



HRD Rules and Regulation for Non-Civil Service Sector

**Department of Employment and Human Resources
Ministry of Labour and Human Resources**

Developed by:

Human Resource and Skills Development Division (HRSDD)
Department of Employment and Human Resources (DoEHR)
Ministry of Labour and Human Resources (MoLHR)

Published as HRD Guideline in November 2007

Guideline reviewed in October 2009

Guideline reviewed in May 2012

Published as HRD Rules and Regulation in 2014

Rules and Regulation reviewed in 2015

Rules and Regulation reviewed in 2018

Rules and Regulation reviewed in 2020

FOREWORD

“Our nation’s Vision can only be fulfilled if the scope of our dreams and aspirations are matched by the reality of our commitment to nurturing our future citizens.”

His Majesty the Druk Gyalpo

Human Resource Development is a critical concern for improving the competency, capacity and performance of our workforce to contribute meaningfully to the growth of our economy. Our industry is particularly constrained by the lack of qualified people in both the technical and management areas. Furthermore, our private sector in particular does not accord priority to the development of their employee’s skills and places low level or in most cases no investments for any kind of training or capacity development in their human resource. Thus, to help address these human resource constraints and challenges, the Ministry of Labour and Human Resources (MoLHR) has developed the 12th FYP HRD Masterplan for the economic sectors (2018-23). The Ministry would like to earnestly acknowledge deep appreciation to all our development partners and also to the RGoB for its valuable assistance and support in implementation of the past HRD Masterplans. We hope and anticipate that such support and cooperation will continue and strengthen during the implementation of the 12th FYP HRD Masterplan.

The MoLHR is also strengthening its effort to make the HRD procedures more efficient and effective. To this end, the Ministry is pleased to present the revised ‘HRD Rules and Regulation for Non-Civil Service Sector’. The Regulation has been developed from the earlier Human Resource Development Regulation, with the objective to strengthen and promote fair, transparent and efficient implementation of pre-service and in-service HRD programs implemented by the Human Resource and Skills Development Division (HRSD), MoLHR. It is imperative for establishments to process endorsement of Internal Service Rules (ISR) as mandated under the Labour and Employment Act of the Kingdom of Bhutan, in order to be eligible for in-service HRD support of the Ministry.

The Ministry hopes that this Regulation will provide clarity on training norms and procedures to all the nominating agencies/organizations and to the beneficiaries of the training program. The Ministry also hopes that this Regulation will provide useful information and reference to relevant government agencies, bilateral and multilateral donor agencies and all other important stakeholders supporting the Ministry in implementation of its HRD programs and services.

Tashi Delek!



Sonam Wangchuk

Secretary, MoLHR

Table of Contents

CHAPTER 1	5
INTRODUCTION	5
PRELIMINARY	5
POLICY	6
STRATEGY	6
SCOPE	7
DEFINITIONS	7
CHAPTER 2	9
ELIGIBILITY CRITERIA.....	9
CHAPTER 3	10
NON-ELIGIBILITY	10
CHAPTER 4	11
APPLICATION AND NOMINATION PROCEDURE.....	11
CHAPTER 5	12
SELECTION PROCEDURE	12
CHAPTER 6	14
PRE-DEPARTURE FORMALITIES	14
CHAPTER 7	14
ENTITLEMENT DURING TRAINING	14
CHAPTER 8	14
OBLIGATION OF SELECTED CANDIDATE.....	14

CHAPTER 9 16
OBLIGATION OF THE NOMINATING AGENCY 16

CHAPTER 10 16
POST-TRAINING OBLIGATION 16

CHAPTER 11 17
PENALTY 17

CHAPTER 12 18
MONITORING AND EVALUATION 18

ANNEXURES 19

CHAPTER 1

INTRODUCTION

Whereas, in accordance with the National Human Resource Development policy, development of human capital is a *sine qua non* for economic growth and social development. The economic goals of a country can be achieved by the creation of appropriate human capital.

Whereas, in accordance with the Constitution of Bhutan, the state shall endeavour to improve and increase knowledge, values and skills of the entire population towards the full development of the human personality.

Whereas, in accordance with the Employment Policy 2013, the Government shall prioritize training in order to skill, reskill and redeploy Bhutanese to achieve productive, gainful and decent employment, which drive the country towards achievement of high levels of human development and contribute to maximization of Gross National Happiness.

Whereas, in accordance with the Labour and Employment Act 2007, the Ministry of Labour and Human Resources (MoLHR) shall provide policies and programs in vocational education and training.

Therefore, the MoLHR, in accordance with the powers conferred under the section 234 of the Labour and Employment Act of Bhutan, 2007 hereby promulgates the following Rules and Regulations concerning Human Resource Development support and procedures and related matters as applied to all HRD support for the Non-Civil Service Sector.

PRELIMINARY

1. This Regulation is the HRD Rules and Regulation for Non-Civil Service Sector (Amendment) Regulation 2020.
2. This Regulation contains legal requirements that must be met by beneficiaries of HRD support provided or facilitated by the Human Resource and Skills Development Division (HRSD), Department of Employment and Human Resources (DEHR), Ministry of Labour and Human Resources for Non-Civil Service Sector.
3. This Regulation shall be used as a guiding document for the development of training/HRD component of Internal Service Rules (ISR) submitted by an enterprise.
4. This revised Regulation comes into force with effect from June 2020.
5. This Regulation shall be reviewed and amended by the Department of Employment and Human Resources (DEHR), Ministry of Labour and Human Resources (MoLHR) as and when required, according to the needs and changes in the HRD policies and strategies of the MoLHR and the Royal Government of Bhutan (RGoB).

POLICY

The Regulation shall guide in the implementation of HRD plans and programs for the Non-Civil Service Sector. In particular, the Regulation shall have the following objectives:

6. Ensure fair, transparent, coherent and efficient implementation of HRD programs and services.
7. Enhance performance, professionalism and productivity of the Bhutanese workforce.
8. Ensure allocation of available resources in accordance with the development priority of the RGoB to promote a balanced and sustainable human resource development across all sectors.
9. Ensure implementation of HRD plans and programs and allocate training opportunities and support to all economic sectors in the most fair, transparent, coherent and efficient manner.
10. Ensure that trained human resource is properly assigned and effectively utilized in relevant sectors to optimise returns from RGoB or other investments in HRD and to foster/promote sector growth.

STRATEGY

11. The HRD Planning process shall be carried out through, but not limited to, the following mechanisms:
 - 11.1 Five Year HRD Masterplan for the Economic Sectors,
 - 11.2 Annual HRD Master Plan,
 - 11.3 National HRD Workforce Plan, and
 - 11.4 National HRD Policy.
12. Mid-Term Review of the Five Year HRD Masterplan shall be carried out to respond to the changing HRD priorities of different economic sectors.
13. Critical Skills (pre-service HRD) and Critical Capabilities (in-service HRD) of different economic sectors shall be identified through comprehensive Skills and HRD Need Assessment survey and consultations, and in coordination/dialogue with existing HRD Committee and HRD Network.
14. Key Sector agencies and bodies shall be encouraged to assess their sector HRD needs and challenges, which shall be considered for the implementation of HRD plans and programs.
15. All Skills and Training opportunities shall be made available through a transparent and equitable system.

16. Monitoring and Evaluation system shall be instituted to assess training impact and make necessary interventions.
17. Agencies shall be encouraged to plan, invest and implement HRD of their employees.
18. Agencies shall be encouraged to have clear HRD plans and procedures in their Internal Service Rules.
19. Agencies shall be encouraged to apply for any scholarship/fellowship opportunities available for the country.
20. In-country institutional capacity in HRD delivery shall be developed through different partnership mechanisms.
21. Registered Training Providers shall be encouraged to participate in the implementation of different HRD programs.
22. HRD coordination and partnership with different key agencies shall be strengthened.

SCOPE

23. The Beneficiaries of pre-service HRD support by the MoLHR shall be confined to those job-seekers registered with the MoLHR.
24. The Beneficiaries of in-service HRD support by the MoLHR shall be confined to those Organizations/Establishments that have their **Internal Service Rules** endorsed by the Department of Labour (DoL), MoLHR as per the Labour and Employment Act of Kingdom of Bhutan 2007. This Regulation shall NOT have jurisdiction over following employees/organizations/establishments:
 - 24.1 Agencies under the purview of Bhutan Civil Service Rules and Regulations 2018, Royal Civil Service Commission,
 - 24.2 Foreign Non-Government Organizations and Foreign Agencies,
 - 24.3 Contract Employees of Government agencies and Government projects,
 - 24.4 Three Armed Forces, or
 - 24.5 Monastic Body.

DEFINITIONS

The terms used in this Regulation are defined as follows:

25. "Regulation" means the 'HRD Rules and Regulation for non-civil service sector'.

26. “Non-civil service sector” means those sectors defined under clause 23 and 24 of this Regulation.
27. “HRSDD” means the Human Resource and Skills Development Division facilitating, managing and implementing the HRD programs.
28. “DEHR” means the Department of Employment and Human Resources.
29. “MoLHR” means the Ministry of Labour and Human Resources.
30. “Training” means either short-term training or long-term training:
- 30.1 Long-term training, means trainings which are above six months, and are as follows:
- a. Ph.D.,
 - b. Fellowship/Specialization,
 - c. Master’s degree,
 - d. Diploma or Certificate course,
 - e. Counterpart training, and
 - f. Attachment and Internship.
- 30.2 Short-term training, mean trainings which are six months and below, and are as follows:
- a. Certificate/Diploma course,
 - b. Counterpart training,
 - c. Attachment and Internship,
 - d. Study Tour/Institutional visit,
 - e. Seminar/Workshop, and
 - f. Conference/Symposium/Forum/Meeting.
31. “In-service” means nominee from organization/agency defined under clause 24 of this Regulation.
32. “Pre-service” means those defined under clause 23 of this Regulation.
33. “Nominating agency” or “Agency” means organization/agency as defined under clause 24 of this Regulation.
34. “*Nominee*” or “candidate” means individual applicant applying for training or HRD support of the MoLHR.
35. “Institute” means in-country or ex-country training institute, college or university where the training will be conducted/ implemented.

- 36. “Donor” means the bilateral or multilateral agency funding the HRD program.
- 37. “ISR” means the Internal Service Rules endorsed by the Department of Labour, MoLHR.

CHAPTER 2

ELIGIBILITY CRITERIA

38. Criteria for in-service:

- 38.1 Be a Bhutanese citizen.
- 38.2 Be medically fit for undertaking long-term or ex-country training.
- 38.3 Have a valid Security Clearance Certificate.
- 38.4 Fulfil the age, qualification and other requirements in the relevant field of study as specified by the institute/donor/MoLHR.
- 38.5 Fulfil all the application and documentation requirements as specified by the institute/donor/MoLHR.
- 38.6 Have valid Audit Clearance Certificate from the Royal Audit Authority or the nominating agency, whichever is applicable for undertaking long-term or ex-country training.
- 38.7 Meet the work experience requirement as specified in this Regulation subject to fulfilment of requirement specified by the institute/donor.
- 38.8 Training is relevant to the nominating agency and to the nominee’s current job responsibilities.

39. Specific Criteria for Long Term Training:

- 39.1 Has successfully completed master’s level program from recognized university or institute to avail a Ph.D. program.
- 39.2 Has successfully completed Bachelor’s Degree from recognized college or institute to avail a master's program.
- 39.3 Has rendered a minimum of three years (including probation) of continuous and satisfactory service with the nominating agency at the time of application for a master’s/Ph.D. program. However, academics of tertiary education sector should fulfil minimum one year (including probation) of continuous and satisfactory service with the nominating agency.

39.4 Has rendered a minimum of one year (including probation) of continuous and satisfactory service with the nominating agency to avail long-term training other than a master's/Ph.D. program.

39.5 Has served a minimum of one year with the nominating agency after a long-term training to avail long-term training other than masters or Ph.D.

40. Specific Criteria for Short Term Training:

40.1 Has served a minimum of one year (including probation) with the nominating agency to avail the first short-term training.

40.2 Has served a minimum of six months after a short-term training or one year after long-term training to avail the next short-term training.

41. Criteria for pre-service:

41.1 Be a Bhutanese citizen.

41.2 Be medically fit to undertake training.

41.3 Have a valid Security Clearance Certificate.

41.4 Should be registered as a job-seeker with the MoLHR.

41.5 Fulfil the age, qualification and other requirements in the relevant field of study as specified by the institute/donor/MoLHR.

41.6 Fulfil all the application and documentation requirements as specified by the institute/donor/MoLHR.

**CHAPTER 3
NON-ELIGIBILITY**

A candidate shall not be eligible for HRD support when s/he:

42. Has discontinued HRD support program for reasons other than ill health.

43. Fails to undertake training after acceptance by the donor or MoLHR for reasons other than ill health.

44. Has been terminated by institute/donor/MoLHR from a scholarship on disciplinary grounds.

45. Has been nominated/shortlisted for another training program, pending declaration of acceptance/result.

46. Has availed the same training in the past through the RGoB funding or the bilateral/multilateral donor support to the RGoB.
47. Has failed to produce required documents at the time of application.
48. In addition to above, an in-service candidate shall not be eligible for HRD support when s/he:
 - 48.1 Does not meet the time gap and work experience as specified under clause 39 and 40 of this Regulation.
 - 48.2 Is on long-term leave at the time of training application.
 - 48.3 Has already availed a master's/Ph.D. in the past while applying for a master's/Ph.D. program.
 - 48.4 Is above 50 years or does not meet the age requirement as specified by the donor at the time of application of master's/Ph.D. program.

CHAPTER 4

APPLICATION AND NOMINATION PROCEDURE

49. Availability of HRD support shall be announced in the media or in MoLHR's website, seeking application or nomination. All such announcements shall provide details on the training title, venue of training, date of commencement, duration, funding modality and application requirements.
50. For donor funded ad-hoc short-term training, application will be sought directly from one or more relevant agencies based on slot(s) available, for onward submission of nomination to the donor agency or institute.
51. Candidate/ nominating agency shall apply directly to the MoLHR using appropriate HRD form (annexure I or II) along with relevant documents, in compliance with this Regulation and in accordance with the requirement specified by the institute, donor or MoLHR.
52. Nominations from the nominating agency or application of the nominee should be submitted on or before the last date of submission as announced by the MoLHR.
53. Nominations shall be processed with concerned institute/donor as per the approved procedure established by the MoLHR.
54. Nomination shall be processed through appropriate channels on the prescribed nomination forms, completed in every respect, recommended by the HR and endorsed by the head of the nominating agency, which shall ensure that the training is relevant to the job responsibility of the nominee and the HRD needs of the organization.
55. Confirmation of acceptance or non-acceptance of training shall be sought from the donor/institute and conveyed to the nominating agency/nominee upon receipt.

56. The DEHR, MoLHR shall reserve the right to check and verify evidence/s of eligibility and relevancy to the training and accordingly accept or reject applications.
57. Those candidates requiring endorsement from the RGoB for any open scholarships shall fulfil the following conditions for endorsement from the MoLHR:
- 57.1 Be employee of an organization as prescribed under clause 24 of this Regulation,
 - 57.2 Fulfil the minimum working duration and other criteria as prescribed under chapter 2 and chapter 3 of this Regulation, and
 - 57.3 Submit HRD form (annexure I or II) and other relevant documents to the MoLHR.

CHAPTER 5

SELECTION PROCEDURE

The criteria shall be as under unless specified otherwise by the donor/institute.

58. The shortlisting shall be carried out by the MoLHR in accordance with the criteria set in this Regulation or otherwise specified by the donor.
59. For Ph.D. program, candidate(s) shall be shortlisted based on relevancy and academic merit ranking (Aggregate)
- 59.1 Master's Degree : 60%
 - 59.2 Bachelor's degree : 40%
60. For long term masters' program, candidate(s) shall be shortlisted based on the relevancy and academic merit ranking (Aggregate)
- 60.1 Bachelor's Degree : 60%
 - 60.2 Class XII : 40% (English + 4 best subjects)
61. For trainings other than master's/Ph.D. the nominee shall be shortlisted based on the following:
- 61.1 Relevant Academic Qualification,
 - 61.2 Relevant work Experience, or
 - 61.3 Other requirements as specified by the institute/donor/MoLHR.
62. For every 1 (one) slot, 3 (three) candidates shall be shortlisted. Shortlisted candidates shall be informed for further selection process through MoLHR website.

63. The selection shall be carried out by the Selection Committee comprising of members from relevant government and other agencies. The HRSD, DEHR, MoLHR shall be a permanent member secretary to the committee.
64. The selection committee shall declare Conflict of Interest (annexure VI), if any. If so, then s/he shall not participate in the selection interview of that specific candidate(s).
65. The selection committee shall be briefed on all relevant information related to the selection interview and procedures.
66. Panel members are to apply principles of fairness, transparency, open competition and merit in selecting the most suitable candidate for the HRD program.
67. A candidate must obtain a minimum aggregate of 50 percent during the selection interview to be eligible for selection.
68. The Selection Committee members shall have the authority to accept or reject any applicant for the HRD program.
69. The Selection Committee members shall have the authority to make the final and binding decision deemed necessary if need arises.
70. Standard criteria for selection of nominee(s)/applicant(s) shall be as follows:

70.1 In-service

SN	Criteria	Weightage
A	Motivation for undertaking the training	30
B	Leadership and contribution to the organization	30
C	Post-study Plan	30
D	Communication skills	10
	Total	100

70.2 Pre-service

S N	Criteria	Weightage
A	Academic aggregate (calculated during short-listing)	20
B	Extra-curricular or other individual achievements	10
C	Communication skills	10
D	Motivation for undertaking the training	30
E	Post-study plan	30
	Total	100

CHAPTER 6
PRE-DEPARTURE FORMALITIES

A candidate whose training is confirmed shall:

71. Be notified directly or through the nominating agency, whichever is applicable, by the MoLHR with a copy of the acceptance letter from the institute/donor/MoLHR.
72. Report for pre-departure briefing at MoLHR upon intimation by donor/MoLHR, during which a nominee shall be informed on the training, travel and other details.
73. Report to MoLHR with an acceptable guarantor other than spouse or children for signing a Legal Undertaking (annexure III or V) with the MoLHR, RGoB.
74. Submit duly signed and sealed relevant Legal Undertaking (annexure III or V).
75. Submit duly signed and sealed legal undertaking (annexure IV) for in-service applicant from the head of the nominating agency confirming employment and post-training obligations as specified in this Regulation for any long-term training.

CHAPTER 7
ENTITLEMENT DURING TRAINING

76. For in-service, the Period of long-term training shall be treated as study leave and shall be governed by the nominating agency's ISR and this Regulation.
77. Other entitlements viz. remunerations and benefits for an in-service candidate, during the study/training period will be as per the ISR of the nominating agency.
78. Donor funded candidates shall be provided stipend, allowance and other benefits in accordance with the scholarship rules and regulation of the donor/institute.
79. MoLHR funded candidates shall be provided with stipend, allowance and other benefits as approved by the RGoB.
80. For cost-sharing program, the nominating agency (in-service) or candidate shall take up the cost-sharing components as specified by the donor, institute or the MoLHR.

CHAPTER 8
OBLIGATION OF SELECTED CANDIDATE

As a candidate selected by the RGoB, s/he shall:

81. Conduct himself/herself at all times in a manner befitting his/her status.

82. Carry out the training in a manner acceptable to the authorities of the training institute/donor.
83. Not change from the training program specified in the letter of award or change the institute/university. Where the course is not available at all in the institute even upon award of the letter from the government, the candidate shall seek prior approval from MoLHR for changing the training or institute for which the institute will recommend and the MoLHR will give approval or otherwise.
84. 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 to the press 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 Royal Government of Bhutan.
85. Refrain from engaging in criminal or commercial activities and taking up additional employment that shall be prejudicial to the interest and image of the Kingdom of Bhutan.
86. Not coerce, attempt to coerce, order or advise an individual to pay, lend or contribute anything of value to a party, committee, organization, agency or person whose activities are prejudicial to the Tsa Wa Sum.
87. Refrain from giving expression and statements on national or international affairs and in particular, from making any written or oral statement without specific prior approval of the Royal Government of Bhutan.
88. Give priority to acquire knowledge and skills from the training and must complete the training within the approved duration.
89. Continue the service with the nominating organization for the period as specified in the 'HRD Rules and Regulation for Non-Civil Service Sector' of the MoLHR on completion of the training and return to Bhutan.
90. Return to Bhutan on completion of the training programme, failing which, the ministry can process for cancellation of passport and blacklist the candidate from participating in future HRD programmes.
91. Comply with the entitlement (related to entry level, placement, salary and promotion) rules and regulations of the nominating agency after the successful completion of the training programme.
92. Comply with the HRD Rules and Regulation for Non-Civil Service Sector of the MoLHR.

CHAPTER 9
OBLIGATION OF THE NOMINATING AGENCY

The nomination agency for in-service candidate shall:

93. Ensure that the information provided on the nominee during the nomination is authentic and endorsed by the head of the agency.
94. Ensure that the employment of the nominee undergoing the training is protected.
95. Ensure that all the benefits including pay and allowances of the nominee is provided as per the ISR of the agency.
96. Ensure study leave is provided for any long-term training.
97. Ensure that the nominating agency collaborates closely with the MoLHR to monitor the training and post-training activities.
98. Ensure that upon completion of the training, the nominee will continue working with the nominating agency for the duration prescribed in clause 104 in this Regulation.
99. Inform MoLHR of the candidate resuming his/her work after completion of a long-term training.
100. Inform MoLHR in case the candidate does not comply with the obligation(s) under this Regulation.
101. Enter into a Legal Undertaking (annexure IV) with MoLHR on confirmation of acceptance of any long-term training.

CHAPTER 10
POST-TRAINING OBLIGATION

A candidate on completion of training shall:

102. Be required to submit joining report to the MoLHR and the nominating agency, along with duly filled training report form (annexure VIII), feedback form (annexure IX) and training completion certificate within 21 working days upon completion of training as per the letter of award or confirmation of enrolment.
103. Upon joining office, the candidate shall be required to make an independent study as to how best S/he could contribute to the agency concerned.
104. On successful completion of the training, a nominee shall serve the nominating agency for following specified duration:

- 104.1 At least one year after a short-term training and other long-term training besides master's or Ph.D.
- 104.2 At least three years after a master's or Ph.D. program.

CHAPTER 11

PENALTY

- 105.** A candidate or his/her guarantor shall be liable to pay to the RGoB the actual training expenditure incurred by the MoLHR or Donor on the training if s/he:
 - 105.1 Voluntarily resigns from the services of his/her agency prior to rendering services for duration specified in clause 104 of this Regulation,
 - 105.2 Fails to return to Bhutan on completion of the training,
 - 105.3 Is terminated from the training by the donor/institute/MoLHR, or
 - 105.4 Discontinues the training for reasons other than ill health/demise of the candidate.

- 106.** The candidate or his/her guarantor shall pay the refund amount within 90 days from the day the office order is issued to effect section 87; failing which, legal actions shall be initiated in accordance with the Legal Undertaking.

- 107.** A nominating agency shall be debarred from any future HRD support from MoLHR on non-compliance of clauses under chapter 9 of this Regulation.

- 108.** A scholarship shall be terminated if:
 - 108.1 The conduct of the candidate is not in conformity to this Regulation,
 - 108.2 The Performance of the candidate is observed to be unacceptable to the authorities of the training institute, donor or the MoLHR,
 - 108.3 The candidate does not fulfil the attendance and other requirements stipulated by the institute for reasons other than ill health or
 - 108.4 Fails to complete the course within the prescribed period.

- 109.** In the event the Undertaking is lost or damaged, the training obligation and penalty shall be applied as per this Regulation.

CHAPTER 12
MONITORING AND EVALUATION

- 110.** The MoLHR shall monitor the progress of the candidate by liaising with the institute where the candidate is undergoing training. Such monitoring may be conducted at least once during the training implementation period.
- 111.** The HRSDD shall submit the monitoring and evaluation report (Annexure X) to the DEHR. The monitoring findings and observations will be submitted to the institute for corrective action.
- 112.** The HRSDD shall conduct evaluation and tracer studies to assess the benefit of the program to the beneficiaries through different mechanisms.
- 113.** The MoLHR shall monitor post-training obligations of the candidate and the nominating agencies in conformity to this Regulation.

ANNEXURES

Annexure I

In-service HRD Form

I. Particulars of the Nominee

- a) Name :
- b) Gender :
- c) Date of Birth :
- d) CID Number :
- e) Qualification :
- f) Mobile number :
- g) Email :

II. Details of Training applied for:

- a) Training title :
- b) Funding Agency :
- c) Institute & Location :
- d) Start Date and Duration :

III. Work Profile:

- a) Designation :
- b) Organization :
- c) *Job description* :
 - 1.
 - 2.
 - 3.
- d) Date of appointment to the current organization:
(Attach appointment letter)

IV. Details of three recent training undertaken

Name of training	Institute and Location	Start date	Duration	Funding Agency

(Signature of the Candidate)

V. Recommendations of the HR/Head of the Nominating Agency (attached additional pages if necessary)

i) Give reasons for nominating the particular candidate.

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

ii) Description of the use of this training to the nominating agency.

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

I hereby on behalf of my agency certify that s/he is the most suitable person in terms of qualification and relevance of current responsibilities to the training. I also certify that s/he fulfils all criteria laid down in the HRD Rules and Regulation for Non-Civil Service Sector.

I hereby certify that on completion of the training, the nominee shall serve in the same/higher position with the agency for the duration specified in the HRD Rules and Regulation for Non-Civil Service Sector.

ENDORSEMENT FROM HR OF THE AGENCY

Date & Place:

Name & Designation:

Seal and Signature

ENDORSEMENT FROM HEAD OF THE AGENCY

Date & Place:

Name & Designation:

Seal and Signature

VERIFICATION (HRSDD, DEHR, MoLHR)

Date & Place:

Name & Designation:

Seal and Signature

Document to be attached with this form:

1. CID copy
2. Audit Clearance (for long-term or ex-country training)
3. Security Clearance (for long-term or ex-country training)
4. Appointment letter to the current job/organization
5. For the private sector, following additional documents may be requested:
 - a. Valid Business license copy, and/or
 - b. Tax clearance certificate for one/three years.

Annexure II

Pre-service HRD form

I. Particulars of the Candidate

- a. Name :
- b. Gender :
- c. Qualification :
- d. CID Number :
- e. Job Seeker Registration No :
- f. Date of Birth (dd/mm/yyyy):
- g. Mobile number :
- h. Email :

II. Details of Guardians/Parents

- a. Name :
- b. Relationship :
- c. Mobile number :

III. Details of Training to be undertaken

- a. Course Title/Field of Training :
- b. Funding agency :
- c. Institution and Location :
- d. Training start date/Duration :

Date :

(Signature of Candidate)

.....
APPROVAL (for official use)

Date:

(Name & Signature)

.....

Documents to be submitted/attached with this form:

- 1) Citizenship Identity Card (CID) copy
- 2) Relevant Academic transcript and mark sheet
- 3) Valid Security Clearance (Online approval copy)
- 4) Recent half photo (1no)
- 5) Medical fitness certificate for long-term training

Annexure III

Legal Undertaking (in-service)

I, Mr./Mrs./Miss.....son/ daughter of Mr. /Mrs. bearing Bhutanese Citizenship:.....Hereby accept the offer of fellowship / scholarship fromfor studies infor a duration of.....

I, hereby undertake to:

1. Pursue the course and complete it within the duration specified by the institute.
2. Conduct myself at all times in a manner befitting my status.
3. Carry out the training in a manner acceptable to the authorities of the training institute/donor.
4. Not change from the training programme specified in the letter of award or change the institute/university.
5. 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 to the press 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 Royal Government of Bhutan.
6. Refrain from engaging in criminal or commercial activities and taking up additional employment that shall be prejudicial to the interest and image of the Kingdom of Bhutan.
7. Abstain from indulging in any activity that adversely affects the institution, national sovereignty and integrity.
8. Not coerce, attempt to coerce, order or advise an individual to pay, lend or contribute anything of value to a party, committee, organization, agency or person whose activities are prejudicial to the **Tsa Wa Sum**.
9. Refrain from giving expression and statements on national or international affairs and in particular, from making any written or oral statement without specific prior approval of the Royal Government of Bhutan.
10. Continue in the service of my nominating organization for the period as specified in the 'HRD Rules and Regulation for Non-Civil Service Sector' of the MoLHR on completion of the training and return to Bhutan.
11. Return to Bhutan on completion of the training programme, failing which, the ministry can process for cancellation of my passport and blacklist from participating in future HRD programmes.
12. Pay to the Royal Government of Bhutan actual training expenditure incurred By MoLHR/Donor on training if I:
 - i. Voluntarily resign from the services of my organization prior to rendering services for duration specified in 'HRD Rules and Regulation for non-civil service sector' of the MoLHR,
 - ii. Fail to return to Bhutan on completion of the training,
 - iii. Get terminated from a training by the donor/institute/MoLHR, or
 - iv. Discontinue the training for reasons other than ill health or extenuating circumstances.

- 13. Comply with the entitlement (related to entry level, placement, salary and promotion) rules and regulations of my nominating agency after the successful completion of the training programme.
- 14. Comply with the HRD Rules and Regulation for Non-Civil Service Sector of the MoLHR.

I, do hereby 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, my guarantor and/or I will be liable for legal action by the Royal Government of Bhutan.

Place:		Sd/-
Date:	Name	(Affix Legal Stamp)
	Present Address	:
	Village	:
	Contact Detail:	
	Tel /mobile No	:
	Email	:

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

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

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

Place:		Sd/-
Date:	Name of Guarantor	(Affix Legal Stamp)
	ID Card No	:
	Relation to the candidate	:
	Occupation	:
	Present Address	:
	Village	:
	Contact Detail:	
	Tel /mobile No	:
	Email	:

Witnesses:
 1).....
 2).....

Annexure IV

Legal Undertaking – Nominating Agency

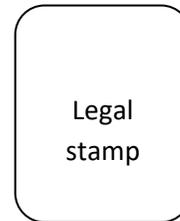
I, Mr./Mrs./Miss.....(*name of CEO/MD*) CEO/Managing Director of (*name of nominating agency*) hereby accept the offer of fellowship/ scholarship from the Ministry of Labour and Human Resources for Mr./Mrs/Miss (*name, designation of nominee*) for studies infor a duration of.....

I, hereby on behalf of my organization undertake to:

1. Ensure that the employment of the nominee undergoing training is protected.
2. Ensure that the period of long-term training is considered as Study Leave.
3. Ensure that all the benefits including pay and allowances of the nominee is provided as per the Internal Service Rules of the agency.
4. Ensure that the HRD Unit/Department of the Agency closely collaborates with the MoLHR to monitor the training and post-training activities.
5. Ensure that upon completion of the training, the nominee continues to work with the agency for the duration prescribed in the HRD Rules and Regulation for Non-Civil Service Sector.
6. Inform MoLHR of the candidate resuming his/her work after completion of a long-term training program.
7. Inform MoLHR in case the candidate does not comply with the obligation(s) under the HRD Rules and Regulation for Non-Civil Service Sector.



Signed and Sealed by
HR of the Agency



Signed and Sealed by
Head of the Agency

Place:

Date:

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

I, in the event of any failure on the part of the above-named person to refund the amount stipulated in clause 10 of this undertaking, hereby undertake to refund the amount to the MoLHR. In the event that I do not adhere to the above, I understand that I shall be liable for legal action by the Royal Government of Bhutan.

Sd/-
(Affix Legal Stamp)

Date:

Name of Guarantor :
CID No :
Relation to the candidate :
Occupation :
Current Address :
Mobile No :
Email :

Annexure VI

Declaration of Conflict of Interest

I,(name), bearing CID No....., (Position Title).....(Agency) as per the HRD Rules and Regulation for Non-Civil Service Sector, I declare that in serving as a member of(Committee) in(Agency):

- I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty;

OR

- I do have Conflict of Interest in view of the following reason(s):
 - Family Member:.....
 - Close Relative:
 - Close Friend:.....
 - In-Laws:.....
 - Enemy:.....
 - Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature

Annexure VII

Employment Verification Form

SN	Particulars	Findings
1	Date of Employment verification	
2.1	Name of person employed	
2.2	Gender	Male Female
2.3	CID no	
2.4	Contact (phone/ email)	
2.5	Training availed	
2.6	Name of institute	
3.1	Name of Employing agency	
3.2	Contact of employer representative met during verification (phone/email)	
3.3	Location of employment (Dzongkhag)	
4	Is the candidate found working during employment verification	Yes No (if no, highlight reason and skip all following sections)
A	How long the candidate has been working	
B	Monthly salary	
C	Form of employment	Contract Regular Part-time
D	Current job title	
E	Current Department/unit	
F	Remarks	

Signature of Candidate

Signature/Seal of Employer Representative

Name and Signature of Verifying Officer

Annexure VIII

Training Report Form

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

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

6. Propose how the knowledge and skills gained from the course can be utilized to further improve the effective delivery of services of the Agencies (please use extra pages if required).

7. Challenges/Issues faced during the training

8. Recommendation to further improves training/services of MoLHR

Signature and date:

Name:

Contact number and email:

Documents to be attached:

- a. Course completion certificate/evidence
- b. Copy of joining letter submitted to the nominating agency

Annexure IX

Training Feed Back Form

Training & Duration:						
SN	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	Support from nominating agency (in-service only):					
i	Nomination/Selection was transparent, fair and merit-based.					
ii	Processing was on time.					
iii	Dealing Official(s) was professional in the service delivery.					
4	Support from DEHR, if applicable:					
i	Service delivery and assistance provided by the dealing officer was good					
ii	I was briefed on Pre-departure information					
iii	Processing was on time					
5	Areas for improvement:					
6	Any other observation/recommendation:					

Name & Signature:

Annexure X

M&E Report Form

1. M&E Visit to	
2. Date	
3. Name of Official(s)	
4. Background	
5. Prior M&E visit dates, details	
6. Objectives	
7. Individuals met during visit	
8. Findings	
9. Challenges	
10. Recommendation	
11. Attachments	<input type="checkbox"/> Pictures from M&E visit <input type="checkbox"/> Feedback from students <input type="checkbox"/> Others
12. Report prepared by	
13. Comment by Division/Department Head	

Annexure XI

Training Announcement Format

1.Title of Training	
2.Start date, Duration	
3.Slot(s)	
4.Donor/Funding Source	
5.Institute, Location	
6.Eligibility for the Training/Scholarship	
7. Application Instructions	
8.Documents Required during the application	
9.Links and other information on the Training and Scholarship	
10.Application deadline	
11. Contact for inquiry	