



Royal Government of Bhutan
Ministry of Labour and Human Resources
Department of Human Resources

In-country HRD Form

I. Particulars of the Nominee

- a) Name :
- b) Gender :
- c) Date of Birth :
- g) Citizenship ID Card Number :
- h) Qualification :

- i) *Permanent Address*
 Dzongkhag :
 Gewog :

- j) *Contact details:*
 Mailing Address :
 Telephone number :
 Email :

II. Details of Training applied for:

- a) Course Title/Field of Training:
- c) Institution and Location :
- d) Start Date and Duration :

III. Education: Academic and Training

(Please start with the last institution attended)

Name of Institute	Country	Course/programme	Funding agency	Start date, Duration

(If the space provided is not sufficient, use a separate sheet)

IV. Work Profile:

- a) Organisation :
- b) Designation :
- c) *Job description* :
 - 1.
 - 2.
 - 3.
- d) Date of initial appointment to service :
- e) Date of appointment to the present organization :

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 incorrect.

(Signature of the Candidate)

V. Recommendations of the Head of Nominating Agency

- i) Give reasons for nominating the particular candidate.
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- ii) Description of the use of this training to the Organization/Agency/Company.
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I hereby certify that s/he is the most suitable person in terms of the qualifications and the relevance of the present responsibilities to the training and also in terms of his positive financial integrity as supported by audit clearance. I also certify that s/he fulfills all criteria laid down in the Training Rules and Regulations and does not abrogate any clause of the Rules and Regulations and the Law of the Kingdom.

Place :
Date :

Signature
(Name & Designation of
the Head of the Organization)

* The signature should be of the real incumbent and not of persons officiating on his/her behalf