

GUIDELINES
FOR
MANAGEMENT OF SHORT TERM TRAINING GAPS



**NATIONAL CENTRE FOR HYDROLOGY
AND METEOROLOGY**

Human Resource Services
January 2024

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1. Background

The National Centre for Hydrology and Meteorology (NCHM) was established in 2016 as an autonomous scientific and technical agency of the Royal Government of Bhutan with a mission in monitoring and understanding of hydrology, weather, climate and cryosphere, for timely provision of information and services to protect lives and property and support national needs for ecologically balanced sustainable development. The Centre has been identified as the nodal agency responsible for generation of information and delivery of products and services on weather, climate, cryosphere, hydrology and water resources in Bhutan.

The four technical Divisions were supported by the Secretariat Services comprising Administration and Finance Services, Human Resource Services, Program and ICT Services to fulfil its mandates and functions. Currently, the Centre has 186 employees including officials under General and Elementary Services spread over 20 Dzongkhag in regional offices.

In exercise of the authority vested upon agencies by the provisions of Section 7.6 of the BCSR 2023, the National Centre for Hydrology and Meteorology has developed and adopted this guideline to facilitate implementation of short term HRD programmes efficiently through timely monitoring, evaluation and interventions. The continuous capacity building programme is essential for the employees to enhance professional skills and knowledge while keeping abreast of emerging science and technology, and also aligning with the evolution of workplace strategies.

This guideline is also in keeping with the provisions of Hydro-Met Policy of the Kingdom of Bhutan 2023 approved by Lhengye Zhungtshog during its 152nd session held on 23 September 2023.

2. Objectives

This guideline shall ensure that the short-term trainings are facilitated and implemented in fair and transparent manner taking into consideration and emphasising on the relevancy and need to provide efficient meteorology, hydrology and cryosphere services;

- 2.1. Develop and maintain competency of the employees as per requirement of CBF, QMS, WMO, ICAO, BCAA and any other national and international regulatory bodies.
- 2.2. Ensure training is implemented through demand driven and merit based in a transparent manner with focus on relevancy and exigency of the Centre.
- 2.3. Provide equitable access to capacity building programme and rationalise the training frequencies

- 2.4. Ensure proper succession planning and continued public service deliveries without disruption

3. Types of Short-Term Trainings

- 3.1. The types of short-term training programme will be as specified in Section 7.3.2 of the BCSR 2023.
- 3.2. In addition to section 3.1, the short-term training shall include the meeting, seminar/conference/forum organised by international and regional organisations of which Bhutan is a member, where the Government has designated NCHM as the national focal point. All the meeting, seminar/conference/forum organised under this category shall be defined as “mandatory ex-country meetings”. The NCHM is currently designated as the national focal point for the following international and regional organisations including the bilateral meetings with India;
 - a. World Meteorological Organisations (WMO)
 - b. Intergovernmental Panel for Climate Change (IPCC)
 - c. International Civil Aviation Organisation (ICAO) for aviation meteorological services
 - d. BIMSTEC Center for Weather and Climate (BCWC)
 - e. Government of India;
 - Joint Group Experts (JGE) and Joint Technical Team (JTT) for Flood Management between India and Bhutan JTT and
 - Joint Experts Team (JET) meeting to oversee and review the comprehensive scheme for establishment of hydro-meteorological and flood forecasting network on rivers common to Bhutan and India

4. Scope and Coverage

In line with authority vested upon Centre by the BCSR 2023, this Guidelines shall be adopted in facilitation and implementation of short term HRD plans and programmes for all the employees working under the Centre.

5. Power and Authority

- 5.1. The HRC of the Centre shall be the approving authority for any short-term training, plans and programmes irrespective of source of funding unless specified in the Chapter 7 of BCSR 2023.
- 5.2. HRC will have prerogatives to cancel or revoke any short-term training programmes or nominations, if found in contravention with the provisions of BCSR, HR Manual and the Guidelines
- 5.3. HRC shall have authority to manage the training gaps, approve the carry forward and training eligibility waivers for the employees including the probationers.

6. General Rules and Eligibility for Short-Term Trainings

6.1. The general rules and eligibility for short term training will be as per provisions of Chapter 7 of the BCSR 2023.

7. Training Gap Requirements for Short-Term Trainings

7.1. The training gap is the minimum duration required to be maintained between two trainings and programmes to ensure proper succession planning, uninterrupted service deliveries, and rationalise the training frequencies providing equitable access to training opportunities to all eligible employees of the Centre.

7.2. An employee after completion of LTT shall serve one year to be eligible for ex-country STT and other HRD programmes exceeding duration of 5 days.

7.3. An employee shall be required to maintain minimum training gaps as per *Annexure 7/A* to avail next STT or any other HRD programmes.

7.4. Notwithstanding Section 7.3, the international, regional and bilateral statutory/mandatory meetings as specified in Section 3.2 of this Guideline shall not require to maintain training gaps irrespective of any durations.

8. Management of Training Gaps

8.1. The HRC shall establish a systematic and effective process for identifying, assessing and addressing the training gaps to ensure that employees receive equitable capacity building opportunities to achieve overall goals of the Centre.

8.2. The HRC may review and manage the training gaps as per following Standard Operating Procedures (SoPs);

SI#	Processes	Turn Around Time (TAT)	Remarks
1	Concerned employees/Divisions share the details of the STT proposals/nominations with HRS including recommendations of the Division	Within 3 working days on receipt of the training invitation/proposal	

2	HRS review the STT proposals/nominations and submit to HRC with recommendations for deliberation	Within 5 working days on receipt from the Divisions	<i>Reference:</i> a. STT review checklist (7/B) b. Last STT training/ex-country travel details c. Carry forward checklist 8/A (For carry forward) d. Waiver eligibility checklist 8/B (Probationers) e. Any other relevant documents
3	HRC shall review the proposed STT/nominations/carry forward/ eligibility waiver submitted by HRS and take the decision (Approve/regret)	As per meeting schedule	
4	HRS to convey the decision to concerned employees/Divisions	Within 3 working days after conduct of HRC meeting	
5	HRS issue approval order/LoA, in case of approval by the HRC	Within 3 working days after conduct of HRC meeting	

8.3. Carry Forward of training gaps from STT/LTT to STT

8.3.1. The carry forward of training gaps of the last STT/LTT to avail next STT may be considered based on the critical needs and requirement of the Centre to fulfil and comply with the scientific and technical standards and the regulatory requirements.

8.3.2. The HRC shall review the carry forward cases as per *Annexure 8/A*

8.4. Eligibility Waiver for Probationers

8.4.1. The HRC may review and approve eligibility waivers for probationers in exceptional cases when training needs are critical skill-based and mandatory compliance training to meet requirements of the international and regional regulatory bodies.

8.4.2. The eligibility waivers can also be reviewed and implemented as per Section 7.6.2.1 of BCSR 2023.

8.4.3. The HRC shall review the eligibility waiver for probationers as per *Annexure 8/B*

9. Accountability

- 9.1. HRC of the Centre shall be responsible and accountable for any decisions taken for STT training and any other short term HRD programmes.
- 9.2. Non-compliance to this STT Guideline shall be treated as violation of provisions of the BCSR, hence HRC, HRS and concerned employees shall be liable for administrative actions for non-compliance to provisions of this Guidelines.

10. Review and Revision

The Centre shall review and revise the provisions of this Guideline periodically to ensure its effectiveness and relevance in consultation with the Royal Civil Service Commission.

11. Approval and Commencement

- 11.1. This Guideline is approved by the 140th HR Committee Meeting held on 19 January 2024 and further endorsed by the Royal Civil Service Commission during its 223rd Commission Meeting held on 2 April 2024 (*RCSC Annexure*).
- 11.2. This Guideline shall come into effect from 2 April 2024.

12. Annexures



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NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY



"Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services"

Annexure 7/A

Training Gap Requirement for Availing Ex-Country STT to STT and LTT to STT

Recent Programme Availed	Proposed Programme	Gap
STT (In-country)	STT (Ex-country)	Not required
STT (Ex-country): 1. In-class training/Certificate/Diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	STT (Ex-country): 1. In-class training/certificate/diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	6 months
STT (Ex-country): 1. In-class training/Certificate/Diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	STT (Ex-country); Exceeding 5 days duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	6 months
STT (Ex-country): 1. In-class training/Certificate/Diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	STT (Ex-country); 5 days or less duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	Not required
STT (Ex-country); Exceeding 5 days duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	STT (Ex-country): 1. In-class training/Certificate/Diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	6 months
STT (Ex-country); Exceeding 5 days duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	STT (Ex-country); Exceeding 5 days duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	6 months
STT (Ex-country); Exceeding 5 days duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	STT (Ex-country); 5 days or less duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	Not required
STT (Ex-country); 5 days or less duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	STT (Ex-country): 1. In-class training/Certificate/Diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	Not required
STT (Ex-country); 5 days or less duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	STT (Ex-country); 5 days or less duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	Not required
LTT (Ex-country/in-country)	STT (Ex-country); 5 days or less duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	Not required
LTT (Ex-country/in-country)	STT (Ex-country); Exceeding 5 days duration 1. Inspection/Procurement visits 2. Workshop/Conference/Seminar/Symposium/Forum/Meetings 3. Negotiation for Conventions/International representation 4. Any other ex-country official travel including participation as Resource Person	1 year
LTT (Ex-country/in-country)	STT (Ex-country): 1. In-class training/Certificate/Diploma courses 2. Attachment/Internships/Counterpart trainings 3. Study tour/institutional visits	1 year

Note:

Mandatory ex-country meetings as defined in Section 3.2 of STT Guidelines shall not be required to maintain training gaps to avail next STT irrespective of any durations



STT NOMINATION REVIEW CHECKLIST

I. Details of the candidate

Name and EID No:

Position Title:

Note: (Attach a separate sheet, in case of more than one nominations)

II. Checklist for verifying eligibility for Ex-STT (✓)

- He is a regular servant/contract employees/probationers who are eligible for STT as per Section 4.4.10.2 & 7.6.2.1 of BCSR 2023
- The programme is relevant to his work and his position level;
- He/she has completed probation period. Exception for training eligibility as per Section 4.4.10.2 & 7.6.2.1 of BCSR 2023
- He/she has completed training gap requirements
- He/she has at least six months to serve before superannuation at the time of commencement of the course;
- Verified acceptance/invitation letter from institute or organisation
- Verified institute and course content
- Verified validity of security clearance
- Verified validity of audit clearance
- Any other eligibility criteria

III. Agency's Assurance for Approving the Nominations (✓) and Details of HRC Meeting

- Has given pre-departure briefing to candidates/nominees
- Shall monitor and ensure candidate's return to Bhutan immediately after completion of training
- Shall ensure all STT programmes are updated in the ZEST
- Shall periodically monitor and evaluate impact of the training on performance of candidate and office respectively

Approved by HRC Meeting held on

Processed by:

(Name and Signature of Reviewing HR Officer)

Date:

Approved by:

(Name and Signature of HoA/HRC Chair)

Date:

Note: The checklist shall be completed in ZEST.



STT CARRYFORWARD REVIEW CHECKLIST

I. Details of the candidate

Name and EID No:

Position Title:

II. Details of the Proposed STT Programs

Course Title:

Institute/Country:

Start/End Date:

Duration:

Source of Funding:

III. Details of the Last One STT Programs Attended

Course Title:

Institute/Country:

Start/End Date:

Duration:

Source of Funding:

Carryforward Duration:

IV. Past Carry Forward History (If yes, provide the details)

V. Background/Issues

VI. Review of the Carry Forward Case

1. Proposed training is mandatory or not (Yes/No), If yes, why and how?
2. If training shedule can be postponed (Yes/No), If no, why?
3. If nominated candidate can be replaced or not (Yes/No), If no, why?
4. If it could have been avoided with proper planning (Yes/No), If no, why ?
5. Return investment/value addition of the training to Centre/individual employees, what and how?

Date:

(Name and Signature of HR Officer



STT ELIGIBILITY WAIVER REVIEW CHECKLIST (Probationers)

I. Details of the candidate

Name and EID No:

Position Title/Level:

Working Division

Note: (Attach a separate sheet, in case of more than one nominations)

II. Details of the Proposed Ex-Country STT Programs

Course Title:

Institute/Country:

Start/End Date:

Duration:

Source of Funding:

III. Past Eligibility Waiver History (If yes, provide the details)

IV. Background/Issues

V. Review of the Eligibility Waiver for Probationers

1. Proposed training is mandatory or not (Yes/No), If yes, why and how?
2. Relevancy of the training, how course content is relevant to current job responsibilities?
3. Why sent the candidate for proposed course, what are the value addition/return investment?
4. If training shedule can be postponed (Yes/No), If no, why?
5. If nominated candidate can be replaced or not (Yes/No), If no, why?
6. If it could have been avoided with proper planning (Yes/No), If no, why ?
7. Specifiy if all other eligibility requirement as per BCSR are met?

Date:

(Name and Signature of HR Officer



RCSC Annexure

***Communication from the Royal Civil Service Commission on Endorsement of STT Guidelines vide email dated 2 April 2024**

Approval of STT Guideline for NCHM Inbox x



Guru Prasad Khadal

to me, HRDD ▾

Apr 2, 2024, 1:53 PM (2 days ago)



Dear Madam,

This is to inform you that the 223rd Commission Meeting held on 02-Apr-2024 endorsed the STT guideline of NCHM.

We have attached the document for your reference.

We thank you for your hard work and sincerity.

Warm Regards

--

Yours Sincerely,

*Guru Prasad Khadal (Mr.)
Assistant Human Resource Officer
Human Resource Development Division
Royal Civil Service Commission*

BHUTAN

