

LTT REVIEW CHECKLIST

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

I. Name of candidate: (EID no.:)

II. Details of Study proposed as per Confirmation of Enrolment Letter/Acceptance letter from Institute:

- a) Course Title :
- b) Institute :
- c) Country :
- d) Course start Date:
- e) End date :
- f) Duration :
- g) Source of Funding:

III. LTT availed:

Sl. No.	Course Title	Institute/City/Country	Start Date	End date	Source of Funding

IV. STT availed (Last three STTs):

Sl. No.	Course Title	Institute/City/Country	Start Date	End date	Source of Funding

V. Checklist for verifying eligibility for LTT (please tick to assure)

- The candidate is a Bhutanese citizen (Section 9.7.3.1).
- The programme is relevant and leads to greater specialization and is aligned to Super Structure and Competency Framework (Section 9.7.3.2).
- The candidate is 45 years of age or below at the time of commencement of LTT (Section 9.7.3.3).
- The proposed LTT is his.....(1st/2nd/3rd LTT) and does not exceed three in-service LTT (Section 9.7.3.4).

- Verified proposed LTT is not of same level/degree as his/her current qualification (Section 9.7.3.5).
- The candidate meets the training gap requirement as per Schedule 9/A.
- The frequency of training availed by the candidate nominated is rationalised (Section 9.5.2).
- Verified fulfilment of minimum years of service (Sections 9.7.3.7, 9.7.3.8, 9.7.3.9 and 9.7.3.13). Candidate has rendered years of service.
- Verified candidate meets the minimum qualification to be eligible for LTT (Sections 9.7.3.10, 9.7.3.12 and 9.7.3.13).
- For Bachelor's degree, the candidate is informed and is aware of the following (Section 9.7.3.11):
 - Study leave shall be without pay;
 - Service shall be protected but position shall not be protected;
 - Completion of degree shall not entail automatic enhancement of position level;
 - The entire duration of the course shall not be counted as active service for the purpose of promotion; and
 - Shall be placed on waiting list if there is no vacant position as per Section 14.4.20.
- The candidate has not discontinued a training programme to which previously nominated for reasons within his control (Section 9.7.4.1(b)).
- The candidate has not previously discontinued a programme for reasons beyond his control on medical ground and failed to produce fitness certificate from medical board to apply for LTT (Section 9.7.4.1(c)).
- The candidate has passed the drug test.
- Verified Acceptance/Invitation Letter from the Institute.
- Verified Institute.
- Verified course content.
- Verified leave history as per Section 9.7.4.1(f).
- Verified secondment history Section 9.7.4.1(e).

VI. Assurance from Agency for approving the Nomination (please tick to assure)

- Agency shall not ask for additional staff as replacement except for candidate pursuing for Bachelor’s degree.
- Agency shall ensure effective succession planning while implementing LTT and ensure service delivery is not disrupted (Section 9.3.5).
- Agency shall monitor and ensure candidate’s return to Bhutan immediately after completion of training (Section 9.7.6.13).
- The Agency shall carry out regular monitoring of the civil servants on LTT and plan for their re-deployment upon their return from studies (Section 9.7.6.13).
- 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:

- *File the LTT Nomination application form submitted by the candidate with this form for record.*
- *If approved by the HRC, submit the LTT proposal to RCSC through CSIS.*
- *Retain all the documents with the Agency.*