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RCSC/LS-63/2024-25/0147

July 17, 2025

NOTIFICATION

Streamlining of the Human Resource Committee (HRC) responsibilities in Ministry

In line with the objective to realize the noble vision of an Enlightened Entrepreneurial Bureaucracy, the Commission after a series of consultations, has approved the delineation of the functions and responsibilities of Human Resource Committees in the Ministry during its 52nd Commission Meeting held on 16th July 2025. The sub-delegation of the responsibilities from the Ministerial HRC (MHRC) to the Departmental HRC (DHRC) and Human Resource Division (HRD) is initiated with the objective to:

- Reduce operational time of Government Secretaries for strategic matters;
- Empower the Department on HR matters;
- Strengthen the effectiveness, ownership and accountability of HR management and development; and
- Enhance efficiency with reduced administrative processes.

The clear delineation of the responsibilities are enclosed here as **Annexure 1**: Responsibility Matrix for Human Resource Actions in Ministry and **Annexure 2**: SOP to implement the delineation of responsibilities provided in the responsibility matrix. This delineation of responsibilities are within the scope of the Ministry's HRC functions covered under Chapter 2, Section 2.10 of the Bhutan Civil Service Rules and Regulations (BCSR) 2023.


(Tashi Pem)
Chairperson



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Annexure 1

Responsibility Matrix for Human Resource Actions in Ministry

Sl.No	HR Area	HR Action (current)	Division of Responsibility		
			MHRC level	DHRC	HRD routed through Department
1	Recruitment	1. Recruitment of : <ul style="list-style-type: none"> • S level recruitment and below (regular & contract) • OC & ESP/GSP 2. Contract extension of PMC and SSC 3. Service regularization of civil servants on probation 4. Appointment of standby candidates within 3 months	<ul style="list-style-type: none"> • Recruitment Appeal • Project recruitment, benefits, and remuneration should be conducted and endorsed at MHRC. 	Approval for vacancy announcement, shortlisting, selection committee and result endorsement by Department for: <ul style="list-style-type: none"> • S level recruitment (regular) • Contract recruitment (S level and below) • OC & ESP/GSP • Contract extension (PMC and SSC) • Service regularization of civil servants on Probation • Appointment of standby candidates within 3 months. 	In consultation with the Dept Head as per the approved staffing standard, carry out the following: <ul style="list-style-type: none"> • S level recruitment (regular) • Contract recruitment • OC & ESP/GSP • Contract extension • Service regularization of civil servants on Probation • Appointment of standby candidates within 3 months

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2	Promotion	<ul style="list-style-type: none"> • Meritorious Promotion (Out of turn by 6mm) • Broadbanded promotion • Promotion appeals 	• All promotion appeals.	• Approval for Meritorious and Broadband promotions	• Process broadband and meritorious promotions upon endorsement from the Head of Departments.
3	P1 open competition	• Open Competition (Status quo)	• Approval for P1 open competition		HRD to process as per the approval of MHRC.
4	Transfer	<ul style="list-style-type: none"> • Inter-Agency for parented positions up to P1. • Intra ministerial transfer • Intra or Inter-Major Occupational Group within the Superstructure group up to P1. 	<ul style="list-style-type: none"> • Inter-department • Inter-ministerial transfer involving PT change without change in Superstructure provided NOC given by Parent agency. • All Transfer Appeals. 	• Intra-Departmental Transfer	HRD to facilitate and process Transfer as per the delegated authority.
5	Leave	<ul style="list-style-type: none"> • Medical Leave beyond 14 days • Medical Escort leave • EoL • Preparatory Leave 	• Extraordinary Leave	<ul style="list-style-type: none"> • Medical Leave beyond 14 days • Medical Escort leave • Preparatory 	All leave to be processed by HRD upon endorsement by DHRC and MHRC as per the delegation.

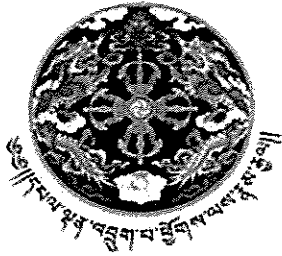


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6	Performance Management (MaX)	<ul style="list-style-type: none"> •Moderation result endorsement. •Moderation Appeal at all levels. •IWP Exception Opening by HRD (joining from LTT, EOL joining, Transfer joining, New Appointee) 	<ul style="list-style-type: none"> •Moderation result endorsement. •Review appeal on moderation results at all levels except Executives. 		<ul style="list-style-type: none"> •Prepare and conduct Moderation at both Department and Ministerial Level. •Compile results and maintain records. •IWP Exception Opening by HRD (joining from LTT, EOL joining, Transfer joining, New Appointee).
7	Superstructure /MOG changes/PD	<ul style="list-style-type: none"> •Change of MOG and Position Title 	<ul style="list-style-type: none"> •Final approval comes to RCSC only if it involves change in superstructure 		
8	LTT	<ul style="list-style-type: none"> •In-country (full time) with final approval from RCSC •Ex-country (full time) with final approval from RCSC •Mixed Mode •Bachelors 	<ul style="list-style-type: none"> •In-country (full time) with final approval from RCSC •Ex-country (full time) with final approval from RCSC •Mixed Mode •Bachelors 		



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9	Secondment	<ul style="list-style-type: none"> • Secondment approval 	<ul style="list-style-type: none"> • Approval for seconded agency and final approval comes to RCSC only • Agencies must get approval from RCSC regarding selection of Seconded agency, and individuals selected for the secondment. 		
10	STT	<ul style="list-style-type: none"> • In-country (STT) • Ex-country • Other In-country travels (workshops, job related travels, meetings.) 	<ul style="list-style-type: none"> • All Ex-country 	<ul style="list-style-type: none"> • In-country (STT) • All In-country travels (workshops, job related travels, meetings) • In-country STT can be delegated to the Department after STT funding and the program is endorsed by the head of the agency. 	

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11	Administrative Discipline	<ul style="list-style-type: none"> •Administrative cases (EX1-EX3/ES1-ES3, both major and minor action will be taken by RCSC) •For P1 and below, both major and minor actions will be taken by the Agency). 	<ul style="list-style-type: none"> •Administrative cases forwarded from ACC and RAA 	<ul style="list-style-type: none"> •Administrative cases (other than ACC & RAA) 	<ul style="list-style-type: none"> •HRD to lead the case discussion with Legal and support from the respective Department. •DHRC will have to take action and HRD just execute the process
12	Separation	<ul style="list-style-type: none"> •Voluntary resignation •Superannuation •Compulsory Resignation •Termination •Contract Completion 	<ul style="list-style-type: none"> •Compulsory Retirement (resulting from ACC and RAA case) •Termination (resulting from ACC and RAA case) • Decision for appeals from DHRC to be forwarded to MHRC 	<ul style="list-style-type: none"> •Compulsory Retirement (excluding ACC and RAA case) •Termination (excluding ACC and RAA case) •Contract Completion •Voluntary resignation (Voluntary resignation to be recommended by HRD and endorsed by DHRC) 	<ul style="list-style-type: none"> •HRD to process Superannuation and Voluntary resignation with approval from the Head of Department/Secretariat.

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Annexure 2

Standard Operating Procedure (SOP) for Delineation of HRC Responsibilities in Ministries

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1. Purpose:

This SOP outlines the systematic process for proposing, reviewing and approving HR actions as per the delegation of responsibilities approved vide notification no. This SOP is to ensure consistency, transparency, and compliance in discharging the responsibilities of the HR management in the Ministry.

2. Scope:

Applicable to the MHRC, Departmental HRCs, and Human Resource Division (HRD) within the Ministry.

3. Roles and Responsibilities:

3.1 MHRC (Ministerial HRC):

The MHRC shall be the highest decision-making body over the HR matters within the Ministry, continuing to oversee HR functions that are not delegated to the departmental level. It shall retain authority over HR matters that are complex, sensitive, or require higher-level intervention—particularly those with implications that extend beyond the capacity of individual departments (*Annexure 1*)

Further, the MHRC shall be the appellate body for HR matters that are referred by DHRC or individuals who want to appeal. The HR matters or appeal cases beyond MHRC, shall be forwarded to RCSC. This is as per BCSR 2023, Section 19.3.3.2. "The RCSC/Agency shall exercise appellate authority where applicable."

3.2 Departmental HRC (DHRC):

As per the delegation of responsibilities, there shall be Departmental HRC in Ministries. The DHRC shall review and approve HR actions in line with the delegated authority (*Annexure 1*). The HR matters or appeal cases beyond DHRC, shall be forwarded to MHRC.

3.3 Human Resource Division (HRD):

HRD shall be responsible to oversee and guide the DHRC and MHRC for all human resource management, development and performance. The HRD shall carry out responsibilities of compiling the agenda and providing the technical recommendations to the DHRC/MHRC. The HRD shall ensure

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timely coordination and conduct of DHRC and MHRC and maintain all HR records, Minutes and execute the decisions of the HR Committees.

3.4 Composition of MHRC, DHRC

3.4.1 Composition of the MHRC Members

Role	Designation
Chairperson	Secretary of the Ministry
Members	<ul style="list-style-type: none"> Head(s) of Departments (e.g. Director General/Director) Specialist Chief Planning Officer or Head of Policy/Planning Division Other relevant officers as determined by the Chairperson of the HRC
Member Secretary	Chief Human Resource Officer (CHRO) or Head of HRD

3.4.2 Composition of the DHRC Members

Role	Designation
Chairperson	Head of Department (Director General / Director)
Members	Specialist/Division Heads (minimum of 2) *
Member Secretary	Focal Human Resource Officer for the Department
Advisor (Optional)	Legal Officer as required for complex cases

** HRC agenda of Departments that do not fulfill the requirement of committee members can be forwarded directly to MHRC.



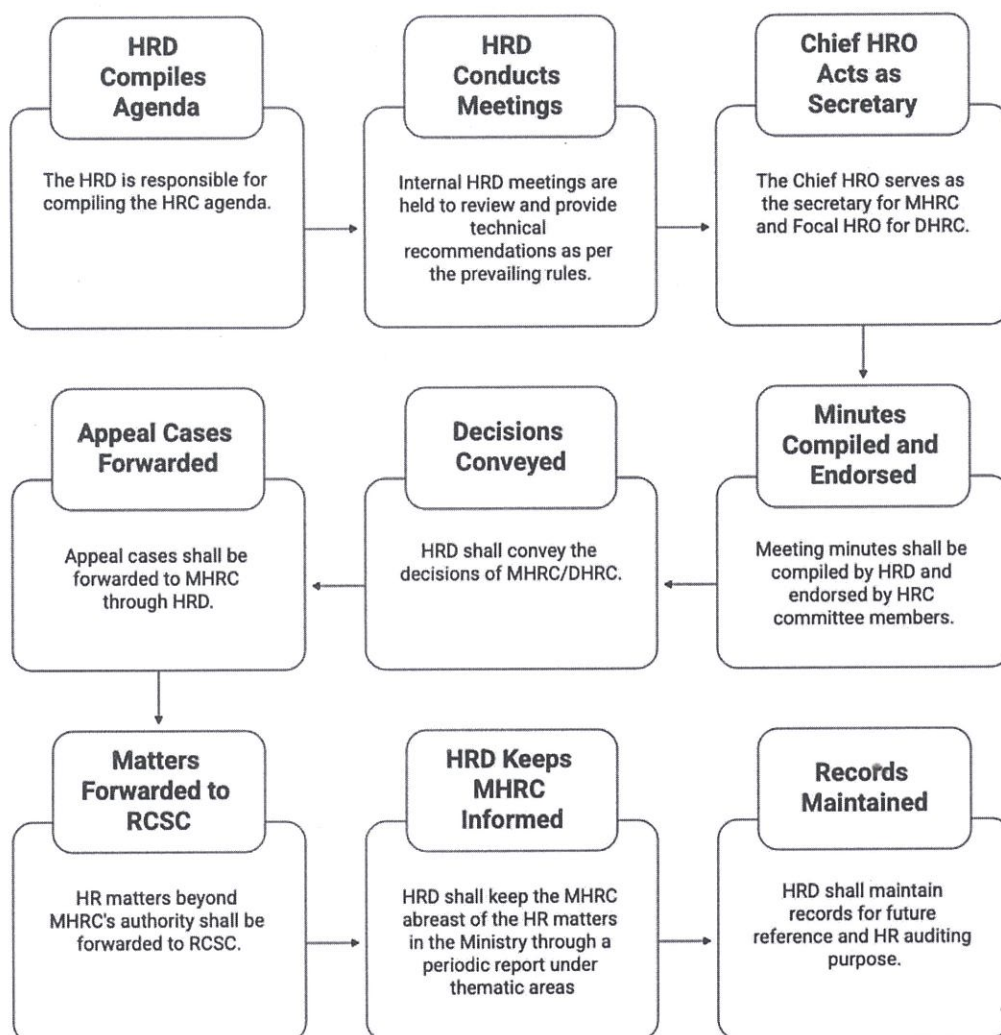
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3.4.3 Human Resource Division, Ministry

The Human Resource Division within the Ministry shall function as the technical review committee for DHRC and MHRC.

3.5 Working Modality between HRDs, DHRC and MHRC



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4. SOPs for Delegated HR Areas:

1. Recruitment

Recruitment: Regular Recruitment (Decentralized S1& below), Contract recruitment, ESP/GSP and Contract Extension				
Sl. No.	Activities (for one post)	MHRC	DHRC	HRD
Regular Recruitment				
1	Identify requirement/gap against the approved post in consultation with Dep/Div/section			✓
2	For parented positions, staff assessment to be done in consultation with Parent Agency			✓
3	Put up in DHRC for endorsement of vacancies and shortlisting criteria in consultation with DHRC		✓	✓
4	Seek final approval from RCSC for vacancy announcement of contract civil servants under PMC Category based on DHRC's recommendation			✓
5	Float the vacancy in ZRS (Zhiyog Recruitment System) or BBS for vacancy announcement (2 weeks deadline for application) after the endorsement by DHRCs			✓
6	Collection, compilation and verification of Documents			✓
7	Shortlist the applicants for the post announced			✓
8	Seek HRC approval or endorsement of shortlisted candidates		✓	✓
9	Notify the shortlisted candidates through website and other available means			✓
10	The DHRC shall nominate a Selection Committee composed of relevant members.		✓	
11	Hold selection interview (Min. 5 panel members, should declare conflict of interest before interview)			✓
12	Compile and review interview results in the ZRS which shall be verified and signed by the Selection Committee.			✓
13	Put up in DHRC for endorsement of the result and DHRC will review the results and endorse accordingly		✓	✓

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14	Conduct drug test for selected candidates			✓
15	Carry out placement of selected candidate(s) and induction program		✓	✓
16	Address any recruitment appeals, if any	✓		
17	Issue appointment order and update in the ZEST			✓
18	HRD to file and archive all relevant documents in personnel file and ZEST			✓
Contract Extension/Upgradation				
1	Notify the Division/Department along with the list of employee(s) due for contract extension			✓
2	Compile contract extension forms of the concerned contract employee(s) (seek recommendation from the Department/Divisions)			✓
3	Put up in the HRC for endorsement (with performance evaluation forms) and clean service record		✓	✓
4	Process the contract extension in the ZEST after approval from DHRC and issue office order			✓
Contract Termination				
1	Receive cases/recommendation from Divisions/Individuals concerned		✓	✓
2	Review the recommendation and submit to DHRC		✓	✓
3	Notify the employee on DHRC's decisions			✓
4	Issue contract termination order and close personal file.			✓
<p><i>Note: Procedure remain same for contract recruitment through project but do not require approval from RCSC</i></p> <p><i>-For Project recruitment, a requirement request from the Department should specify that HRD should not proceed with recruitment if a project lacks defined deliverables and allocated funds. Clear KPIs must be established for all projects and HRD must obtain written confirmation from the Project Manager on funds and KPIs before processing.</i></p>				

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2. Promotion

Promotion				
Sl. No.	Activities	MHRC	DHRC	HRO
Broadbanded Promotions				
1	Issue notification for submission of promotion proposals with a list of staff due for promotion.			✓
2	Compile and verify promotion lists generated from the ZEST, verifying the eligibility criteria for promotion as per the BCSR, including valid audit & security clearance			✓
3	Submit to DHRC for review and endorsement for promotion		✓	✓
4	Process the promotion in ZEST after approval and issue office order			✓
5	Fix pay in the new position level			✓
6	Update promotion in personal files			✓
7	Address any promotion appeals, if any	✓		
8	HRD shall compile the list and submit the endorsed promotion list to MHRC biannually, for information.			✓
Meritorious Promotion (out of turn by 6mm)				
	Activities	MHRC	DHRC	HRO
1	Receive nomination from the Divisions/Departments			✓
2	Review the nomination in consultation with Department			✓
3	DHRC to review and accord endorsement of promotions		✓	✓
4	Process the promotion in ZEST after approval and issue office order			✓
5	Address any promotion appeals, if any	✓		
Note: Promotion through Open competition and Meritorious Promotion out of turn by 1 year remains status quo				

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3. Transfer

Transfer				
Sl. No.	Activities	MHRC	DHRC	HRO
Inter-Ministry and Inter-Departmental Transfer				
1	Receive notification for transfer from Parent agency			✓
2	Generate list of employees who are due for transfer			✓
3	Notify the Department/Division with the list of employees due for transfer along with placement option			✓
4	Compile list of placement requests from individual CS			✓
5	Ensure NOC approval from the Department to facilitate transfer			
6	Put up to MHRC for endorsement and forward the same to concerned Ministry for approval	✓		✓
7	Issue transfer order			✓
8	Handing taking of office charges and equipments to be facilitated by HRD and Divisions			✓
9	Update their personal file and forward to the new place of posting			✓
Intra-Departmental Transfer				
1	Receive the transfer proposals from the departments/divisions/individuals			✓
2	Review the proposal against vacant post and work experience/qualification requirement/MoGs/Sub groups in consultation with the relevant Department/Divisions		✓	✓
3	Submit the proposal to the DHRC and DHRC shall accordingly approve /regret the Transfer		✓	✓
4	Issue the transfer order and update the transfer details in ZEST			✓
5	Handing taking of office charges and equipment be facilitated by HRD and Divisions			✓
6	All transfer appeals will be under the purview of MHRC	✓		
7	Compile and maintain records and share biannually with MHRC for information.			✓

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4. Extra Ordinary Leave (EOL), Medical Escort Leave and Medical Leave

Extra Ordinary Leave (EOL), Medical Escort Leave and Medical Leave				
Sl. No.	Activities	MHRC	DHRC	HRD
1	Receive leave application from the concerned employee along with the recommendation from concerned Department			
2	Review the eligibility criteria for the leave requested			✓
3	Put up in the HRC and seek approval for EOL from MHRC	✓		
4	Get approval from respective Head of the Services/Division/Department for Medical leave of 14 days and less			✓
4	Put up in the HRC and seek approval for Medical leave exceeding 14 days and medical escort leave from DHRC		✓	
5	Issue office order and update in ZEST and Personal File			✓

5. Short-term Training

Short-term Training				
Sl. No.	Activities	MHRC	DHRC	HRD
1	Receive training nominations from Division/Departments		✓	
2	Assessment to be carried out by HRD on training obligation, gap, and frequency			✓
3	For in-country STT nomination, submit the proposal to DHRC and for ex-country STT nomination, submit the proposal to MHRC	✓ (ex-country)	✓ (in-country)	✓
4	In line with the delegated authority, review and approve nomination by respective HRCs	✓ (ex-country or appeal)	✓ (in-country)	

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5	Process relevant documents (Audit clearance, security clearance) and issue Letter of Award (LoA) from the ZEST			✓
6	Update the training details in ZEST and maintain STT records			✓

****All processes regarding LTT will be status quo as per BCSR 2023.**

6. Administrative Discipline for P1 and below

Administrative Discipline				
Sl. No.	Activities	MHRC	DHRC	HRD
1	Compile administrative disciplinary issues received			✓
2	Conduct preliminary inquiry in coordination with Legal and relevant Divisions			✓
3	Submit cases to DHRC for disciplinary issues not related to ACC/RAA		✓	✓
4	Submit case to the MHRC for cases related to ACC/RAA	✓		
5	Execution of MHRC/DHRC disciplinary actions	✓ (ACC/RAA cases)	✓ (non-ACC/RAA cases)	
6	Review the appeal (if filed by the civil servant)			✓
7	Forward the appeal cases on DHRC to the MHRC			✓
8	Implement decision and notify the concerned civil servant on the action taken and update in personal file and ZEST			✓

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7. Separation

Separation				
Sl. No.	Activities	MHRC	DHRC	HRD
1	HRD receives separation/resignation/retirement application from concerned individuals			✓
2	Review service obligations and put up to HRC for approval/recommendation			✓
3	Department endorses and forwards to HRD		✓	✓
4	Submit to the DHRC for approval for cases pertaining to Voluntary resignation, contract completion, compulsory retirement and termination (excluding ACC/RAA cases)			✓
5	Submit to the MHRC for approval for cases pertaining to Compulsory Retirement or Termination (ACC/RAA-related)			✓
6	Appeal (if any) to be submitted to MHRC			✓
7	MHRC reviews appeal and shares decision	✓		
8	Collect dues including service obligations, LTT obligations, Audit recoveries			✓
9	Issue separation order, update in ZEST and personal file			✓
10	Complete handing-taking, exit forms, clearance forms and process benefits.			✓
11	Issue sanction order after completion of all the due processes.			✓

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