



ཨཱཱུ་ རྒྱལ་ཡོངས་ཚུ་དབྱུང་དང་གནམ་གཤིས་རིག་པའི་སློབ་གྲྭ།
NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN



Annexure 7/B

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.

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