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རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/LS-63/2025/3393

18th September, 2025

NOTIFICATION

The Royal Civil Service Commission, during its 61st Commission Meeting held on 17th September 2025, made amendments to the provisions of the BCSR 2023 mentioned below. The notification shall apply with immediate effect.

1. Separation from Service

a. Separation with settlement of all dues

15.13.5: Civil Servants with financial obligations, including the training obligations, must settle all government dues before separation. This requirement shall apply to all modes of exit. The civil servants shall ensure the resolution of all such obligations are settled prior to the submission of the application for separation or as and when the incidence of separation arises.

b. Separation from EOL: requirement to provide three months notice period

8.12.17: Civil servants who wish to resign while on EOL are now required to provide three months prior notice to enable agencies to plan and manage their staffing needs in a timely and effective manner. The notice must be formally submitted to their respective office at least three months before the completion of their EOL.

2. Training: No overlap between Short-Term Training (STT) and Long-Term Training (LTT)

The Agencies are requested not to nominate civil servants who have applied for or are under consideration for LTT and EOL for any STT. This is to ensure that the benefits of the STT are immediately utilized to perform their roles and contribute to delivering results for the organization or agency.

3. Reminder: To update the dependent nominee in service book for claiming benefits in case of demise of a civil servant

All civil servants are requested to update your dependent nominees to ensure your rightful dependents could claim the benefits on your behalf. Civil servants are therefore advised to review your nominees and reach out to the Human Resources Divisions and Services to update the names of your dependents in the service book, including the nominations for Provident and Pension and Civil Service Wellbeing claims.

(Tashi Pem)

Chairperson