



**GUIDELINE FOR Ex-COUNTRY SHORT-TERM TRAINING GAP**

**Tsirang Dzongkhag**

**2024**

## **Guidelines for Ex-Country Short Term Training for Tsirang Dzongkhag**

The Royal Civil Service Commission (RCSC) has decentralized the determination of training gaps to the respective Agencies vide no. RCSC/HRD-C2/2023/1784 dated 18.12.2023 to avoid disruption to service delivery, ensure succession planning, rationalize the frequency and provide equitable access to Human Resource Development programmes for all civil servants.

Therefore, the Dzongkhag Human Resource Committee during its 17th Meeting held on 18th January 2024 came up with guidelines with the following objectives.

### **Objectives**

1. To maintain consistency in the training gap requirement between ex-country STT programmes.
2. To ensure fairness and transparency across all employees while implementing the HRD STT programs and gap implementation

### **Scope**

This guideline shall apply to all categories of short-term training required to maintain training gap as per BCSR 2023. This guideline shall apply to all the employees under the Tsirang Dzongkhag.

### **Approving authority for Ex-country Short term training (STT)**

-STT for all positions shall be approved by the Dzongkhag Human Resource Committee (DHRC)

### **Eligibility for STT**

- a. The program is relevant to his work and his position level
- b. He/She has training gap requirements as per **schedule I**
- c. He has at least served 6 months to serve before superannuation at the time of commencement of the course
- d. Fulfilled all the criteria listed under check list **schedule II**

**The following conditions to be vetted for eligibility of probationers for STT:**

1. Has served a minimum of 6 months upon appointment into the service.
2. Can avail a maximum of 1 STT (ex-country) in a year.

**Schedule I: Training Gap Requirement for STT**

<b>Recent Program Aailed</b>	<b>Proposed Program</b>	<b>Gap</b>
<ul style="list-style-type: none"> <li>• Certificate Course</li> <li>• Counterpart Training</li> <li>• Attachment and Internship</li> <li>• Study Tour/Institutional Visit</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Course</li> <li>• Counterpart Training</li> <li>• Attachment and Internship</li> <li>• Study Tour/Institutional Visit</li> </ul>	6 months
<ul style="list-style-type: none"> <li>• Certificate Course</li> <li>• Counterpart Training</li> <li>• Attachment and Internship</li> <li>• Study Tour/Institutional Visit</li> </ul>	Exceeding 5 days <ul style="list-style-type: none"> <li>• Inspection Visit/Procurement visit</li> <li>• Seminar/Workshop</li> <li>• Conference/symposium/forum/meeting</li> <li>• Other ex-country official travel</li> </ul>	6 month
<ul style="list-style-type: none"> <li>• Certificate Course</li> <li>• Counterpart Training</li> <li>• Attachment and Internship</li> <li>• Study Tour/Institutional Visit</li> </ul>	5 days or less <ul style="list-style-type: none"> <li>• Inspection Visit/Procurement visit</li> <li>• Seminar/Workshop</li> <li>• Conference/symposium/forum/meeting</li> <li>• Other ex-country official travel</li> </ul>	Not required
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## Schedule II

### Checklist for verifying STT

#### I. Detail of the candidate

a. Name: ..... EID: .....  
Position title.....

#### II. Checklist for verifying eligibility for STT (Please tick to assure)

- ☐ He is a regular civil servant. Eligibility for contract employees to avail STT shall be as per Section 4.4.10.2;
- ☐ The programme is relevant to his work and his position level;
- ☐ He has completed probation period. However, civil servants on probation shall be eligible for ex-country STT provided it is skills based or leads to greater specialization.
- ☐ He has completed training gap requirement as per Section schedule 1

- ☐ He has at least six months to serve before superannuation at the time of commencement of the course;
- ☐ He has not been selected for another training programme;
- ☐ He is not on secondment/ EoL;
- ☐ The proposed STT programme is aligned to the candidate's Super Structure/the Competency based Framework/Annual HRD Plan
- ☐ Ensured frequency of training and minimum training gap requirements after availing STT/LTT.
- ☐ Verified Acceptance/Invitation Letter from the Institute.
- ☐ Verified Institute
- ☐ Verified Course content if relevant
- ☐ Verified Security clearance validity.
- ☐ Verified Audit clearance validity.
- ☐ Medical Certificate
- ☐ Any other Eligibility criteria:

.....  
 .....

**Processed by (Signature)**

Name of HR Officer reviewing the nomination

Date:

**III. Decision Of the DHRC:**

HRC no.....date:.....

HRC Decision with rationale:

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

## **DHRC Chairperson**

### **SoP for managing the training gaps for carry forward of training gap from STT to STT:**

Incase of training gap waiver or carry forward the DHRC will review the case as detailed below:

<b>Steps</b>	<b>Process</b>	<b>Remarks</b>
Step1	The civil servant shall share the details of the STT training offers or Expression of Intent for with the Head of Agency with a copy to HRD.	The details should be submitted with adequate time (5 working days) for the agency to review the proposal.
Step 2	HRD shall review and submit the proposal with recommendations to HRC for deliberation.	Refer:  Schedule II: Checklist  Schedule III:
Step 3	HRC shall review the HRD submission and approve/regret .	
Step 4	HRD shall convey the decision to the concerned civil servant for submission of Valid Audit and security clearance.	
Step 5	HRD to issue Letter of Award and brief the candidate on the completion of post training forms.	
Step 6	HRD to update competition records in ZES	

### **Schedule III: Criteria for Training Gap Management**

1. Any Past Issues : Request For Extension, Deferment, Carry Forward, Waiver, Fail/Incomplete, withdrawal, etc.?

:Yes/No, If Yes, provide details on the past issues

2. Training Proposed Mandatory Or Not (WHY/HOW)?

:Yes/No.If Yes,why?

3. Training Schedule Can Be Postponed (WHY/HOW)?

:Yes/No.If No,why?

4. Nominated Candidate Can Be Replaced Or Not (WHY/HOW)?

:Yes/No. If No,why?

5. If It Could Be Avoided With Proper Planning(WHY/HOW)

:Yes/No. If No,why?