



དཔལ་ལྷན་འབྲུག་གཞུང་། རྫོང་ཁག་འཛུགས་ལྷན་ཁང་། སུང་མ་ཐང་ཁག
Royal Government of Bhutan
Dzongkhag Administration
Punakha: BHUTAN



DAP/HR-05/2019-2020/ 1537

1st August, 2019

All the Principals, Sectors heads & GAO
Dzongkhag Administration
Punakha

Subject: Submission of Nominations for Dedicated Service Award and Lifetime Civil Service Award

Please find enclosed herewith the letter no. RCSC/WS (14) 2019/210 & RCSC/WS (14) 2018/209 dated 15th July, 2019 regarding submission of nominations for Dedicated Service Award 2020 and Lifetime Civil Service Award for your kind information and necessary action please.

Please ensure that all the eligible civil servant names are submitted to HR Section latest by 10th September, 2019 before 5 pm.

The format and guideline for the same is attached herewith.

Thanking you

Yours sincerely

(Ugyen Tshering)
Sr. Dzongrab

Copy to:

1. Dasho Dzongdag, Dzongkhag Administration, Punakha for kind information.
2. Office copy.



དབལ་ལྷན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/WS (14) 2018/ 209

July 15, 2019

Head of the agency
All Agencies
Civil Service Agencies and Public Service Agencies

Subject: Submission of Nominations for Lifetime Civil Service Award

Dasho/Aum/Sir/Madam,

In keeping with the Royal Command from His Majesty the King, requirement of the Civil Service Act of Bhutan (Section 88) and as per the provisions of the BCSR 2018, the RCSC has the pleasure to inform you that the Royal Civil Service Award has been successfully institutionalized.

As a part of the Civil Service Reform initiatives, we are implementing the **Lifetime Civil Service Award for Civil/Public Servants** on the day of their superannuation to give due recognition of their service to the nation. In order to implement the award, as and when they gets superannuate, we are compiling the list of civil/public servants who will be superannuating with effect from **January 1, 2021 till December 31, 2021** and processing medals and certificates.

In this regard, we would like to request your agency to kindly submit the list of superannuating civil/public servants from **January 1, 2021 till December 31, 2021**. While submitting, we would like to request you to strictly observe the following points and also your nominations should be compiled as per the format attached herewith.



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1. The nominee should serve a minimum of 20 years of service excluding EOL (if availed) at the time of his superannuation date.
2. Please do not forget to mention Contact Numbers (Mobile Number) of the nominees in the format provided. Nomination without contact detail will not be accepted.
3. CID number of the nominee is compulsory. Nominations without CID number will not be accepted and it will be included only upon produce of CID number.
4. Long-term training (LTT) obligation has been waived off, so you need not deduct the training period for the purpose of calculating of actual no. of service.
5. Adverse Record need not be verified because the criterion has been waived off.
6. Correct/full name of the nominees in Dzongkha against their English name should be provided as per the format attached.
7. Correct Designation of nominees should be submitted both in Dzongkha and English as per the format.
8. For the Public Service employee, if a nominee is civil servant before joining the public service, his/her services in the civil service will be counted for the actual number of his service, therefore, an evidence document (appointment order and separation order from civil service should be attached along with the list).
9. Nominations submitted not as per the format provided will not be accepted and the accountability will be on the respective agency.
10. If you have missed the 2019 Lifetime Civil Service Award for Civil/Public Servants please do submit now.



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In this regard, we request you to kindly submit the endorsed nomination list **latest by September 15, 2019** to Mr. Kunzang Jigme, Well-being services, RCSC both in hard and soft (kjigme@rcsc.gov.bt) copy. Late submission after the dateline will not be entertained.

For further information, please contact either Mr. Sherab Zangpo, DCHRO, Mrs. Roshmi Rana, Mr. Jigme Thinley and Mr. Kunzang Jigme at 322491 (Extension No. 226) during the office hours.

We look forward to your kind support and cooperation for smooth implementation of the award as always.

Thanking you,

Yours sincerely,

(Tashi Pem)

Director



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ཚོགས་པ།
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Excellence in Service



RCSC/WS (14) 2019/210

July 15, 2019

Head of the agency

All Agencies

Civil Service Agencies and Public Service Agencies

Subject: Submission of nominations for Dedicated Service Award 2020.

Dasho/Aum/Sir/Madam,

In keeping with the Royal Command from His Majesty the King, requirement of the Civil Service Act of Bhutan (Section 88) and as per the provisions of the BCSR 2018, the RCSC has the pleasure to inform you that the Royal Civil Service Award has been successfully institutionalized.

To implement the **Dedicated Service Award 2020**, the RCSC Secretariat would like to request your agency to kindly submit the list of nominations for the Dedicated Service Award for 10 years (Bronze medal & certificate), 20 years (silver medal & certificate) and 30 years (gold medal & certificate) respectively.

While submitting the nominations, we would like to request you to strictly observe the following points and also your nominations should be compiled as per the format attached herewith.

1. While compiling a list of nominations, please do not include those who have been already awarded the medals & certificate in the same category. For Example, if Mr. X has been already awarded bronze medal and

- certificate, he/she will not be eligible for the same category any more in his service period.
2. Please fill up EOL availed (days/months/years) to calculate "Actual No. of years served as of 30th June, 2020".
 3. Please do not forget to mention Contact Numbers (Mobile Number) of the nominees in the format provided. Nomination without contact detail will not be accepted.
 4. CID number of the nomination is compulsory. Nominations without CID number will not be accepted and it will be included only next year upon produce of CID number.
 5. Long-term training (LTT) obligation has been waived off, so you need not deduct the training period for the purpose of calculating of actual no. of service.
 6. Adverse Record need not be verified because the criterion has been waived off.
 7. Nominations for the award should be endorsed by the HR Committee and signed by Head of the agency and HR Officer. List without endorsement will not be accepted.
 8. Correct/full name of the nominees in Dzongkha against their English name should be provided as per the format attached.
 9. Correct Designation of nominees should be submitted both in Dzongkha and English as per the format.
 10. For the Public Service employee, if a nominee is civil servant before joining the public service, his/her services in the civil service will be counted for the actual number of his service, therefore, an evidence document (appointment order and separation order from civil service should be attached along with the list).
 11. Nominations submitted not as per the format provided will not be accepted and the accountability will be on the respective agency.

In this regard, we request you to kindly submit the endorsed nomination list latest by September 15, 2019 to Mr. Kunzang Jigme, Well-being services, RCSC both in hard and soft (kjigme@rcsc.gov.bt) copy. Late submission after

the dateline will not be entertained and will be included only in the "**Dedicated Service Award 2020**" in view of the enough time (one and half months) provided.

For further information, please contact either Mr. Sherab Zangpo, DCHRO/Mr. Kunzang Jigme at 322491 (Extension No. 226) during the office hours.

We look forward to your kind support and cooperation for smooth implementation of the award as always.

Thanking you,

Yours sincerely,



(Tashi pem)
Director

