

STT NOMINATION REVIEW FORM

(To be used by HRO for reviewing training nomination for approval)

I. Detail of the candidate

- a. Name: (EID:)
- b. List the details of the candidates in a separate sheet, if there are more than one nomination.

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

- The candidate is a regular civil servant and not on contract service (Section 9.6.2.1).
- The programme is relevant to his/her work and Position Level (Section 9.6.2.2).
- The candidate has completed probation period. Exception for in-country STT (Section 9.6.2.3).
- The programme nominated for is aligned to Super Structure, Competency Framework and Annual HRD Plan (Section 9.3.3).
- The frequency of training availed by the candidate nominated is rationalised (Section 9.3.4).
- The candidate meets the minimum training gap requirement after availing STT/LTT as per Schedule 9/A.
- The candidate has at least six months to serve before superannuation (Section 9.6.2.5).
- The candidate has not been selected for another training (Section 9.6.3.1).
- Verified Acceptance/Invitation Letter from the Institute.
- Verified Institute.
- Verified Course content.
- Verified Secondment History as per Section 9.6.3.4.
- Verified EOL History as per Section 9.6.3.5.
- Verified Security clearance validity.
- Verified Audit clearance validity.
- Verified Medical Certificate.
- Any other Eligibility criteria:
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III. Assurance from Agency for approving the Nomination (please tick to assure).

- The Agency shall give 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 HRD programmes are updated in the CSIS.
- The Agency shall carry out M&E periodically to evaluate impact of the training on performance of the candidate and office.

Decision of the HRC:

HRC No. date:.....

HRC Decision with rationale:

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The HRC members including the official countersigning this form shall be accountable and liable for administrative and disciplinary action in case nomination is processed in violation of BCSR 2018 and in case the conditions in Sl.no III above are not fulfilled. Therefore, the HRC shall be adequately informed of the eligibility criteria and checklist requirements.

Processed by (Signature)

Name of HR Officer reviewing the nomination

Date:

Note:

- For STT (ex-country) in Section 9.4.3.5 to Section 9.4.3.8 which are of 5 days and below duration need not fill in STT Application/Nomination Form and STT PDB Form.
- File the STT Nomination Application Form submitted by the candidate with this form for record.
- If STT is approved by the HRC and is implemented, update in CSIS immediately.