



Internal Training Gap Guidelines for Ex-Country Short Term Training (STT) of Wangdue Dzongkhag

Background:

As per the new Bhutan Civil Service Rules and Regulation (BCSR 2023), and the subsequent Letter No. RCSC/HRD-C2/2023/1784 from the RCSC empowers the respective agencies to develop comprehensive guidelines for determining the training gaps specifically for the ex-country STT of the agency.

Objective:

The Section 7.5.1 of the BCSR 2023 mandates minimum duration requirement between the two STT programmes “to avoid disruption to service delivery, ensure succession planning, rationalize the frequency and provide equitable access to HRD programmes for all civil servants under Wangdue Dzongkhag”.

Authority:

As per section 7.6.1.1 of the BCSR 2023, the authority to approve and implement STT has been vested to the Human Resource Committee (HRC) as the highest decision making body for HR actions of the agency. In this regard, the HRC of the Wangdue Dzongkhag shall be the approving authority for any STTs irrespective of the source of funding. Similarly, the officials of the Wangdue Dzongkhag are required to make prior intimation to the supervisor and HRC for any plans for STTs.

Scope:

This internal training gap guideline aims to provide a framework to ensure a standardized approach in addressing training gaps for the Ex-Country Short Term Training (STT) for the Wangdue Dzongkhag.



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SOP and HR Processes for managing the Ex-Country STT training gaps:

Steps	Process	Remarks	Responsible
Step 1	HRS shall receive the training offers or Expression of Intent for STT, review and submit the proposal to HRC for deliberation.	The details should be submitted with adequate time for the agency to review the proposal.	HR Officer & HR Assts
Step 2	HRC shall review the submission and approve and nominate candidate(s) OR regret.	Nomination of the candidates shall be in line with the STT checklist (Annexure A) and the training gap.	HR Officer & HRC
Step 3	HRS shall inform the nominee and ask the nominee to submit the following documents: 1. Valid Audit Clearance Certificate 2. Valid Security Clearance Certificate		HR Officer & HR Assts
Step 4	HRS to: 1. Issue Letter of Award (ZES generated) 2. Make communication with AFS for flight ticket arrangement. 3. Seek visa/political clearance from the Ministry of Foreign Affairs and External Trade and send a letter to the Passport	Individuals to process their passport and visa upon the indication of the HRS. CFS to do the DSA/TA/DA calculation as per the flight schedule shared by AFS.	Concerned employee, HR Officer & HR Assts & Finance Section

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	Section for passport issuance.		
Step 5	HRS to debrief the candidate(s) and monitor timely completion and reporting to the Agency, and ensure completion of post-training forms.		HR Officer & HR Assts
Step 6	HRS to update records in ZES		HR Assts

SOP for Ex-Country STT Training Gap:

1. Categories of HRD Programs

The categorizations of HRD programmes, as per Clause 7.3.1 of BCSR 2023, irrespective of the funding source, are as follows:

- 1.1 HRD programmes of six months and below are defined as Short Term Training (STT);
- 1.2 HRD programmes above six months are defined as Long Term Training (LTT).

2. Types of STT

The types of STT, as per Clause 7.3.2 of BCSR 2023, are as follows:

- 2.1 In-country or ex-country in-class Training/Certificate/Diploma course
- 2.2 Ex-country Attachment/Internship/Counterpart training
- 2.3 Ex-country Study Tour/Institutional visit
- 2.4 Ex-country Inspection/Procurement visit
- 2.5 Ex-country Workshop/Conference/Seminar/Symposium/ Forum/ Meeting
- 2.6 Ex-country Negotiation for Conventions/International representation
- 2.7 Any other ex-country official travels including participation as a Resource Person.

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3. SOP for Training Gap for Ex-country STT

3.1 The training gaps shall be required for ex-country STT Training as follows:

Recent Programme availed	Proposed Programme	Gap
STT (In-country)	STT (In-country)	Not required
STT (In-country)	LTT (In-country/Ex-country)	Not required
STT (Ex-country)	STT (In-country)	Not required
STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● Inspection/ Procurement Visit ● Workshop/Conference/Seminar/Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation Any other ex-country official travels including participation as a Resource Person. 	Not required
STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	STT (Ex-country) exceeding 5 days: <ul style="list-style-type: none"> ● Inspection/ Procurement Visit ● Workshop/Conference/Seminar/Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation Any other ex-country official travels including participation as a Resource Person. 	6 months
STT (Ex-country) exceeding 5 days: <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	3 months
STT (Ex-country) Exceeding 5 days: <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● Inspection/ Procurement Visit ● Workshop/Conference/Seminar/Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation Any other ex-country official travels including participation as a Resource Person. 	3 months
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STT (Ex-country) (5 days or less):	STT (Ex-country) (5 days or less): <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course 	Not required

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<ul style="list-style-type: none"> • In-class Training/Certificate/Diploma course • Attachment/Internship/Counterpart training • Study Tour/ Institutional visit 	<ul style="list-style-type: none"> • Attachment/Internship/Counterpart training • Study Tour/ Institutional visit 	
STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> • In-class Training/Certificate/Diploma course • Attachment/Internship/Counterpart training • Study Tour/ Institutional visit 	LTT (In-country/Ex-country)	6 months as per section 7.5.2 of the BCSR 2023
STT (Ex-country) Exceeding 5 days: <ul style="list-style-type: none"> • In-class Training/Certificate/Diploma course • Attachment/Internship/Counterpart training • Study Tour/ Institutional visit 	LTT (In-country/Ex-country)	
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LTT (In-country/Ex-country)	STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> • In-class Training/Certificate/Diploma course • Attachment/Internship/Counterpart training • Study Tour/ Institutional visit 	6 months
LTT (In-country/Ex-country)	STT (Ex-country) Exceeding 5 days: <ul style="list-style-type: none"> • In-class Training/Certificate/Diploma course • Attachment/Internship/Counterpart training • Study Tour/ Institutional visit 	6 months
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	including participation as a Resource Person.	
LTT (In-country/Ex-country)	STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● Inspection/ Procurement Visit ● Workshop/Conference/Seminar/Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation Any other ex-country official travels including participation as a Resource Person. 	Not required

4. Criteria to approve Training Gap Carry Forward

The HRC may approve training gap carry forward considering the following criteria:

1. Conditions pointing that he/she is the only eligible and relevant candidate of that particular STT; and
2. For succession planning (he/she is the next person-in-line to Head the Dept/Div/RO).

Condition: One official shall receive carry forward approval only once in a FY.

5. Post Training/ program Report

5.1 In-country Training Report

- 5.1.1 The individual shall submit the respective training report and joining report to respective supervisors at the time of resuming the office.
- 5.1.2 Training report should be endorsed by respective supervisors and supervisors shall forward to HR Services
- 5.1.3 The HR Services shall then issue Joining Orders

5.2 Ex-country Travel/Training Report

- 5.2.1 The individuals shall submit the training report/ex-country travel report to respective supervisors at the time of resuming the office.
- 5.2.2 Training/travel report should be endorsed by respective supervisors and supervisors shall forward to HR Services for the issuance of joining order.
- 5.2.3 For training, the joining & training report and other documents submission shall be as per forms attached.

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6. Accountability

6.1 Any travels sanctioned/availed not in conformity of this guideline and BCSR 2023 lapses observed therein, the accountability shall be fixed for non-compliance and will be liable for appropriate administrative action.

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