

LTT Review checklist for LTT other than Bachelor's degree (Form 7/4)

LTT REVIEW CHECKLIST

(For LTT other than Bachelor's Degree)

I. Name of candidate: (EID:)

II. Checklist for verifying eligibility for LTT (please tick to assure)

- ☐ The candidate is a Bhutanese citizen as per Section 7.7.4.1.
- ☐ The programme is relevant and leads to greater specialisation (aligned to Superstructure/the Competency Framework/Annual HRD Plan) as per Section 7.7.4.2.
- ☐ Candidate is 45 years of age or below at the time of commencement of the LTT as per Section 7.7.4.3.
- ☐ Verified Number of training Availled. The proposed LTT is his (1st/2nd/3rd LTT) and does not exceed three in-service LTT as per Section 7.7.4.13.
- ☐ Verified proposed LTT is not of the same level/degree as his current qualification as per Section 7.7.4.4.
- ☐ He has completed the Training gap requirement as per Section 7.5.2.
- ☐ The frequency of training availled by the candidate nominated is rationalised as per Section 7.5.2.
- ☐ Verified Fulfilment of Minimum Years of Service (tick the relevant from below). Candidate has rendered years of service:
 - A civil servant selected through BCSE shall serve a minimum of two years of active service excluding the probation period, at the time of commencement of the course as per Section 7.7.4.9.
 - Exceptions to Section 7.7.4.9 shall be made for critical services for pursuing specialisation programmes as prioritised by RCSC.
 - Every other category besides those covered under Section 7.7.4.9 shall serve a minimum of four years of active service excluding the probation period, at the time of commencement of course.
- ☐ Verified candidate meets the minimum qualification to be eligible for LTT (tick the relevant from below):
 - The candidate has a Bachelor's Degree and is selected through BCSE or in PMC level to be eligible for pursuing a postgraduate degree as per Section 7.7.4.11.
- ☐ He has previously discontinued a programme for reasons beyond his control on medical grounds and failed to produce a fitness certificate from the medical board to apply for LTT as per Section 7.7.4.14.
- ☐ Verified EoL History as per Section 7.7.4.6.
- ☐ Verified Secondment History Section 7.7.4.6.
- ☐ Verified Acceptance/Invitation Letter from the Institute.

- ☐ Verified Institute.
- ☐ Verified Course content.
- ☐ Verified funding source and funding assurance letter.

III. Assurance from Agency for approving the Nomination (please tick to assure)

- ☐ Agency shall not ask for additional staff as replacement (as the working agency shall work with their parent agency for succession planning)
- ☐ Agency shall ensure effective succession planning while implementing LTT and ensure service delivery is not disrupted as per Section 7.4.4.
- ☐ Agency shall monitor and ensure the candidate's return to Bhutan immediately after completion of training.
- ☐ The Agency shall carry out regular monitoring of the civil servants on LTT and plan for their re-deployment upon their return from studies.
- ☐ The Agency shall carry out M&E periodically to evaluate impact of the training on performance of the candidate and office respectively.

IV. Decision of the HRC:

HRC no. date:.....

HRC Decision with rationale:

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The HRC members including the following official countersigning this form shall be accountable and liable for the following therefore, the HRC shall be adequately informed:

- *Administrative action in case nomination is processed in violation of BCSR.*
- *Disciplinary action in case the assurance committed in Sl. No. III are not fulfilled.*

Processed by (Signature)

Name of HR Officer reviewing the nomination

Date:

Note: *The checklist shall be completed in ZES*