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NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY  
THIMPHU: BHUTAN

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



### **STT Pre-Departure Briefing (PDB) Form**

A Candidate on STT shall:

- Adhere to the Civil Service Values and Conduct at all times as per section 7.6.3.1 of BCSR 2023.
- Refrain from engaging in political, criminal, or commercial activity;
- Learn optimally to acquire knowledge and skills for the benefit of the Agency/Country/individual;
- Not change the training or the Institute specified in the Approval Letter;
- Complete the training successfully within the duration prescribed in the Approval Letter; and
- Return to Bhutan and report to the Agency immediately after the completion of the STT with the following as per Section 7.6.3.2 of BCSR 2023:
  - a. Training/Briefing Report and Feedback Schedule 7/A; and
  - b. Certificate (if applicable);
- Serve a minimum of six months from the conclusion of their last STT, prior to resigning from the service or for availing EoL. Failure to comply with this requirement will render the candidate liable to pay one month's gross pay for every remaining month of STT obligation as per section 7.6.3.3 of BCSR 2023.

Name of the candidate :  
EID No. :  
Position Title :  
E-mail :  
Contact No. in the event of an emergency :

**(Signature of Employee and Date)**

**Briefed by:**

Name:  
Position Title:

**(Signature of HRO/Focal and Date)**