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RCSC/LD-63/NOTIFICATION/2020/ 3753

May 1, 2020

**NOTIFICATION**

**Amendment to Section 26.11 and 26.12 of Chapter 26 on Executive and Specialist of Bhutan Civil Service Rules & Regulation 2018**

The Royal Civil Service Commission in its 42nd Commission meeting held on 28th April, 2020 made amendments to Section 26.11 and 26.12 of Chapter 26 on Executive and Specialist of Bhutan Civil Service Rules & Regulation 2018 with regard to Specialist Promotion as detailed out in **Annexure 1**. Based on the amendment, the summary of the key points approved by the Commission, is as follows:

- a. Specialist Staffing Matrix (**Annexure 2**) determines the number of Specialists in an Agency. The current post adjustment Form 13/3 shall be replaced by Specialist Staffing Matrix (SSM).
- b. All Specialists' positions approved and reflected in the earlier staffing shall be removed and calculations of Specialist numbers shall be approved as per the SSM.
- c. The eligible number of Specialists must be accounted for within the total approved PMC strength.
- d. In the event, there is an excess number of staff (P5-P2), the incumbents will be retained until he is separated/transferred.
- e. If there is an excess number of existing Specialists (P1, ES3-ES1) based on the calculations in SSM, the agencies can continue to retain them as an interim measure. However, once the existing Specialist superannuates or exits, agencies shall not promote additional Specialists beyond the approved number in SSM.
- f. Agencies shall use the new undertaking form (**Annexure 4**) and therefore, need not submit P1 Specialist promotions to RCSC for verification.



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g. Agencies to submit Area of Specializations (AoS) as per format (**Annexure 5**) for 12<sup>th</sup> FY Plan detailed out annually (an Indicative list) by **May 10, 2020**.

h. Specialist promotion proposals for July 2020 promotion are extended till **May 25, 2020**.

This notification shall be effective for promotions from July 1, 2020 onwards.

(Karma Hamu Dorjee)

Chairperson

Copy to:

1. Hon. Chairperson, ACC for kind information
2. Hon. Auditor General, RAA for kind information
3. Hon. Secretaries, Ministries for kind information
4. Dasho Dzongdag, 20 Dzongkhags for kind information
5. Heads, All Autonomous Agencies for kind information
6. Director, Directorate Services, all Ministries
7. Chief HROs/HROs/Asst. HROs, All Agencies, Ministries, Autonomous Agencies for necessary action



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**Annexure 1: Specialist Management and Development Framework**

**A. Specialist Promotion Guideline:**

The Specialist Promotion Guideline consisting of primary and secondary criteria shall be applicable for promotion of civil servants into and within the Specialist positions.

**1. Primary Criteria:**

The following will be the Primary Criteria to assess the requirement of Specialists within an Agency:

**1.1. Staffing Strength:**

- 1.1.1. Specialist Staffing Matrix as per **Annexure 2** shall be used to determine number of eligible Specialist for an Agency:
- 1.1.2. For Medical and Teaching services, the promotion of Specialists will be based on the actual approved staff strength based on relevant framework/ approved HR Standards. In view of this, the determination of the number of Specialist positions as per subsequent formula shall not apply.
- 1.1.3. Directorate/Secretariat Services shall not have Specialists. These entities will seek specialized support as and when required from the relevant Parent Agency.
- 1.1.4. All departments in the Ministry, Sectors in Dzongkhag and Autonomous Agency will be grouped either as a "Technical Agency" or "Non-Technical Agency" based on its composition of civil servants in Professional & Management Category (PMC).
- 1.1.5. For an Agency to be grouped as a "Technical Agency", the number of PMC Civil Servants belonging to Technical Services should be higher than or equal to the Administrative Services.
- 1.1.6. For an Agency to be grouped as "Non- Technical Agency", the number of PMC civil servants belonging to Administrative Services should be higher than the Technical Services.
- 1.1.7. For a "Technical Agency", 20% of total approved regular staff of Professional and Management Category (including the chief of Division) shall be the approved number of Specialists. For the Ministries, one Specialist from the total number can be identified as the advisor to the department.
- 1.1.8. In a similar manner, 3% of total approved regular staff of Professional and Management Category (including the chief of Division) shall be the approved number of Specialists for a "Non-Technical Agency".
- 1.1.9. The eligible number of Specialists shall be accounted for within the total approved PMC strength.
- 1.1.10. An Agency shall not have more than 50% of total approved number either only at P1 or ES Level at a given period of time. This is to ensure proper HR and succession planning of Specialists.

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- 1.1.11. Sectors in Dzongkhags shall have Specialists at P1 position level only.
- 1.1.12. Specialists staffing shall be based on the approved Five Year Plan (FYP) staffing of the Agency. The career progression for Specialists shall be planned over the five years of the FY Plan.
- 1.1.13. The promotion of/into Specialist for a particular year should not exceed the planned/indicated number for that year. However, if there is change in the Annual Performance Agreement indicating a specialized target for a particular year, the Commission shall review based on cases and may approve adjusting of numbers for the particular year within the overall approved number.

**1.2. Area of Specialization (AoS)**

- 1.2.1. All Agencies shall submit a list of specialized areas for Specialists to the Commission for approval at the beginning of the Five-Year Plan as per the format on Annexure 5. Area of Specialization shall be reviewed on an annual basis.
- 1.2.2. This AoS can be based on the Agency's legal framework, its mandate, its FYP, and Competency Based Framework.
- 1.2.3. All recommendation and approval of Specialists shall be based on the approved AoS.
- 1.2.4. Based on AoS, if more than one is required in a particular area of specialization, then the "staffing TAT of 1603 hours" shall be used to determine the required number. This shall not, however exceed the ceiling determined under SSM.

**2. Secondary Criteria**

The secondary criteria for promotion shall be used to determine the eligibility of potential candidates for Specialist positions for promotion into and within Specialist positions. The following criteria shall apply:

**2.1. Mandatory Criteria:**

- 2.1.1. For promotion from ES3 until ES1, minimum performance rating of "Outstanding" for the recent three years.
- 2.1.2. For promotion from P1A to ES3A, minimum performance of "Very Good" for the recent three years.
- 2.1.3. In addition to the performance rating, a Specialist currently serving as Head of institute/Centers etc. should score Level 2 and above in LFS score.
- 2.1.4. Minimum of Master's degree or higher in the relevant field for the proposed Specialist position.
- 2.1.5. For professionals in fields where there are no Masters' degrees available, the Commission may approve/prescribe other requirements for their promotion.



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- 2.1.6. Clear Terms of Reference (**Annexure 3**) drawn by the Agencies for individual Specialists. The ToR should indicate significant alignment to the area of specializations approved for the Agency.
- 2.1.7. Aligning to this ToR, the individuals to submit a Work Plan for next three years (Performance Appraisal Form as per MaX Manual). The work plan should clearly indicate how the individual intends to achieve the targets/goals/terms set in the ToR.
- 2.1.8. Evidence of the knowledge and skills required for the higher Position Level as per Specialist Competency Framework.
- 2.1.9. Consistent practice in the field.
- 2.1.10. Clean service record vetted with RAA and ACC.
- 2.1.11. Publications which is:
  - a. Peer reviewed. "Peer reviewed" is defined as the vetting of the publication by a "Peer Review Committee" at National Level.
  - b. The composition of the Committee shall be minimum of three individuals and it shall be endorsed by HRC of the relevant Agency
  - c. The Committee shall submit a report on how the publications were used in the Agency.
- 2.1.12. Eligibility as per other relevant documents of the Agency concerned.
- 2.1.13. Promotion to and within Specialist position for medical and teaching service shall be as per specific policy drawn up by the relevant Agency and approved by the RCSC from time to time.
- 2.1.14. Once a civil servant opts to continue in his line of profession and avails promotion to P1 Specialist and above, he shall not be eligible to compete in the Open Competition process for a Management position and to this end, he shall be required to sign a legal undertaking as detailed in **Annexure 4**.

**2.2. Additional Criteria:**

- 2.2.1. Served as Resource Person/Visiting/Adjunct lecturer, where applicable.
- 2.2.2. Professional certification, where applicable.
- 2.2.3. Placement in remote locations or difficult duty stations .

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### 3. Promotion Modality

#### 3.1. Authority

Following authority shall apply for Specialist promotion:

Position Level	Authority
ES1	RCSC
ES3-ES2	RCSC/Constitutional Offices
P1 Specialist	Agency <sup>1</sup>

#### 3.2. Duration

Following duration shall apply for Specialist promotion:

Position Level	Duration	Remarks
P2-P1 and P1A-ES3A	4 years	
ES3A-ES2A, ES2A-ES1A	6 years	
ES3A-ES1A	5 years	Only for Medical Doctors

#### 3.3. Process

Following process shall apply for promotion of Specialist based on position level:

- 3.3.1. All Promotion to P1 Specialist Position shall be processed and approved by the HRC of the concerned Agency.
- 3.3.2. The promotion of Specialists (from P1 to ES3, ES3-ES2 and ES2-ES1) for the Medical and Teaching Services shall be submitted to the RCSC with the recommendation from the HRC of the concerned authority.
- 3.3.3. For promotion from P1 Specialist to ES3A, following process shall apply:  
To be eligible for a Promotion Justification Session, both primary and secondary criteria should be fulfilled.

<sup>1</sup> For all P1 Specialist position, the promotion criteria as per chapter 13 of BCSR 2018 shall be applicable



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**3.3.3.1. Stage 1: Promotion Justification Session with the HRC of the concerned Agency:**

- a. HRD of the concerned Agency shall review eligibility of the Specialists based on the primary and secondary criteria.
- b. A Promotion Justification Session shall be arranged between the Specialist and the HRC. The document reviewed by the HRD shall be submitted to the HRC for further scrutiny and validation. 2.3
- c. The promotions recommended by the HRC shall then be forwarded to RCSC.

**3.3.3.2. Stage 2: Promotion Justification Session with the RCSC Commission:**

- a. The Executive and Specialist Management Division after vetting the proposal based on the primary and secondary criteria shall schedule a Promotion Justification session with the HR Officer of the concerned Agency and the Focal Commissioner.
- b. Promotion Justification Session will be organized to assess, verify and validate the promotion proposals submitted.
- c. Following the justification session, the Commission during the next Commission Meeting, shall review the cases for final decision on promotions.

3.3.4. The promotion of Specialists from ES3 to ES2 and ES2 to ES1 shall be submitted to the RCSC with the recommendation from the HRC of the concerned authority.

**B. Specialist Profiles**

Specialists shall have following options as positions they can hold:

**1. Specialist as the Head (ES3 and above):**

- 1.1. Programs/Centers/Institute/Projects can be headed by a Specialist.
- 1.2. Specialists (Head) will be appointed from the existing pool of Specialist ES3 and above through an open competitive selection process.
- 1.3. Each tenure shall be for 3 years and to a maximum of two consecutive terms.
- 1.4. The Position of Specialist (Head) will be opened up for selection through open competition upon getting approval from RCSC.
- 1.5. Notwithstanding 1.2 in the event there are no takers as per section 1.2 the management through HR Committee shall recommend the most relevant candidates and submit to the Commission for approval.

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**2. Specialist as Advisor:**

- 2.1. One advisor per department in Ministries.
- 2.2. Every tenure shall be for 3 years and to a maximum of two consecutive terms.
- 2.3. The Position of Advisor will be opened up for selection through open competition upon seeking approval from the RCSC.
- 2.4. Notwithstanding 2.3 in the event there are no takers as per section 2.3 the management through HR Committee shall recommend the most relevant candidates and submit to the Commission for approval.

**3. Specialist Staff**

- 3.1. The Specialists who aren't either Specialist (Head or Advisor) shall be reflected as Specialist Staff.

**C. Performance Management**

To ensure enhanced productivity and greater accountability on the performance of the Specialist following Managing for Excellence Framework shall apply:

1. P1 Specialists shall submit their Performance Appraisal Form<sup>2</sup> which will be rated at the end of the appraisal period by their immediate supervisor and shall be used for moderation.
2. All Specialists at ES3-ES1 shall receive Agency's score based on Agency type as their proxy performance score.
3. Notwithstanding section 5.2, all Specialists at ES3 and above shall submit Performance Appraisal Form on MaX online system. This shall be used to monitor performance of the Specialist and used as an input during review of promotion.
4. Specialists holding profiles as Head are not required to submit the Performance Appraisal Form as they will be managing performance of staff and the Agency's performance target will serve as his performance dashboard.
5. Specialists holding profile as the Head shall be a "feedback recipient" and receive feedback as per LFS framework.
6. If a Specialist (ES3-1) & P1 Specialist is officiating for 6 months or at the time of LFS rating schedule, he shall be a "feedback recipient" for the given period.

<sup>2</sup> Performance Appraisal Form is also known as Individual Work Plan



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**D. Development of Specialists**

1. For short-term and long-term training of P1 Specialist and Specialist at ES3-1, Chapter 9 of BCSR 2018 shall apply.
2. Based on the SSM, Specialist Competency Framework (SCF) to be developed for each Agency which identifies Specialist Competency required at each position level i.e. P1 (S) and ES3-ES1.
3. Competency Based Framework for the respective MOG/SG shall be used as the foundational document for SCF.
4. Given the deep expertise required for Specialists to perform their responsibilities, Agencies shall prioritize opportunities for their skills and knowledge development.
5. Specialists' expertise should be tapped through deployment as Resource Persons, members of Technical Committees and Adjunct Professors, wherever possible and relevant.

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**Annexure 2: Specialist Staffing Matrix (SSM)**

Summary of Specialist Staffing Matrix for [ Type Agency Name here]																				
Sl.No.	Department	No. of Staffs in PMC		Agency Type TS=>AS= Technical; AS=TS= Non-Technical		% of Specialist 20 or 5	No. of Eligible Specialist (I)	No. of Existing Specialist		No. of Eligible Specialist for each Department	Y1_2020 Total Eligible for Year 1 (Y1-2/5: P1<=50NEY1 55<=50NEY1		Y2_2021		Y3_2022		Y4_2023		Y5_2024	
		Technical Services	Administrative Services	Technical	Non Technical		Total Approved for Five Year	E_P1	E_ES	Gap (G)	No. of Specialist	Area of specialisation	No. of Specialist	Area of specialisation	No. of Specialist	Area of specialisation	No. of Specialist	Area of specialisation	No. of Specialist	Area of specialisation

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### Annexure 3: Specialist Terms of Reference

The following is the Terms of Reference for Specialists:

#### 1. Job Identification:

1.1	Position Title:	Relevant P1 Position Title/Specialist I/Specialist II/Specialist III
1.2	Major Occupational Group:	Relevant P1 MOG/Executive & Specialist Services Group
1.3	Sub-Group:	Relevant P1 SG/ Specialist Services
1.4	Position Level:	P1, ES1, ES2 & ES3

#### 2. Responsibilities:

The TOR for the respective Specialist in consultation with their supervisor and the Head of the Agency shall be submitted to RCSC for endorsement from time to time.

2.1.....

2.2.....

2.3.....



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**Annexure 4: Undertaking**

I, ....., bearing Citizenship ID Card No..... and employee ID No.  
....., currently working in.....(mention name of the Ministry/ Agency)  
as..... (mention Position Title) in Position Level ..... do hereby confirm the  
following:

1. WHEREAS I have been briefed on this Undertaking governing my promotion  
to..... (mention proposed Position Title) in Position Level .....with effect  
from .....  
(Promotion effective date);
2. AND WHEREAS I agree with the condition that I shall continue my service as a Specialist  
and shall not appear for any open competitive selection for change of position title and  
position level under the Executive Category or request the Ministry/Agency/RCSC for any  
change of position/function to Executive (EX) in the event of my promotion;
3. AND WHEREAS I understand that in the event I do not adhere to the aforesaid  
condition, I shall be liable for appropriate administrative action by the RCSC; and
4. IN WITNESS WHEREOF I have hereunto signed this document in the presence of the  
following witnesses:

Place/Date: ..... (Candidate/Legal Stamp)

(Chief HRO/HRO, Agency)

For the Ministry/Agency  
(Secretary of Ministry/Head of Agency)

*[Handwritten signature]*



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**Annexure 5: Area of Specialization required for 12th FYP.**

Ministry/Dzongkhag/Agency	Department/Sector	Area of Specialization	Reference Document**

\*\* Reference documents should be those key documents referred to identify areas of specialization. Example: Acts/Charters, Agency mandates, FYP Documents, APAs, Competency based Frameworks etc.

*Signature*