

STT REVIEW CHECKLIST

I. Detail of the candidate

a. Name: EID:

(attach list of candidates in a separate sheet, if there is more than one nomination)

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

- ☐ The candidate is a regular civil servant. However, civil servants on probation shall be eligible for ex-country STT provided it is skills based or leads to greater specialisation as per Section 7.6.2.1.
- ☐ *Eligibility for contract employees to avail STT shall be as per Section 4.4.10.2.*
- ☐ The programme is relevant to his/her work and position level as per Section 7.6.2.3.
- ☐ Ensured frequency of training and minimum training gap requirements after availing STT/LTT as per Section 7.5.2.
- ☐ Has at least six months to serve before superannuation as per Section 7.6.2.5; or prior to contract end date as per Section 4.4.10.2. (i)
- ☐ Ensure that candidate has not been selected for another training programme as per Section 7.6.2.6.
- ☐ Verified Secondment History as per Section 7.6.2.7.
- ☐ Verified EoL History as per Section 7.6.2.7.
- ☐ Verified Acceptance/Invitation Letter from the Institute.
- ☐ Verified Institute.
- ☐ Verified Course content.
- ☐ Verified Security clearance validity.
- ☐ Verified Audit clearance validity.
- ☐ Any other Eligibility criteria:
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III. Assurance from Agency for approving the Nomination (please tick to assure)

- ☐ The Agency has given a pre-departure briefing to the candidate.
- ☐ The Agency shall monitor and ensure candidate's return to Bhutan immediately after completion of training.
- ☐ The Agency shall ensure all STT programmes are updated in the ZEST.
- ☐ 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*