

Guidelines for Implementation of In-service Short-term Trainings

28 May 2008

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I. Roles and Responsibilities

In accordance with the policy objectives of Good Governance Plus 2005 and Position Classification System (PCS), the Royal Civil Service Commission during its 242nd meeting held on 11 May 2008 has **decentralized all short-term trainings to all Agencies effective from 1 June 2008 in order to further streamline and strengthen the management of Human Resource Development in the Civil Service.**

The following are the roles and responsibilities of Agencies:

1. Royal Civil Service Commission

- a. Review and revise the In-service Training Rules & Regulations to meet the changing requirements/reforms in the Civil Service;
- b. Receive, assess and distribute the training offers equitably to relevant Agencies;
- c. Provide technical backstopping to Agencies, if required;
- d. Guide Agencies for proper implementation of trainings; and
- e. Carry out Monitoring & Evaluation (M&E) to ensure proper implementation.
- f. The following responsibilities shall be carried out:
 - i. Review the nomination/selection of candidates in line with criteria and relevance of trainings;
 - ii. Review the implementation of trainings;
 - iii. Update data to generate training reports;
 - iv. Maintain database of both in-country and ex-country training institutes to assess the standard of institutes; and
 - v. Assess the impacts of trainings undertaken by civil servants.

2. Agency

- a. Carry out nomination, selection and approval in accordance with the prescribed criteria, procedures and rules of BCSR 2006;
- b. Ensure the minimum training gap of 6 months between the last training availed and the next training is strictly observed. However, this rule shall not be applied to informal trainings (meeting, symposium, conference and seminar);
- 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 requisite knowledge and skills for the benefit of Agency/Country/individual;
- b. Maintain code of conduct at all times at the Centre/Institute;
- c. Refrain from engaging in political, criminal or commercial activity;
- d. Return to Bhutan immediately and report in person to the Agency with Joining Report and certificate/letter of completion of training;
- e. Required to make a presentation to his Division/Section in the first week of joining the Office; and
- f. 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

In accordance with the Circular No. RCSC/PPD-7/2006/1004 dated 9 August 2006 the Human Resource Committee (HRC) of the Agency shall ensure that:

MINISTRY/AGENCY	DZONGKHAG
1. HR Division/Section shall receive training offers and submit to the HRC for decision and distribution.	1. HR Section shall receive training offers and submit to the HRC for decision and distribution.
2. Department/Division/Section nominates a candidate (s) for all trainings to the HR Division/Section, irrespective of the source of funding (<i>Annexure 1</i>). Further, the Form attached as <i>Annexure 1/I</i> shall be completed for Study Tour, Attachment, Internship and Counterpart Training.	2. Sector nominates candidate (s) for all trainings to the HR Unit, irrespective of the source of funding (<i>Annexure 1</i>). Further, the Form attached as <i>Annexure 1/I</i> shall be completed for Study Tour, Attachment, Internship and Counterpart Training.
3. HR Division/Section reviews nomination and submits to HRC for approval (<i>Annexure 2</i>).	3. HR Section reviews nomination and submits to HRC for approval (<i>Annexure 2</i>).
4. HRC approves nomination.	4. HRC approves nomination.
5. HR Division/Section issues Training Approval Letter upon receipt of original copies of Security and Audit Clearance Certificates.	5. HR Section issues Training Approval Letter 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 (<i>Annexure 3</i>).	6. HR Section provides detailed Pre-departure Briefing (PDB) to candidate (<i>Annexure 3</i>).
7. HR Division/Section receives the Departure Intimation Form (<i>Annexure 4</i>) from the candidates.	7. HR Section receives Departure Intimation Form (<i>Annexure 4</i>) from the candidates.
8. A candidate makes a presentation upon completion of training to his Division/Section and submits the Joining Report along with Training Report and Feedback Form to the HR Division/Section (<i>Annexure 5, 5/1 & 5/2</i>).	8. A candidate makes a presentation upon completion of training to his Sector and submits the Joining Report along with Training Report and Feedback Form to the HR Unit (<i>Annexure 5, 5/1 & 5/2</i>).
9. HR Division/Section forwards – after endorsement of the HRC – Monthly Training Report along with Training Report and Feedback Form to the RCSC on the last working day of every month (<i>Annexure 5/1, 5/2 & 6</i>).	9. HR Section forwards – after endorsement of the HRC – Monthly Training Report along with Training Report and Feedback Form to the RCSC on the last working day of every month (<i>Annexure 5/1, 5/2 & 6</i> , with a copy to his parent Agency).

Note:

1. *The parent Agency shall distribute training offers to Dzongkhags through its Human Resource Committee;*
2. *The parent Agency shall allocate 2/3rd of training offers/resources to the Dzongkhags as 2/3rd of civil servants are in the Dzongkhags; and*
3. *A civil servant shall not be eligible for any in-country and ex-country training during probation (section 8.3 of Recruitment, Selection and Appointment Rules and Regulations of BCSR 2006).*

III. Penalty

Penalties shall be imposed if the HRC/HR Division/Section/Dealing Official/Candidate has violated the rules and guidelines as follows:

- a. Reflect the name of defaulter in the Agency and RCSC negative list;
- b. Withhold future trainings and promotions;
- c. Issue letter of reprimand; and
- d. Any other administrative action deemed fit as specified under BCSR 2006.

IV. Definition of Terms (BCSR 2006)

- a. Agency means the Ministry, Autonomous Agency and Dzongkhag;
- b. Training refers to both formal and informal trainings;
- c. Short-term training refers to trainings of six months and below;
- d. Formal training refers to:
 - i. Institutional course (viz.: counterpart training, attachment, certificate and diploma course);
 - ii. Study tour, workshop; and
 - iii. In-house training.
- e. Informal training refers to:
 - i. Meeting;
 - ii. Symposium;
 - iii. Conference; and
 - iv. Seminar.

In the event certain activities do not fall within the definition, Agencies may seek clarifications from the RCSC.

V. List of Annexure

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| 1. In-service Training Nomination Form | - Annexure 1; |
| 2. Additional Form | -Annexure 1/1; |
| 3. Checklist and Approval Form | - Annexure 2; |
| 4. Pre-departure Briefing Points | - Annexure 3; |
| 5. Departure Intimation Form | - Annexure 4; |
| 6. Joining Report Upon Completion of Training | - Annexure 5; |
| 7. Training Report Form | - Annexure 5/1; |
| 8. Feedback Form | -Annexure 5/2; and |
| 9. Monthly Training Report Form | - Annexure 6. |

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