

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

The **primary objective of training is to learn**. A civil servant on training shall abide by the following.

### **I. Obligations during Training**

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

- ❖ Learn optimally to acquire requisite knowledge and skills for the benefits of the Agency/Country/individual;
- ❖ Conduct himself in a manner befitting his status and acceptable to the Institute;
- ❖ Refrain from engaging in political, criminal or commercial activity; and
- ❖ Not change the training or the Institute specified in the Letter of Approval; and
- ❖ Complete the training within the duration prescribed in the Letter of Approval.

### **II. Termination of Scholarship**

A scholarship shall be terminated if:

- ❖ The conduct of a candidate is not in conformity to the BCSR 2006 or to the Institute;
- ❖ The performance of the candidate is observed to be below average or unacceptable to the authority of the Institute, the Agency concerned and/or the RCSC; and
- ❖ The candidate does not fulfil the attendance and other requirements stipulated by the Institute.

### **III. End of Training and Return to Bhutan**

A candidate on completion of training shall:

- ❖ Return to Bhutan Immediately and report in person to the HR Division/Section of the Agency with Joining Report and certificate/letter of completion of training;
- ❖ Require to submit a written explanation, if there is any delay in submitting the report;
- ❖ Make a presentation to his Division/Section/Unit in the first week of joining the Office; and
- ❖ 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.

Name: ..... Position Title: .....

E-mail: ..... Contact No.: .....

Signature (Dated):

**Briefed by:**

Name: .....

Chief/Dy. Chief/Sr. HR Officer: .....

Signature (Dated):