Medical Services
		2. Medical Technical Services
		3. Physiotherapy & Rehabilitation Services
		4. Radiology & Technical Services
		5. Nursing Services
		6. Public Health Services
		7. Pharmaceutical Services
		8. Traditional Medicine Services
16	Planning & Research Services Group	1. Planning Services
		2. Research Services
		3. Statistical Services
17	Sports & Youth Services Group	1. Counseling Services
		2. Scouts Services

		3. Sports Services
18	Trade, Industry & Tourism Services Group	1. Trade Services
		2. Marketing Services
		3. Industries Services
		4. Intellectual Property Services
		5. Tourism Services
19	Transportation & Aviation Services Group	1. Aviation Safety Services
		2. Aviation Communication & Navigation Services
		3. Land Transport Services

4. Job Description

A Job Description is a statement of duties and responsibilities, with an outline of their relative importance which will help clarify accountabilities, determine the qualification and skill requirements, and define relationships of the position with other positions.

4.1 A Job Description shall contain the following details:

- 4.1.1 Job identification;
- 4.1.2 Job purpose, duties and responsibilities;
- 4.1.3 Minimum qualifications and experience;
- 4.1.4 Complexity of work;
- 4.1.5 Nature, scope and effect of work;
- 4.1.6 Instructions and guidelines available;
- 4.1.7 Work relationships;
- 4.1.8 Supervisory/Management responsibilities (if any); and
- 4.1.9 Job environment.

4.2 There shall be clear job description for every position in the Civil Service.

4.3 There shall be two kinds of job descriptions as follows:

- 4.3.1 A 'generic' job description that covers the basic duties and responsibilities shared by all civil servants fulfilling the same position in whichever organisation they are employed. For example: Planning Officers and Human Resource Officers; and
- 4.3.2 A 'specific' job description that is more contextual and outlines duties and responsibilities specific to the needs of the Agency the position is affiliated to. For example: a Human Resource Officer in the Ministry of Finance may have the additional responsibility of looking after a new project like implementing a new payroll system, which is not covered in the generic job description, but is still a requirement by the Ministry of Finance.

5. Position Directory

- 5.1 There shall be a Position Directory showing all the position titles and levels, position hierarchy including broad-banded and non broad-banded positions, minimum qualification, and entry level within sub-groups of all the Major Occupational Groups.
- 5.2 All civil servants shall use the assigned position titles prescribed in the Position Directory only.
- 5.3 Any change or addition of position title shall be incorporated upon approval of the Commission after completing the required processes of: job identification, job analysis, approval of new position, writing of a job description and job evaluation.

6. Parent Agencies

- 6.1 The RCSC shall be the final authority for all the HR actions in the Civil Service as 'the central personnel agency of the Government' mandated by the Constitution and the Bhutan Civil Service Bill 2010.

6.2 The RCSC may designate appropriate agencies as Parent Agencies, on case by case basis, to look after certain professions in the Civil Service on its behalf.

6.3 Purpose

6.3.1 To enhance the Royal Government's decentralization policy;

6.3.2 To enhance clarity and streamline specific HR roles to avoid duplications and confusions between the Dzongkhag Administrations and the Central Agencies; and

6.3.3 To focus on the professional and capacity development of civil servants belonging to certain specific profession.

6.4 Power and authority

A Parent Agency shall have the following authority and responsibilities:

6.4.1 Carry out succession planning for training and transfer of Professionals in consultation with Dzongkhags and other Agencies;

6.4.2 Carry out transfers in accordance with Sections 5.2 and 5.3 of the BCSR Chapter 14 on Transfers;

6.4.3 Implement Inter-Agency transfers of professionals in consultation with the other Agencies;

6.4.4 In addition to the efforts of the Agency, the Parent Agency shall spearhead in the development of certain profession and carry out professional development such as training, both short-term and long-term, and both in-country and ex-country;

6.4.5 Coordinate and conduct in-service recruitment at Professional & Management and Supervisory & Support position categories for the Agencies;

- 6.4.6 Coordinate and conduct new recruitments into the Civil Service at the Supervisory and Support position category for the Agencies;
- 6.4.7 Coordinate submission of fast-track, meritorious and Specialist promotions to the RCSC;
- 6.4.8 Issue guidelines for the performance management, in accordance with the provisions of the BCSR, which shall be taken into account by the implementing Agencies;
- 6.4.9 A Parent Agency shall not do the following:
 - 6.4.9.1 Carry out transfers without first consulting the Agency, if a civil servant is yet to complete the minimum years of eligibility as per section 5.2 and 5.3 of the BCSR Chapter 14 on Transfer;
 - 6.4.9.2 Depute a civil servant on training without first consulting the Agency;
 - 6.4.9.3 Inter-major occupational group transfer; and
 - 6.4.9.4 Transfer Professionals to Embassies/Missions/Consulates, except those under the MOFA, in contravention to section 5.4 of BCSR Chapter 14 on Transfer.
- 6.4.10 The Parent Agency system
 - 6.4.10.1 A Civil Servant working in a Dzongkhag shall be with a Parent Agency as follows:
 - a) Civil Servants working in Dzongkhag/
Drungkhag Headquarters:

Services/Sub-group	Parent Agency
Extension Services (Agriculture & Livestock)	Ministry of Agriculture & Forests
Forestry Services	
Education Support Services	Ministry of Education
Revenue Services	Ministry of Finance
Finance, Accounting and Budget Services	
Internal Audit Services	
Public Health Services	Ministry of Health
General Administration Services (pool staff)	Ministry of Home & Cultural Affairs
Secretarial Services	
HR Services	
Arts and Culture Services	
Civil Registration & Census Services	
Property and Procurement Management Services	
GSP/ESP	
ICT Services	Ministry of Information & Communications
Engineering Services	Ministry of Works & Human Settlement
Urban Planning Services	
Urban Development Control Services	
Technical Support Services	
Property and Procurement Management Services (under Engineering Section)	
Survey Engineering Services (under Engineering Section)	

Planning Services	Gross National Happiness Commission
Land Record Services	National Land Commission
Survey Engineering Services (under Land Record Section)	
Legal Services	Office of Attorney General
Environment Services	National Environment Commission
Statistical Services	National Statistics Bureau

b) Civil Servants working in the Field Offices/establishments under the Dzongkhag Administration, except those mentioned under section 6.4.10.2:

Field Office	Parent Agency
Schools	Ministry of Education
Hospitals/BHUs	Ministry of Health
RNR Centers/Extension Offices	Ministry of Agriculture & Forests
Veterinary Hospitals	
Geog Administration Officers	Ministry of Home & Cultural Affairs
Accounts Assistants	Ministry of Finance

c) Similar to Civil Servants working in the Dzongkhag Field Offices/establishments, Civil Servants working in the following shall belong to a particular Parent Agency, except those mentioned under 6.4.10.2:

- National Centres
- Regional Offices

- Research Institutes
- Training Institutes
- Tertiary Institutes

6.4.10.2 In addition to the above, the following shall be the Parent Agencies for selected cross sector services of all Ministries and Autonomous Agencies:

Services/Sub-Group	Parent Agency
Finance, Accounting and Budget Services	Ministry of Finance
Internal Audit Services	
ICT Services	Ministry of Information & Communications
Legal Services (including legal professionals (i.e. Legislative Services) working in the National Assembly and National Council Secretariats)	Office of Attorney General

6.5 Responsibilities of the Agencies

6.5.1 Power and authority shall be as per the delegation prescribed in the BCSR;

6.5.2 All civil servants posted to an Agency shall be within the staff strength of that Agency and be fully accountable to the Agency;

6.5.3 All Agencies shall have full control and authority for suspension, retirement, leave, recruitment, promotion, training, suspension and disciplinary actions as delegated in the BCSR; and

6.5.4 The power shall be exercised only through the Human Resource Committee/Council.

7. Human Resource Committee

7.1 Every Agency shall institute a Human Resource Committee.

7.2 Purpose

7.2.1 HR Committee shall guide and address all Human Resource actions within an Agency to promote broader participation, ensure fair and transparent HR decisions based on merit.

7.2.2 HR Committee shall ensure that all HR actions are in line with the Constitution of Bhutan, the Civil Service Bill, the BCSR, the Government policies and the organizational development goals and objectives.

7.3 Composition

7.3.1 An HR Committee shall have a minimum of 5 members including the Chairperson, and for HR cases of P2 and above, a representative of the RCSC.

7.3.2 The composition of HR Committee at various levels shall be as follows:

7.3.2.1 Ministry

a. Chairperson: Secretary

b. Members:

i. All Directors/Director Generals;

ii. Chief Administration Officer;

iii. Chief Planning Officer;

iv. Senior most Legal Officer;

v. Other relevant officers;

vi. A representative of RCSC for in-service recruitment of civil servants of P2 and above;
and

vii. Senior most HR Officer – Member-Secretary.

7.3.2.2 Dzongkhag

- a. Chairperson: Dzongda
- b. Members:
 - i. Dzongrab;
 - ii. Senior most Administration Officer;
 - iii. Senior most Planning Officer;
 - iv. Relevant Sector Heads; and
 - v. Senior most HRO – Member-Secretary.

7.3.2.3 Autonomous Agency

- a. Chairperson: Head of Agency
- b. Members:
 - i. All Division Chiefs/Service Heads;
 - ii. Other relevant officials;
 - iii. A representative of RCSC for in-service recruitment of civil servants of P2 and above; and
 - iv. HRO – Member-Secretary.

7.4 Responsibilities of HR Committee

7.4.1 General:

- a. Ensure effective enforcement of the provisions of the Constitution, Civil Service Bill and the BCSR;
- b. Formulate/review HR matters;
- c. Review appeals on HR actions;
- d. Review appeals on performance appraisal; and
- e. Review and adjudicate disciplinary cases.

7.4.2 Specific:

- a. HR Planning:
Review and recommend:
 - i. Structure, staffing pattern & strength; and
 - ii. HRD plans.

- b. Recruitment, Selection & Appointment:
Recruit, select and appoint qualified and suitable candidates as per the provisions of the BCSR.

- c. Promotion:
 - i. Review and approve promotions within broad-banded positions.
 - ii. Review and recommend meritorious, fast-track and Specialist promotions.
 - iii. Review applications and shortlist eligible candidates for promotions against post vacancies.
 - iv. Conduct selection interview and approve or recommend as per delegation of authority.

- d. Transfer:
 - i. Review and approve intra-Agency transfer that does not involve change of Position Title or Major Occupational Group.

 - ii. Review and recommend intra/inter-Agency transfer involving change of Position Title or Major Occupational Group or Sub-Group.

- e. Induction:
Institute proper induction programmes for candidates newly joining the Agency.

- f. Training :
In keeping with the delegation of authorities on training under the BCSR, the HR Committee is the highest approving authority within an Agency.

- g. Early Retirement Scheme (ERS):

Review and approve/recommend civil servant opting for ERS.

h. Responsibilities of the Chairperson:

The Chairperson shall be accountable for regular convening of the HR Committee meetings.

i. Responsibilities of Member-Secretary:

- i. Preparation of Agenda
- ii. Coordination of Meetings
- iii. Keeping minutes and records of Meetings
- iv. Coordinate and follow-up on all HR Committee decisions.

8. Personnel Auditing

As decision-making for human resource actions is progressively decentralized, the RCSC shall introduce a system of personnel audit. Such audit is expected to achieve the following objectives:

- 8.1 Monitoring compliance to the Civil Service Bill of Bhutan and the BCSR;
- 8.2 Confirmation of the validity of positions and their job descriptions;
- 8.3 Assessment of position workload as against staff strength; and
- 8.4 Monitoring the optimum utilization of human resources.

CHAPTER 3: CIVIL SERVICE CODE OF CONDUCT AND ETHICS

1. Policy

- 1.1. To set up desired standard of behavior amongst the civil servants;
- 1.2. To gain and maintain trust and respect; and
- 1.3. To inform general public and stakeholders on the Civil Service Code of Conduct and Ethics.

2. Code of Conduct and Ethics

A civil servant bestowed with the unique privilege and honour to serve the *Tsawa Sum* and with confidence and trust reposed in him shall abide by the following Code of Conduct and Ethics:

2.1 A civil servant shall be conversant with and uphold all the provisions of the Constitution, Civil Service Bill and BCSR.

2.1.1 A civil servant SHALL:

- a. Read, understand and abide by all provisions of the Constitution, Civil Service Bill and BCSR; and
- b. Share with and guide his superiors, peers and subordinates if they are not aware of any of the provisions.

2.1.2 A civil servant SHALL NOT:

- a. Remain apathetic about the provisions of the Constitution, Civil Service Bill and BCSR; and
- b. Breach or attempt to breach any of the laws or rules of the country.

A civil servant responsible for a breach of this section shall be liable for appropriate administrative actions.

2.2 A civil servant shall cherish, subscribe and promote the values of *Tha Damtsig and Ley Jumdrey* while serving the *Tsawa Sum*.

2.2.1 A civil servant SHALL:

- a. Always be loyal and faithful to the *Tsawa Sum*; and
- b. Uphold both explicit and implicit terms and understandings he has with the Royal Government, people, family, agency, superiors, peers, subordinates and clients.

2.2.2 A civil servant SHALL NOT:

- a. Disrepute the Royal Government, Agencies, superiors, peers and subordinates;
- b. Engage in any irrational decision-making and behaviour; and
- c. Breach the norms and values of the society.

A civil servant responsible for breach of this section shall be liable for appropriate administrative actions.

2.3 A civil servant shall maintain *Driglam Namzha*, official decorum and refrain from indulging in excessive gambling or other habits and behaviour that affect one's performance of official duties and/or tarnishes the image of the Civil Service.

2.3.1 A civil servant SHALL:

- a. Be punctual and regular at work;
- b. Deal with clients in a manner that befits his position;
- c. Demonstrate exemplary behaviour and actions at all times; and
- d. Respect others and acknowledge, when others respect him.

2.3.2 A civil servant SHALL NOT:

- a. Indulge in regular and continuous or excessive gambling or similar activities that may jeopardize his official reputation and performance;

- b. Engage in individual or group altercation in public, related to official duty or otherwise; and
- c. Think, speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership.

A civil servant responsible for breach of this section shall be liable for reprimand, withholding of promotion or compulsory retirement.

2.4 A civil servant shall render services with due respect, courtesy, sincerity and to the best of his knowledge and abilities.

2.4.1 A civil servant SHALL:

- a. Welcome and treat his clients with dignity and humility;
- b. Always realize that he is paid to serve;
- c. Be genuine in his behaviours, thoughts and actions;
- d. Provide services with right frame of mind and as per established rules and procedures; and
- e. Respect the “Rights and Duties” of the client.

2.4.2 A civil servant SHALL NOT:

- a. Falsely bring down the honour, reputation and dignity of another civil servant or client;
- b. Insult or disclose personal aspects of another civil servant or a client in public;
- c. Constantly criticize or unreasonably humiliate someone with whom he has dealings;
- d. Resort to unreasonable argument or violence with clients while carrying out his duty; and
- e. Intentionally delay a service or ignore a client.

A civil servant responsible for breach of this section shall be counseled by his supervisor, liable for reprimand and upon repetition, reassigned.

2.5 A civil servant shall maintain the highest standard of, amongst others, **integrity, honesty, fortitude, selflessness, loyalty, right attitude, right aptitude, patriotism** and **endeavour** to maintain **professional excellence** in service of the *Tsawa Sum*.

2.5.1 **Integrity** means possessing high moral and professional standards. For this purpose, it means maintaining integrity at work.

2.5.1.1 A civil servant SHALL:

- a. Be conscientious at all times;
- b. Fulfill his duties and responsibilities reliably;
- c. Act in a way that is ethical and that deserves and retains confidence of all those with whom he deals;
- d. Uphold administration of justice;
- e. Deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively;
- f. Intend all his thoughts and actions at benefiting the system, society and country;
- g. Recognize and reward only those who truly deserve;
- h. Maintain self-discipline and self-respect at all times; and
- i. Be loyal to his Agency and Royal Government, and industrious at work.

2.5.1.2 A civil servant SHALL NOT:

- a. Harbour any personal propaganda while discharging official duty;

- b. Claim merit or have expectations beyond what he deserves or is entitled to;
- c. Indulge in sycophancy and superfluous behaviour;
- d. Engage in nepotism, favouritism or patronage;
- e. Neglect his duties and responsibilities;
- f. Hold malicious intent or vengeance against a client;
- g. Resent an admonishment or punishment he deserved;
- h. Use time and resources for personal purposes; and
- i. Criticize his Agency and Royal Government.

2.5.2 **Honesty** means being truthful and trustworthy.

2.5.2.1 A civil servant SHALL:

- a. Declare private interests relating to his official duties and take steps to resolve conflicts arising in a way that protects the public interests;
- b. Display all facts and figures truthfully and completely;
- c. Admit his mistake and rectify it immediately;
- d. Provide sincere and complete advices, feedbacks and suggestions to superiors, peers and subordinates;
- e. Be precise in meetings, discussions and making decisions;
- f. Admit when he does not possess authority to decide;
- g. Communicate openly and effectively with clients; and
- h. Give due acknowledgement for the work done by others, including subordinates.

2.5.2.2 A civil servant SHALL NOT:

- a. Be impolite while being honest;
- b. Be deceptive and propagandistic;
- c. Hide or tamper facts and figures;
- d. Blame others for his mistake;
- e. Intentionally mislead by giving half-truth, fib or an omission of part or whole of information; and
- f. Not make decisions he is not authorized to.

2.5.3 **Fortitude** means being strong and courageous in carrying out duties.

2.5.3.1 A civil servant SHALL:

- a. Be bold, firm and consistent in carrying out duties; and
- b. Be upright in pointing out what is right and wrong.

2.5.3.2 A civil servant SHALL NOT:

- a. Fear consequences for being honest and sincere in his duties;
- b. Change his position or stand upon unfair pressure; and
- c. Lose focus of his Agency's mandates, and his duties and responsibilities.

2.5.4 **Selflessness** means giving priority to the nation's interests and his official duty.

2.5.4.1 A civil servant SHALL:

- a. Always take decisions solely in terms of the public interest;
- b. Put official obligations before personal interests;

- c. Always be kind and extend full cooperation and support;
- d. Be a team player;
- e. Always be aware and mindful of the needs, aspirations and hopes of his colleagues;
- f. Rejoice in his colleagues' achievements; and
- g. As Head of Agency or Supervisor, be considerate of the needs of his staff to the extent possible.

2.5.4.2 A civil servant SHALL NOT:

- a. Be influenced by ulterior motives while carrying out duties; and
- b. Intentionally disadvantage a colleague for own benefits.

2.5.5 **Loyalty** means being true, loyal and faithful to the *Tsawa Sum* at all times.

2.5.5.1 A civil servant SHALL:

- a. Defend and implement the policies and programmes of the Royal Government and his Agency;
- b. Work towards achieving the objectives of his Agency;
- c. Be economical and pragmatic about his Agency's resources;
- d. Continuously learn and develop himself to benefit his Agency;
- e. Be reliable, diligent and responsible in his duties;
- f. Handle and use Office equipment carefully; and
- g. Be prudent in use of public resources.

2.5.5.2 A civil servant SHALL NOT:

- a. Criticize in public the policies, programmes and actions of his own Agency;
- b. Engage in corrupt activities;
- c. Obstruct the success of his Agency;
- d. Steal or vandalize office properties; and
- e. Embezzle.

2.5.6 **Right Attitude** means having positive way of thinking and perception.

2.5.6.1 A civil servant SHALL:

- a. Uphold the right attitude about his work and people at all times;
- b. Associate more with his Office and colleagues;
- c. Build and maintain smooth and effective interpersonal relationships;
- d. Accept his weaknesses positively and work on improving them;
- e. Understand other's weaknesses and help them improve;
- f. Be motivated and work hard not only for his Agency, but also for his own job satisfaction;
- g. Be accountable for his actions;
- h. Respect seniors and elders;
- i. Promote organizational harmony; and
- j. Respect views, initiatives and contributions of subordinates.

2.5.6.2 A civil servant SHALL NOT:

- a. Resent when he is called for accountability;
- b. Resent or be intolerable to disagreements; and

- c. Think he is doing his clients a favour by doing his job.

2.5.7 **Right aptitude** means possessing appropriate ability and values that support it.

2.5.7.1 A civil servant SHALL:

- a. Try to be creative and productive;
- b. Take interests to learn every day and do it better each day; and
- c. Know his strengths to uphold them and weaknesses to improve on them.

2.5.7.2 A civil servant SHALL NOT:

- a. Complain about his job and remain doing nothing unproductively; and
- b. Influence others with his isolated values about the job and make them ineffective.

2.5.8 **Patriotism** means loving and being proud of one's country, and serving the nation's interests with heart and soul.

2.5.8.1 A civil servant SHALL:

- a. Love and serve the *Tsawa Sum*;
- b. Be happy and proud of being Bhutanese;
- c. Do things that will strengthen peace, prosperity and happiness in the country;
- d. Be a Goodwill Ambassador of the country while on study/training or otherwise abroad;
- e. Be sincere during trainings/visits outside and bring back maximum information, knowledge and skills to benefit the nation; and

- f. Be willing to volunteer to serve the nation in times of need.

2.5.8.2 A civil servant SHALL NOT:

- a. Engage in any thought or action that would undermine peace, security and sovereignty of the nation;
- b. Say things or involve in activity that would tarnish the image of the country; and
- c. Engage in thoughts or actions that would undercut his motivation to be sincere and hardworking.

2.5.9 **Professional excellence** means possessing right attitude and aptitude supported by strong values.

2.5.9.1 A civil servant SHALL:

- a. Serve with competence, efficiency, timeliness and truthfulness in his duty;
- b. Carry out his duty ethically and responsibly;
- c. Maintain an acceptable standard of behaviour; and
- d. Gain and maintain respect of all stakeholders.

2.5.9.2 A civil servant SHALL NOT:

- a. Engage in unethical behaviour and substandard skills while carrying out duty; and
- b. Discriminate his clients while performing duty.

A civil servant responsible for breach of this section shall be liable for reprimand, suspension, demotion or compulsory retirement or any other appropriate administrative penalty.

2.6 A civil servant shall not misuse his official position and authority.

2.6.1 A civil servant SHALL:

- a. Lead and manage human resources effectively and responsibly;
- b. Use his position and resources to fulfill mandates of his Agency;
- c. Be the role model within and outside his Agency;
- d. Respect the public interests while making decisions; and
- e. Declare conflict of interests.

2.6.2 A civil servant SHALL NOT:

- a. Engage in nepotism;
- b. Show any irrational behaviour that would unfairly disadvantage a subordinate;
- c. Expect, or make subordinate do things, which may not be part of his official duty;
- d. Attempt to influence staff and clients for personal gains;
- e. Act in contravention to the prevailing rules and other legal requirements; and
- f. Misuse human resources and Government properties.

A civil servant responsible for breach of this section shall be liable for reprimand, demotion, compulsory retirement, termination or any other appropriate administrative penalty.

2.7 A civil servant shall maintain confidentiality of official information and decisions.

2.7.1 A civil servant SHALL:

- a. Uphold the duty of confidentiality at all times.

2.7.2 A civil servant SHALL NOT:

- a. Disclose information to an inappropriate person or system;

- b. Share information with anyone including his family until it is brought to public by the authority concerned or an authorized person; and
- c. Use information for personal gains.

A civil servant responsible for breach of this section shall be liable for reprimand, suspension, demotion or any other appropriate administrative penalty.

2.8 A civil servant shall ensure efficiency, effectiveness, professionalism, meritocracy and accountability.

2.8.1 A civil servant SHALL:

- a. Be economical and result-oriented while carrying out his duty;
- b. Uphold principles of ethics and morality associated with his job;
- c. Be accountable for decisions he makes and other actions and behaviours; and
- d. Make decisions based on merit of the case.

2.8.2 A civil servant SHALL NOT:

- a. De-motivate his subordinates by withholding important information about the Agency's objectives, priorities and decisions;
- b. Leave his tasks incomplete; and
- c. Make decisions which are not in line with the Government's policy and his Agency's objectives.

A civil servant responsible for breach of this section shall be liable for withholding of promotion, reassignment, ERS, compulsory retirement or any other appropriate administrative penalty.

2.9 A civil servant shall ensure cooperation within the Civil Service and judicious use of resources;

2.9.1 A civil servant SHALL:

- a. Extend support and cooperation within as well as beyond his own Agency;
- b. Make efforts to minimize waste of his Agency and nation's resources; and
- c. Communicate effectively and on time within his own Agency as well as with others.

2.9.2 A civil servant SHALL NOT:

- a. Engage in incitement and conflicts;
- b. Mislead or give false information; and
- c. Ignore instructions and established norms and guidelines.

A civil servant responsible for breach of this section shall be liable for reprimand, reassignment or any other appropriate administrative penalty.

2.10 A civil servant shall avoid all forms of discrimination and favour in discharging official responsibilities.

2.10.1 A civil servant SHALL:

- a. Treat his clients objectively and fairly; and
- b. Make decisions based on the merit of the case.

2.10.2 A civil servant SHALL NOT:

- a. Favour, show or intend disfavour towards anyone based on gender, appearance, region, ethnicity and family background, being rich or poor, and religion; and
- b. Make decisions, pass judgments or comments, based on the aforementioned attributes of a person.

A civil servant responsible for breach of this section shall be liable for reprimand, suspension, compulsory retirement or any other appropriate administrative penalty.

2.11 A civil servant shall declare and avoid conflict of interests in the process of official decision-making and while discharging all other official responsibilities.

2.11.1 A civil servant SHALL:

- a. Honestly and voluntarily declare, and avoid conflict of interests;
- b. Encourage others to declare conflict of interests; and
- c. Enable an environment conducive to making fair and objective decisions.

2.11.2 A civil servant SHALL NOT:

- a. Participate in a decision-making process where he cannot respect the merit of the case because of his own personal interests and/or relationship with stakeholders;
- b. Participate in any Committee Meeting when the Committee is required to make decisions pertaining to someone with whom he may have positive or negative relationships;
- c. Lobby his Agency or others to promote the business or trade of his family or relatives; and
- d. Borrow money, materials, equipments or any other resources from his clients by which his objective judgment would be compromised.

A civil servant responsible for breach of this section shall be liable for reprimand, reassignment/transfer to another Agency, compulsory retirement or any other appropriate administrative penalty.

2.12 A civil servant shall 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 except as permitted by laws.

2.12.1 A civil servant SHALL:

- a. Be aware of rules and regulations concerning gifts;
- b. Declare to immediate supervisor/manager when the gift he has received is worth more than permissible; and
- c. Ensure that his decisions are not influenced by gifts, favours or benefits he may have received.

2.12.2 A civil servant SHALL NOT:

- a. Accept gifts that would be construed as affecting the objectivity of the decisions he makes; and
- b. Extend unethical or illegal favours to anyone, which is obligated by gifts he has received.

A civil servant responsible for breach of this section shall be liable for reprimand, reassignment/transfer, demotion or any other appropriate administrative penalty.

2.13 A civil servant shall not accept titles or decorations from foreign States or Organizations without the approval of the Royal Government.

2.13.1 A civil servant SHALL:

- a. Judge, rationalize, analyse and convince himself that such title or decoration does not have any negative implication to his Agency and the nation;
- b. Be sure that it is not in conflict with his official duties and responsibilities; and
- c. Communicate to the Royal Government or any appropriate authority, and obtain prior approval.

2.13.2 A civil servant SHALL NOT:

- a. Accept title or decoration that may not be in the interest of his Agency and the nation;
- b. Seek or accept a title or decoration that may entail conflict of interests; and
- c. Accept a title or decoration without prior approval of the Royal Government or an appropriate authority.

A civil servant responsible for breach of this section shall be liable for reprimand and inclusion in the Negative List for two years. The Royal Government shall not recognize such title or decoration.

2.14 A civil servant shall be apolitical, non-partisan and not engage in proselytization.

2.14.1 A civil servant SHALL:

- a. Remain and uphold the political neutrality of the Civil Service at all times; and
- b. Respect the country's religious and cultural heritage.

2.14.2 A civil servant SHALL NOT:

- a. Perform or neglect his duty based on his political view;
- b. Engage in promoting or demoting a political party or a candidate in an election;
- c. Attend political party meetings and carry out activities related to such parties; and
- d. Impose or influence another person or group to change religion.

A civil servant responsible for breach of this section shall be liable for compulsory retirement, termination or any other appropriate administrative penalty.

2.15 A civil servant shall not engage in sexual harassment.

Sexual harassment means an “unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.”

2.15.1 A civil servant SHALL:

- a. Demonstrate to clients behaviour that befits his position;
- b. Treat everyone professionally;
- c. Avoid and discourage using words and gestures that may be sexually offensive or suggest sexual interest;
- d. Openly communicate and provide feedback if what his superiors and colleagues/subordinates do or say is professionally unacceptable; and
- e. Report to appropriate authority without fear or prejudice if situation does not improve.

2.15.2 A civil servant SHALL NOT:

- a. Pass lewd remarks to his colleagues and customers;
- b. Engage in physical gestures that may suggest sexual interests;
- c. Use his position to gain or force sexual favour;
- d. Use posters, drawings, pictures and screensavers of sexual nature in office;
- e. Send emails of a sexual nature to his staff; and
- f. Take undue advantage of innocent villagers while on tours.

A civil servant responsible for breach of this section shall be liable for demotion, compulsory retirement, termination or any other appropriate administrative penalty.

2.16 A civil servant shall appear before Disciplinary Committee or Administrative Tribunal or Court of Law or other Appellate Authority, as and when summoned.

2.16.1 A civil servant SHALL:

- a. Respect and attend the summons of the Court of law;
- b. Respect and attend the call of his Agency's Disciplinary Committee;
- c. Respect and attend the call of the Administrative Tribunal; and
- d. Produce all information of facts and figures before the Court, Administrative Tribunal or Disciplinary Committee or Appellate Authority, without fear or favour.

2.16.2 A civil servant SHALL NOT:

- a. Excuse himself from appearing the Court, Administrative Tribunal or Disciplinary Committee, except in emergency; and
- b. Hide or tamper records of information related to the case in question.

A civil servant responsible for breach of this section shall be liable for administrative penalty and/or charged for contempt of law and rule.

2.17 A civil servant shall refrain from unauthorized communication of information, which shall be detrimental to the smooth and efficient functioning of the Royal Government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation.

2.17.1 A civil servant SHALL:

- a. Maintain confidentiality of information that is critical in the interest of the nation's security;

- b. Be able to understand the importance and necessity of not disclosing certain information; and
- c. Realize that the first priority of every Bhutanese is the security and sovereignty of the nation.

2.17.2 A civil servant SHALL NOT:

- a. Disclose critical information to inappropriate person or audience; and
- b. Use such information to incite disorder in the community and nation.

A civil servant responsible for breach of this section shall be liable for reprimand, compulsory retirement, termination or any other appropriate administrative penalty.

2.18 A civil servant shall refrain from making any statement of fact or opinion in the media or in any document which may have adverse effects against policies or actions of the Royal Government.

2.18.1 A civil servant SHALL:

- a. Maintain the integrity of the position he is holding;
- b. Always support the Royal Government in furthering its policies and programmes; and
- c. Give all his expertise and feedbacks in-house.

2.18.2 A civil servant SHALL NOT:

- a. Criticize or undermine policies, programmes and actions of the Royal Government in public and/or media.

A civil servant responsible for breach of this section shall be liable for reprimand, demotion, compulsory retirement or any other appropriate administrative penalty.

2.19 A civil servant shall abstain from indulging in any activity or association that adversely affects an institution, national sovereignty and integrity of the country.

2.19.1 A civil servant SHALL:

- a. Be aware of the purpose of an activity or Association before becoming part of it;
- b. Be sure joining an activity or Association is not in conflict with his official position;
- c. Consult appropriate authority prior to joining a significant activity or Association;
- d. Bring to the notice of relevant authority if he knows of any such inconsistent and inappropriate activity;

2.19.2 A civil servant SHALL NOT:

- a. Engage in an activity or partake in an Association that is not in the interests of the nation's security and sovereignty, and development processes;
- b. Indulge in the sabotage of his Agency's and the nation's plans and programmes; and
- c. Aid or cover another person or group engaged in anti-Agency or anti-social activities.

A civil servant responsible for breach of this section shall be liable for reprimand, demotion, compulsory retirement, termination or any other appropriate administrative penalty.

2.20 A civil servant shall not instigate, involve or participate in a strike, demonstration, marches or other similar activities;

2.20.1 A civil servant SHALL:

- a. Be aware of his 'rights and duties' as a civil servant;
- b. Fully concentrate on serving the *Tsawa Sum*; and

- c. Make efforts to dissuade such events.

2.20.2 A civil servant SHALL NOT:

- a. Initiate, support or participate in any form of demonstration or similar other activities; and
- b. Coerce or be coerced to be part of such activities.

A civil servant responsible for breach of this section shall be liable for reprimand, demotion, compulsory retirement, termination or any other appropriate administrative penalty.

2.21 A civil servant shall not provide any wrong information to the Royal Government.

2.21.1 A civil servant SHALL:

- a. Exercise an honest, informed and sincere judgment at all times while discharging his duty;
- b. Be professional and expert in his field of work; and
- c. Provide correct information and realistic recommendations.

2.21.2 A civil servant SHALL NOT:

- a. Mislead his superiors, peers and subordinates; and
- b. Conceal or tamper any information of facts and figures.

A civil servant responsible for breach of this section shall be liable for reprimand, salary deduction, demotion or any other appropriate administrative penalty.

2.22 A civil servant shall 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*.

2.22.1 A civil servant SHALL:

- a. Ensure that his Agency is free of adverse activities; and
- b. Attempt to deal or report an adverse activity in his Agency or other Agencies to an appropriate authority on time.

2.22.2 A civil servant SHALL NOT:

- a. Support an individual, group or Organization whose presence and activities are contentious;
- b. Ask for donation to support such institutions; and
- c. Lobby for or do things to promote such institutions.

A civil servant responsible for breach of this section shall be liable for reprimand, demotion, termination or any other appropriate administrative penalty.

2.23 A civil servant shall not undertake any activity, private trade/commercial activity or additional employment that causes conflict of interests with his official duties and responsibilities.

2.23.1 A civil servant SHALL:

- a. Sincerely and fully dedicate his energy and time to fulfill his official duties;
- b. Be available for duty beyond official time if required; and
- c. Honestly declare when his spouse is in some business or trade, particularly when it is related to his roles and responsibility.

2.23.2 A civil servant SHALL NOT:

- a. Engage in any work or activity outside his official duty during office time;
- b. Carry out a business or trade that would need him to apportion or compromise his loyalty and integrity;

- c. Involve with his spouse's business or trade; and
- d. Use his official position to promote family's business or trade.

A civil servant responsible for breach of this section shall be liable for compulsory retirement, termination or any other appropriate administrative penalty.

2.24 A civil servant shall declare assets periodically to the authorities concerned as prescribed by law/rule.

2.24.1 A civil servant SHALL:

- a. Maintain a proper record of his wealth and assets; and
- b. Be aware of and strictly abide by the assets declaration rule.

2.24.2 A civil servant SHALL NOT:

- a. Acquire assets through unethical or illegal means;
- b. Make false declaration; and
- c. Aid or conceal such vices happening in his environment.

A civil servant responsible for breach of this section shall be subject to penalties prescribed in the Asset Declaration Rule.

2.25 A civil servant shall refrain from imbibing intoxicating substances within the duty premises and consuming alcoholic drinks and related intoxicants 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.

2.25.1 A civil servant SHALL:

- a. Be competent with the right state of mind, speech and action at all times; and
- b. Be mindful of the need to maintain acceptable image of a civil servant.

2.25.2 A civil servant SHALL NOT:

- a. Consume drugs, alcoholic drinks or any other substance that may weaken his personal integrity;
- b. Engage in buying and selling or transportation of any intoxicants; and
- c. Come to work intoxicated or bring such things and consume at work.

A civil servant responsible for breach of this section shall be counseled and liable for reprimand, compulsory retirement, termination or any other appropriate administrative penalty.

2.26 A civil servant shall not victimize or discriminate another civil servant who reports breaches or alleged breaches of the Civil Service Code of Conduct and Ethics.

2.26.1 A civil servant SHALL:

- a. Report to authorities concerned on corrupt practices; and
- b. Maintain confidentiality of identity and ensure protection of the informant.

2.26.2 A civil servant SHALL NOT:

- a. Initiate or take actions without verifying the case;
- b. Covertly or overtly victimize the informant; and
- c. Support or conceal information related to corrupt practices.

A civil servant responsible for breach of this section shall be liable for administrative actions.

2.27 A civil servant shall be always proactive especially while delivering services to the public and always make his best efforts in terms of *lue nga yi sum* (body, speech and mind) in all his official duties, in particular, and for the cause of *tsawa sum*, in general.

2.28 A civil servant is in principle on official duties for twenty four hours a day and seven days a week and is accordingly paid for and, as such, is liable for call to duty anytime. Otherwise, a civil servant shall generally follow the following official working time from Mondays to Fridays:

2.28.1 From 9 AM to 5 PM in Summer from the month of March to October; and

2.28.2 From 9 AM to 4 PM in Winter from the month of November to February.

CHAPTER 4: RECRUITMENT, SELECTION AND APPOINTMENT - REGULAR CIVIL SERVICE

1. Policy

- 1.1 Recruit the best qualified candidate with right attitude for the right job;
- 1.2 Ensure professionalism in the Civil Service; and
- 1.3 Maintain a small, compact, efficient and effective Civil Service.

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 vacant post through a fair, open and competitive selection process based on meritocracy; and
- 2.3 Provide orientation to 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 and carry out recruitment as per the approved staffing pattern and strength, and delegation of authority.
- 3.3 The Agency shall identify recruitment needs against vacant positions in consultation with the Divisions/Sections, obtain approval from the HR Committee. The Agency shall submit graduate requisition to the RCSC as per section 8.1 of Chapter 7 on BCSE.

3.4 The RCSC in consultation with the Agency shall determine the vacant positions and recruitment needs 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.

4.2 The recruitment of University Graduates to Professional and Management Position Category shall be conducted by the RCSC through the Bhutan Civil Service Examination.

4.3 The recruitment of University Graduates to S1 positions in the Supervisory & Support Position Category shall be conducted by the Agencies for those with valid “Certificate of Eligibility” issued by the RCSC as provisioned under Chapter 7 on Bhutan Civil Service Examination for Recruitment of University Graduates rules and regulation of the BCSR.

4.4 The authority to recruit, select and appoint new civil servants at the entry position level shall be as follows:

POSITION CATEGORY	AUTHORITY
Professional & Management	RCSC

Supervisory & Support	Agency except Dzongkhag/ Gewog/ Dzongkhag and Yenlag Thromdeys/ Statutory Bodies
Operational	Agency except Dzongkhag Thromdeys, Yenlag Thromdeys, and Gewog.

4.5 The RCSC shall monitor all appointments carried out by an Agency.

5. Eligibility

A candidate shall:

- 5.1 Be a Bhutanese citizen;
- 5.2 Meet all qualification requirements specified for the particular position as per the Position Directory and Job Description; and
- 5.3 Have attained at least 18 years of age and not more than 40 years on the date of appointment.

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 or is under investigation or prosecution for 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 medically unfit for employment by a competent medical doctor;
- 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;
- 6.9 Not been issued “Certificate of Eligibility” by the RCSC for recruitment to S1 positions in case of University Graduates;
- 6.10 Been otherwise disqualified by the Government for appointment in the Civil Service; and
- 6.11 Participated in politics and not completed the minimum ‘cooling – off period’ of 3 years.

7. Guidelines

7.1 Recruitment Procedure

7.1.1 As per the delegation of authority, the 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:

- a. Profile of the position, including Position Title and Position Level;
- b. Qualification requirement;
- c. Document requirement;
- d. Registration process, schedule and venue;
- e. Selection process, date and venue;

- f. Date and venue for declaration of short-listed applicants for the selection;
- g. Date and venue for declaration of the selection result; and
- h. 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:

- a. RCSC Employment Application Form (**Annexure 4/1**);
- b. Resume;
- c. Attested copies of academic transcripts;
- d. Attested copies of relevant training transcripts, if required;
- e. Attested copy of the Bhutanese citizenship identity card;
- f. Attested copy of Security Clearance Certificate;
- g. Attested copy of Medical Fitness Certificate issued by an RGoB Physician; and
- h. No Objection Certificate, if employed.

7.1.4 In addition to the above, a university graduate applying for S1 position, shall be required to submit the following documents:

- a. Valid “Certificate of Eligibility” issued by the RCSC in original; and
- b. Certificate of successful completion of the National Graduate Orientation Programme.

7.1.5 The Agency concerned shall:

- a. Register the application;
- b. Verify all original documents using the checklist and attest;
- c. Short-list applicants; and
- d. Notify short-listed candidates on the status of applications.

7.1.6 Short-listing of applicants

- a. Short-list applicants based on the eligibility criteria for the position;
- b. If the number of applicants is still large even after the short-listing, the HR Committee shall further short-list applicants based on the merit ranking of marks obtained in the Academic/relevant Training as per the requirement specified in the Position Directory;
- c. Academic Marks of Class X and XII shall be computed as follows:

Class X - All Subjects

Class XII – English and four best subjects
- d. Academic and/or relevant training weightage shall be considered only on the minimum qualification required for the position. All relevant transcripts shall be required as documentary evidence.

7.2 Selection Procedure

- 7.2.1 Depending on the requirement of the position, the competitive selection process shall include the following methods:
 - 7.2.1.1 Panel interview which shall be mandatory; and
 - 7.2.1.2 Performance in academic/relevant training; and/or
 - 7.2.1.3 Written/Practical examination.
- 7.2.2 If the selection process involves only two methods, weightage shall be assigned as follows:
 - 7.2.2.1. Interview – 50%
 - 7.2.2.2 Performance in academic/relevant training OR
Written/Practical examination – 50%
- 7.2.3 If the selection process involves all the three methods, weightage

shall be assigned as follows:

7.2.3.1. Interview – 50%

7.2.3.2 Performance in academic/relevant training – 25%

7.2.3.3 Written/Practical examination – 25%

7.2.4 The HR Committee comprising atleast five relevant members as per Section 7.3 of Chapter 2 on Civil Service Structure, shall conduct the interview (***Annexure 4/2: Sample Form***). The Committee members shall be properly briefed on the eligibility criteria for the position and the applicant's resume details prior to the interview. The Committee shall observe the Civil Service Code of Conduct and Ethics as enshrined in this rule including declaration of "Conflict of Interest."

7.2.5 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.

7.2.6 The Agency shall declare the result and notify the successful candidates.

7.2.7 Along with the declaration of the selection result, the Agency shall provide the candidates with information on the reporting date for placement and appointment.

7.2.8 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 Recruitment from In-country Training Institutes

7.3.1 The current system of automatically appointing trainees passing out from the various in-country training institutes is no longer continued.

7.3.2 This rule on recruitment, selection and appointment shall apply to all non Bachelors' degree holders including those passing out from the following in-country institutes:

7.3.2.1 College of Natural Resources;

7.3.2.2 Royal Institute of Health Sciences;

7.3.2.3 National Institute of Traditional Medicine;

7.3.2.4 Royal Institute of Management;

7.3.2.5 Jigme Namgyel Polytechnic; and

7.3.2.6 Technical and Vocational Education and Training Institutes.

7.3.3 Further, this rule on recruitment, selection and appointment shall also apply to Bachelors degree holders from all in-country institutes.

7.4 Appointment Procedure

7.4.1 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.

7.4.2 His pay shall be fixed at the minimum of the scale prescribed for the position.

7.4.3 The Agency as per the delegation of authority shall submit **online**, wherever possible, the details of selected candidate(s) as required, along with interview result.

7.4.4 The RCSC shall verify details of the recruitment carried out by the Agency and allot Employee Identity (EID) Number.

7.4.5 Only upon the allotment of EID Number, shall the appointment be considered endorsed by the RCSC.

7.4.6 The Agency as per the delegation of authority shall issue appointment order and forward the following documents of the selected candidates to the RCSC:

7.4.6.1 Appointment Order;

7.4.6.2 Copy of the vacancy announcement;

7.4.6.3 Compiled selection result; and

7.4.6.4 Documents specified under section 7.1.3 of this rule.

7.4.7 If in-service candidates from Agencies are selected, the authority to issue the inter-agency transfer order shall vest with the RCSC for which, the following documents shall be submitted by recruiting Agency;

- A copy of the vacancy announcement
- Compiled selection result and
- No Objection Certificate.

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.

8.2 The candidate shall be liable for termination during the probation period without notice or his service shall not be regularized if his performance is poor.

8.3 Upon completion of the probation, the Agency concerned shall issue an Office Order stating that the probation period has been successfully completed and his service has been regularized.

- 8.4 A civil servant shall not be eligible for training while on probation, except for in-country short-term orientation programme.
- 8.5 The probation period shall not be considered as part of active service for the purpose of promotion and long term study leave.
- 8.6 A civil servant, during probation, shall be eligible only for casual leave, medical leave, bereavement leave, paternity leave and maternity leave and shall not earn any other form of leave.
- 8.7 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 sign an Oath of Allegiance (***Annexure 4/3***) 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.
- 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

11.1 An appointment, which does not conform to this rule, shall be treated as unauthorized and hence, it shall be revoked by the RCSC.

11.2 The authority responsible for violation shall be accountable and liable for administrative actions.

Royal Government of Bhutan
Royal Civil Service Commission

CIVIL SERVICE EMPLOYMENT APPLICATION FORM

Affix Passport size Photograph

1. Full Name: _____ Sex: M F
Religion: _____

2. Village/Municipality: _____ Gewog: _____
Dzongkhag: _____ Thram No: _____ House No: _____

3. Date of Birth: _____ Day _____ Month _____ Year _____
Nationality: _____ Citizenship ID 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:

- a) Not been convicted of a criminal offence;
- b) Not been terminated or compulsorily retired from the Civil Service, a Government Corporation or Project;
- c) Not voluntarily resigned from the Civil Service;

- d) Not been previously selected for the Civil Service and dishonoured the selection/appointment;
- e) Not been adjudged medically unfit for employment by a competent medical doctor;
- f) Not intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- g) Not furnished fake/forged testimonials/documents;
- h) Not failed to furnish testimonials as required under the BCSR;
- i) Not been otherwise disqualified by the Government for appointment in the Civil Service; and
- j) Not participated in politics/completed the minimum 'cooling off period' of 3 years.

9. Academic Qualification: (please start with the Institute last attended).

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

10. Marks obtained in percentage in the BCSE (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		Appt. Status	Place Served	Reason for Change
			From	To			
Past Employment:							
Present Employment:							

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 declare 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 withdraw/terminate my service without any recourse; confiscate all my transcription/testimonials; debar from seeking employment in the Civil Service; and prosecute in the Court of Law for legal actions. 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 **Lue Nga Yi Sum**.

Date:

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

Verified by:

RCSC:

Name:

Remarks:

Position Title:

EID. No.:

Signature:

Interview Form
ROYAL CIVIL SERVICE COMMISSION

Name of Candidate: _____

Sl. No.	Factors	Marks	Marks Awarded
1.	PHYSIQUE, APPEARANCE & MANNER		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	LANGUAGE PROFICIENCY		
	a) Dzongkha	10	
	b) English	10	
	c) Others	05	
3.	INTELLIGENCE, ABILITY & COMPETENCE		
	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.	EXTRA CURRICULAR ACTIVITIES	05	
5.	INDIVIDUAL ACHIEVEMENT RECORDS (IF ANY)	05	
	Total marks	100	

Place:

Date:

(Name of the Committee Member & Signature)

OATH OF ALLEGIANCE AND CONFIDENTIALITY

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

Beginning today, I _____ holding CID No. _____ from Village _____ Gewog _____ Dzongkhag _____ pledge to serve His Majesty the King, Government and People of Bhutan with *Lue Nga Yi Sum* upholding values of *Tha Damtsi* and true Patriotism. I also pledge to abide by and obey the Royal Commands and the laws while discharging my responsibilities.

In doing so, I also declare that I have obtained a place in the service of the *Tsawa Sum* on the basis of my own merit. In the event I am found guilty of furnishing false or forged testimonials, I shall be liable:

1. For termination from the civil service and lose the right to apply again in future;
2. To forfeit all my testimonials to the Royal Civil Service Commission; and
3. For prosecution in the Court of Law.

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

Date:

Place:

(Affix Legal Stamp)

Signature

(Name of the Candidate)

CHAPTER 5: 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 Meeting short-term HR requirements in the Civil Service; and
 - 1.1.3 Long-term positions, where there is an acute shortage of human resources.

- 1.2 Recruitment of expatriates to be considered only when Bhutanese citizens with requisite qualification, experience and skills are not available.

2. Category

Contract service shall be categorized as:

2.1 Regular

Recruitment of employees against the approved staff strength to address the shortage of human resources.

2.2 Special

Recruitment of employees with highly specialized knowledge and skills against approved staff strength with special pay package within normal retirement age limit.

3. Authority

The RCSC shall approve all contract appointments in the Civil Service.

4. Recruitment Procedure

- 4.1 Agency shall process recruitment only against a post approved by the RCSC;

- 4.2 Agency shall obtain prior approval of RCSC for recruitment;

- 4.3 The recruitment of personnel on contract shall be based on merit through a fair, open and competitive selection process;
- 4.4 A candidate for regular contract 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;
- 4.5 A candidate shall submit duly filled Civil Service Employment Application Form as provided at **Annexure 4/1**;
- 4.6 All candidates appointed under this rule shall execute a contract agreement with the employing Agency in the prescribed form given at **Annexure 5/1**;
- 4.7 The authority concerned shall issue work permit to an expatriate selected for appointment in the Civil Service only upon confirmation of his appointment, through an Office Order to be issued to this effect;
- 4.8 Agency shall submit to the RCSC relevant documents, including details of contract appointments for issuance of Employee Identity (EID) Number; and
- 4.9 Only upon the allotment of EID No., shall the appointment on contract be considered endorsed by the RCSC.

5. Orientation

- 5.1 Every expatriate appointed shall be oriented by the Agency on the culture, traditions, Government policies and the Code of Conduct and Ethics and properly inducted into the position.
- 5.2 A Bhutanese citizen selected for contract appointment shall be briefed by the employing authority concerned and properly inducted into the position.

6. General Terms of Contract

A contract employee shall:

- 6.1 Initially be appointed for a maximum period of two years. However, initial appointment for a longer term, subject to a maximum of five years, may be considered, if necessary.
- 6.2 Abide by the Civil Service Code of Conduct and Ethics.
- 6.3 Abide by the terms and conditions specified in the Contract.
- 6.4 Be liable to be posted or transferred to any Agency or any part of the country.
- 6.5 Have completed the required 'cooling-off period' of 3 years, if he has participated in politics.
- 6.6 Not be placed on probation.
- 6.7 Not be eligible for any formal training.
- 6.8 Be subject to Performance Appraisal by the Agency concerned as per Chapter 12 of this Rule.

7. Terms and conditions to employ ex-politicians in the Civil Service

- 7.1 For the purpose of employment in the Civil Service, 'politicians' shall be those persons having actively involved in party politics, either as members or party workers, as well as candidates participating in any form of parliamentary elections;
- 7.2 Ex-politicians may be hired for Civil Service consultancy services for a specific term;
- 7.3 Employment of ex-politicians shall be generally on contract service;

- 7.4 Ex-politicians may be hired on contract services in the Civil Service on fulfilling the following terms and conditions:
- 7.4.1 A minimum 'Cooling Off Period' of 3 years from the day of discontinuation of all party and other political activities;
 - 7.4.2 The applied post is approved in the Agency's staff strength, which could not be filled through open-competition by in-service candidates;
 - 7.4.3 The post is not a managerial post; and
 - 7.4.4 The recruitment is done through Open Competition.

8. Remuneration and Benefits

8.1 Remuneration

- 8.1.1 A contract employee shall normally be appointed in the entry position and be paid the basic salary of the position to which he is recruited and contract allowance and any other allowances attached to the position at the rates approved by the Government, unless specified otherwise through separate orders.
- 8.1.2 The RCSC may consider payment of a higher salary or higher contract allowance based on qualification and relevant work experience.
- 8.1.3 The Civil Service promotion rules shall not apply to the contract employees. However, the RCSC may consider revision of the terms and conditions for payment of a higher salary or higher contract allowance when the contract is renewed after a minimum period of five (5) years of active service based on

performance. Remuneration shall be fixed as per the pay fixation rules and regulations.

8.1.4 Annual increment shall be given as per the Remuneration and Benefits rules and regulations of the BCSR.

8.1.5 As and when the Civil Service pay is revised, remuneration of contract employees shall also be revised accordingly. However, it shall not apply to special contract employees on consolidated salary under special package.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 Pension, Provident Fund and Insurance

An appointee under this rule shall be governed by rules and regulations of the National Pension and Provident Fund Scheme and the Government Employee Group Insurance Scheme.

8.7 Compensation for service-incurred injury

In the event of death, injury or illness attributable to performance of service on behalf of the Royal Government of Bhutan, the employee shall be entitled to compensation payable under Government Employee Group Insurance Scheme.

8.8 Deduction

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

8.9 Terminal Benefit

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

8.9.2 The annual 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.

8.10 Repatriation Benefits

8.10.1 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):

8.10.1.1 Transfer grant according to the prevailing rules;

- 8.10.1.2 Travel Allowance of an amount equal to the last basic pay; and
- 8.10.1.3 Transport charge of personal effects as per the prevailing rules.

8.11 Mode of Payment

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

9. Extension and Renewal

- 9.1 The contract shall be extended/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 (*contract extension form given at **Annexure 5/3***).
- 9.2 In the case of teaching personnel, the extension shall be granted to coincide with the end of the academic session.
- 9.3 Contract renewal and extension shall be granted only to those having a clean service history which shall not contain any record of indiscipline, adverse report, misdemeanour, financial dishonesty, or any act that is considered as violation of the Civil Service Code of Conduct & Ethics, Administrative Discipline Rules and Regulations.
- 9.4 Performance shall be the main criterion for contract extension and renewal.
- 9.5 Approval for all extensions and renewal shall be sought from the RCSC.

10. Termination of Contract

- 10.1 No contract employee shall be indispensable to the Government and hence shall be liable to be removed from service at any time when the Government finds his services not required.

10.2 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.

11. International Volunteers

11.1 The RCSC shall determine the requirement, approve and coordinate recruitment of International Volunteers in the Civil Service.

11.2 International Volunteers shall be governed by the terms and conditions of the Memorandum of Understanding signed between the RCSC/authorized Agency and the respective Volunteer Agencies and the relevant provisions of this rule.

12. Other Appointments

12.1 Ministry/Agency/Dzongkhag shall be the authority responsible for recruitment, selection and appointment of:

12.1.1 Temporary employees including field attachment of university graduates for approved, specific and time bound activities up to a maximum of six months. However, such recruitments shall be subject to availability of approved budget and HR Committee's approval.

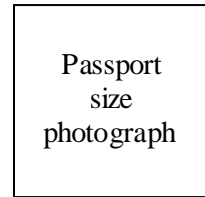
12.1.2 Contract employees for projects under external donor funding as per the project document signed with the donor agency.

13. Accountability

13.1 An appointment on contract/International Volunteers in the Civil Service which does not conform to this rule shall be treated as unauthorized and hence it shall be revoked by the RCSC.

13.2 The authority responsible for the violation shall be accountable and liable for administrative actions.

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



AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR CONTRACT EMPLOYEES

PART I: GENERAL CONDITIONS

1. Agreement

THIS AGREEMENT is executed on day month..... year 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

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 asor 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.

Signature of Employee

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

- 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.
- 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 RCSC.
- 4.3 An expatriate 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.
- 4.4 A Bhutanese citizen shall produce a valid security clearance certificate and other documents specified by the Government.
- 4.5 The contract employee shall produce attested copies of his certificate/testimonials in support of his education qualifications, date of birth, experience, etc. to the Agency concerned for record.

Signature of Employee

4.6 The contract employee shall sign an oath of adherence to the Code of Conduct and Ethics and Confidentiality in the prescribed format at ***Annexure 5/2.***

5. Remuneration and Allowance

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

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.

Signature of Employee

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.

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.

Signature of Employee

6.8 Pension, Provident Fund and Insurance

An appointee under this rule shall be governed by rules and regulations of the National Pension and Provident Fund Scheme and 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.

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.

Signature of Employee

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;

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;

Signature of Employee

- 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.
- 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.

Signature of Employee

- 9.3 The title rights, 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 shall be an important determining factor for extension/renewal.
- 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

PART II: PAY FIXATION

1. Position Title:
Position Level:.....

2. Agency in which appointment/extension is to be made:

3. Period of Contract
a) Initial appointment: fromto
b) Renewal/Extension: fromto.....

4. Emolument
Scale of Pay: Nu.....
Basic Pay: Nu.....(Ngultrumsonly).

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 III: 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

Signature of HRO

Signature of Head of Agency

(Affix Legal Stamp)

Name:

Name:

Extension of the contract term of the above contract employee is hereby approved for a further period of _____ months from _____ to _____. The other terms and conditions accepted by the contract employee at the time of initial appointment shall remain unchanged.

Place:

Date:

Signature

Approving Authority

CHAPTER 6: GENERAL AND ELEMENTARY SERVICE PERSONNEL

1. Policy

- 1.1 Facilitate appointment and management of service-oriented personnel;
- 1.2 Meet the requirement of skilled and semi-skilled service personnel in the Government on contract basis; and
- 1.3 Such personnel shall be outside the Civil Service.

2. Strategy

- 2.1 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; and
- 2.2 The Agency concerned shall, taking into account the availability of nationals with requisite experience/qualifications/skills, determine the need for appointment of expatriates.

3. GS/ES Position

The positions under the GS/ES against which appointments shall be made are given in the **Annexure 6/1 and 6/2** respectively, which may be revised from time to time.

4. Authority for Appointment

Appointment shall be made by the Agency concerned based on the approved staffing pattern and strength.

5. Recruitment Procedure

- 5.1 All appointments shall be made as per the staffing pattern and strength of the Agency concerned approved by the RCSC.

5.2 The authority concerned shall issue the work permit to expatriates only upon confirmation of his appointment through an office order issued by the Agency.

5.3 The Agency shall verify all required documents such as Citizenship Identity card, Security Clearance Certificate, Medical Fitness Certificate and any other document that may be required.

6. General Terms of Appointment

6.1 A candidate shall have attained a minimum age of 18 years and not more than 50 years at the time of recruitment.

6.2 Physical fitness of the candidate shall be taken into account.

6.3 Initial appointments shall be made for a period not exceeding two years.

6.4 A GS/ES employee shall sign an agreement with the Agency specifying the terms and conditions at the time of appointment.

6.5 Performance appraisal of GS/ES employees shall be done on the agreed core competencies only.

6.6 A GS/ES employee shall not be eligible for transfer.

6.7 A GS/ES employee shall be retired on completion of 56 years of age at the latest.

7. Remuneration and Benefits

7.1 Remuneration

7.1.1 The remuneration of a GS employee shall be fixed at the minimum of the pay scale and shall be entitled to annual increment.

7.1.2 An ES employee shall be paid as per the rates approved by the Government and shall not be entitled to annual increment.

7.1.3 A GS/ES employee appointed under this rule shall not be admissible for contract allowance.

7.2 Leave and Travel

A GS/ES employee appointed under the provisions of this rule shall be eligible for Earned, Maternity, Paternity, Casual, Medical, and Bereavement Leaves, LTC, TA & DA as admissible to Operational Position Category.

7.3 Medical Facility

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

7.4 Housing

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

7.5 Pension, Provident Fund and Insurance

A GS/ES employee shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the Government Employee Group Insurance Scheme.

7.6 Deduction

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

7.7 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/ES employee if he expires while in service.

7.8 Extension

7.8.1 The extension of contract for GS/ES employee shall be granted by the authority which is vested with the powers to recruit them.

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

7.8.3 The extension shall be granted only to those having a clean 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.

7.8.4 Performance shall be considered as the main criterion for extension.

8. Termination of Contract

8.1 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 the defaulting party in the event of failure to give the required period of notice.

8.2 The services of a GS/ES 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.

8.3 A GS/ES employee shall be removed at any time if his service is not required and/or when the Government decides to outsource the service.

9. Accountability

9.1 An appointment which does not conform to this rule shall be treated as unauthorized, and hence it shall be revoked by the Agency/RCSC.

9.2 The authority concerned responsible for the violations shall be accountable and liable for administrative actions.

POSTS UNDER GENERAL SERVICE PERSONNEL (GSP)

1. Messenger - 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. Survey Field Assistants – Relevant Agency

POSTS UNDER ELEMENTARY SERVICE PERSONNEL (ESP)

1. Dry Sweeper.
2. Waiter.
3. Security Guard (normal).
4. Care Taker (Risup/Misup/Chungyer/Night Guard).
5. Syce.
6. Farm Labourer.
7. Helper/Assistant:
 - a. Silt
 - b. Store/Meteorology/Gauge & Discharge/Power Line.
 - c. Tsa Ngami
 - 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: BHUTAN CIVIL SERVICE EXAMINATION FOR RECRUITMENT OF UNIVERSITY GRADUATES

1. Policy

- 1.1 Attract and select the most qualified graduates with right attitude; and
- 1.2 Create an atmosphere of healthy and fair competition for appointment in the Civil Service based on the principle of meritocracy.

2. Strategy

- 2.1 Institute a rigorous and appropriate recruitment examination system called the Bhutan Civil Service Examination (BCSE);
- 2.2 Select candidates with the minimum qualification of Bachelor's Degree for appointment in the Professional and Management Position Category based on requirement against approved positions; and
- 2.3 Develop a body of career civil servants, which is dynamic, professional and capable of succeeding in the higher echelon of the Civil Service.

3. Examination

- 3.1 The BCSE shall consist of the following two stages of examination:
 - 3.1.1 Stage I : Preliminary Examination; and
 - 3.1.2 Stage II : Main Examination.
- 3.2 Preliminary Examination
 - 3.2.1 The objective of Preliminary Examination shall be to shortlist candidates for the Main Examination and ensure minimum standard required of a candidate;
 - 3.2.2 Preliminary Examination Papers shall be common to all categories of graduates;

3.2.3 Preliminary Examination shall be objective type questions to test English and Dzongkha communication skills, logic and analytical, problem solving and data interpretation abilities of the candidates;

3.2.4 Only those candidates who achieve the minimum cut off marks as decided by the Commission, shall be eligible to sit for the Main Examination; and

3.2.5 Marks obtained in the Preliminary Examination shall not be carried forward to the Main Examination and shall be valid only for that particular year.

3.3 Main Examination

3.3.1 The objective of the Main Examination shall be to test candidate's core competencies and subject/general knowledge for final selection.

3.3.2 Candidates appearing the Main Examination shall be grouped under the following categories:

3.3.2.1 Post Graduate Diploma in Public Administration (PGDPA);

3.3.2.2 Post Graduate Diploma in Financial Management (PGDFM);

3.3.2.3 Post Graduate Diploma in Education (PGDE);

3.3.2.4 Technical including Post Graduate Diploma in National Law (PGDNL); and

3.3.2.5 Dzongkha.

3.3.3 Main Examination shall consist of the following three parts with corresponding weightage:

3.3.3.1 Part I: Academic Achievement (AA) 10%

3.3.3.2 Part II: Written Examination (WE) 70%

3.3.3.3 Part III: Viva Voce (VV) 20%

- 3.3.4 The RCSC shall review weightage for the three parts of the examination from time to time, and make changes required.
- 3.3.5 The RCSC shall not declare a candidate's result if he has not appeared in all the three examination papers and Viva Voce, and this shall be considered as one of the two permissible attempts in the BCSE.

3.4 Academic Achievement

- 3.4.1 Academic Achievement shall be 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.
- 3.4.2 A candidate having more than one Degree shall have the option to choose any one of the Degrees to be considered for the assessment. However, the relevant degree shall be considered for assessment where necessary.
- 3.4.3 Only one Degree of the same level shall be accepted for the assessment.
- 3.4.4 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 transcripts issued by the University.
- 3.4.5 The RCSC in future may consider totally waiving the weightage for Academic Achievement.

3.5 Written Examination

3.5.1 The Written Examination for graduates who qualify in the Preliminary Examination opting for the Post Graduate Diploma in Public Administration, Financial Management and Education shall sit for separate examinations according to eligibility. The examination shall comprise the following three papers for a duration of three hours each:

3.5.1.1 Paper I : Dzongkha;

3.5.1.2 Paper II : English & General Knowledge; and

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

3.5.2 Each paper shall carry equal weightage and be evaluated out of 100 marks and their aggregate shall be converted to 70% of the Main Examination.

3.5.3 The Written Examination for technical graduates, including law graduates opting for the Post Graduate Diploma in National Law (PGDNL) shall comprise the following three papers:

3.5.3.1 Paper I : Language and General Knowledge (Common Paper - 20%)

3.5.3.2 Paper II : General Subject Knowledge (Common Paper for each professional group - 15%)

3.5.3.3 Paper III: Subject Specialization Paper (Subject specific - 35%)

3.5.4 Each paper shall be evaluated out of 100 marks and converted to the respective scale of 20% for Paper I, 15% for paper II and 35% for Paper III, and then added to obtain the total marks.

3.5.5 The Written Examination for Dzongkha graduates opting for appointment in positions requiring Dzongkha specialization

and teaching shall comprise of the following three papers:

3.5.5.1 Paper I: Dzongkha Language & General Knowledge
(20%)

3.5.5.2 Paper II: English Language & Current Affairs (15%)

3.5.5.3 Paper III: Buddhist Studies (35%)

3.5.6 Each paper shall be evaluated out of 100 marks and converted to the respective scale of 20% for Paper I, 15% for Paper II and 35% for Paper III and then added to obtain the total marks.

3.5.7 The RCSC shall review the examination papers from time to time to enhance its relevancy.

3.6 Viva Voce (VV)

3.6.1 Viva Voce shall be based on an oral interview, bilingual in both Dzongkha and English, to be conducted by a Committee of five members (minimum) appointed by the RCSC.

3.6.2 The assessment shall be based on a total of 100 marks and each Interview Committee 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.

4. Eligibility Criteria

A candidate shall:

4.1 Be a Bhutanese citizen;

4.2 Have attained at least 18 years and not be older than 35 years for pre-service and 45 years for in-service candidates, on the last date of online registration;

4.3 Have a minimum of Bachelor's Degree at least three years duration

from an Institute recognized by the Government in the relevant field with the exception for those candidates from Shedras, who are awarded equivalent Bachelor's/Master's Degree in two years;

- 4.4 Meet the following subject requirements:
 - 4.4.1 Post Graduate Diploma in Public Administration: Minimum of a Bachelor's Degree in any field;
 - 4.4.2 Post Graduate Diploma in Financial Management: Minimum of a Bachelor's Degree in Commerce/Economic (Honours)/Economic (Majors)/Business Administration /Business Management;
 - 4.4.3 Post Graduate Diploma in Education: Minimum of Bachelor's/Master's Degree with at least one relevant subject prescribed for the Bhutanese School Syllabus or Higher Educational Institute programmes and has obtained the minimum qualifying marks in the subject at the Bachelor's Degree examination, if prescribed; and
 - 4.4.4 Post Graduate Diploma in National Law: Minimum of Bachelor's Degree in Law.
- 4.5 Meet the minimum qualifying marks in the Bachelor's Degree that may be prescribed by the RCSC;
- 4.6 Have been a non-bachelor's degree holder and voluntarily resigned from the Civil Service; and
- 4.7 Have qualified in the Preliminary Examination to appear in the Main Examination.

5. Disqualification

- 5.1 A candidate shall not be eligible to appear for BCSE if he has:
 - 5.1.1 A Bachelor's Degree which is not full time;
 - 5.1.2 Been convicted of a criminal offence;
 - 5.1.3 Been terminated or compulsorily retired from the Civil Service, Government Corporation/Project;
 - 5.1.4 Voluntarily resigned from the Civil Service with Early Retirement Scheme (ERS) benefit;
 - 5.1.5 Voluntarily resigned from the Civil Service while he had a Bachelor's Degree;
 - 5.1.6 Been adjudged by a competent medical authority as mentally unsound;
 - 5.1.7 Already appeared the CSCE/BCSE twice;
 - 5.1.8 Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations;
 - 5.1.9 Used fake/forged documents;
 - 5.1.10 Failed to furnish testimonials as required under this Rule;
 - 5.1.11 Been previously selected for the Civil Service but dishonoured the appointment;
 - 5.1.12 Failed to produce NOC from the employer to appear the BCSE, if employed;
 - 5.1.13 Participated in politics and not completed the "cooling off" period of three years; and
 - 5.1.14 Been otherwise disqualified for appointment by the Government;

6. Registration for Examination

- 6.1 A graduate wishing to appear for the BCSE shall register online at www.rcsc.gov.bt.
- 6.2 Registered candidates shall be briefed including information on the venue, date and time of the Preliminary Examination.

- 6.3 Candidates who qualify in the Preliminary Examination shall be required to report for verification and confirmation for the Main Examination with the following documents in original as well as a complete set of photocopies:
- 6.3.1 Bhutanese citizenship identity card;
 - 6.3.2 Security clearance certificate for employment;
 - 6.3.3 Class X transcripts;
 - 6.3.4 Class XII transcripts;
 - 6.3.5 Degree certificate/provisional certificate and academic transcripts;
 - 6.3.6 Medical fitness certificate issued by an authorized physician of the Government of Bhutan;
 - 6.3.7 A certificate of successful completion of the National Graduate Orientation Programme;
 - 6.3.8 Merit/other certificates (if any); and
 - 6.3.9 No Objection Certificate from the employer, if employed.
- 6.4 An applicant shall enclose two copies of passport size photographs.
- 6.5 Degree marks shall be confirmed with the candidates during the registration.
- 6.6 The name of the candidate who meets all the requirements shall be recorded and the candidate concerned shall sign against his name. Only then shall the candidate who qualifies in the Preliminary Examination be considered as confirmed to appear in the Main Examination.
- 6.7 Confirmed candidates for the Main Examination shall be briefed and an Admission Card shall be issued to each candidate, which shall be used for both the Written Examination and Viva Voce. The card shall have a photograph of the candidate with the RCSC stamp, allotted roll

number, year of the examination and signature of the candidate. The name of the candidate shall not be mentioned.

- 6.8 A candidate shall be fully responsible for the Admission Card issued to him and maintain strict confidentiality of his roll number.

7. Conduct of Candidate

7.1 During the Written Examination, a candidate shall:

- 7.1.1 Reach the examination hall at least 15 minutes before the scheduled time for examination;
- 7.1.2 Wear the national dress;
- 7.1.3 Be allowed entry into the examination hall only on production of the CID card for the Preliminary Examination and Admission Card for the Main Examination;
- 7.1.4 Be searched before entering the hall or on re-entry after going out of the hall during the examination;
- 7.1.5 Not bring any article, electronic devices, document or written material of any form inside the hall, except the Admission Card, ink, pen, pencil, eraser and non-programmable calculator (if required);
- 7.1.6 Have substantial space around his seat for the examination to prevent any communication with others;
- 7.1.7 Conform his behaviour to the Code of Conduct and Ethics prescribed under this rule;
- 7.1.8 Not canvass for getting favour in the examination in any manner;

- 7.1.9 Not talk, consult, whisper, smoke, eat or indulge in any unacceptable behaviour in the examination hall; and
- 7.1.10 Not give or leave any identification marks on the written answer sheet(s) other than the allotted roll number.
- 7.2 Non-compliance to the above rules shall result in debarring of the candidate from the present as well as future BCSE.
- 7.3 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.

8. Administration

- 8.1 The Agencies shall be responsible for submitting graduate requisition against approved positions to the RCSC on annual basis in July of each year as per **Annexure 7/2**.
- 8.2 The RCSC shall prioritize graduate vacancies against approved positions based on the requisition of the Agencies.
- 8.3 The RCSC shall widely publicize the BCSE through media allowing at least one month for registration. The announcement shall specify all relevant information on the examination including the following:
- 8.3.1 Vacancies in the Civil Service;
 - 8.3.2 Eligibility as well as the disqualification criteria;
 - 8.3.3 Documents required;
 - 8.3.4 Registration process and schedule;
 - 8.3.5 Schedule and venue for registration, briefings, distribution of Admission Cards, Preliminary and Main Examination centres, declaration of Preliminary and Main Examination results, selection and placement of candidates; and

8.3.6 Selection and placement procedures.

- 8.4 The RCSC shall prescribe general standards and guidelines for the Preliminary and Main Examinations.
- 8.5 The RCSC shall call upon any entity or official in the Government to assist the Commission in the preparation and conduct of BCSE.
- 8.6 The question setters, invigilators, evaluators and interview Committee members and others so appointed shall be paid honorarium as approved by the RCSC.
- 8.7 The question setters, evaluators and interview Committee members shall declare themselves to the RCSC in the prescribed format given at ***Annexure 7/3*** to avoid conflict of interests.
- 8.8 The RCSC shall establish an Examination Service in the Secretariat for overall management of the BCSE and other examinations in the Civil Service.
- 8.9 The RCSC shall appoint a Registration Team comprising representatives of relevant Agencies to assist in the smooth conduct of the BCSE.
- 8.10 The RCSC shall coordinate deployment of security personnel, if required.
- 8.11 Registered applicants shall be briefed on the BCSE, vacancies and code of conduct before the Preliminary Examination.

9. BCSE Management Committee in the RCSC Secretariat

- 9.1 The RCSC shall establish a BCSE Management Committee comprising members from all Divisions/Services in the Secretariat.

9.2 The BCSE 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:

- 9.2.1 Verification of documents;
- 9.2.2 Registration of candidates;
- 9.2.3 Briefing and distribution of Admission Cards to candidates;
- 9.2.4 Examination related logistics;
- 9.2.5 Invigilation duty;
- 9.2.6 Compilation of results; and
- 9.2.7 Placement of candidates.

9.3 The BCSE Management Committee shall function under the overall guidance of the Commission.

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 qualified 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. The list shall have the following information:

- i. Roll number of each candidate listed serially;
- ii. CID number;
- iii. Provision for signature by the candidate at the time of entry into the examination hall;

- iv. The date, time and subject of the Written Examination of the particular paper; and
- v. 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, immediately after completion of the examination for each paper.

10.1.8 The Chief Invigilator shall submit a written report to 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 as resource persons to set the question papers as well as to evaluate the answer papers.
- 10.2.2 The RCSC shall maintain question item bank.
- 10.2.3 The evaluation of Preliminary Examination shall be carried out by Optical Mark Reader (OMR).
- 10.2.4 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.
- 10.2.5 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.
- 10.2.6 Re-evaluation of answer papers shall not be permitted, except recounting.
- 10.2.7 Recounting of answer papers shall be charged a fee of Nu. 300 per paper.
- 10.3 Conduct of Viva Voce
 - 10.3.1 The Viva Voce shall be conducted by a Committee comprising a minimum of five members, one of whom shall be designated as the Chairperson.
 - 10.3.2 The Committee Members and Chairperson shall be appointed by the RCSC.

10.3.3 The Viva Voce shall be conducted on the basis of roll numbers.

10.3.4 Each member shall use the assessment form given at **Annexure 7/4(a)**. The Chairperson of the Committee shall, ensure results are compiled in the format given at **Annexure 7/4(b)**.

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 Committee Members.

10.4.2 Candidates shall be required to submit the Admission Card to the RCSC immediately after completing Viva Voce.

10.4.3 The RCSC shall declare results of the Preliminary Examination within 15 days from the date of the examination.

10.4.4 The final results of the Main Examination, ranked in order of merit shall be announced within one month from the last day of Viva Voce.

10.4.5 Public announcement of results shall be by the roll numbers.

10.4.6 The RCSC shall preserve all records of the examination results.

10.4.7 Answer scripts and registration documents shall be preserved for one year or till the conduct of the next exam, whichever is later.

10.4.8 A candidate shall be given opportunity to appeal to the RCSC only once for each paper for review of the examination result within 10 working days from the date of declaration of the result and outcome of the appeal shall be delivered within seven working days from the last date for submission of Appeal.

11. Annual Intake

11.1 The annual intake shall be decided by the RCSC based on requirement against approved positions and supply of qualified candidates.

12. Selection and Placement

12.1 To be eligible for selection, a candidate shall be required to obtain at least 50% average mark in the BCSE Main Examination.

12.2 Selection and placement of qualified candidates shall be based on the following criteria:

12.2.1 Merit ranking of the BCSE results for the respective examination category; and

12.2.2 Availability of vacancy.

12.3 Candidates selected for Post Graduate Courses shall successfully complete the respective course at the designated Institutes/Colleges as a pre-service course before their appointment in the Civil Service.

12.4 A law graduate selected through the BCSE shall undergo the Post Graduate Diploma in National Law (PGDNL) as a pre-service candidate.

12.5 A candidate selected for teaching in the Colleges of Education shall be required to undergo PGDE course.

- 12.6 The requirement of three years of service for long-term training shall not apply to in-service candidates selected for PGD courses.
- 12.7 If a selected candidate withdraws his candidature, the vacancy shall be offered to the next qualified candidate in order of merit.
- 12.8 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 Candidates with Master's Degree appointed as Assistant Lecturers in tertiary institutes shall be appointed in Position Level P4.
- 13.4 A technical graduate selected in the BCSE shall be appointed in Position Level P4/P5.
- 13.5 A law graduate on successful completion of the PGDNL shall be appointed in Position Level P4.
- 13.6 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 7/5***.

- 13.7 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.
- 13.8 Every candidate selected for appointment in the Civil Service shall undergo an Induction Programme of appropriate duration during the probation organized by the Agency.
- 13.9 Every candidate appointed in the Civil Service is expected to serve at least two years in the rural areas. Such candidates who have served in rural areas shall be given weightage during the selection through open competition for promotion and long-term training.

14. Eligibility of BCSE Graduates for S1 Position Recruitment by Agencies

- 14.1 Candidates who meet the cut-off percentage of the BCSE Main Examination result but “not selected” shall be issued “Certificate of Eligibility” by the RCSC for possible recruitment by Agencies to S1 positions in Supervisory and Support Positions. List of such candidates shall also be maintained and shall be available on the RCSC website.
- 14.2 The above shall apply only to the General Graduates who appear Main Exams for PGDPA, PGDFM & PGDE examination categories of the BCSE 2010 and PGDPA examination category of BCSE 2011 and thereafter.
- 14.3 “Certificate of Eligibility” for recruitment to S1 positions shall be valid only till 31st December or one year after the declaration of the BCSE Main Examination results, whichever is earlier. Recruitment of eligible graduates by Agencies shall be as per Chapter 4 on Recruitment, Selection and Appointment – Regular Civil Service rules and regulations of the BCSR.

CONVERSION TABLE

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

ANNUAL GRADUATE REQUISITION FORM

FOR THE YEAR

MINISTRY/AGENCY:

Department	Division/ Section	Current Staffing Status: Officers Level (P2 - S1)		
		No. Approved	No. Existing	Difference (Approved - Existing)
TOTAL				

Department	Division/ Section	Graduate Requisition For (P4/P5):		
		Position Title	No. required	Qualification Required
REQUISITION TOTAL				

NOTE: The above annual graduate requisition shall supersede all the earlier requisitions submitted to the RCSC and this shall remain valid till the next annual graduate requisition is submitted in July of the following year.

Reference:

HR Committee meeting held on _____.

Prepared by:**Chairperson of HR Committee:****Signature:****Signature:****Name:****Name:****Position Title:****Position Title:****Date:****Date:**

**BHUTAN CIVIL SERVICE EXAMINATION
DECLARATION OF CONFLICT OF INTEREST**

Name :

Position Title :

Qualification :

Official Address:

Division/Department/ :

Ministry/Agency :

Contact No.:

Office :

Residence :

Mobile :

Declaration:

I hereby declare that (please tick the relevant one):

I DO NOT have any of my family member(s)/relative(s) appearing the BCSE

I DO HAVE my family member(s)/relative(s) appearing the BCSE His/Her details are:

Name :

CID No :

Relationship to you :

Examination Category :

Signature Date.....

ROYAL CIVIL SERVICE COMMISSION
Bhutan Civil Service Examination
Interview Form

Roll No. : _____
 Exam Category : _____

Sl. No.	Factors	Marks	Marks Awarded
1.	PHYSIQUE, APPEARANCE & MANNER		
	a) General appearance	05	
	b) Manner & disposition	05	
2.	LANGUAGE PROFICIENCY		
	a) Dzongkha	10	
	b) English	10	
	c) Others*	05	
3.	INTELLIGENCE, ABILITY & COMPETENCE		
	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.	EXTRA CURRICULAR ACTIVITIES**	10	
5.	INDIVIDUAL ACHIEVEMENT **	10	
	Total marks	100	

* Marking based on consensus of the Committee members

** Marking based on consensus of the Committee members and documentary evidence.

Place:

Date:

(Name of the Committee Member & Signature)

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

[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	
	Total	500	

Percentage of marks in the interview

Verified & certified

Place:
Date:

Signature:
Name of Chairman

OATH OF ALLEGIANCE AND CONFIDENTIALITY

On this auspicious day, having the privilege of receiving the honour of the trust of His Majesty the King, Government and the People of Bhutan to serve in the capacity of a civil servant, I take this opportunity to offer my sincere gratitude and complete allegiance.

Beginning today, I pledge to serve His Majesty the King, Government and People of Bhutan with *Lue Nga Yi Sum* by upholding values of *Tha Damtsi* and *Ley Jumdrey*. I also pledge to abide by and obey the Royal Commands and the laws of the country while discharging my responsibilities.

In doing so, I also declare that I have obtained a place in the service of the ***Tsawa Sum*** on the basis of my own merit. In the event I am found guilty of furnishing false or forged testimonials, I shall be liable:

- a. For termination from the Civil Service;
- b. To forfeit all my testimonials to the Royal Civil Service Commission; and
- c. For prosecution in the Court of Law;

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

Date:

Place:

Signature
(Name of the Candidate)

CHAPTER 8: PRE-SERVICE 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; and
- 1.2 Meet the requirement of trained and competent human resources for the Civil Service market.

2. Strategy

- 2.1 Specific pre-service training shall be identified by the Agency concerned in the Recruitment Plan of the Five Year Plans;
- 2.2 The Agency concerned shall set aside budget for pre-service training;
- 2.3 Select candidates through merit-based and transparent system; and
- 2.4 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 academic and non-academic training that provides professional foundation and skills to:

- 3.1 Those candidates who have been selected through the Bhutan Civil Service Examination (BCSE) for PGDPA, PGDFM, PGDNL, PGDE and such other courses to be approved by the RCSC from time to time.
- 3.2 Those candidates who have been selected by the Government to undergo professional and other courses on scholarship.

4. Approving Authority

4.1 The RCSC shall be the authority to approve training courses related to section 3.1 for the Civil Service. To this end, 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 shall recommend stipend rates for candidates under Section 3.1 above.

5. Eligibility

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/MoE/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 approved for another training/scholarship; and

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

7. Entitlement

- 7.1 Stipend shall be paid at the rates approved by the Government.
- 7.2 TA/DA shall be paid to 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 provided.
- 7.5 Book Allowance for ex-country training shall be paid.

8. Requirement during Training

- 8.1 Obligation of a candidate during training:
A candidate shall conform to the rules and regulations of the Institute.
- 8.2 Obligation of the Institute/Agency
 - 8.2.1 The RUB/MoLHR/MOE/Agency shall maintain the list of candidates along with the duly completed pre-service training form prescribed by the RUB/MoLHR/MOE /Agency upon selection to the programme.
 - 8.2.2 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/MoE/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. Obligations

A candidate shall:

10.1 Pursue the course and complete it within the duration specified;

10.2 Not change to another course;

10.3 Abide by all rules and regulations of the Royal Government and the Institute concerned;

10.4 Not discontinue the course and/or leave the institute prior to completion of the course without a written consent from the Institute concerned. However, written consent of the RCSC is required for the graduates selected through the BCSE and undergoing PGD courses;

10.5 Submit academic transcript/certificate to the Agency concerned;

10.6 Upon selection and appointment in the Civil Service, he shall serve the Government for a minimum period of two times the duration of the course; and

10.7 Pay to the Government an amount equal to two times the expenses incurred by the Government/Agency on the training if he has:

10.7.1 Discontinued the course for a reason within his control; or

10.7.2 Failed to serve the Government two times the duration of the course upon completion of training.

11. Undertaking

11.1 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:

11.1.1 He discontinues the training for reasons within his control; and

11.1.2 He fails to abide by the terms and conditions specified in the Undertaking.

11.2 A candidate undergoing a training programme for a duration above six (6) months shall sign the Undertaking.

11.3 The Undertaking shall be enforced by the RCSC/Institute for academic Postgraduate Courses such as Public Administration, Financial Management, Education and National Law as per the terms and conditions given at ***Annexure 8/1***.

11.4 A guarantor must be acceptable to the Agency/RCSC.

11.5 The Undertaking shall be enforced by the RUB/MoLHR/MOE for academic post class XII training.

11.6 If a 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,.....(Name of Candidate), son/daughter of.....(Name of Parents) 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 Agency concerned.
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 within my control; or
 - 6.2 I fail to produce academic transcript/certificate; or
 - 6.3 I fail to serve the Government two times the duration of the course, if required.

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, I, (Name of Guarantor), 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)

**APPLICATION FOR INTRODUCTION OF AN IN-COUNTRY 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

Date:

Signature

**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 Chief HRO, HRMD

Signature of Chief HRO, HRDD

()

Date:

for the Royal Civil Service Commission

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 Enhance performance of civil servants;
- 1.3 Provide a high standard of professional services to the public;
- 1.4 Facilitate continuing education for civil servants to enhance qualifications and knowledge;
- 1.5 Promote a balanced and sustainable human resource development;
- 1.6 Optimize the use of scarce resources for trainings;
- 1.7 Ensure distribution of all training opportunities on equal and just basis;
- 1.8 Select candidates for all training through merit-based and transparent system;
- 1.9 Optimize returns in terms of service to the RGoB from investments made on trainings of civil servants;
- 1.10 Reduce brain drain from the civil service; and
- 1.11 Human resource development shall be a shared responsibility between the Government and civil servants.

2. Strategy

- 2.1 The Commission shall assess the general training and higher education (degree and diploma) needs of civil servants, formulate projects and implement them both within and outside the country;
- 2.2 Agencies shall assess their own specific training needs, formulate appropriate plans and implement them in accordance with the procedures prescribed in the BCSR;
- 2.3 Training shall be identified in the Civil Service Human Resource Master Plan based on the Organisational Development exercise to determine the strategic human resource needs of the Government;
- 2.4 Mid-term Review of the HR 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;
- 2.5 The Agency shall set aside a specified portion of budget for staff training and shall provide equal opportunities to employees to compete for training;
- 2.6 All Scholarships shall be made available based on merit;
- 2.7 Agency shall ensure effective succession planning while implementing long-term training programmes;
- 2.8 Service protection shall be ensured for civil servants on long-term training programmes, which are directly relevant to the candidate's current position;
- 2.9 In-country training programmes shall be enhanced through various modes of education and training;

- 2.10 A Monitoring and Evaluation System shall be instituted to assess training impact and make necessary interventions;
- 2.11 The performance of a civil servant undergoing long-term training shall be monitored and assessed for the purpose of HR actions; and
- 2.12 The RGoB shall not fund ex-country Bachelor's Degree programme for civil servants, except where there is scarcity as determined by the RCSC.

3. Application

- 3.1 In this rule, the term formal training shall apply to:
- 3.1.1 Postgraduate degree;
 - 3.1.2 Undergraduate degree;
 - 3.1.3 Institutional course, counterpart trainings, attachment, internship, certificate and diploma course;
 - 3.1.4 Study tour;
 - 3.1.5 Workshop exceeding five days; and
 - 3.1.6 Seminar exceeding five days.
- 3.2 The term informal training shall apply to:
- 3.2.1 Meeting;
 - 3.2.2 Symposium;
 - 3.2.3 Conference;
 - 3.2.4 Seminar up to five days;
 - 3.2.5 Workshop up to five days;
 - 3.2.6 In-house training;
 - 3.2.7 Delegation/Summit; and
 - 3.2.8 Institutional visit.
- 3.3 Ex-country informal trainings specified under section 3.2 shall be availed by civil servants in position level S2 and above.

- 3.4 The category of training shall be as follows:
- 3.4.1 Short-term training, 6 months and below; and
 - 3.4.2 Long-term training, above 6 months.
- 3.5 A civil servant shall not avail any form of leave to attend any formal short-term training outside the country.
- 3.6 An eligible civil servant, without requiring to resign, shall be allowed to pursue Bachelor's Degree. However, completion of degree shall not entail automatic enhancement of Position Level but the existing Position Level shall be protected.
- 3.7 If a civil servant desires to enhance his Position Level upon completion of degree, he shall be required to appear for Bhutan Civil Service Examination (BCSE) or through open competition. Selection to a higher Position Level shall be considered as promotion.
- 3.8 The probation rule shall not apply to an in-service candidate successful in the BCSE.

4. Training Offers

- 4.1 All training offers for the Civil Service shall be routed through the RCSC.

5. Approving Authority

The nomination of a candidate shall be approved by:

- 5.1 The RCSC, when the course is:
- 5.1.1 Long-term; and
 - 5.1.2 Formal short-term training for Executives/Specialists.
- 5.2 The Agency concerned, when the course is as per **Annexure 9/10**:
- 5.2.1 Short-term, except formal training for Executives/Specialists.
- 5.3 The relevance and level of officials for the training programmes shall be

determined strictly by the Agency.

- 5.4 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 circumstances.
- 5.5 If the Agency has approved any training not relevant to the position of the official, the RCSC shall revoke the approval. The RCSC shall reflect the individual civil servant in the Negative List.
- 5.6 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.
- 5.7 Approving Authority for in-country Continuing Education (Mix-mode/part-time)
 - 5.7.1 Diploma/Undergraduate/Master's Degree – RCSC
 - 5.7.2 Class XII and below – HR Committee of Agencies

6. Eligibility

- 6.1 A candidate shall:
 - 6.1.1 Be a Bhutanese citizen;
 - 6.1.2 Have rendered a minimum of two years of service, excluding the probation period at the time of commencement of course to avail a long-term training for the graduates selected through Bhutan Civil Service Examinations;
 - 6.1.3 Have served a minimum of four years excluding the probation period at the time of commencement of course for non-select graduates to be eligible for long-term trainings;

- 6.1.4 Have served a minimum of four years excluding the probation period at the time of commencement of course for other categories of civil servants to pursue Bachelor's Degree;
- 6.1.5 Have completed the probation period in the case of (i) medical professionals and (ii) education professionals – Science and Mathematics Teachers, Lecturers and Instructors to avail long-term training;
- 6.1.6 Have successfully completed a Bachelor's Degree to be eligible for pursuing postgraduate degree;
- 6.1.7 Have successfully completed class XII for pursuing Bachelor's Degree and Diploma. However, exception shall be made for civil servants who have joined before 2nd September 2007. They should meet the following criteria to be eligible for:

6.1.7.1 Bachelor's Degree:

- a. Class X + minimum of 2 years Diploma from in-country institutes + minimum of 5 years in the service;
- b. Class X + minimum of 2 years certificate course from in-country institutes + 1 year diploma from in or ex-country + minimum 5 years of experience.
- c. Class X + minimum of 2 years certificate course from in-country institutes + minimum 6 years of service.

6.1.7.2 Diploma:

Class X + Certificate (minimum one year) from in-country institutes + a candidate must reach a minimum Position Level of S1A or should have served minimum of 7 years of service in the Government.

6.1.8 Have completed probation period to avail a short-term training, except for the orientation programme and informal in-country trainings;

6.1.9 Be 45 years of age or below at the time of commencing long-term training;

6.1.10 Avail a maximum of three in-service long-term trainings in the entire service period or until he/she attains 45 years of age, whichever is earlier; and

6.1.11 Not be allowed to pursue double degrees.

6.2 A civil servant shall not be eligible for formal training when:

6.2.1 He has discontinued a training programme to which previously nominated for reasons within his control;

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

6.2.3 The time gap between the last ex-country short-term training and the next ex-country training (short-term or long-term) is less than six months;

6.2.4 The time gap between the last ex-country long-term training and the next ex-country short-term training is less than one year;

6.2.5 He has been nominated/short-listed for another training programme, pending the declaration of result; and

6.2.6 He is on contract service.

6.3 Training gap requirement for long-term training:

No. of Training	Training gap
For the 1 st long-term training	3 years for selected graduates, minimum of 5 years for non-selected graduates and other categories including probation period
For the 2 nd long-term training	Completion of all past training obligations *
For the 3 rd long-term training	Completion of all past training obligations

Note: Refer 6.1.5 for exception

* For those who have availed pre-service scholarships and have not completed training obligation at the time of availing the 1st in-service course, they shall be required to complete the obligation to be eligible for the 2nd in-service course.

7. Selection Procedures for Long-term Trainings

7.1 Pre - Selection

7.1.1 All scholarships shall be advertised;

7.1.2 For all donor project-tied scholarships, there shall be restrictive advertisement within the agency concerned;

7.1.3 The time between advertisement and application deadline shall be at least 4 weeks;

- 7.1.4 An applicant shall be required to submit the following documents:
- 7.1.4.1 Attested copies of academic transcripts;
 - 7.1.4.2 A copy of completed in-service training form (**Annexure 9/2**);
 - 7.1.4.3 Attested copies of training certificates (if required); and
 - 7.1.4.4 Any other documents that may be required as per announcement.
- 7.1.5 The agency shall:
- 7.1.5.1 Verify all documents;
 - 7.1.5.2 Verify eligibility; and
 - 7.1.5.3 Compile all applications.
- 7.1.6 A minimum of three applicants shall be shortlisted against each slot, failing which it must be re-announced;
- 7.1.7 Selection shall be processed through the HR Committee of the Agency;
- 7.1.8 The standard criteria for short-listing shall be as follows:
- 7.1.8.1 Eligibility criteria as per BCSR and HR Master Plan and ad hoc offers may be adjusted to the HR Master Plan;
 - 7.1.8.2 Relevance of course to current job;
 - 7.1.8.3 Academics :
 1. For PhD - Aggregate marks of Master's Degree;
 2. For Postgraduate Degree – 50% of Bachelor's Degree + 50% of Cl. XII (English + best four subjects)/Dip*/ Certificate**;

3. For Bachelor's Degree – 50% of Cl.XII (English + best four subjects) or Dip*/Certificate + 50% of Cl. X (Aggregate);
4. For Diploma/Certificate - Cl. XII (English + best four subjects) or Cl. X (Aggregate).

**Aggregate marks for those without Class XII/Diploma

7.1.9 Documents and procedures (as per announcement)

7.1.10 In case of a single applicant, he shall also be interviewed. The applicant must obtain a minimum aggregate of 50% during the selection interview to get selected.

7.1.11 The agency shall announce shortlist of applicants one week before selection interview.

7.1.12 For long-term training and short-term formal training for Executives/Specialists, the Agency shall forward all required documents to the RCSC for approval with the prescribed In-service Training Form (**Annexure 9/2**).

7.2 **During Selection**

7.2.1 The Human Resource Committee (HR Committee) of the respective Agency shall conduct the Interview with a minimum of 5 panel members including the Chairperson. RCSC reserves the right to participate in such selection processes.

7.2.2 The panel members shall declare conflict of interest, if any. If so, then he shall not participate in the selection interview.

7.2.3 Panel members shall be briefed by the Agency concerned on all relevant information related to selection interview.

7.3 Post Selection

7.3.1 The Agency shall compile the selection result. The panel members shall verify the result and shall be required to sign on the compiled result.

7.3.2 The result shall be declared in the website and/or media within five working days of completion of selection interview.

7.3.3 Upon approval, a candidate shall be issued a letter of award in the prescribed format (**Annexure 9/5**) by the RCSC.

7.4 Selection Criteria

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

Sl. No.	Criteria	Rating (%)
1	Performance Evaluation (last 2 years)	15
2	Rural Posting*	8
3	Academic marks** (as per Section 7.1.8.3 of Chapter 9 on Training Rule of BCSR)	30
4	Viva Voce***	30
5	Seniority*	5
6	Select graduates in BCSE*	5
7	Special Achievement*	4
8	Extra-Curricular Activities*	3
	Total	100

*Marking shall be given by panel on consensus

**Academic Hierarchy shall be followed

*** Training Selection Interview Form (**Annexure 9/3**)

- 7.4.2 Service in rural area(s) shall be given special recognition by awarding bonus points up to a maximum of 8%;
- 7.4.3 A civil servant shall serve a minimum of one year in each place to be eligible for Rural Posting weightage; and
- 7.4.4 A civil servant's placement to places such as Thimphu and Phuntsholing Municipalities shall not be eligible for Rural Posting weightage. However, Civil Servants posted in the Dzongkhag/Drungkhag Headquarters located within the above municipalities shall be eligible for Rural Posting weightage.

8. Entitlement

8.1 Study Leave

A civil servant on a long-term training shall be entitled to study leave as per BCSR Chapter 10, section 2.7 on Leave.

8.2 Remuneration and Benefit during Training

- 8.2.1 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 50% of the basic pay for the remaining period.
- 8.2.2 Notwithstanding Clause 8.2.1, 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 the whole duration of the course when the course is held in a SAARC country under the following schemes:
- 8.2.2.1 GOI PG Scholarship Programme;
 - 8.2.2.2 TCS Colombo Plan (GOI) Programme;

- 8.2.2.3 Indian Technical & Economic Cooperation (ITEC) Programme;
 - 8.2.2.4 SAARC Scholarship Programme; and
 - 8.2.2.5 Self-funding Programme (approved by the RCSC).
- 8.2.3 A civil servant undergoing ex-country short-term training for a duration of thirty days or less shall be entitled to full DSA for the first 15 days and 50% DSA thereafter. If duration of training exceeds thirty days, a civil servant shall be paid stipend for the entire duration.
- 8.2.4 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.
- 8.2.5 A civil servant undergoing long-term training shall be entitled to establishment allowance and stipend for the first month, and the stipend for the subsequent months as prescribed by the Government.
- 8.2.6 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.
- 8.2.7 Remuneration and benefits for various modes of continuing education other than full time on campus shall be governed by guidelines prescribed by the Government.
- 8.2.8 Allowance of any form shall not be paid during the training period, when the duration exceeds one month.

8.3 Benefit during In-country Training

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

- 8.3.1 Entitled to annual vacation and holidays as per the schedule of the Institute and the stipend shall be paid.
- 8.3.2 For Continuing Education (after-office classes), study leave shall apply as follows:
 - a. Term examination preparation – one week
 - b. Trial examination preparation – one week
 - c. Final examination preparation – two weeks
 - d. Actual Examinations –As per schedule
- 8.3.3 Provision of Uniform/Uniform Allowance, if required, for the particular training programme;
- 8.3.4 Payment of Travel Allowance and Daily Allowance for travel to and fro as per the normal rates and subject to other relevant rules;
- 8.3.5 Payment of actual travel expenditure and Daily Allowance at the rates prescribed by the Government during field attachment/visit;
- 8.3.6 Daily Subsistence Allowance for the in-service in-country training when the duration of training is 30 days or less and stipend when the duration is more than thirty (30) days as given at **Annexure 9/1**; and
- 8.3.7 A trainee shall be entitled to 50% of the DSA for training of 30 days or less in the same place of posting. This excludes expenses pertaining to tuition fee, meals, refreshments, etc.

8.4 Benefit during Ex-country Training

The following shall apply to full time ex-country training:

- 8.4.1 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 DSA.
- 8.4.2 DSA shall be paid for the actual period of halts required for processing visa and it shall be paid at the Government rates.
- 8.4.3 The payment of DSA for enforced halts shall be limited to two days for a round trip besides halts in transit.
- 8.4.4 DSA or related expense shall not be paid by the Government during training, when DSA and other expenses are paid by the donor.
- 8.4.5 Notwithstanding clause 8.4.4, a civil servant shall be reimbursed the visa fee, passport fee, language test fee and airport tax on production of original receipts/documents.
- 8.4.6 If a civil servant on training is provided with airfare, room and meals by the donor, 20% of DSA shall be paid for training of 30 days or less and 20% of stipend when the training duration exceeds 30 days to cover the incidental expenses.
- 8.4.7 If a civil servant is provided with airfare and room by the donor, 50% of DSA shall be paid for training of 30 days or less and 50% of stipend when training duration exceeds 30 days to cover other expenses.

9. Pre-departure Procedure

- 9.1 A candidate whose training is approved shall report for briefing to:

- 9.1.1 RCSC/Agency for long-term training; and
- 9.1.2 Agency for short-term training.
- 9.1.3 For long-term training, a candidate shall sign an undertaking with the Government in the prescribed format (**Annexure 9/6**) to the effect that on completion of the long-term training, the candidate shall 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.
- 9.1.4 A guarantor of a candidate shall be briefed on the consequence of the undertaking in case the candidate fails to return upon completion of his training.
- 9.1.5 A guarantor must be acceptable to the Agency/RCSC.
- 9.1.6 A candidate and guarantor shall sign the undertaking in the presence of an official designated by the RCSC.
- 9.1.7 A candidate must submit the duly filled pre-departure intimation form and briefing points (**Annexure 9/7 and 9/8 respectively**).
- 9.1.8 Travel documents shall be issued by the Ministry of Foreign Affairs based on the letter issued by the competent authority in the Agency.
- 9.1.9 In the event a candidate has left for long-term training without completing the pre-departure requirements, his training shall be terminated.

10. Requirement during Training

10.1 Obligations of a candidate during Training

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

- 10.1.1 Undertake training as approved by the Agency/RCSC;
- 10.1.2 Conduct himself at all times in a manner befitting his status and in a manner acceptable to the authority of the training Institute;
- 10.1.3 Civil servants on training shall be bound by the “Civil Service Code of Conduct and Ethics” as listed in the Civil Service Bill of Bhutan 2010 and the BCSR;
- 10.1.4 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;
- 10.1.5 Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity;
- 10.1.6 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***;
- 10.1.7 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;
- 10.1.8 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;

- 10.1.9 Candidates are expected to give top priority to acquire knowledge and skills and also carry out the role of “Goodwill Ambassadors of Bhutan”;
- 10.1.10 Submit a course joining report (**Annexure 9/9**) within two weeks upon commencement of the course for long-term training to the RCSC and Agency concerned;
- 10.1.11 Submit semester-wise Academic Progress Report for long-term training to the RCSC and Agency concerned;
- 10.1.12 Candidates failing to adhere to clauses 10.1.10 and 10.1.11 shall have their salaries, stipends, tuition fees and promotion withheld until the documents are submitted;
- 10.1.13 All civil servants on training abroad shall become the members of the nearest Bhutanese Students Association (BSA);
- 10.1.14 The academic performance of a civil servant undergoing a long-term training programme shall form part of the performance appraisal for any personnel actions;
- 10.1.15 A candidate must complete the training within the approved duration;
- 10.1.16 Seek prior approval of the RCSC/Agency before undertaking field trips that are part of the course requirement. The maximum duration of field trip is fixed at two weeks in a year. However, exception shall be made for medical courses in which

case the duration of field trip is fixed at three weeks in a year. The application and the programme for such field trips shall be signed and certified by the Institute; and

10.1.17 Not change from the training/degree specified in the letter of award or change the Institute/University without prior approval of the RCSC.

10.2 Repetition and Extension of Scholarship.

10.2.1 A candidate shall complete the training within the duration prescribed in the letter of award;

10.2.2 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 beyond his control;

10.2.3 Extension shall not be granted to undertake an additional course; and

10.2.4 Prior approval of the RCSC shall be required for extension of scholarship.

11. Termination of Scholarship

A scholarship shall be terminated if:

11.1 The conduct of a candidate is not in conformity to this rule;

11.2 The performance of the candidate is observed to be below average or unacceptable to the authority of the Institute, the Agency concerned and/or RCSC;

11.3 The candidate does not fulfill the attendance and other requirements stipulated by the Institute; and

11.4 The candidate fails to complete the course in the prescribed period and approval for extension is not accorded

12. Post Training Requirements and End of Fellowship

A candidate on completion of training shall:

- 12.1 Return and continue in the service of his Agency as per Section 13.4 unless the Government transfers him in the interest of public service or through open competition as per section 7.3.2 (e) of Chapter 13 on Promotion;
- 12.2 Report to the Agency along with the joining report, training report and course completion certificate & academic transcripts within three weeks from the completion of the training;
- 12.3 The Agency shall immediately forward a copy of joining report, training report and course completion certificate to the RCSC;
- 12.4 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;
- 12.5 Upon joining office, the candidate shall be required to make an independent study as to how best he could contribute to the agency concerned;
- 12.6 Candidate shall be required to complete the course Feedback Form **(Annexure 9/15)**;
- 12.7 Upon availing long-term training, a civil servant shall be required to make presentation to the Unit/Division of his Agency;
- 12.8 The RCSC shall organise a debriefing session where:

- 12.8.1 Candidates shall share their achievements, challenges and other experiences; and
- 12.8.2 The RCSC shall update the candidates on the policy reforms of the Civil Service.

13. Training Obligation & Penalty

- 13.1 A candidate who has failed or returned with a different degree as opposed to the course approved in the letter of award issued by the RCSC shall be liable for the following:
 - 13.1.1 Non-acceptance of the studies
 - 13.1.2 No further RGoB funded long-term training
 - 13.1.3 No promotion for double the duration of the training from the due date of promotion.

- 13.2 A candidate who has returned on time but without completing the training (pending project or thesis) shall be barred from any future RGoB funded long-term training and promotion until evidence of completion is furnished.

- 13.3 A candidate failing to report within the stipulated time shall be liable for the following:
 - 13.3.1 Monthly salary on pro rata basis up to three months shall be withheld and his name would be included in the Negative List; and

 - 13.3.2 Beyond three months, he shall be terminated from the service, but liable to pay expenses incurred on his training to the Government as per Clause 13.4 of training obligation and penalty.

- 13.4 Training obligation and penalty for long-term training shall be applied as detailed hereunder:

Progressive No. of Trainings	Service Obligation	Financial Penalties (Govt. funded)	Financial Penalties (Private funded/open scholarship)
Pre-service course	2 times the duration of course	2 times the total expenditure incurred on pro rata basis	None
In-Service Course			
For the 1 st long-term course	2 times the duration of course	2 times the total expenditure incurred on pro rata basis	2 times the basic monthly salary for the duration of the course on pro rata basis
For the 2 nd long-term course	3 times the duration of course	3 times the total expenditure incurred on pro rata basis	3 times the basic monthly salary for the duration of the course on pro rata basis
For the 3 rd long-term course	4 times the duration of course	4 times the total expenditure incurred on pro rata basis	4 times the basic monthly salary for the duration of the course on pro rata basis

13.5 A candidate shall be liable for the above service obligations or the financial penalties for the expenditure incurred on the particular training when:

13.5.1 He fails to return to Bhutan on completion of the training.

13.5.2 He discontinues his training for a reason within his control.

13.5.3 He voluntarily resigns from the services of the Agency prior to rendering the specified duration of service to the Government.

13.5.4 The candidate fails to pay the expenditure as prescribed under Clause 13.4; 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.

13.6 If a candidate is terminated/compulsorily retired with training obligation, the obligation shall be treated as per the legal undertaking.

13.7 Clause 13.4 shall not apply to a civil servant who avails long-term study without any financial cost to the Government.

14 . Human Resource (HR) Auditing

Selection and all other decisions relating to Training shall be, amongst others, subject to HR Auditing.

**IN-SERVICE IN-COUNTRY TRAINING
RATES OF DAILY SUBSISTENCE ALLOWANCE AND STIPEND**

I Daily Subsistence Allowance

1. A civil servant during training of 30 days or less duration shall be paid DSA at the rate of Nu. 1,000/- per day.
2. A trainee shall be entitled to 50% of the DSA while attending training within the same place of posting. This excludes expenses pertaining to tuition fee, meals, refreshments, etc.

II Stipend

A civil servant attending in-service training of a duration more than 30 days shall be paid stipend at the following rates:

1. Nu. 8,000/- per month if the training venue is in Thimphu or Phuentsholing; and
2. Nu. 6,000/- per month in other places.

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 shall deduct actual cost of food and lodging from the DSA/Stipend of the individual trainees, if provided.

IN-SERVICE TRAINING FORM

(Note: All sections in this form are compulsory)

I. Particulars of Candidate:

- a. Name :
- b. Employee ID No. :
- c. Position Title :
- d. Citizenship ID No. :
- e. Date of Birth (dd/mm/yyyy) :
- f. Agency & Work Location :
- g. Contact No :
- h. Permanent Address :
- i. Quote Reference No. & Date of :
 - i. Security Clearance Certificate :
 - ii. Audit Clearance Certificate :
 - iii. Medical Fitness Certificate :
- j. Qualification :
- k. Date of Initial Appointment :
- l. Present Job Description
 - 1
 - 2
 - 3

II. Details of Training

- a. Planned (quote slot number)/Ad hoc :
- b. Course Title :
- c. Institute/City/Country :
- d. Commencement Date and Duration :
- e. Source of Funding :

III. Details of all Past Trainings (formal and informal). (if the space provided is not sufficient, use a separate sheet). Please start with the last training.

Course Title	Institute/City / Country	Start Date (dd/mm/yyyy)	Duration (months)	Source of Funding
i)				
ii)				
iii)				
iv)				

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 and/or incorrect.

Date:

(Signature of the Candidate)

Official use only

IV. Assurance (for long-term training only) that:

The Agency will ensure candidate's return to Bhutan immediately after completion of training. Failing to return shall be dealt as per BCSR 2010.

V. Approval of the HR Committee (attach copy.)

VI. Verification: The officials countersigning this form shall be accountable and liable for disciplinary action in case information provided is incomplete and/or incorrect.

Signature

Name of HR Officer

Date:

Signature

Name & Position Title

Seal of the Head of Department/Division

Date:

Signature

Name & Position Title

Seal of the Head of Agency

Date:

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

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

For long-term training, original documents and a copy of Citizenship Identity Card are to be submitted to the RCSC.

Training Selection Interview Form for In-service

Criteria	Factors	Marks	Marks Awarded
1. VIVA VOCE	I. PHYSIQUE, APPEARANCE & MANNER		
	a. General appearance	02	
	b. Manner & disposition	02	
	II. LANGUAGE PROFICIENCY		
	a. Dzongkha	04	
	b. English	04	
	c. Others	1.5	
	III. INTELLIGENCE, ABILITY & COMPETENCE		
	a. Professional subject knowledge	03	
	b. General awareness	03	
	c. Presentation skills (organisation of thoughts)	03	
	d. Analytical ability	03	
	e. Promptness in comprehension and clarity in expression	03	
f. Confidence	1.5		
2. EXTRA CURRICULAR ACTIVITIES		03	
3. INDIVIDUAL ACHIEVEMENT RECORDS		04	
4. PERFORMANCE RATING		15	
5. RURAL POSTING		08	
6. SENIORITY		05	

7. SELECT GRADUATES IN BCSE		05	
8. ACADEMIC MARKS		30	
	Total marks	100	

Place:

Date:

Name & Signature of Member

LIST OF DOCUMENTS TO BE SUBMITTED BY A CANDIDATE

1. A copy of Citizenship Identity Card (new);
2. No Objection Certificate from the employer for applying to open scholarship announced by the RCSC;
3. Medical Fitness Certificate stating that the candidate is fit to pursue any long term trainings;
4. Valid Security Clearance Certificate;
5. Valid Audit Clearance Certificate;
6. Course content and schedule from the Institute;
7. Attested copies of academic transcripts (for long-term training);
8. Letter of Acceptance from the Institute; and
9. Any other document that may be required.

RCSC/HRD(17.00)2010/

Date.....

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

Subject: Letter of Award

Dear,

The Royal Civil Service Commission on behalf of the Royal Government of Bhutan is pleased to approve your candidature to pursue long term studies, the details of which are given below.

- Name of the Course :
- Planned/Ad hoc :
- Institute & Country :
- Mode of Study :
- Start Date :
- Duration :
- Funding Agency :

In addition, we would like to inform that the Royal Civil Service Commission has approved **Study Leave with Pay** for the duration of your studies.

You are requested to contact this Secretariat for Pre-departure Briefing and executing Legal Undertaking.

We would like to wish you the very best for your studies.

With best regards,

Yours sincerely,

(.....)

for the Royal Civil Service Commission

Cc:

1.

UNDERTAKING

I, Mr./Mrs./Miss son/daughter
of Mr./Mrs. hereby accept the offer of
scholarship from(Mention source of funding) for studies in
..... (Mention the course) in
..... (Mention institute 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 as specified in Clause 13, Chapter 9 of BCSR 2010, subject to a minimum of one year, unless the Government in public interest transfers my services.
6. Pay to the Government an appropriate amount for the expenses incurred by the Government/Agency on the training, in accordance with Clause 13, Chapter 9 of BCSR 2010, 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 prosecution in the Court of Law as per the provisions of the Penal Code of Bhutan.

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, I, as the guarantor 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:.....

Contact No.:.....

Telephone:.....

Mobile:.....

Witnesses:

1).....

DEPARTURE INTIMATION FORM

Chief HRO,
HRD Division,
Royal Civil Service Commission,
Thimphu.

1. Name of the Candidate :
2. Employee ID No. :
3. Position Title :
4. Department/Ministry/Agency where presently employed :
5. Letter of Award number and date :
6. Title of course :
7. Institute of training and location (Mention the Country also) :
8. Date of commencement of the course :
9. Duration of the course and date of completion :
10. Date of departure from Bhutan :
11. Source of Funding :

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

Place:

Date:

(Signature)

**POINTS FOR PRE-DEPARTURE BRIEFING (PDB) TO CANDIDATES LEAVING
FOR
LONG-TERM TRAINING**

I. Obligations during Training

As an official nominee of the Royal Government of Bhutan, a candidate shall:

- i) Strive for academic excellence as the **primary objective of training is to learn**. Further, performance during training shall form part of the performance appraisal for promotion and/or any personnel action;
- ii) Conduct himself in a manner befitting his status and acceptable to the training Institute;
- iii) Refrain from engaging in political, criminal or commercial activity;
- iv) Refrain from giving expressions and statements on sensitive policy matters on national or international affairs including written or oral statement without specific prior approval of the Government on such issues;
- v) Submit a Course Joining Report to the RCSC/Agency (via an email) within two weeks of joining the programme;
- vi) Submit semester/progress reports;
- vii) Seek approval of the agency concerned – if sponsored by the RGOB – before undertaking field trips. The RGOB shall fund mandatory field trips only;
- viii) Not change from the training programme or the Institute specified in the Letter of Award; and
- ix) Not take up additional course.

II. Extension

- i) A candidate shall complete the training within the duration specified in the Letter of Award;
- ii) Extension shall not be granted to undertake an additional course; and
- iii) Prior approval of the RCSC shall be required for extension, for reasons beyond the control of the candidate.

III. Termination of Training

Training shall be terminated if:

- i) The conduct of a candidate is not in conformity to the BCSR and/or to the University rules;
- ii) The performance of the candidate is below average or unacceptable to the Institute, the Agency concerned and/or the RCSC;
- iii) The candidate does not fulfill the attendance and other requirements stipulated by the Institute; and
- iv) The candidate fails to complete the course in the specified period and approval for extension is not accorded.

IV. Completion of Training and Return

A candidate on completion of training shall:

- i) Return and report to the Agency with Joining Report and certificate/provisional certificate/letter of completion within three weeks after completion of training; and
- ii) Submit a written explanation, if there is any delay in submitting the report.

I, hereby do confirm that I have been briefed on 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, I and/or the guarantor shall be liable for legal action by the Royal Government.

Name: _____ **Signature (Dated):** _____

E-mail: _____

Guarantor: _____ **Signature (Dated):** _____

E-mail: _____ **Tel./Mobile:** _____

Briefed by (Name and signature): _____

COURSE JOINING REPORT FORM AND BANK ACCOUNT INFORMATION

Chief HRO,
HRD Division,
Royal Civil Service Commission,
Thimphu.

Sir/Madam,

Ref: Letter of Award No:

Date:

I have joined the Institute as per details below:

- 1. Course title :
- 2. Institute & address :
- 3. Start date and duration :
- 4. Date of joining :
- 5. Source of Funding :
- 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).

Account Name :
Name of the Bank :
Complete Address of the Bank :
Bank Account No. :
BSB No. :
Swift Code :

Name: Position Title: **Signature and date:**

Official address in Bhutan:

Place:

(COUNTERSIGNED)

Place:

Sign and Date: **(Course Supervisor/Head of Institute)**

Name :
Position Title :
Address :
Telephone : Fax: e-mail:

GUIDELINES ON IMPLEMENTATION OF SHORT-TERM TRAININGS

I. Roles and Responsibilities

The following are the roles and responsibilities of:

1. Royal Civil Service Commission

- a. Receive, assess and distribute the training offers equitably to relevant Agencies;
- b. Provide technical backstopping to Agencies, if required;
- c. Guide Agencies for proper implementation of trainings; and
- d. Carry out Monitoring & Evaluation (M&E) to ensure proper implementation.
- e. Update data to generate training reports; and
- f. Assess the impacts of trainings undertaken by civil servants.

2. Agency

- a. Nominate, select and approve in accordance with the BCSR;
- b. Ensure the minimum training gap of 6 months between two formal short-term trainings;
- c. Rationalise and minimize the frequency of informal trainings availed by a particular civil servant; and
- d. Carry out M & E periodically to evaluate if the training (s) has made an impact on the performance of the candidate and office respectively.

3. Candidate

- a. Learn optimally to acquire knowledge and skills for the benefit of Agency/Country/individual;
- b. Maintain Code of Conduct at all times at the Institute;
- c. Refrain from engaging in political, criminal or commercial activity;

- d. Return immediately and report to the Agency with Joining Report and certificate after completion of training;
- e. Submit a Training Report containing a concise description of the subjects studied and a proposal for utilization of the acquired knowledge and skills in discharging his day-to-day responsibilities in the Agency.

II. Procedures to be followed by Agency

The following are the procedures:

MINISTRY/AGENCY	DZONGKHAG
1. HR Division/Section shall receive, review and distribute training offers.	1. HR Section shall receive, review and distribute training offers.
2. Department/Division/Section nominates a candidate(s) along with the form (Annexure 9/2)	2. Sector nominates candidate(s) along with the form (Annexure 9/2) .
3. HR Division/Section reviews nomination and submits to HR Committee for <i>approval</i> (Annexure 9/11) .	3. HR Section reviews nomination and submits to HR Committee for approval (Annexure 9/11) .
4. HR Committee approves nomination.	4. HR Committee approves nomination.
5. HR Division/Section issues Letter of Award upon receipt of original copies of Security and Audit Clearance Certificates.	5. HR Section issues Letter of Award upon receipt of original copies of Security and Audit Clearance certificates with a copy endorsed to parent Agency.
6. HR Division/Section provides detailed Pre-departure Briefing (PDB) to candidate (Annexure 9/12) .	6. HR Section provides detailed Pre-departure Briefing (PDB) to candidate (Annexure 9/12) .
7. A candidate, upon completion of training submits the Joining Report along with Training Report and	7. A candidate, upon completion of training submits the Joining Report along with Training

Feedback Form to the HR Division/Section (Annexure 9/13, 9/14 & 9/15).	Report and Feedback Form to the HR Unit (Annexure 9/13, 9/14 & 9/15).
8. HR Division/Section forwards Monthly Training Report to the RCSC on the last working day of every month (Annexure 9/16).	8. HR Section forwards Monthly Training Report to the RCSC on the last working day of every month (Annexure 9/16) , with a copy to his parent Agency.

Note:

1. The parent Agency shall distribute training offers to Dzongkhags through its Human Resource Committee.

III. Penalty

Penalties shall be imposed, if the following are violated:

- a. Non fulfillment of training gap - Candidates shall be barred from the promotion and any training for three years from the effective date of eligibility.
- b. Training availed without approval – same penalty as serial no. III.a.
- c. Others (irrelevant course; during probation; not reporting on time; not attending training; etc.) - Candidates shall be barred from the promotion and any training for two years from the effective date of eligibility.

In addition to the above, the name of the defaulter will be reflected in the RCSC and RAA negative list.

* * * * *

**CHECK-LIST FOR REVIEWING AND APPROVING SHORT-TERM TRAININGS BY
HUMAN RESOURCE COMMITTEE (HR COMMITTEE)**

Name: EID No.: Position Title:

Name of Agency:

Course Title:

		(Yes No)*
Forms	a. Training Proposal from the Division/Section/Services	<input type="checkbox"/> <input type="checkbox"/>
	b. In-service Training Nomination Form	<input type="checkbox"/> <input type="checkbox"/>
	c. Copy of Citizenship Identity Card (New)	<input type="checkbox"/> <input type="checkbox"/>
	d. A copy of Audit Clearance Certificate	<input type="checkbox"/> <input type="checkbox"/>
	e. A copy of Security Clearance Certificate	<input type="checkbox"/> <input type="checkbox"/>
	f. Acceptance/Invitation Letter from Institute	<input type="checkbox"/> <input type="checkbox"/>
Rules and Procedures	a. Fulfillment of Minimum Years of Service	<input type="checkbox"/> <input type="checkbox"/>
	b. Relevance of Training	<input type="checkbox"/> <input type="checkbox"/>
	c. HRD Master Plan/Ad hoc:	
	i. Planned	<input type="checkbox"/> <input type="checkbox"/>
ii. Ad hoc	<input type="checkbox"/> <input type="checkbox"/>	
d. Training Gap Requirement Fulfilled	<input type="checkbox"/> <input type="checkbox"/>	
Past Training Record	Number of Trainings Aailed:	
	i. Long-term	_____
	ii. Short-term	_____
Decision of the HR Committee	i. If Approved, copy attached	<input type="checkbox"/> <input type="checkbox"/>
	ii. Not approved	<input type="checkbox"/> <input type="checkbox"/>

Signature of Human Resource Committee Members:

1. (Name & Position Title), Chairman
2. (Name & Position Title), Member
3. (Name & Position Title), Member
4. (Name & Position Title), Member
5. (Name & Position Title), Member Secretary

Date:

Processed by HRO:

Signature and date:

Name:

PRE-DEPARTURE BRIEFING (PDB) POINTS FOR SHORT-TERM TRAINING

Obligations during and after Training

As an official nominee of the Royal Government of Bhutan, a candidate shall:

- i. Learn optimally to acquire knowledge and skills for the benefits of the Agency/Country/individual;
- ii. Conduct himself in a manner befitting his status and acceptable to the Institute;
- iii. Refrain from engaging in political, criminal or commercial activity;
- iv. Not change the training or the Institute specified in the Letter of Award;
- v. Complete the training within the duration prescribed in the Letter of Award; and
- vi. Return immediately and report to the HR Division/Section of the Agency with Joining Report and certificate after completion of training

Name of the candidate:

Position Title:

E-mail:

Contact No.:

Signature and date

Briefed by Chief/Dy. Chief/Sr. HR Officer

Name:

Position Title:

Signature and date

Joining Report Upon Completion of Training

Chief/Sr./HR Officer

.....
.....

Sir/Madam,

As per the Letter of Award dated, the undersigned has successfully completed the training and hereby would like to report to the Agency on The following documents are attached herewith:

1. Training Report;
2. Feedback Form; and
3. Certificate from the Institute.

Yours faithfully/ sincerely,

Signature & date:

Name:

EID No.:

Position Title:

Agency:

**TRAINING REPORT FORM (to be attached with Joining Report Form
Annexure 9/13)**

Chief/Sr./HR Officer

.....

.....

Ref: Letter of Award No:

Date:

I have completed the training as per details below:

- 1. Course Title :
- 2. Location (Institute, City, Country) :
- 3. Commencement Date & Duration :
- 4. Completion Date :

- I. Describe courses/subjects covered during the training (please use extra pages if required).

- II. Propose how the knowledge and skills gained from the course can be utilized to further improve the effective delivery of services of the Agencies.

Signature and date:

Name:

Position Title:

Agency:

FEEDBACK FORM (to be completed by a candidate, please tick/cross the ratings appropriately)

Training & Duration:						
Sl. No.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Relevance: I found the Training relevant.					
2	Institute:					
i	Suitability: I found the institute most suitable for this training.					
ii	Resource Persons: Resource Persons were knowledgeable.					
iii	Service/Facility: Services and facilities were good.					
iv	Environment: Training environment was conducive.					
3	I had no problems in processing my:					
i	Security Clearance Certificate					
ii	Audit Clearance Certificate					
iii	Medical Certificate					
4	Support from my Agency:					
i	Nomination/Selection was transparent, fair and merit-based.					
ii	Processing was on time.					
iii	Dealing Official(s) was professional in service delivery.					
5	Support from RCSC, if applicable:					
i	Clarification(s) sought was clear.					
ii	Clarification(s) sought was prompt.					
iii	Dealing Official(s) was professional in service delivery.					
6	Areas for improvement:					
7	Any other observation/recommendation:					

Name & Signature:

Agency:

Date:

Thank you for completing this form. Information shall be used for the purpose of improving service delivery only.

HRD Report No.										Dated:					
Monthly Report for Short-term Trainings															
Report for the Month of:, Year:															
Name of Agency:															
Sl.No.	Name	Position Title	EID No.	Dept./ Div.	Course Title	Location		Start Date (dd/mm/yyyy)	Duration (days)	Planned	Ad hoc Offers		Source of Funding	Remarks	
						Institute, City	Country				Received	Impld.			
	Total														

Chief HRO/Member Secretary, HR Committee

Secretary/Chairperson, HR Committee

CHAPTER 10: LEAVE

1. Policy

Leave shall:

- 1.1 Be granted to a civil servant to enable him to be away from duty for genuine reasons without having to leave the job permanently; and
- 1.2 Not be claimed as a matter of right.

2. Category of Leave

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

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

2.1 Casual Leave

Casual Leave shall be:

- 2.1.1 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;
- 2.1.2 Admissible for a maximum of ten (10) working days during a financial year;
- 2.1.3 Lapsed, if not availed in the financial year. However, this provision is valid only during the probation period. Otherwise, the unused casual leave shall be carried forward and added to the earned leave.

- 2.1.4 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;
- 2.1.5 Debited to the Casual Leave account when availed by a civil servant working on Saturday;
- 2.1.6 Granted even for half-a-day;
- 2.1.7 Granted by the immediate supervisor of the applicant;
- 2.1.8 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;
- 2.1.9 Allowed to be availed by a fresh appointee joining service in the course of a financial year, proportionately calculated on a monthly basis; and
- 2.1.10 Casual Leave account shall be maintained in respect of every civil servant.

2.2 Earned Leave

- 2.2.1 A civil servant shall earn leave with gross pay at the rate of 2.5 (two and half) days for every completed month of service, except during the probation period;
- 2.2.2 Earned leave shall be accumulated only to a maximum period of 60 days;
- 2.2.3 Government holidays and weekly off days (Saturdays and Sundays) within the period of the earned leave sanctioned to a

civil servant shall not be counted as earned leave. This privilege shall also be extended to those civil servants for whom Saturdays are otherwise working days;

- 2.2.4 Earned leave shall be granted by the head of the Agency of the minimum rank of a head of Department/Dzongkhag/Regional office/Institutes except for self for whom it shall be granted by the controlling officer. The powers to grant earned leave may be delegated to authorities under them as found necessary;
- 2.2.5 A civil servant shall not accrue earned leave during the period of training exceeding one month;
- 2.2.6 A member of the teaching profession entitled to annual vacation shall not be entitled to earned leave; and
- 2.2.7 In an academic year, a civil servant in the Teaching Profession shall be entitled to:
 - a. Full paid annual vacation for rendering a minimum of seven months service.
 - b. One month paid vacation for rendering less than seven months but more than three months service.
 - c. No paid vacation for rendering less than three months service.
- 2.2.8 A civil servant joining a new post on transfer without availing the full joining time shall be entitled to credit the number of days of un-availed joining time to the earned leave account subject to the maximum limit of 60 days of earned leave.
- 2.2.9 Above provisions shall not apply to General Service Personnel (GSP) and Elementary Service Personnel (ESP), who shall be instead entitled to the following:

2.2.9.1 GSP/ESP shall earn leave with gross pay at the rate of 2.5 (two and half) days for every completed month of service;

2.2.9.2 GSP/ESP shall be entitled to credit their unused Casual Leave to the Earned Leave Account at the end of the financial year, subject to a limit of 60 days; and

2.2.9.3 GSP/ESP shall be entitled to the Leave Travel Concession (LTC) equivalent to their one month basic pay.

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 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 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.

2.4.6 To facilitate baby feeding, mothers with babies up to 12 months may be allowed to extend lunch time from 12 noon to 2 pm. In case of those providing direct services such as teaching and medical professions, the management shall ensure that services are not affected.

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:

- a. Up to one (1) month - A Medical Officer.
- b. Up to six (6) months -A Medical Board of Doctors appointed by the Ministry of Health.
- c. Exceeding six (6) months -Ministry of Health—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 gross pay to a maximum of six months. If 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. HR Committee of the Agency may grant extension based on medical report.
- 2.6.5 Medical Leave to escort shall be sanctioned only by the HR Committee of the Agency.
- 2.6.6 A civil servant shall be entitled to TA/DA as per the medical referral treatment rules and regulations.

2.7 Study Leave

- 2.7.1 Study Leave shall be granted to a civil servant to enable him to pursue a long-term training
- 2.7.2 Study Leave shall be granted only to pursue relevant courses offered 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 A civil servant shall be entitled to a total of 36 months Study Leave with pay in the entire service period. A civil servant may avail Study Leave without pay if long-term training require more than the entitled 36 months. However, exception shall be made for medical doctors by the Commission on case by case basis.

- 2.7.4 Post Graduate studies requiring study leave exceeding 36 months shall be approved by the RCSC based on the relevance and need as justified by the Agency concerned.
- 2.7.5 When the long-term training is directly relevant to the candidate's current job, study leave with pay and benefits shall be granted.
- 2.7.6 When the long-term training is not directly relevant to the candidate's current job, study leave without pay and benefits may be granted but his position in the Civil Service shall not be protected.
- 2.7.7 Study Leave shall be granted to a civil servant for the actual duration of the approved training and journey periods.
- 2.7.8 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.
- 2.7.9 Training period up to 18 months for any single training shall be counted as part of active service for the purpose of promotion.
- 2.7.10 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.
- 2.7.11 The RCSC shall be the competent authority for granting long-term Study Leave based on recommendation of the HR Committee of Agencies.

2.7.12 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 not be eligible for EOL during the probation period.
- 2.8.3 A civil servant shall be eligible for Extraordinary Leave for more than three months, only after rendering a minimum active service of five (5) years.
- 2.8.4 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/Secondment.
- 2.8.5 A civil servant who has availed EOL shall be eligible for long-term training after serving a minimum period equal to the actual duration of EOL, and short-term training after serving minimum period of six months, both counted from the date of joining duty.
- 2.8.6 Government holidays may be prefixed and/or suffixed to Extraordinary Leave, but Government holidays intervening the period of leave shall be considered as leave.
- 2.8.7 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.

- 2.8.8 Remuneration or other benefits of the post held shall not be granted to a civil servant for the days of Extraordinary Leave.
- 2.8.9 Promotion processed prior to availing Extraordinary Leave, if granted, shall be effected only on rejoining the service.
- 2.8.10 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.
- 2.8.11 The Agency in charge of housing shall be informed of the Extraordinary Leave sanctioned to a civil servant by the Agency concerned immediately upon approval.
- 2.8.12 A civil servant applying for Extraordinary Leave shall furnish specific reasons in the application along with a completed and signed Undertaking (**Annexure 10/1**), stating the reasons mentioned in the applications are true.
- 2.8.13 A civil servant availing EOL shall be liable for major administrative action if he is found to breach the Undertaking.
- 2.8.14 A civil servant may be granted the Extraordinary Leave for the following purposes:
- a. Pursuing studies, when the study leave is not permissible.
 - b. Family problems, when the attention of the official concerned is genuinely required.

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

2.8.16 Authority to Grant Extraordinary Leave

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

2.8.16.1 EX/ES (1-3) - RCSC

2.8.16.2 EX/ES (2-3) - Constitutional Offices (HR Committee)

2.8.16.3 P1-O4 - Agency (HR Committee)

3. Encashment of Leave

3.1 A civil servant who has at least thirty (30) days earned leave at credit shall be permitted to encash thirty (30) days of earned leave, subject to the following conditions:

3.1.1 The amount payable on encashment of thirty (30) days earned leave shall be equal to the civil servant's one month's basic pay as on the date of encashment.

3.1.2 Thirty days earned leave encashed shall be debited to the earned leave account on the date of such encashment.

3.1.3 Only one encashment of earned leave is allowed during a financial year.

3.1.4 Notwithstanding clause 3.1.3, a civil servant leaving the service for any reason shall be permitted to encash the entire earned leave at credit.

3.1.5 Similarly, a civil servant in the teaching profession leaving the service for any reason shall be paid full salary for the entitled vacation period subject to clause 2.2.8.

- 3.1.6 If a civil servant on annual vacation is required to attend official duties he shall be paid net pay and TA/DA for the number of vacation days on duty in addition to normal salary.
- 3.1.7 A civil servant on training shall be entitled to leave encashment provided he has adequate leave balance prior to his departure.
- 3.1.8 GSP and ESP are entitled to leave encashment on completion of the first year of service.

4. Leave Travel Concession (LTC)

- 4.1 An amount equal to one month basic pay as an LTC shall be paid to a civil servant once in a financial year with the maximum ceiling as approved by the Government.
- 4.2 A civil servant shall be eligible for the LTC during the training period.
- 4.3 A civil servant shall not be eligible for the Leave Travel Concession (LTC) during the probation period/EOL. If a civil servant completes the probation period/EOL in the course of a financial year, he shall be entitled to the LTC only in the following financial year.

5. General Rule

- 5.1 A civil servant, even on leave, shall be considered 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 or leave station without 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 them. 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 If a civil servant fails to return to duty on expiry of the leave, the Agency shall discontinue payment of salary until appropriate disciplinary action is taken.
- 5.7 Joining time on transfer may be suffixed to any form of leave.
- 5.8 All Leaves shall be appropriately recorded and accounted in the formats given in the service book.

6. Revocation of Leave

A competent authority shall have discretionary power to revoke leave based on exigencies of the service.

7. Unauthorized Absence

- 7.1 Unauthorized absence shall not be regularized through grant of leave, even if leave is available at credit.
- 7.2 However, should the HR Committee of the Agency 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.

UNDERTAKING

I,, a regular civil servant bearing EID No....., serving as in, hereby accept to avail EOL for a period of months with effect from and

I, hereby undertake to:

- 1. Use the EOL only for reasons mentioned in my application;
- 2. Not engage in any other activity;
- 3. Abide by all relevant rules and regulations, and laws of the country;
- 4. Accept any disciplinary action if I fail to abide by this undertaking.

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

In particular, I understand that if I fail to abide by any one of the above stated conditions, I shall be liable for legal action by the Government.

Sd/-

Place:

(Affix Legal Stamp)

Date:

Name & Office address

Witness

Name:

Present Address:

CID No.:

Permanent Address:

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

CHAPTER 11: REMUNERATION AND BENEFITS

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 civil servants.

2. Pay Scale

The Civil Service Pay Scale shall be as decided by the Government from time to time based on recommendation of the Pay Commission. Civil Service Pay Scale of July 2010 is at ***Annexure 11/1***.

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, the pay of a civil servant shall be fixed at the

minimum of the pay scale prescribed for the higher position.

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 increment in the higher scale, an amount equal to one annual increment in the higher scale shall be added to the pay drawn by the civil servant.

4.2.3 When a civil servant is promoted with effect from a date on which the annual increment is to be granted, the annual 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 shall be fixed at the minimum of the pay scale for the position he is demoted to.

4.4 On return from Secondment

4.4.1 A civil servant, on return from secondment, 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 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 Agency.

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 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 return.

5. Annual Increment

- 5.1 Annual Increment, in the respective pay scale, shall be given to all civil servants based on their performance.
- 5.2 Head of Agency shall sanction the annual increments to their subordinate civil servants.
- 5.3 A non-performing civil servant with Improvement Needed rating shall receive no increment.
- 5.4 Date of Increment
 - 5.4.1 A civil servant shall receive increment on 1st January or 1st July upon serving a minimum of 12 months.
 - 5.4.2 A civil servant who is demoted shall receive annual increment on 1st January or 1st July upon serving a minimum of 12 months in that position.
 - 5.4.3 Annual increment shall not be granted beyond the maximum ceiling of the pay scale of that Position Level.
 - 5.4.4 In the event of separation, increment shall be released and considered for the purpose of gratuity and other benefits if he has completed 12 months of service after the previous increment.

6. Benefits

- 6.1 Duty Free Vehicle Quota

A civil servant in Position Level 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 *Kabney* Allowance

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

6.2.2 *Patang* Allowance

A civil servant awarded *patang* shall be entitled to a one-time Patang 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 for P1 & above Managerial Positions and Head of Institutes, at the rate equal to the difference between the incumbent's current salary and the salary of the position he is assigned to officiate, shall be provided to a civil servant officiating for more than one month but not exceeding six months.

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 including contract employees, GSP and ESP posted to a place beyond one *dholam* from the motorable road.

6.2.7 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.

6.2.8 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.

6.2.9 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.

6.2.10 Government Accommodation

A civil servant mandated to stay in the Government quarter shall receive concession of 30% of the carpet area rent fixed by the Government.

7. Non Admissibility of Allowance(s)

A civil servant drawing allowance(s) attached to professional practices such as teachers, medical doctors, etc. shall not be admissible to draw the allowance(s) while availing the following leave:

- i. Earned leave;
- ii. Maternity leave;
- iii. Study leave;
- iv. Medical leave exceeding one month; and
- v. Extra Ordinary Leave.

8. Other Benefits

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

9. Accountability

9.1 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/Agency.

9.2 The authority responsible for such lapses shall be held accountable and liable for administrative actions.

Civil Service Pay Scale – July 2010

PAY SCALE			
Position Levels	Minimum	Increment	Maximum
EX/ES-1	45,860	915	59,585
EX/ES-2	38,475	770	50,025
EX/ES-3	32,520	650	42,270
P1	25,610	510	33,260
P2	22,620	450	29,370
P3	19,830	395	25,755
P4	17,660	355	22,985
P5	14,460	290	18,810
S1	13,305	265	17,280
S2	12,055	240	15,655
S3	11,015	220	14,315
S4	9,775	195	12,700
S5	9,045	180	11,745
O1	8,580	170	11,130
O2	8,060	160	10,460
O3	7,325	145	9,500
O4	6,805	135	8,830
GSC-I	6,465	130	8,415
GSC-II	6,155	125	8,030

CHAPTER 12: PERFORMANCE MANAGEMENT SYSTEM

1. Policy

- 1.1 Promote competence, meritocracy, productivity and morale;
- 1.2 Enable fairness in career advancement;
- 1.3 Enhance professionalism and accountability; and
- 1.4 Enhance both organisational and individual development and effectiveness.

2. Strategy

- 2.1 Conduct regular organisational development review;
- 2.2 Promote performance-based culture; and
- 2.3 Institute and follow a rigorous and transparent 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 and maintain a conducive organisational culture through appropriate motivational measures.

- 3.4 Every Agency shall develop a high performance culture through coaching, mentoring, training, guidance and other methods of cooperation and support between management and staff.
- 3.5 Executives in each Agency shall take full responsibility 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 audit to ensure the effectiveness and efficiency throughout 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 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 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 shall cover all employees, including those on probation and contract.

5.5 General Provision

5.5.1 Every employee of the Agency 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 their performance for appraisal for that period.
- 5.5.4 All Agencies, with the support of RCSC, shall facilitate training for all employees in the Agency 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 Agency shall study the overall performance trends of its employees and make provisions for improvement during the next Appraisal Cycle.
- 5.5.7 Appraisal Cycle shall be as follows
- i) January – December: for educational institutes following calendar academic year
 - ii) July – June: for rest of the civil servants
- 5.5.8 All performance information, including the ratings shall be analyzed and archived accordingly, and shall be computed through the use of appropriate software linked to the Civil Service Information System (CSIS), which shall be used to generate quantitative data as well as document critical incidences. The Human Resource Officers shall be responsible for managing this information.
- 5.5.9 Every Civil Service Agency shall submit appraisal information when required by the RCSC.

5.5.10 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.

5.5.11 In cases where an employee has been transferred under a new manager, the following shall be observed regarding the performance rating:

i) 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.

ii) 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

a. 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 (**Annexure 12/1**) shall be completed by the Manager of the Executive.

- b. The performance of the Secretary to the Government shall be appraised by the RCSC in consultation with the Minister concerned.
- c. The performance of Heads of Autonomous Agencies shall be appraised by the Chairperson of respective Commission/Board.
- d. For the purpose of Performance Appraisal System, Executives shall include all civil servants in EX3 to EX1 occupying managerial positions and those in P2 and P1 holding the post of Head of an Educational/Training Institute, Regional Office and Drungpas.

5.6.2 General Civil Servants Appraisal including Specialists

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

5.6.2.1 Phase 1: Work Planning and Review Form

The Work Planning and Review Form (***Annexure 12/2***) shall be used by the manager and employee to determine yearly work targets as well as identify four relevant core competencies in addition to the three, which are fixed.

5.6.2.2 Phase 2: Summative Performance Review Form

The Summative Review Form (***Annexure 12/3***) shall be used by the Agency, the Manager and the employee to reflect and rate 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.

5.7 Feedback Form

5.7.1 It is mandatory for all civil servants holding managerial positions at P2 and above to have feedbacks by their subordinates annually. Human Resource Division of Agencies shall facilitate and ensure timely execution. The Form is given at **Annexure 12/4**.

5.7.2 The feedback shall be provided as follows:

5.7.2.1 Central Agencies

Sl. No.	Feedback on	Done by	Submit to
1.	Secretary	DGs/Directors	RCSC
2.	DG/Director	Chief of Divisions	Secretary
3.	Chief of Divisions	Division staff	Head of Secretariat and Department.

5.7.2.2 Autonomous Agencies

Sl. No.	Feedback on	Done by	Submit to
1.	Head	Chief of Divisions/Sections*	RCSC
2.	Chief of Divisions/Sections*	Division/Section Staff	Head

* Sections which do not function under any Division

5.7.2.3 Dzongkhags

Sl. No.	Feedback for	Done by	Submit to
1.	Dzongdag	Dzongrab, Drungpa and Sector Heads	Home Secretary/RCSC
2.	Dzongrab	Sector Heads	Dzongdag
3.	Drungpas/Sector Heads (P1 & P2)	Sector staff (P5 and above)	Dzongdag

5.7.3. Authorities receiving feedbacks shall:

- (i) Communicate to the officer concerned;
- (ii) Ensure proper documentation with confidentiality; and
- (iii) Make available to the RCSC as and when required.

5.8 The performance of civil servants in operational category shall be appraised based on the identified core competencies only.

5.9 Performance Rating

5.9.1 The performance ratings of the immediate manager and/or supervisor shall be final and binding. It shall be subject to verification and approval by the HR Committee.

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

- a. Outstanding : 3.5 – 4.00 points
- b. Very Good : 2.5 – 3.49 points
- c. Good : 1.5 – 2.49 points
- d. Improvement Needed : 0 – 1.49 points

5.9.3 The supervisor shall furnish adequate justifications if a civil servant has obtained outstanding in all parameters.

5.9.4 Six most important outputs shall be considered for rating.

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 Recognize good performers and provide appropriate incentives and rewards.

6.3 Promote an employee to a higher position available in the Civil Service.

6.4 Take other personnel actions *inter alia*, transfer, confirmation of services for the probationers and assigning special tasks.

6.5 Identify poor performance.

7. Managing poor 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 of 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 Human Resource Officer (HRO)

HRO shall:

- 8.1 Ensure that every employee and his manager use the appraisal instruments at all times.
- 8.2 Ensure that the forms are properly completed at the end of each appraisal cycle.
- 8.3 Generate individual and aggregated performance appraisal report for the employees in his Agency for submission to the Agency/RCSC.
- 8.4 Record ratings of all civil servants in the system within three months from the end of performance appraisal cycles and enter the final ratings in the CSIS.
- 8.5 Facilitate performance feedbacks between the Manager and Employee.

9. Accountability

- 9.1 The HR Committee shall be held accountable for ensuring effective implementation of the Performance Appraisal System by providing necessary guidance and support.
- 9.2 The Manager and/or Supervisor 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.
- 9.2.4 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 HR Committee of Agency
- 9.3 Every employee shall ensure that his performance is planned, monitored and rated as per the requirements of the Performance Appraisal System.
- 9.4 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.
- 9.5 The Agency/RCSC shall be accountable for close monitoring and implementation of the Performance Management System.



**ROYAL CIVIL SERVICE COMMISSION
EXECUTIVE PERFORMANCE APPRAISAL
FORM**



For the rating period: _____ to _____

Agency:

Name of the Employee:

Name of the Manager:

Employee ID No:

Position Title:

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 six months?

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

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

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

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

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

TOTAL RATING: _____

DIVIDE 'TOTAL RATING' BY 3 = AVERAGE RATING (A): _____

2. EVALUATION OF COMPETENCIES

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

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

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)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

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)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

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 Agencies/Departments, stakeholders, superiors and clients)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

TOTAL RATING: _____

DIVIDE 'TOTAL RATING' BY 4 = AVERAGE RATING (B): _____

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)

Comments by the Manager

(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 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]:

3.50 – 4.00 Outstanding

1.50 – 2.49 Good

2.50 – 3.49 Very Good

0 – 1.49 Improvement Needed

Name and Signature of Manager

Approval by Chairperson, HR Committee



**ROYAL CIVIL SERVICE COMMISSION
WORK PLANNING AND REVIEW FORM**



For the period: _____ to _____

Agency:

Name of the Employee:

Name of the Manager:

Employee ID No:

Position Title:

<p>These performance outcomes are to be made priorities for the next one year. 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.</p>	<p>Each performance output should be reviewed at the end of each 6 month period. Review Date: _____</p>	<p>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.</p>
<p>Expected Performance Output / Services</p>	<p>Remarks of the Employee:</p>	<p>Remarks of the Manager and/or Supervisor:</p>
<p>Output I: Output II: Output III: Output IV:</p>		

(Use additional sheet if required)



**ROYAL CIVIL SERVICE COMMISSION
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 four core competencies relevant to the employee's position in addition to the three, which are fixed. The core competencies may be identified.

Agreed Core Competencies
1. Integrity
2. Attitude
3. Punctuality
4.
5.
6.
7.

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Manager)



**ROYAL CIVIL SERVICE COMMISSION
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: While rating the performance outputs, both quality and quantity aspects must be considered. 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.

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>	Employee self-rating:	Final rating (Manager):
PERFORMANCE OUTPUT 1:		
PERFORMANCE OUTPUT 2:		
PERFORMANCE OUTPUT 3:		
PERFORMANCE OUTPUT 4:		
PERFORMANCE OUTPUT 5:		
PERFORMANCE OUTPUT 6:		
	TOTAL FINAL RATING:	
Divide 'Total Final Rating' by number of individual final ratings =	AVERAGE RATING (A):	

(Signature of the Supervisor)

(Signature of the Manager)

(Signature of the Employee)

RATINGS ON CORE COMPETENCIES

(To be completed by the Employee)			
Core Competency	Comments:	Employee Self-rating:	Final Rating (Manager and/or Supervisor):
1. Integrity			
2. Attitude			
3. Punctuality			
4.			
5.			
6.			
7.			
TOTAL FINAL RATING:			
Divide 'Total Final Rating' by 7 =		AVERAGE RATING (B):	

(Signature of the Supervisor)

(Signature of the Manager)

(Signature of the Employee)

DEVELOPMENT NEED OF THE EMPLOYEE

Comments by the Employee

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

(Signature of the Employee)

Comments by Supervisor:

(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 Supervisor)

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]:

3.50 – 4.00 Outstanding

1.50 – 2.49 Good

2.50 – 3.49 Very Good

0 – 1.49 Improvement Needed

Name and Signature of Manager

Approval by Chairperson, HR Committee

Comments by the Chairperson, HR Committee:

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

(Name and Signature of Chairperson, HR Committee)



**ROYAL CIVIL SERVICE COMMISSION
FEEDBACK FORM**



To be completed by subordinate for those holding managerial positions.

Name of the Employee whom the feedback is for:	
Employee Position Title: Employee ID:	
Name of the Manager:	
Manager Position Title:	
Agency:	
Date:	

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:



ROYAL CIVIL SERVICE COMMISSION
ASSESSMENT OF SECRETARIES
BY THE MINISTER



Agency:	
Name of Secretary:	
Name of Minister:	
Date:	

	Key Results Areas:	Rating:	Example: (Please support rating with at least one example)
1	Management of Work: 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	Management of Resources: 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	Management of People: Utilization of human resources and right-sizing of the workforce.		
8	Management of Linkages: 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 perform the responsibilities of a higher position;
- 1.2 Promote fairness, equity and meritocracy in the Civil Service through open 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 and open competitive selection based on merit;
- 2.2 Performance of a civil servant shall be the basis for considering his promotion;
- 2.3 The RCSC shall be highly selective while considering promotion of a civil servant to/within Executive and Specialist Positions; and
- 2.4 The Position Directory and fulfillment of promotion criteria shall be the basis for determining the promotion category of a civil servant being considered for promotion.

3. Categories of Promotion

- 3.1 Promotion through open competition;
- 3.2 Promotion within the broad-banded positions;
- 3.3 Promotion to specialist position;
- 3.4 Fast-track promotion; and
- 3.5 Meritorious promotion.

4. Authority to Grant Promotion

4.1 The 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				
		Promotion through Open Competition	Promotion within Broad Banded Positions	Promotion of Specialists	Meritorious Promotion	Fast-Track Promotion
Executive	EX1	RGoB/RCSC	N/A	N/A	RGoB/RCSC	RGoB/RCSC
	EX2-EX3	RGoB/RCSC/C	N/A	N/A	RGoB/RCSC	RGoB/RCSC
Specialist	ES1	N/A	N/A	RCSC	NA	NA
	ES2-S3	N/A	N/A	RCSC/C	NA	RCSC
Professional & Management	P1	M/A/C	N/A	M/A/C	RCSC	RCSC
	P5 - P2	M/A/C/D	M/A/C/D	N/A	RCSC	RCSC
Supervisory & Support	S5 - S1	M/A/C/D	M/A/C/D	N/A	RCSC	RCSC
Operational	O4 - O1	M/A/C/D	M/A/C/D	N/A	RCSC	RCSC

Note: C= Constitutional Office

M = Ministry;

A = Autonomous Agency;

D = Dzongkhag;

N/A = Not Applicable

4.2 The sectoral personnel posted in Dzongkhags shall be promoted by the Dzongkhag authority concerned while the personnel placed at the Centre shall be promoted by the Ministry/Autonomous Agency as per the delegation of authority.

4.3 Agency vested with the authority to grant promotion shall identify vacant positions based on approved staffing pattern and staff strength of the Agency.

5. Promotion Schedule

5.1 Promotion shall normally be approved with effect from 1st January or 1st July.

5.2 Schedule:

5.2.1 For January Promotion

Activity	Last Date
Receive recommendations by Dzongkhags	15 October
Receive recommendations by Agencies (from Dzongkhags/Regional Offices)	31 October
Receive recommendations by the RCSC for promotions under its authority	15 November
Approve decentralized promotions within Broad-banded positions by Agencies	30 November
Approve promotions under the authority of the RCSC	15 December
Receive promotion office orders by the RCSC for decentralized promotions	25 December

5.2.2 For July Promotion

Activity	Last Date
Receive recommendations by Dzongkhags	15 April
Receive recommendations by Agencies (from Dzongkhags/Regional Offices)	30 April
Receive recommendations by the RCSC for promotions under its authority	15 May
Approve decentralized promotions within Broad-banded positions by Agencies	31 May

Approve promotions under the authority of the RCSC	15 June
Receive promotion office orders by the RCSC for decentralized promotions	25 June

5.2.3 Recruitment and selection process through open competition shall normally be completed within two months from the date of the vacancy announcement, and promotion shall be approved with effect from either 1st or 15th day of the month, whichever is closest after the completion of all requirements.

5.3 There shall be no retroactive promotion.

6. General Promotion Criteria

A promotion shall entail a higher degree of responsibilities, requiring greater knowledge, skills and ability. The criteria for promotion of a civil servant shall be based on:

- 6.1 Availability of a post vacancy.
- 6.2 Fair and just 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 Clean service record;
 - 6.2.7 Suitability to perform the duties and responsibilities of the vacant position;
 - 6.2.8 Potential to shoulder higher responsibilities; and
 - 6.2.9 Not reflected in the negative list of the RAA/RCSC.

- 6.3 Fulfillment of the minimum duration requirement as per the category of promotion.
- 6.4 Submission of all the relevant documents as per the category of promotion, which shall be valid on the promotion effective date.
- 6.5 Training period up to 18 months of any single training shall be counted as part of active service for promotion.
- 6.6 Any form of leave up to three months at a time shall be counted as part of active service for promotion.
- 6.7 Extraordinary leave shall not be counted as part of active service for promotion.
- 6.8 The period of secondment shall be considered for the purpose of promotion. However, except those seconded to RGoB Projects and Programs, promotion shall be processed and effected only after he rejoins on reversion from secondment.
- 6.9 Even if a civil servant has fulfilled eligibility criteria, his promotion shall not be processed/approved during his absence from duty on availing medical leave beyond three months, EOL and long-term study leave.
- 6.10 A civil servant in the entry position level who has not availed a single promotion shall not be eligible for Fast-Track or meritorious promotion.
- 6.11 Service in rural area shall be given due recognition.
- 6.12 A civil servant being considered for promotion to Position Level P3 and above shall possess leadership qualities, including:
- 6.12.1 Integrity;

- 6.12.2 Effective communication skills and good command of Dzongkha and English;
 - 6.12.3 Ability to motivate, direct and supervise;
 - 6.12.4 Ability to take initiatives, strong commitment, competence and ability to shoulder higher responsibilities;
 - 6.12.5 Ability to negotiate effectively and make decisions;
 - 6.12.6 Ability for strategic planning and monitoring; and
 - 6.12.7 Ability to control costs.
- 6.13 All promotions to executive positions must include proven leadership and positive feedbacks.
- 6.14 A candidate for the post of a Secretary to the Government or Dzongdag shall have a minimum of university degree, and fulfill other conditions as may be prescribed by the BCSR.
- 6.15 Civil servants selected through National Level Graduate Recruitment Examination shall be given weightage of 5% during selection through open competition to P1 positions and above.
- 6.16 Additional qualifications relevant to the nature of duties and responsibilities shall be given due recognition.
- 6.17 In addition to the general promotion criteria, a civil servant shall fulfill the eligibility criteria specified under the respective promotion category.
- 6.18 Promotions shall be approved/recommended by the HR Committee of the Agency concerned as per the delegation of authority.
- 6.19 On approval, Promotion Order shall be issued which shall clearly specify the following:
- 6.19.1 Name and EID No. of the civil servant being promoted;
 - 6.19.2 Position Title and Position Level, before and after the promotion

as per the Position Directory;

6.19.3 Promotion effective date; and

6.19.4 Section/Division, Department and Agency etc... as may be relevant and the place of posting.

6.20 For promotions under the authority of the RCSC, Agency shall submit to the parent Agency concerned for its recommendation to the RCSC.

6.21 A civil servant shall not claim promotion as a matter of right.

6.22 The RCSC/Agency shall not promote civil servants mechanically based only on the completion of the minimum four years criterion without properly assessing their capability, performance, allegiance, and the need of the Agency.

7. Promotion through Open Competition

Promotion based on post vacancy shall operate within an open competitive environment as follows:

7.1 The Agency shall announce the vacant position in its website and/or media as and when a vacancy arises and provide at least two to three weeks for candidates to submit their applications.

7.2 For post vacancy in position EX3 and above, the Agency shall submit requisition to the RCSC as per the delegation of authority.

7.3 Vacancy announcement shall clearly define the following:

7.3.1 Profile of the Position

a. Position Title and Position Level;

b. Minimum educational qualification as defined in the Position Directory and job description. Additional knowledge, skills and competency relevant to the post shall be given preference for the purpose of short-listing;

- c. Relevant work experience requirement; and
- d. Section/Division, Department and Agency and the place of posting for which the recruitment is being considered.

7.3.2 Eligibility

- a. Meet the minimum educational qualification requirement prescribed in the Position Directory;
- b. Currently, in one Position Level lower than the Position Level announced. However, a candidate in the same Position Level is also eligible to apply;
- c. Completed a minimum of two years of active service in current Position Level at the time of the announced application deadline;
- d. A civil servant in the entry Position Level who has not availed a single promotion since appointment shall be required to:
 - i. Complete a minimum of four years of active service excluding probation period at the time of the announced application deadline to apply to a higher position; and
 - ii. Complete a minimum of one year of active service excluding probation period at the time of the announced application deadline to apply to a position of the same Position Level.
- e. Completed a minimum duration equal to the secondment term and/or training period at the time of the announced application deadline, if any, to apply to a position in another Agency;

- f. Completed a minimum of two years of active service at the time of the announced application deadline after being appointed with a promotion to the particular position and Division/Section; and
- g. Clean service record.

7.3.3 Other information and requirements:

- a. Selection process;
- b. Document requirements;
- c. Application deadline; and
- d. Contact number and address of the focal person in the recruiting Agency.

7.4 An applicant shall be required to submit the following documents:

7.4.1 Application; and

7.4.2 Curriculum Vitae.

7.5 A civil servant applying for a vacant position outside his Agency shall be required to submit the following additional documents:

7.5.1 Attested copies of academic transcripts;

7.5.2 Attested copies of training certificates (if required); and

7.5.3 Any other documents that may be required.

7.6 The Agency concerned shall:

7.6.1 Verify all testimonials and academic transcripts.

7.6.2 Compile all applications and short-list applicants fulfilling the eligibility criteria.

7.6.3 Give preference to eligible candidates with relevant qualification and work experience for the purpose of short-listing.

- 7.6.4 On short-listing of a candidate, obtain his Performance Evaluation Reports for the last two years.
- 7.6.5 Confirm the short-listing of a candidate for the selection process only if he has a minimum of 'Very Good' annual performance rating for the last two years.
- 7.6.6 Notify applicants on the status of application and inform short-listed candidates in writing regarding venue, date and time of the competitive selection process and other requirements, if any.
- 7.6.7 If there is no eligible candidate or only one eligible candidate, the Agency shall re-announce the post vacancy with time extension of another two weeks for candidates to submit applications.
- 7.6.8 Further, if the Agency is not satisfied even when the number of eligible candidates is more than one, the Agency shall have the option to re-announce the post vacancy.
- 7.6.9 If there are no eligible applicants after re-announcement of the post vacancy, the Agency shall:
- 7.6.9.1 Appoint a competent officer of the Division/Agency as the officiating;
 - 7.6.9.2 Sanction Officiating Allowance to the officiating official;
 - 7.6.9.3 Given due recognition of the performance of the officiating official for future HR actions on the official; and
 - 7.6.9.4 Announce the vacancy after every six months.

- 7.6.10 The Agency shall proceed with the selection process even if there is only one eligible candidate despite the re-announcement.
- 7.7 The Agency shall institute an appropriate, fair and competitive selection process.
- 7.8 In addition to the panel interview (Interview Form given at **Annexure 13/5(a)**), written examinations in both Dzongkha and English may be conducted.
- 7.9 Questions/Answers during the interview as far as possible shall be bilingual in Dzongkha and English.
- 7.10 Service in rural area(s) shall be a criterion in the selection process and shall have weightage up to 8%.
- 7.11 Selection of a candidate for the vacant position shall be based on merit ranking of the competitive selection result.
- 7.12 The HR Committee of the Agency comprising at least four qualified members and for cases of P2 and above, a representative of the RCSC shall form the Recruitment and Selection Committee.
- 7.13 The Committee shall be properly briefed particularly on the eligibility criteria for the position, the applicant's resume details and the interview format prior to the interview. The Committee shall also be briefed on their Code of Conduct.
- 7.14 The Committee members shall declare conflict of interest, if any, prior to confirmation in which case the Agency shall withdraw him from the Committee and another qualified member shall be identified.
- 7.15 The Agency shall compile the selection result. The Committee shall verify

the result and shall be required to sign on the compiled result sheet(s) for endorsement by the HR Committee in the Agency for selection based on merit ranking of the result.

- 7.16 The Agency shall declare the result in the website and/or media within two weeks of completion of the selection process.
- 7.17 The selected candidate shall be given a maximum of two weeks after the declaration of result, to submit the following documents for appointment to the vacant position:
 - 7.17.1 No Objection Certificate from the Parent Agency signed by a competent authority;
 - 7.17.2 Audit Clearance Certificate (valid and original) if promotion is involved; and
 - 7.17.3 Security Clearance Certificate (valid and copy) if promotion is involved.
- 7.18 If the selected candidate fails to produce the documents within the stipulated time, the next candidate in order of merit ranking may be considered. He shall be required to submit the above documents within two weeks from the date of notice being served.
- 7.19 For appointments not involving inter-Agency, Agency shall appoint the successful candidate against the vacant position and its position level announced. The Office Order shall clearly indicate that he has been selected through open competition.
- 7.20 The Agency shall submit the following documents to the RCSC:
 - 7.20.1 Copy of the appointment order;
 - 7.20.2 Signed copy of the compiled selection result;
 - 7.20.3 Copy of the vacancy announcement;
 - 7.20.4 Security Clearance Certificate (valid and copy) if promotion is involved; and

7.20.5 Audit Clearance Certificate (valid and original) if promotion is involved.

7.21 The authority to issue inter-Agency transfer with/without a promotion shall vest with the RCSC for which the Agency shall submit the following documents to the RCSC:

7.21.1 Copy of the vacancy announcement;

7.21.2 Signed copy of the compiled selection result;

7.21.3 No Objection Certificate from the Parent Agency;

7.21.4 Security Clearance Certificate (valid and Copy), if promotion is involved; and

7.21.5 Audit Clearance Certificate (valid and original), if promotion is involved.

7.22 A candidate appointed through open competition with a promotion shall be required to serve a minimum of two years in that position in the Agency.

8. Promotion within Broad-banded Positions

8.1 A broad-banded position, specified in the Position Directory, shall be linked to at least one to two higher or lower position(s) 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.

8.2 A civil servant shall be promoted within the broad-banded positions without a need to compete for the higher position in order to facilitate the Agency concerned to motivate and retain a civil servant within the Agency.

8.3 Promotion within the broad-banded positions shall be based on the following eligibility criteria:

8.3.1 Minimum performance requirement of:

- a. Consistently “Outstanding” annual performance ratings for the last three years when a civil servant does not meet the minimum qualification requirement of the position;
- b. Consistently ‘Very Good’ annual performance ratings for the last three years when a civil servant meets the qualification requirement of the position;

8.3.2 Completion of the minimum of four years of active service in the current position and position level;

8.3.3 Clean service record; and

8.3.4 Submission of the following documents:

- a. Duly completed Promotion Form given at ***Annexure 13/1***;
- b. Annual Performance Reports for the last three years;
- c. Security Clearance Certificate (valid and copy); and
- d. Audit Clearance Certificate (valid and original).

8.4 The Agency shall compile proposals as per the Promotion Summary Form (***Annexure 13/2***) and submit to the HR Committee in the Agency, which shall review all promotion proposals of civil servants in broad-banded positions for appropriate decisions.

8.5 Promotion order shall clearly specify the information required under section 6.17 of this rule.

8.6 The Agency shall submit promotion details online as well as send copies of the promotion orders to the RCSC as per the schedule along with the signed copy of the compiled Promotion Summary.

8.7 Agency shall retain all the promotion documents and shall be produced as and when required by the RCSC.

9. Promotion to Specialist Position

9.1 To retain, reward and motivate a professional to continue in the field of specialization within the Agency, the RCSC shall promote a civil servant to P1 and ES3 – ES1 without the need to compete for a higher position so long as he meets the eligibility criteria for promotion including the following:

9.1.1 Minimum performance requirement of:

- a. Consistently “Outstanding” annual performance ratings for the last three years when a civil servant does not meet the minimum qualification required for promotion to a position in P1;
- b. Consistently “Very Good” annual performance ratings for the last three years when a civil servant meets the qualification required for promotion to a position in P1;
- c. Consistently “Outstanding” annual performance ratings for the last three years for promotion as a Specialist in ES3 and above;

9.1.2 Minimum of a Master Degree in the relevant field for promotion as a specialist to ES3 and above;

9.1.3 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;

9.1.4 Consistent practice in the field;

9.1.5 Completion of the minimum of four years of active service in the current position level;

- 9.1.6 Clean service record; and
- 9.1.7 Recommendation by the HR Committee.
- 9.2 There shall be a vacant specialist position or be created within the approved staffing strength **(Annexure 13/3)**.
- 9.3 A civil servant promoted to a specialist position shall comply with the job descriptions of the respective position.
- 9.4 In addition to the documents required for processing promotion to a specialist position specified under section 8.3.4., the following shall be required:
- i. Specific job description of the proposed specialist position; and
 - ii. Post Adjustment Form given at **Annexure 13/3**.
- 9.5 Position level P2 shall be the deciding point for a civil servant on his future career ladder. He shall decide whether to continue service in his field of specialization/profession or move to a management position.
- 9.6 A civil servant who has decided to continue his service in his field of specialization shall be promoted without the need to participate in open competitive selection process.
- 9.7 A civil servant, who has decided to move to a management position, shall apply to a vacant position announced and participate in the open competitive selection process for promotion to a management position in P1 and above.
- 9.8 Once a civil servant opts to continue in his line of profession and avails a promotion to P1 and above, he shall not be eligible to compete in open competitive selection process for a management position and to this end, he shall be required to sign a legal undertaking.

- 9.9 A civil servant in a management position in P1 and above shall be eligible to move to his line of profession in a specialist position provided he meets all the criteria.
- 9.10 An Agency shall be prudent on the promotion to specialist posts and once the promotion is granted, the Agency shall take full responsibility in ensuring that their services are optimally utilized.

10 . Fast-track Promotion (interim till sub levels are removed)

- 10.1 The minimum acceptable sub-level of a position level shall be C which shall be ultimately collapsed to sub-level A after which, there will be 17 position levels only with no sub-levels.
- 10.2 In order to collapse sub-levels B and C to A for achieving the policy of “equal pay for equal value of work,” the principle of fast-track promotion shall be applied to outstanding performers.
- 10.3 A civil servant in sub-level B or C shall be granted fast-track promotion so long as he meets the eligibility criteria for promotion including the following:
- 10.3.1 Consistently, “Outstanding” annual performance rating for the last two years;
 - 10.3.2 Completion of the minimum of two years of active service in the current position level;
 - 10.3.3 Clean service record;
 - 10.3.4 Submission of all the required documents specified under 8.3.4 except for the Performance Appraisal Reports, which shall be for the last two years; and
 - 10.3.5 Recommendation of the HR Committee.

10.4 A civil servant, who has availed fast-track promotion, shall serve in that position for a minimum period equal to the duration benefited, calculated from the date of his fast-track promotion.

11 . Meritorious Promotion

11.1 Meritorious promotions shall be granted to reward and recognize outstanding performance and leadership qualities of a civil servant who shall be a role model.

11.2 For meritorious promotion, the minimum years of active service required in the position shall be relaxed, so long as the other eligibility criteria are fulfilled, including the following:

11.2.1 Consistently “Outstanding” annual performance ratings for the last three years;

11.2.2 Completion of the minimum of three years of active service in the current position;

11.2.3 Potential to shoulder higher responsibilities;

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

11.2.5 Suggestion, invention, accomplishment or personal effort which has contributed to the efficiency, economy, or other improvement in the Government;

11.2.6 Clean service record;

11.2.7 Submission of all the required documents specified under 8.3.4 and Justification Form given at **Annexure 13/4**.

11.2.8 Verification, shortlist and recommendation by the HR Committee; and

11.2.9 Verification and recommendation by the RCSC Secretariat.

12 . In addition to the above categories of promotion, the RCSC shall consider the following:

12.1 Promotion on appointment to a civil service position specified in the Constitution.

12.1.1 On appointment to a civil service position specified in the Constitution, a civil servant shall be granted one promotion if he is not in the position level of the position to which he is appointed.

12.2 Direct Promotion

12.2.1 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.

13 . Appeals Related to Promotion

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 Appellate Authority.

14 . 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 Government property, files and records.

15. Orientation

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

16. Accountability

16.1 A promotion granted without fulfilling the prescribed criteria and/or completing the prescribed processes shall be regarded as invalid.

16.2 The RCSC reserves the right to revoke such a promotion.

16.3 The authority responsible for granting such promotions shall be accountable and liable for administrative actions.



ROYAL GOVERNMENT OF BHUTAN
Royal Civil Service Commission



Promotion Form

EMPLOYEE ID No.:

Name:				
Sex: M <input type="checkbox"/> F <input type="checkbox"/>				
Date of birth:	Day	Month	Year	Nationality:
Citizenship Card No.:		Date of issue:		Place of issue
Full Postal Address:	House No.:	Village:	Thromde:	
	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 (2005 -2009) and BCSE (2010 onwards). If selected, state the year of selection and position ranking:						
a. Year of selection:			b. Merit Rank:			

PRESENT JOB IDENTIFICATION:

1. Position Title: 2. Position Level:
 3. Sub-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.

Agency/Dept & Division/ Unit	Position Title	Position Level	Period		Place of Posting	Office Order No. & Date
			From (Date)	To (Date)		

If required, please attach a separate sheet.

Extraordinary Leave availed: Duration: From: 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:.....

PERFORMANCE – 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. Position Level:
3. Sub-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:

Information verified by HR Officer/Chief HR Officer of Agency

Date

Signature

Name & Position Title

(Official Seal)

Recommendation of the Agency

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 & Position Title
of the recommending authority**

Recommendation/Decision of the Agency

Chairperson,

HR Committee

Date

Signature

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:

PROMOTION SUMMARY FORM FOR

MINISTRY/AGENCY:.....

Sl. No.	Name	EID No.	Date of Appt.	Qualifications	Date of last Promotion	BEFORE PROMOTION			ON PROMOTION			Active no. of yrs completed	PE ratings for last 3 yrs	Ministry/ Agency/ Dzongkhag	Remarks	
						PT	PL	SL	PT	PL	SL					

Note:

1. Service calculated as on.....
2. Probation period, training period beyond 18 months on any single training and leave period exceeding 3 months are excluded from years of active service in the present position as per Promotion Rules and Regulations.
3. Performance Reports for 3 years are taken into consideration.
4. Abbreviations:- IN-Improvement Needed, S-Satisfactory, G-Good, VG-Very Good, OT-Outstanding, PT-Position Title, PL-Position Level and SL-Sub-Level.

Prepared and verified by:

Approved by:

(Chairman of HR Committee)

POST ADJUSTMENT FORM
ROYAL CIVIL SERVICE COMMISSION

Guidelines

Promotion to a specialist position in P1/ES3 shall not entail increase in the staff strength and must be adjusted within the staff strength approved for the 10th FYP.

Post adjustment proposal must be against an approved regular civil service post (not against Division Chief/GSP/ESP post).

As far as possible, specialist post (P1/ES) must be adjusted against an **approved vacant** post within the same Department/Division.

For promotion of Dzongkhag Sector staff specialist post (P1/ES), post adjustment proposal must be against an **approved vacant** post in the relevant Department/Division and not against Dzongkhag Sector post.

Post Adjustment From (post against which the promotion of a specialist (P1/ES) is to be adjusted):

Position Title :

No. of Position(s) approved :

No. of existing against the Position(s):

Section/Division :

Department :

Post Adjustment To (post to which the specialist (P1/ES) promotion is proposed):

Position Title :

Position Level :

Section/Division :

Department :

For the Ministry/Agency

Submitted by:

Endorsed by:

Approved by:

(Signature)

(Signature)

(Signature)

Name of HRO:

Name of Director:

Secretary/Head

.....

.....

.....

For the RCSC

Verified by:

(Signature)

Name of HRO, HRMD:

ROYAL CIVIL SERVICE COMMISSION

SUPPLEMENTARY MERITORIOUS PROMOTION PROPOSAL FORM

To be completed by the Immediate Supervisor:

Please complete the following format most accurately as your statements, information and assessments shall be liable for further verification.

1. Name of immediate supervisor recommending the proposal:
2. Name of official proposed for meritorious promotion:
3. Agency/Division/Section:
4. Present Position Title:
Position Level & Sub Level:
Describe present responsibility of the official (if required attach a separate sheet)
5. Proposed Position Title:
Position Level & Sub Level:
Describe the proposed job very clearly (if required attach a separate sheet)

6. Describe the potentials of the official to assume the responsibility of the proposed post:
7. Besides normal duties, what are the 3 specific outstanding achievements of the official? Please complete the attached form.
8. a **Achievements/Impacts**

(Impacts may be described in terms of efficiency, economy or other improvements in government operations). If required, please attach an extra sheet.

Sl. No.	Achievement category	List Achievements	Describe Achievement	List Impact of the Achievements	Describe the impact
1	Special act or service in the public interests	1.			
		2.			
		3.			
2	Suggestions	1.			
		2.			
		3.			
3	Inventions	1.			

		2.			
		3.			
4	Other accomplishments	1.			
		2.			
		3			

8. b List documentary evidences:

As an immediate supervisor, I hereby certify that the above information and assessment are correct to the best of my knowledge. I understand that I am liable for further explanations and enquiry as deemed appropriate in the event that the above information is incomplete or incorrect.

Signature of immediate supervisor/Date

Recommendations of the Chief of Division

Date :
Place :

Signature :
Name & Designation of
Chief of Division :

Recommendations of the Head of the Department

Date :

Place :

Signature :

**Name & Designation of
Head of the Dept/Agency:**

Reference : HR Committee Meeting No.....dated.....

Recommended

Not Recommended

Date :

Place :

Signature :

**Name & Designation of
Head of the Ministry :**

ROYAL CIVIL SERVICE COMMISSION
Interview Form
(For P1 & EX Positions)

Name:Post Applied:.....

Sl. No.	Factors	Maximum Marks	Marks Awarded
1.	PHYSIQUE, APPEARANCE & MANNER a. General appearance, manner & disposition including confidence	05	
2.	LANGUAGE PROFICIENCY a. Dzongkha	07	
	b. English	05	
	c. Others: Bhutanese Dialects	05	
3.	GENERAL KNOWLEDGE a. General knowledge	05	
	b. RGoB policies	10	
4.	INTELLIGENCE, ABILITY & COMPETENCE a. Presentation skills (organization of thoughts)	05	
	b. Analytical ability	10	
5.	RELEVANT TRAINING/WORK EXPERIENCE	05	
6.	RURAL POSTING	08	
7.	PERFORMANCE a. Individual achievement	05	
	b. Performance record	15	
8.	SELECTED THROUGH RCSC GRADUATE RECRUITMENT EXAMINATION	05	
9.	WRITTEN EXAMINATION (30 minutes each) a. Dzongkha	05	
	b. English	05	
Total Marks		100	

Place :

Date :

 (Name & Signature of the Committee Member)

**ROYAL CIVIL SERVICE COMMISSION
SUMMARY OF INTERVIEW RESULT**

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

Name:.....

Post:.....

Section/Division:.....

Department:.....

Sl. No.	Name of the Committee Member	Total Marks	Marks Awarded
1.	Chairman:	100	
2.	Member:	100	
3.	Member:	100	
4.	Member:	100	
5.	Member:	100	
	Total	500	

Percentage of marks in the interview:

Verified & certified

Place:.....

Signature:

Date:.....

(Chairperson)

CHAPTER 14: 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, agency or place of posting, particularly from central offices to rural areas; and
- 1.3 Avoid development of vested interests leading to probable corruption, nepotism, patronage, favouritism and red-tape due to the prolonged stay of an individual in any particular Agency or post.

2. Strategy

- 2.1 A civil servant shall be subject to transfers at regular intervals;
- 2.2 To the extent possible, transfers shall not result in the loss of professionals by an agency and appointment of such civil servants to positions where their special knowledge and skills are rendered irrelevant;
- 2.3 The HR Committee of the Agency concerned shall plan and execute transfers on annual basis, except where urgent in the public interest;
- 2.4 The Agencies, unless otherwise without field offices, regional branch offices and/or similar spatial arrangement, shall mandatorily transfer civil servants at a regular intervals;
- 2.5 In case the agencies fail to transfer or justify for not implementing transfer, the RCSC reserves the right to transfer the services unilaterally; and

2.6 A civil servant is expected to serve at least two years in the rural areas. Such candidates who have served in rural areas shall be given weightage during the selection through open competition for promotion and long-term training.

3. Authority to Transfer

3.1 The authority to transfer shall be as follows:

Sl. No.	Type of Transfer	Authority
1	Inter-Agency	RCSC
2	Inter-Major Occupational Group (MOG)	RCSC
3	Intra-Agency	Agency
4	Inter-Subgroup in an MOG (up to P2)	Agency

3.2 Any transfer to and from Constitutional Offices shall be made by the RCSC in consultation with such offices.

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

3.4 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.

3.5 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.

3.6 The Chairperson of the HR Committee shall issue the transfer order and remain responsible to implement the transfer rule.

4. Criteria for Transfer

4.1 A civil servant posted to an office in a rural area would enable him to acquire the requisite experience of working in the rural area and shall accrue credit for career progression.

4.2 A civil servant may be transferred irrespective of major occupational groups and sub-groups generally after completion of five years of service or as specified under section 5.2, whichever is less.

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

4.4 The transfer may be executed during the school winter holidays unless otherwise unavoidable in the interest of public service.

5. General Rule

5.1 A civil servant may be transferred to any Agency in the interest of public service.

5.2 The following occupational sub-groups have been categorized as 'vulnerable', within which certain positions are more vulnerable than others and hence shall be subject to transfer as per the prescribed schedule, beyond which there must be convincing justification:

Sl. No.	Occupational sub-groups	Eligibility	
		Min. Years	Max. Years
1.	Finance & Account, Revenue & Customs, Property Management & Procurement, and Immigration.	3	4
2.	Executive Services, Audit, General administration, Land record, Urban Dev.& Control, Engineering, Forestry, and HR & Training	4	5
3.	Civil registration & Census, Judiciary support, Geology & Mines, Internal Audit, Investigation, Industrial and Environment.	5	6
4.	Other occupational Sub-groups	6	8

- 5.3 Transfer of a civil servant who has not completed the abovementioned minimum years of eligibility shall be carried out by the RCSC or Parent Agencies only in consultation with the concerned Agency. However, once the maximum years of eligibility has been completed, the RCSC or Parent Agency may transfer a civil servant even without consultation with the Agency concerned.
- 5.4 Selection of civil servants from Agencies for postings to Embassies/Missions/Consulate Offices and other RGoB establishments, other than those from the Ministry of Foreign Affairs, shall be through open competition conducted by the HR Committee of the Parent Agency concerned. Such postings shall be treated as transfers for fixed term of two to three years and the term shall be non-extendable.
- 5.5 If both the husband and wife are civil servants, their simultaneous transfer to the same location, shall be facilitated, as far as possible.

- 5.6 A civil servant shall not normally be transferred to a post where application of his skills and knowledge may not be possible.
- 5.7 A civil servant including the Head of the Agency shall not be permitted to transfer Government properties along with him upon his transfer.
- 5.8 If both the husband and wife are civil servants posted to the same duty station, only one of them shall be eligible for Government quarter.
- 5.9 In the situation where a transfer may be to a position that is in a lower Position Level than the one currently held, remuneration will be dependent on the circumstances of the situation:
- 5.9.1 When a transfer is in the public interest, the employee shall be entitled to maintain his existing salary, even if his Position and Position Level change;
- 5.9.2 When a transfer is of the employee's personal choice, remuneration will be based on the new Position and Position Level; and
- 5.9.3 When a transfer is due to demotion, the employee's remuneration will be based on the new Position and Position Level.
- 5.10 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 Agency to another, shall be sent to the Agency to which he is transferred within fifteen days from the date he is relieved.
- 5.11 There shall be proper handing/taking over of the charge before a civil servant is relieved on transfer, including Government property, files/records.

5.12 The RCSC shall maintain a 'Waiting List' of civil servants with the following provisions:

5.12.1 **Objective**

Ensure proper management of the displaced Human Resources

5.12.2 **Eligibility**

Civil servants shall be put on the RCSC's 'Waiting List', if displaced for the following reasons:

- a. Completion of secondment term in Agencies outside the Civil Service:
 - i. Own initiative; and
 - ii. Government interest
- b. Completion of term/recalled from assignments in Missions/Embassies/Consulate Offices;
- c. Closure/Merger/Severance of Agencies/Departments;
- d. On completion of Medical Leave;
- e. On completion of Extraordinary Leave;
- f. On completion of Court cases and being acquitted;
- g. Other circumstances as determined by the RCSC.

5.12.3 **Reappointment Priority**

Priority for reappointment shall be given to a civil servant who has:

- a. Served for 10 years or more prior to availing the foregoing 5.12.2;

- b. Clean record of service prior to availing the foregoing 5.12.2;
- c. Availed government-sponsored scholarship for further studies prior to availing the foregoing 5.12.2;
- d. Special knowledge and skill, which qualifies him to be in the scarce human resource category in the country;
- e. Availed the foregoing opportunities based on the government priority;
- f. Longer productive years left to superannuate.

5.12.4 **Management procedures**

- a. Initial maximum timeline for Officers on 'RCSC Waiting List' would be six months;
- b. Within six months, the following options would be explored:
 - i. Transfer to a suitable vacant position;
 - ii. Assign to a special time-bound projects and programmes of priorities of RCSC/RGoB; and
 - iii. Participate in open competitive selection systems.
- c. If not placed within the six-month period, an Officer listed under reasons 5.12.2 (a) (i), 5.12.2 (d) and 5.12.2 (e) above, following options would be considered:
 - i. Consider ERS;
 - ii. Solicit voluntary resignation; and
 - iii. Consider compulsory retirement with benefits.

- d. For others not falling under category 5.12.2 (a) (i), 5.12.2 (d) and 5.12.2 (e), depending on the past performance, competence, potential and considering the circumstances under which they have been listed under 'Waiting List', extension by another 3 months would be considered;
- e. If not placed despite the additional 3-month extension, he/she would be retired from service with benefits or asked to avail ERS.

5.12.5 **Preclusion**

- a. RCSC and the Agency concerned shall make genuine efforts to prevent listing civil servants in the List;
- b. RCSC and the Agency concerned shall ensure proper HR placement planning and timely actions;
- c. RCSC and the Agency concerned shall ensure positive removal of civil servants' names from the List to the extent possible and in the least time possible.

6. Transfer Procedure

- 6.1 Each Agency shall maintain a list of civil servants serving under them indicating the dates due for transfers.
- 6.2 The Agency concerned shall submit to the RCSC/Agency, as specifically delegated by the RCSC to the Parent Agency, a list of civil servants to be considered for inter-Agency and cross-sectoral transfers not later than three months prior to the due date for transfer.
- 6.3 A civil servant who meets the eligibility criteria for transfer may seek a transfer as long as there is a position available.

- 6.4 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 unless otherwise approved by the HR Committee.
- 6.5 The personal service record shall be up-dated in the CSIS only when the joining report against the transfer order is received.
- 6.6 When a transfer order is cancelled, the transfer cancellation order shall be issued.

7. Preparatory Leave

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

8. Transfer Benefit

- 8.1 A civil servant who is transferred shall be entitled to the following transfer benefits:
- 8.1.1 Travel expenditure for self (DA/TA) and family (TA) as admissible under the rules, given in **Annexure 14/1**, subject to revision.
- 8.1.2 Transfer grant equal to one month's basic pay; and
- 8.1.3 Transport charge of personal effects at the rates given in **Annexure 14/1**, subject to revision.

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

8.3 A civil servant granted transfer on request before the expiry of the minimum period shall not be entitled to transfer benefits.

9. Orientation

The Agency concerned shall ensure that a civil servant on transfer is properly briefed and inducted to the new position/place of posting.

10. Accountability

10.1. Non-compliance with this rule shall be treated as a violation of BCSR 2010 and hence, the HR Committee/Agency shall be accountable.

10.2. Civil servants failing to abide by the Transfer Order shall be liable for administrative actions and be placed in the Negative List.

ENTITLEMENT FOR TRANSFER TA/DA

1. A civil servant in Position Level EX1/ES1 to P5 shall be entitled to claim mileage as per the standing rate, if the civil servant owns a car registered in his/spouse's name or else the civil servant is entitled to claim full bus fare including for spouse and children.
2. A civil servant in Position Level S1 to S3 shall be entitled to claim mileage for two wheelers only for self as per the standing rate, if the civil servant owns a two wheeler registered in his/spouse's name, while the spouse and children are entitled for full bus fare. If a civil servant does not own a two wheeler, the civil servant is entitled to claim full bus fare including for spouse and children.
3. Civil servant in Position Level S4 to O4 shall be entitled to claim full bus fare including for spouse and children.
4. When both husband and wife are civil servants and both are transferred/repatriated together to the same place of posting, the transport charge shall be admissible only for one person.
5. Transport Charge of Personal Effects while Proceeding on Transfer/Retirement:

Position Level	Entitlement	Rate	Pack Pony Scale (non-motorable road)	Monetary Ceiling
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 - O4	One DCM or equivalent	-do-	7	Nu. 15,000/-
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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. 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.
5. In the event Government vehicles are used for transportation of personal effects, the transport charge shall not be admissible; and
6. The halt for the trucks shall not be admissible.

CHAPTER 15: SECONDMENT

1. Policy

- 1.1 Provide necessary exposure to 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 civil servants to Government executed mega projects and to International Organizations;
- 1.3 Promote Bhutan's presence and contribution to the international community through secondment of Bhutanese civil servants; and
- 1.4 There shall be no secondment of civil servants to NGOs and corporations, both public and private corporations.

2. Category of Secondment

- 2.1 Categories of secondment shall be as follows:
 - 2.1.1 Secondment of civil servants to time bound Government executed projects;
 - 2.1.2 Secondment of civil servants to International/other Organisations based in Bhutan or outside the country;
 - 2.1.3 Secondment of school principals to newly established schools and other professionals to private tertiary educational institutes; and
 - 2.1.4 Civil servants temporarily placed in another Agency within the Civil Service shall be considered as 'on deputation' and shall not be governed by the secondment rule.

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 secondment only when the candidate:

4.1.1 Is a Bhutanese citizen;

4.1.2 Possesses a clean service record and completed 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 and Promotion Rules and Regulations;

4.1.4 Has no outstanding dues or is not reflected in the Negative List of the RAA/RCSC:

- a. Fulfills the criteria set by the employing organization; and
- b. 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.

5. Selection Procedure

5.1 In case of a new programme, Agency shall seek approval of the RCSC before announcing the post for secondment to International Organisations.

5.2 A civil servant shall be considered on secondment only if he is selected for the same through an open competition conducted by the RCSC/Agency.

- 5.3 Application/nominations shall be submitted to the RCSC/Agency, through the HR Committee of Agency concerned.
- 5.4 Application/nominations 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.
- 5.5 Applications/nominations shall be considered on merit basis from amongst the eligible candidates.
- 5.6 The final decision on selection of a candidate shall rest with the organisation to which the civil servant is seconded.
- 5.7 The RCSC shall ensure adequate time to the Agency concerned for release of the selected official(s) to take up the post(s).
- 5.8 A civil servant shall not be considered on secondment if he receives employment offer on his own initiatives, without involving the RGoB. In such cases, a civil servant may be required to resign from the Civil Service to avail the opportunity.

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 Civil Servants seconded to newly established private schools and other professional to private tertiary educational institutes shall be for a maximum term of four years.
- 6.3 A civil servant shall not be admissible to remuneration or other benefits from the Agency during the secondment period.
- 6.4 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 Agency of the civil servant concerned.
- 6.5 The 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 shall be responsible for remitting both his own as well as the employers' contributions directly to avail the benefit of continuation of the post requirement benefit schemes.
- 6.6 A civil servant seconded to an International Organization shall vacate the Government house and handover all Government properties before he is relieved.
- 6.7 The period of secondment shall be considered for the purpose of promotion. However, except those seconded to RGoB projects and programs, promotion shall be processed and effected only after he rejoins his Agency on reversion from secondment.
- 6.8 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 Agency concerned during the period of secondment.

6.9 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.

7. Obligation

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 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 A civil servant, upon return from secondment from International Organisations within Bhutan shall be required to serve the Civil Service equivalent to the duration of secondment period or until the superannuation age, whichever is earlier.

7.4 Should a civil servant fail to rejoin the service with or without a written communications on completion of the secondment period despite the instruction from the RCSC/Agency, the services of the candidate shall be terminated with effect from the date of completion of the approved secondment period.

7.5 A civil servant failing to complete obligations fully, shall only be eligible to receive gratuity on pro-rata basis (formula: total gratuity minus % of obligations not fulfilled multiplied by total gratuity). However, a civil servant falling within this category shall receive all other post service benefits including the pension.

7.6 Upon return from secondment, if the Government is unable to provide a suitable position requiring him to resign, clause 7.5 above shall not apply.

8. Return from Secondment

8.1 The organisation that employs a civil servant on secondment may, for valid reasons, revert him to the 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 Organization/Agency concerned of its decision at least three months in advance.

9. Position and Pay on Return

9.1 The position of the civil servant sent on secondment shall not be protected. On return he shall be placed in an equivalent Position and Position Level that he held prior to his secondment if vacant or else one will have to compete for the relevant positions of same Position Level or higher by one Position Level, if eligible, within a period of six months, which is extendable by another three months.

CHAPTER 16: TRAVEL

1. Policy

- 1.1 Facilitate civil servants to travel if required by the job; and
- 1.2 Compensate a civil servant for travel expenses.

2. Procedure

- 2.1 Travel shall be undertaken by a civil servant only after obtaining approval from a competent authority.
- 2.2 Travel shall be planned for a specific period and the programme shall be submitted while seeking approval.
- 2.3 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. However, he shall communicate to the authority and seek approval in principle.
- 2.4 A civil servant shall carry with him proper identification documents or a letter of authorization from the competent authority while on travel.
- 2.5 Travel shall be arranged by the administration concerned in conformity to guidelines issued by the Government.

3. Authority

The Agency shall, depending on the purpose of the travel, have the authority to approve travel of a civil servant as per **Annexure 16/1**. The authority concerned shall exercise reasonable prudence in approving the travel programme.

4. Entitlement

- 4.1 A civil servant travelling to a location farther than ten (10) kilometers from the duty station 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 Government.
- 4.2 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 calculated on the basis of twenty (24) hours of absence from the duty station.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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.

- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 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.
- 4.11 Notwithstanding the section above, a civil servant shall be reimbursed the visa fee and airport tax on production of original receipts/documents.
- 4.12 A civil servant on official travel shall claim his Travel Allowance as per the Form given at ***Annexure 16/2***.

5. Rate of Daily Allowance

- 5.1 A civil servant while on official tour within or outside Bhutan shall be admissible for Daily Allowance at the rates prescribed by the Government.
- 5.2 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. Mode and Class of Transport

- 6.1 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.
- 6.2 A civil servant in Professional/Management to EX/ES categories shall be permitted to claim mileage at the rates prescribed by the Government.
- 6.3 A civil servant in Supervisory/Support (S1-S5) to Operational Category (O1) shall be eligible to claim mileage for two wheelers.
- 6.4 Mileage claim shall be based on the actual distance covered by a civil servant.
- 6.5 A civil servant travelling outside the country shall be entitled to claim the mileage for to and fro journey as follows:
 - 6.5.1 From the place of work to the airport to drop the civil servant and return to the work place; and
 - 6.5.2 From the work place to the airport to pick up the civil servant and return to the work place.
- 6.6 In order to claim mileage, a civil servant shall submit a copy of the Registration Book of the vehicle he has used.
- 6.7 When the travel expenses are borne by an external Agency, the mode and class of travel shall be determined by that Agency. 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.

6.8 While on tour in areas where there is no road communication or where vehicles do not ply, a civil servant shall be entitled to 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
S1 - O4	1	1

6.9 Once the tour/training/treatment is approved, no separate approval shall be required for travel by the entitled mode/class.

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

6.11 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.

7. Submission of Tour Report

It is mandatory for every civil servant to submit report within a week after his return.

8. Control and Monitoring of Follow-up Actions

The 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. The Authority shall also ensure that appropriate remedial and follow-up actions are taken on time.

9. Accountability

- 9.1. 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.

- 9.2. The civil servant who undertakes such travel and the approving authority shall be accountable and liable for disciplinary actions.



Travel Authorization

Name of Employee:

Number:

Position Title:

Position Level:

Date:

From		To		Mode of Travel	Halt At	Purpose
Station	Date	Station	Date			

Estimated Traveling Expenses:
Advance Required :

Tr. Advance Outstanding
Since (date)

Advance of Nu.
Sanctioned/Recommended.

(Signature of employee)
Date

(Signature & Seal, Head of Finance)
Date

(Signature & Seal, Controlling Officer)
Date



(Royal Civil Service Commission)
Travel Allowance Bill

Name of Employee:

Position Title:

Position Level:

Number:

No. of Fares:

Travel Authorisation No. & Date:

Date:

Table with columns: Departure (Date, Time, Station), Arrival (Date, Time, Station), Daily Allowance, Mileage Claim, Bus/Train / Air Fare, Actual Expenses, Total, Purpose of Journey.

Advance Taken:

Amount Claimed for payment/refund:

Certified that the travel was performed by me for official purposes and the claims are genuine

Date & Signature of Employee

Certified that the travel was authorized by me for official purposes and the claims appear genuine and reasonable.

Date & Signature of controlling Officer

CHAPTER 17: FOREIGN SERVICE

1. Policy

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

A diplomat shall bear the following corresponding Position Title:

- 5.1 Embassy/Mission/Consulate
 - 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/Consulate as per section 5.4 of the Transfer Rules and Regulations.

- 5.3 Consulate
 - 5.3.1 Consul General;
 - 5.3.2 Consul;
 - 5.3.3 Vice Consul; and
 - 5.3.4 Consul 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 Ministry in accordance with Position Directory, and his current Position Level.

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 17/1*** 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 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 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.

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 hires and mileage claims 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 Entitlement Rules

7.1 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.

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. Position Title: _____
- 3. Position Level: _____
- 4. EID No.: _____
- 5. CID No. : _____
- 6. Transferred to: _____
- 7. Transfer w.e.f: _____
- 8. Details of family Members:

(a) Name of spouse: _____
CID No: _____

- (b) Children: (i) _____ CID No: _____
(ii) _____ CID No: _____
(iii) _____ CID No: _____
(iv) _____ CID No: _____
(v) _____ CID No: _____

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

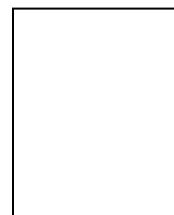
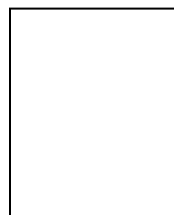
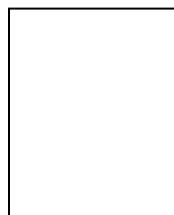
Photograph of:

Spouse

1st Child

2nd Child

3rd Child



Domestic help

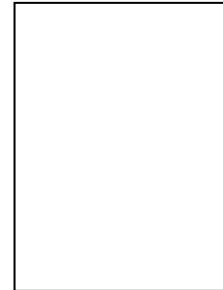
9. If accompanied by domestic help:

(a) Name of domestic help: _____

(b) Date of birth _____

(c) CID No: _____

(d) Village & Thram No: _____



Signature of applicant

Signature
Head, AFD
Ministry of Foreign Affairs

CHAPTER 18: PRIVATE TRADE AND EMPLOYMENT

1. Policy

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

2. Extent and Jurisdiction

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

3. Authority to Enforce the Rule

The Agency concerned shall be responsible to enforce the rule in respect of the employees of their Agencies.

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 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

Agency 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 Tender Committee if there is a conflict of interest by way of participation of his spouse/dependant(s) or close relative/associates 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.
- 4.1.6 A civil servant shall not become a Board member/Director of the public companies, firms, Institutes, etc. without a prior approval of the Commission/Government.
- 4.1.7 A civil servant shall not become a member of Editorial Board of any newspaper and other media.
- 4.1.8 A civil servant shall not carry out consultancy services.
- 4.1.9 A civil servant shall not act/produce movies and engage in other commercial entertainments.
- 4.1.10 A civil servant shall not carry out any private trade/employment outside the Civil Service that may have conflict of interest.

4.1.11 Special privileges and entitlements shall not be misused.

4.1.12 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.

4.1.13 Utilization of office time and resources for private purposes shall not be 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 BCSR.

6. Penalty

6.1 A civil servant engaged in activities in violation of this rule shall be liable for:

6.1.1 Compulsory retirement, termination or any other appropriate administrative penalty; and

6.1.2 Prosecution in the Court of Law.

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 Agency shall create a conducive work environment to enable a civil servant to properly and efficiently perform his duties and responsibilities;

- 1.9 A person related to or prejudicial against a respondent civil servant shall not be a member of Disciplinary Committee, the Investigating Committee or as an Appellate Authority; and
- 1.10 Investigation and adjudication of administrative charges or complaints against a civil servant shall be in conformity to the Constitution, provisions of the Civil Service Bill, BCSR and other 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 Completion of a criminal trial or civil suit against a civil servant in a Court of Law shall not preclude the Disciplinary Committee from exercising jurisdiction under this rule.
- 2.3 The RCSC shall:
- 2.3.1 Enforce all the provisions of the Civil Service Bill, BCSR and other laws governing the discipline of a civil servant;
 - 2.3.2 Exercise appellate authority in required cases;
 - 2.3.3 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;

2.3.4 Punish or recommend punishment of the 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

2.3.5 Enforce decisions on disciplinary actions involving a civil servant.

2.4 The HR Committee of an Agency, which shall function as the Disciplinary Committee, shall initiate disciplinary action against an erring civil servant.

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

	Position Category	Minor Penalty	Major Penalty
2.5.1	EX1-3/ES1-3	Agency	RCSC
2.5.2	P1 – O4	Agency	Agency
2.5.3	GSP/ESP	Agency	Agency

2.6 The powers to impose both minor and major penalty on a Secretary to the Government, other officers of Secretary's rank, and Head of the Autonomous Agency shall be exercised by the RCSC.

2.7 The Disciplinary Committee 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 Committee shall be:

	Position Category	Minor Penalty	Major Penalty
2.8.1	EX1-3/ES1-3/P1-5	RCSC	RCSC
2.8.2	S1-5 to O1-4	Agency	RCSC
2.8.3	GSP/ESP	Agency	Agency

2.9 Appellate Authority means Administrative Tribunal established in accordance with section 6, Article 26 of the Constitution, for appeal cases from the RCSC, the RCSC for appeal cases from Ministries/Agencies, and the Ministry for appeal cases from Departments and Dzongkhags.

2.10 The Appellate Authority, on receipt of an appeal from the defendant, shall review the decision taken by the Disciplinary Committee to confirm that the prescribed provisions and procedures have been adhered to 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.

2.11 The Appellate Authority may constitute an Administrative Review Committee if necessary in order to review the decision taken by the Disciplinary Committee and to submit its findings and recommendations thereof for decision-making.

2.12 The reports/recommendations of the committee designated herein (Investigation 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 chairperson or the member concerned.

2.13 To the extent possible, transfers shall not result in the loss of professionals by an Agency and appointment of such civil servants to positions where their special knowledge and skills are rendered irrelevant.

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 Agency 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 the provisions of the Civil Service Act, BCSR 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 as reflected in Chapter 3 of this rule.

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 the provisions of the Civil Service Act, BCSR, 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;
- 4.4.9 Failure to settle liability for losses, damages, etc. as hereinafter prescribed; and
- 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 Committee on its own initiative; or
 - 5.1.2 Any person other than the Disciplinary Committee 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 Committee, when convinced that a *prima facie* 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.
- 6.3 The Disciplinary Committee 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 Committee shall direct the conduct of a formal investigation 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 an investigator or an investigating committee duly designated by the Disciplinary Committee. 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 Committee 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 Committee 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 Committee.
- 7.9 The Investigator or Investigating Committee shall submit to the Disciplinary Committee 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 complete its report of recommendation 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 Committee 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 Committee shall be furnished to the Head of Agency concerned and RCSC.

8.3 The decision shall be executed and enforced by the Disciplinary Committee after remedies are available to the respondent.

8.4 The Disciplinary Committee 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 penalty of removal from the service with retirement benefits or termination.

9. Summary Proceedings

9.1 The Commission, upon recommendation of the 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 Committee 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 For the purpose of administrative disciplinary action, one penalty per charge shall be imposed. However, if convicted by the Court of Law for criminal offences, clauses 10.9 and 10.10 shall apply.

10.3 The same penalties shall be imposed for similar offences under similar circumstances.

10.4 A minor penalty shall consist of actions such as:

10.4.1 Reprimand, which shall be generally issued for:

- a. Irregular Attendance;
- b. Lack of *Driglam Namzha*;
- c. Unbecoming etiquettes and manners;
- d. Poor performance reflected in the performance appraisal;
- e. Carelessness and/or negligence of duties; and
- f. Non-compliance/failure to implement the provisions of Civil Service Act, BCSR, and other laws and rules.

10.4.2 Fine of an amount not exceeding one month's salary.

10.4.3 Withholding of training.

10.4.4 Withholding of one/two annual increments.

10.4.5 Three or more reprimands or minor penalties would lead to a major penalty.

- 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 Committee 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, contract employees, GSP and ESP, after establishing, beyond reasonable doubt by the Commission/Agencies, the need for criminal prosecution in the Court of Law shall be forwarded to the Court of Law through the Office of Attorney General.
- 10.8 A civil servant shall be terminated from service as per Section 2.5 of this rule if he is convicted by the Court of Law for an offence of misdemeanour and above, related to official functions;
- 10.9 A Civil servant shall be compulsorily retired from service with post service benefit if he or she is convicted by the Court of Law for a criminal offence of misdemeanour and above for offences not related to official functions;

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 Agency may, except Secretaries to the Government, other officers of Secretary rank and Heads of Autonomous Agencies, 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 The RCSC shall be the authority to suspend Secretaries to the Government, other officers of Secretary rank and Heads of Autonomous Agencies.

11.3 Suspension shall be effected through a formal Office Order, which shall be notified to the RCSC and the civil servant concerned, and respective Agency if the Order is issued by the RCSC.

11.4 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.

11.5 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 RCSC. However, on finalization of the disciplinary proceedings if the civil servant is found innocent and acquitted of all charges and accordingly reinstated in service, he shall be entitled to receive full salary for the entire period of suspension.

- 11.6 The period of suspension shall be considered as part of active service for the purpose of gratuity, annual increment and promotion only if the respondent civil servant is found innocent and acquitted accordingly.
- 11.7 Where an order of suspension is issued or deemed to have been made, or extended by the Disciplinary Committee, 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.
- 11.8 An order of suspension shall remain in force as herein provided, unless it is modified or revoked by the appropriate authority.
- 11.9 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.
- 11.10 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.

11.11 The Agency concerned shall not recruit new employees in place of incumbent when the incumbent is under suspension till all the administrative and/court proceedings are completed and the final decision against the incumbent is taken.

12. Appeal

12.1 A respondent civil servant may appeal against the decision of the Disciplinary Committee 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 Committee.

12.5 An aggrieved civil servant, if not satisfied with the decision of the ultimate Appellate Authority, namely, Administrative Tribunal, 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 Administrative Tribunal, the penalty imposed by the Disciplinary Committee shall stand revoked. The civil servant concerned shall be reinstated in the service.

13. The RCSC shall maintain the “Negative List” of Civil Servants as follows:

13.1 Definition

The Negative List may be defined as a register or list of civil servants who have been punished as guilty by the Court of Law through conviction for breaching the law of the nation and/or who have been punished by Agencies concerned through administrative actions for breaching the provisions of the Civil Service Act of Bhutan 2010 and/or the provisions of the Bhutan Civil Service Rules and Regulations.

13.2 Objective

- 13.2.1 To have a clean and sincere Civil Service run by people of strong moral and character;
- 13.2.2 To guide future HR actions, especially appointment to senior and important positions; and
- 13.2.3 To keep vigil on erring civil servants.

13.3 Criteria

- 13.3.1 If a civil servant has been convicted by the Court of Law, he/she shall automatically be included in the Negative List;
- 13.3.2 If a civil servant has been sanctioned major and repeated minor administrative actions by the Agency concerned, he/she shall automatically be included in the Negative List.

13.4 Duties of Agencies

- 13.4.1 Agencies shall maintain list of civil servants falling under the section 13 above;

13.4.2 Agencies shall share the Negative List with the RCSC with details.

13.5 Time frame

13.5.1 A civil servant convicted of any felony and misdemeanour by the Court of Law will be terminated from service immediately and his/her name shall feature in the Negative List permanently;

13.5.2 A civil servant convicted of petty misdemeanour and below by the Court of Law, if not terminated, his/her name shall feature in the Negative List for minimum period of 2 years;

13.5.3 A civil servant who has been sanctioned administrative actions by the Agencies concerned will feature in the Negative List for a period as prescribed in the reprimand letter/office order.

14. Implications

14.1 The next promotion of the civil servant concerned shall be delayed until his/her name has been removed from the Negative List;

14.2 The civil servant whose name has featured in the Negative List once will be subject to special scrutiny for promotion/appointment to a higher position level; and

14.3 Opportunities for higher studies and training shall be withheld until his/her name has been removed from the Negative List.

15. Custody

The Legal Service at RCSC shall be the custodian of the Negative List.

CHAPTER 20: SEPARATION FROM THE CIVIL SERVICE

1. Policy

- 1.1 Retire a civil servant with full grace, respect and mutual appreciation upon reaching superannuation age;
- 1.2 Promote dignity and financial security to a civil servant during his post separation period so that he is content while in service enabling him to contribute his best; and
- 1.3 Ensure appropriate separation schemes.

2. Strategy

The RCSC shall adopt the following strategies:

2.1 Superannuation

- 2.1.1 A civil servant shall retire from service on attaining the following superannuation age:

Sl.No.	Position Category	Age of Superannuation
i.	Executive and Specialist Position Category	60 years
ii.	Professional and Management Position Category	58 years
iii.	Supervisory & Support and Operational Categories	56 years

- 2.1.2 The Agency shall be responsible for issuing superannuation orders for civil servants of P1 and below upon attaining superannuation age, without seeking the approval of the RCSC.

2.1.3 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.

2.1.4 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.

2.1.5 No civil servant shall be retained in regular or contract service beyond the age of superannuation.

2.1.6 An Agency shall issue the Office Order of superannuation for personnel as per the delegation of authority to accept resignation.

2.2 Resignation

2.2.1 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:

Sl.No	Position Category	Authority
i.	Executive & Specialist	RCSC
ii.	Professional & Management	HR Committee of the Agency
iii.	Supervisory & Support and Operational	HR Committee of the Agency

2.2.2 A civil servant, subject to other rules, on his own may seek voluntary resignation from service after giving notice of at least one month in advance.

- 2.2.3 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.
- 2.2.4 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 re-employment in the regular Civil Service.
- 2.2.5 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.
- 2.2.6 A civil servant shall submit resignation to a competent authority, as per the delegation of authority, through the respective Controlling Officer and/or Head of the Agency for approval.
- 2.2.7 A civil servant shall resign from the Civil Service upon delinking of his Agency from the Civil Service, unless his service is otherwise required.
- 2.2.8 In interest of the Government, HR Committee may withhold a voluntary resignation up to a maximum period of three months from the notified date.
- 2.2.9 A civil servant who dies while on duty or suffers from illness and unable to perform regular duties, shall be retired from the service with full retirement benefits.
- 2.2.10 An ex-civil servant who exited from the Civil Service on compulsory retirement or termination shall not be eligible to apply for any form of re-employment in the Civil Service.

2.3 Early Retirement Scheme (ERS)

2.3.1 The objective of the ERS is to provide a window of opportunities for civil servants to retire early and pursue career outside the Civil Service.

2.3.2 The eligibility criteria for ERS are:

- a) A civil servant who does not consistently perform as expected as determined through performance appraisal or otherwise, and does not have service obligation, shall be identified for the ERS.
- b) A civil servant without specific duty, position or portfolio beyond the maximum period, as prescribed under Section 5.12.4, Chapter 14 on Transfer, shall also be eligible for ERS.
- c) A civil servant on return from secondment or EOL, if could not be placed after completing the maximum duration under the RCSC's Waiting List, shall be retired under the ERS.
- d) Civil servants with impending disciplinary or corruption cases are not entitled for ERS.

2.3.3 The working Agency shall process and provide the ERS benefits, less other adjustment with the Agency, to the employee.

2.3.4 The HR Committee of the concerned Agency shall accept, scrutinize and accord approval for the decentralized positions for availing ERS benefits.

2.3.5 The ERS benefits to be granted shall be a one-time lump sum compensation based on the following calculation:

2.3.5.1 ERS benefit amount for the senior civil servant (51 years and above) opting for early voluntary retirement, or otherwise, to be 3 months salary for every remaining year of service subject to a maximum of 15 month's salary.

2.3.5.2 For civil servants below 51 years of age who opt for ERS, the benefit amount is to be equal to one month's basic salary multiplied by the remaining years of service to superannuation subject to a maximum of 12 months with the following conditions:

- a) A civil servant has served for a minimum of 20 years;
- b) A civil servant does not possess a minimum of Bachelor Degree;
- c) A civil servant has no obligations to the Government; and
- d) A civil servant on the Waiting List for whom the RCSC has not been able to find appropriate position.

2.3.5.3 Besides the ERS, both the above categories will be eligible for other regular retirement benefits as per the Civil Service Rule in force.

2.3.6 Six months or more shall be considered a full year of service for the purpose of calculating the total number of "years" to be credited.

3. Retirement Benefits

3.1 Gratuity

3.1.1 Eligibility

- a) 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, those on contract and death cases while in service.
- b) A civil servant terminated from service, either on disciplinary ground or convicted of a misdemeanor or felony under any court of law, shall not be eligible for gratuity.

3.1.2 Amount

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).

3.1.3 Ceiling

The ceiling on quantum of Gratuity shall be revised by the Royal Government from time to time. The current ceiling is Nu. 900,000.

3.1.4 Conditions

Gratuity shall be paid to a civil servant by the Agency only upon production of an Audit Clearance Certificate and upon confirming that the retiree has no outstanding advances or loans from financial institution to which the Agency was the guarantor.

3.1.5 Recovery

- a. 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.

- b. In case of demise of a civil servant, the recovery or penalty against the service obligation shall be treated null and void.

3.1.6 Authority

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.

3.2 Pension

3.2.1 A civil servant who has served a minimum of ten (10) years in the service and made 120 monthly contributions to the pension account or retires from service on attaining Civil Service retirement age, shall be entitled to monthly pension benefits, as per the National Pension and Provident Fund Rules and Regulations.

3.2.2 If a civil servant is terminated, he shall not be eligible for the pension benefits but entitled to refund of his contributions made to the pension account.

3.3 Provident Fund

3.3.1 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.

3.3.2 A civil servant whose services are terminated shall be entitled only to his contribution together with returns credited thereon to provident fund account.

3.3.3 Monthly Pension and Provident Fund

The amount of monthly pension benefits and the Provident Fund payable to retired civil servants under the National Pension and the Provident Fund benefits shall be subject to the provisions in the National Pension and Provident Fund Rules and Regulations.

3.3.4 Conditions

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.

3.3.5 Recovery

The amount accumulated to a member under the National Pension and Provident Fund 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 or to the employer.

3.3.6 Authority

Pension and Provident Fund Benefits shall be sanctioned to a retired civil servant by the National Pension and Provident Fund in accordance with the National Pension and Provident Fund Rules and Regulations.

3.4 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.

3.5 Travel Allowance

A civil servant who leaves the service for any reason, other than termination, shall be entitled to Travel Allowance of an amount equal to one month's last basic pay of the civil servant.

3.6 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.

3.7 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 subject to Section 6 of Chapter 16 on Travel.

3.8 Group Insurance Scheme

A civil servant who leaves service shall be entitled to the benefit of Employees Group Insurance Scheme.

3.9 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 for full retirement benefits including a full month salary, travel allowance, transfer grant and transport charge of personal effects as admissible under rules. The claimant shall however be required to produce legal document confirming the relationship and thus the legal right for inheritance.

4. Incidence and Payment

Gratuity and other retirement benefits shall be paid to the retired civil servant.

- 4.1 Gratuity and other terminal benefits shall be claimed by a civil servant from the Agency from which he received the last pay.

- 4.2 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.
- 4.3 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.
- 4.4 Gratuity and other benefits shall also be payable to the nominee(s) of a civil servant who expires while in Civil Service.
- 4.5 Gratuity and other benefits payable to a civil servant who expires without filing the nomination shall be disbursed in accordance with the law of the country.
- 4.6 A retired civil servant or his survivor or nominee shall not be paid gratuity and other benefits, if the individual:
- i. Is under indictment or has charges outstanding against him referred under the rules of the Government for offences related to official functions;
 - ii. Willfully remains outside the Kingdom of Bhutan with the knowledge of the indictment or charges, as the case may be; or
 - iii. 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.

5. Nomination

- 5.1 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.
- 5.2 A civil servant who desires to nominate more than one person under clause No. 5.1 above, shall specify the amount payable to each of the nominees.
- 5.3 A civil servant may, at any time, cancel a nomination and submit a fresh one in its place.
- 5.4 A civil servant may state in a nomination that in the event of the pre-decease of the nominee, the right conferred upon the nominee shall automatically change to another person or persons, as may be specified in the nomination.
- 5.5 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.
- 5.6 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.
- 5.7 The personal file and service record of a civil servant separated from Civil Service, irrespective of the reason for the separation, shall be retained by the respective Agency for a period as prescribed:
- i. EX1/ES1 to EX3/ES3 25 years
 - ii. P1 to O4 15 years

6. Formality

- 6.1 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.
- 6.2 Agency concerned shall take the responsibility to process on time his post retirement benefits upon superannuation or retirement.
- 6.3 A civil servant with clean service record shall be relieved with appreciation and dignity.

7. Accountability

- 7.1 A separation not carried out in conformity to the provisions of this rule shall be regarded as illegal. HR Committee shall be held accountable for such separation.
- 7.2 A civil servant who dishonors the Office Order issued by the competent authority shall be accountable and liable for disciplinary actions.

8. Commendation

- 8.1 A civil servant retiring after minimum of 20 years of clean service record shall be awarded an "Expression of Commendation" in appreciation of his service in accordance with delegation of authority.

CHAPTER 21: CIVIL SERVICE INFORMATION SYSTEM

1. Policy

- 1.1 Maintain accurate and up-to-date Civil Service information;
- 1.2 RCSC shall be the institute of record for the Civil Service; and
- 1.3 Promote e-governance.

2. Strategy

- 2.1 Develop, maintain and update computerized personnel information management system;
- 2.2 Adopt standard operational guidelines on management of personnel information;
- 2.3 Connect all Agencies to the RCSC database;
- 2.4 Maintain physical record and archive of personnel information at RCSC and at Agency levels;
- 2.5 Ensure adequate information security;
- 2.6 Categorize information into transactional and static data, and further static data into classified and non-classified; and
- 2.7 Classified information will be accessible to authorized personnel only.

3. Responsibilities of RCSC

The RCSC shall:

- 3.1 Be the repository of personnel information of the Civil Service.
- 3.2 Maintain accurate and up-to-date personnel information.

- 3.3 Ensure adequate information security.
- 3.4 Take periodic back up of all the personnel information to ensure the continuity.
- 3.5 Provide user training and manual.
- 3.6 Provide technical backup and support.
- 3.7 Maintain audit trail of the “system access” by the users.

4. Responsibilities of Agencies

Agency shall:

- 4.1 Be accountable for accurate and up-to-date data entry into the system within 21 days of the effective date.
- 4.2 Identify personnel to whom access shall be granted based on roles and responsibilities and inform RCSC immediately on any change.
- 4.3 Submit all personnel information to the RCSC including hard copy wherever necessary within the specified time.

5. Access rights and responsibilities

- 5.1 Access rights and privileges shall be determined by the roles and responsibilities.
- 5.2 Information shall be strictly used for discharging their responsibilities.
- 5.3 Access granted to the individual shall be revoked once the role is changed.
- 5.4 Accountability shall rest on whom the access has been granted.
- 5.5 Confidentiality of classified information shall be maintained at all times.

5.6 Every individual civil servant shall have access to view his personal information.

5.6.1 In case of error, he shall inform HRO concerned for correction.

5.6.2 HRO concerned shall make correction based on valid documentary evidence.

6. Archive

6.1 Maintain records of all civil servants in soft copy through the system and hard copies of all HR transactions should be sent to the RCSC for archiving even if HR transactions are decentralized.

6.2 Personal files of civil servants shall be maintained after the date of retirement as prescribed at clause 5.7 of Chapter 20 on Separation.

7. Accountability

The RCSC, Agencies and HROs concerned shall be accountable for ensuring adherence and effective and efficient use of the system.

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 donors.
3. **Administrative Offence** means an offence from the breach of the Civil Service Act of Bhutan and BCSR 2010.
4. **Agency** means the Legislature, Judiciary, Ministry, Constitutional Office, Autonomous Agency, Dzongkhag, Gewog, Thromde or a statutory body of the Royal Government.
5. **Apolitical** means not linked with political parties or engaged in any political activities.
6. **Appellate Authority** means the Administrative Tribunal for appeal cases from the Royal Civil Service Commission, the Royal Civil Service Commission for appeal cases from Ministries and Agencies, and the Ministry for appeal cases from Departments and Dzongkhags.
7. **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.
8. **Approved Route** means the most direct and economical route.
9. **Armed Forces** mean the Royal Bhutan Army and Royal Body Guard.
10. **Asset** means an item of value including land, property, shares, bonds, copyright, bank deposits or goodwill worth Nu. 50,000 or more.

11. **Autonomous Agency** means an Agency under the Executive, established and mandated to function with autonomy by Royal Charters, Royal *Kashos*, Executive Orders or Acts of the Parliament.
12. **Basic Pay** means the remuneration fixed on a time scale.
13. **Bhutan Civil Service Rules and Regulations** mean those rules and regulations prescribed by the Commission in accordance with the Civil Service Bill 2010.
14. **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.
15. **Civil Servant** means a person registered with the Commission and employed in the services of the Judiciary, the Legislature, the Executive, Constitutional Offices and Autonomous Agencies of the Royal Government, unless otherwise specified.
16. **Civil Service** means the services within the jurisdiction of the Civil Service Bill 2010.
17. **Classified data** are static data that cannot be edited by Agencies.
18. **Code of Conduct** means the code of conduct and values set out in the Civil Service Bill 2010 and BCSR 2010.
19. **Commission** means the Royal Civil Service Commission established under the Constitution of the Kingdom of Bhutan.

20. **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.
21. **Compulsory Retirement** means the involuntary retirement from Civil Service with post service benefits.
22. **Conflict of Interest** means a conflict between the official duties and the private interests of a civil servant, including not only his vested interest but also those of his family.
23. **Constitution** means the Constitution of the Kingdom of Bhutan.
24. **Contract Extension** means the process of extending a contract period without changing any of the terms and conditions.
25. **Contract Renewal** means the process of revising the terms and conditions of a contract based on the merit of the contract personnel and need of his service.
26. **Conviction** means when a civil servant is found guilty of a criminal offence.
27. **Cooling-off Period** means the length of time a politician must complete before he becomes eligible for any form of employment in the Civil Service.
28. **Core Competencies** mean 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.
29. **Corruption** means as defined in the Anti-Corruption Act of Bhutan.

30. **Criminal Offence** means any offence as defined by the Penal Code of Bhutan.
31. **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, etc.
32. **Daily Allowance (DA)** means the allowance payable per day to a civil servant during in-country official tour.
33. **Daily Subsistence Allowance (DSA)** means the allowance per day payable to a civil servant during ex-country official tour/travel.
34. **Direct Dependant** means the spouse, children and parents of a civil servant.
35. **Diplomat** means a civil servant in Position Level P5 and above working in Embassies and Missions abroad.
36. **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.
37. **Driglam Namzha** means values of *Tha Damtsi, Ley Jumdrey*, etiquettes and conscious pursuit of harmonious living.
38. **Elected Representatives** mean members of the Parliament and local governments.
39. **Elementary or General Service Personnel (ESP/GSP)** means a person employed to perform basic and manual work in Government Agencies on a consolidated salary without being a regular civil servant.

40. **Embezzlement** means fraudulently taking Government property/fund for personal gain.
41. **Employee** means a civil servant.
42. **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.
43. **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.
44. **Excellent Performance** means an outstanding rating done in the performance evaluation form or an outstanding contribution made in the service.
45. **Executive** means Head of Agency, Educational Institute, Regional Office, Dzongdags, Dungpas and Drangpons of Dzongkhags and Dungkhags the purpose of the Performance Appraisal System.
46. **Family** means members consisting of a spouse and children.
47. **Felony** means a serious crime as defined in the Penal Code of Bhutan.
48. **Force Majeure** means an event or effect that can be neither anticipated nor controlled.
49. **Foreign Allowance** means an allowance given to an employee of a Mission/Embassy to cover the cost of living at the place of posting.

50. **Head** means Secretary of Ministry, CEO of autonomous Agency, Dzongdag, Drangpoen of Dzongkhag/Dungkhag Court.
51. **Head of Mission** means a member who is accredited to a foreign country/International Organisation to represent the Government of Bhutan in that capacity.
52. **Holder of Constitutional Office** has the same meaning as in the Constitution.
53. **Home based Staff** means the support level personnel deputed to a mission abroad.
54. **HR Audit** means assessment of the implementation of all HR actions by the Agencies as per the provisions of the Constitution, the Civil Service Act, the BCSR and the other relevant rules with the view to ensure fairness and objectivity in the Civil Service.
55. **Incompatible Activities** mean those activities, performance of which is inconsistent with the civil servant's official functions.
56. **Indirect Evidence** means the evidence that is based on inference and not personal knowledge of observation.
57. **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.
58. **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.

59. **Ley Jumdey** means the cause and effect relationships.
60. **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.
61. **Long Term Training** means the training or studies with a duration of more than six (6) months.
62. **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.
63. **Major Penalty** means the withholding of annual increments, reduction of salary, withholding of promotion/demotion, compulsory retirement or termination from the service.
64. **Malfeasance** means a wrongful or unlawful act.
65. **Malversation** means official corruption.
66. **Manager/Supervisor** means a civil servant who is above the employee in the chain of command in the Agency 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.
67. **Member of Foreign Service** means both diplomats and non-diplomatic home-based staff.

68. **Merit Based or Based on Merit** means a personnel decision taken based on a set of eligibility criteria prescribed in the BCSR and in compliance with the provisions of the Civil Service Bill 2010.
69. **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.
70. **Minimum Qualifications Requirement** means the specific minimum level of qualification and training required to function effectively within a position.
71. **Minor Penalty** includes reprimand, fine of an amount not exceeding one month's salary or withholding of trainings/studies.
72. **Misappropriation** means the application of another's property or money dishonestly to one's own use.
73. **Misdemeanour** has the same meaning as defined in the Penal Code of Bhutan.
74. **Non-classified data** are static data that can be edited by Agencies.
75. **Non-partisan** means non-supportive and neutral to any political parties.
76. **Oath of Allegiance and Confidentiality** means the execution of a pledge of service and adherence to the Code of Conduct & Ethics.
77. **Organizational Development** means an Agency's efforts to regularly review its mandates and capacities, for taking the right decisions and measures to improve performance and assure delivery of high quality services to the Royal Government and public.

78. **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.
79. **Performance Appraisal** means the process of documenting performance accomplishments, determining whether and how well performance outputs were accomplished, and assigning appropriate ratings based upon the assessment.
80. **Performance Evaluation** means both appraisal of performance and assessment of individual capacity/potential.
81. **Person** includes an individual, partnership, corporation, organization, enterprise, agency, department, subdivision, or other legal entity whether public or private and successor, representative, or agent thereof.
82. **Personnel Actions** mean processes stipulated under the policies and rules & regulations of the Royal Civil Service Commission.
83. **Personnel Policy** means actions or statement of aims and ideals pertaining to Civil Service employees under the Government.
84. **Petty Misdemeanour** has the same meaning as defined in the Penal Code of Bhutan.
85. **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.
86. **Prima Facie** means clear case at first sight.

87. **Professional** means Civil Service personnel belonging to scientific & technical in nature or legal field.
88. **Promotion** means specific vertical movement in a civil servant's career to fill in a higher-position vacancy with a new position title and corresponding pay.
89. **Proselytization** means deliberately persuading or influencing others to accept one's own belief, religion, faith, etc.
90. **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.
91. **Resident Rate Stipend Rate** means for the subsequent months of the scholarship spent in one location as approved by the Government.
92. **Restrictive Advertisement** means announcement of training opportunities for which only civil servants of the Agency are eligible to apply.
93. **Royal Government** includes the Legislature, the Executive and the Judiciary.
94. **Rule** means the Bhutan Civil Service Rules & Regulations 2010.
95. **Rural Posting** means the placements to places including Dzongkhag/Dungkhag Headquarters, Gewogs and Villages.
96. **Scholarship** means the funds provided by both the RGoB and donors.
97. **Secondment** means a transfer of personnel both within and outside the Civil Service on a temporary basis to develop human resource capacity, in

a way that does not affect the employment status in the Royal Government.

98. **Secretariat** means the Secretariat of the Royal Civil Service Commission.
99. **Secretary to the Government** refers to the head of the Cabinet Secretariat or the head of a Secretariat of a Ministry appointed by the Druk Gyalpo as per the provisions of the Constitution.
100. **Sector Specific** means occupation specific to a particular sector such as teachers, doctors, etc.
101. **Short -Term Training** means the training/studies of six (6) months and below.
102. **Skill** refers to an employee's ability to carry out the tasks, duties and responsibilities of a given position.
103. **Society** has the same meaning as in the Civil Society Organisation Act.
104. **Staffing Pattern/Strength** means the posts approved for an Agency including relations, responsibilities and accountabilities.
105. **Static data** are information entered and stored in the database of the RCSC and can be viewed by different users.
106. **Study Tours** includes monitoring and institutional visits.
107. **Subpoena Duces Tecum** means a subpoena ordering the witness to appear and to bring specified documents, records or things.
108. **Subpoena** means a written order commanding a person to appear before a court or other tribunal, subject to a penalty for failing to comply.

109. **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.
110. **Tha Damtsig** means the duties one owes to another derived from good faith, trust, confidence, candour and moral obligations.
111. **Thrimthue** means the financial penalty/fine in lieu of imprisonment.
112. **Training Obligation** means legal responsibilities of a candidate to contribute or serve in the same Organisation or Profession, after completion of his or her training for a minimum period prescribed in the BCSR, failing which he/she shall be liable to pay penalty as compensation to the Royal Government an amount specified in the BCSR for loss in investment made for his or her training.
113. **Transactional data** are information entered and submitted online by Agencies, which once submitted cannot be changed.
114. **Transfer** means a lateral movement of a civil servant from one place to another or from one Agency to another or from one profession to another, in the same Position Level.
115. **Transit Halt** means a halt in a place/airport for less than 8 hours while on official tour/training ex-country.
116. **Travel Rate** means the stipend rate for the first month of the scholarship spent in one location as approved by the Government.
117. **Travelling Allowance** means the allowance payable to a civil servant to compensate for the cost of travelling during an in-country official tour.

118. **Tsawa Sum** means the King, Country and People.

119. **Vacancy** means an approved position that is currently vacant.

120. **Voluntary Resignation** means the resignation as per one's own free will and desire with post service benefits.

