



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྒྱལ་གཞུང་གི་གཞི་རྒྱ་རྒྱུ་རྒྱུ་རྒྱུ་  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



Form 9/4

Chief HR Officer  
HRD Division  
Royal Civil Service Commission (RCSC)  
Thimphu

**Subject: Joining of office and submission of Training Report along with the feedback upon completion of Training (STT OR LTT)**

Sir/Madam,

As per the Letter of Award/STT Approval Letter No. ....dated  
....., the undersigned has successfully completed the training. I hereby, would like to  
report to RCSC (for LTT)/respective agency (for STT) on .....(DD)  
.....(MM).....(YYYY).

I have completed the training as detailed below:

1. Name of Course :
2. Institute & Country :
3. Mode of study :
4. Start & End date :
5. Duration :
6. Funding :
7. No. of progressive training :
8. Training Report (please fill in the answers in next page)
  - 8.1. Describe courses/subjects covered during the training); and
  - 8.2. Propose how the knowledge and skills gained from the course can be utilized to further improve the effective delivery of services of your Agency.
9. Attach evidence of successful completion of the training:
  - For STT, Certificate if applicable; or
  - For LTT, Course Completion Certificate and Consolidated Academic Transcript from the Institute and Thesis/Research copy with consent letter to share with the relevant Agency (if research-based).



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རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
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Thanking you

Yours faithfully,

Signature

Name :

EID No. :

Position Title :

Agency :

*Note: This form is to be used for STT in Section 9.6.5.2 and LTT only.*