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ROYAL GOVERNMENT OF BHUTAN
THIMPHU DZONGKHAG ADMINISTRATION
"Reaching the unreached"



TDA/HR-28/2021-2022/ 3087

26th April, 2021

NOTIFICATION

This is to notify all the institutions under Thimphu Dzongkhag that the RCSC has reviewed the rules and regulation on the probation period to bring out the best in probationer's and strengthen the accountability system by delineating and clarifying the Agency responsibility and the probationer's responsibility. For this, RCSC approved to strengthen the probationer's onboarding process, introduced biannual assessment of the probationer's, developed the criteria for assessment and laid down the procedure for separating non performers.

In this regard, the Dzongkhag Administration would like to share the amended rules and regulation, Annexure 1, form 4/4a and form 4/4b for immediate implementation and strict compliance.

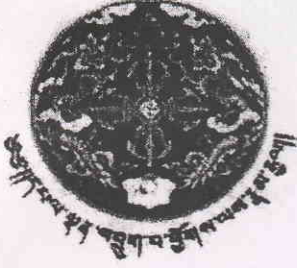
This notification is issued as per the RCSC notification no. RCSC/LD-63/2022/3878 dated 6th April 2022 of the Chairperson, RCSC and subsequent 18th Dzongkhag HRC meeting held on 21st April 2022.

This notification shall be applicable for those appointed from 1st January 2022 onwards.


(Dorji Tshering)
Dzongdag

Copy:

1. Chief HR Officer, HRAD, RCSC, Thimphu
2. All sector heads and staffs, TDA for information and necessary action.
3. All Principal(s), schools under TDA for information and necessary
4. All GAO's, TDA for information
5. Office Copy



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ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/LD-63/2022/3878

16
5-April-2022

NOTIFICATION

The Commission had reviewed the rules and regulation on the probation period with the purpose to ensure that the period of one year is used for grooming and developing the civil servant to make him/her work-ready for civil service from a personal conduct, attitude, values and professionalism perspective. The effort is to identify the potential in the candidates and further develop them while at the same time work on their weak areas. It is to bring out the best in probationers and strengthen the accountability system by delineating and clarifying the Agency responsibility and the probationer's responsibility. However, should all efforts of management and the individual fail to groom the probationer to satisfactory standard, the Agency can opt not to regularize the service of the probationer.

The 132nd Commission meeting held on 29-March-2022 approved to strengthen the onboarding process, introduced biannual assessment of the probationers, developed the criteria for assessment and laid down the procedure for separating non-performers.

Accordingly, the following rules and regulation are amended and shall replace the relevant sections of probation period in Chapter 4 and Chapter 7 of BCSR 2018 (*Annexure 1*):

This notification shall be applicable for those appointed from 1-January-2022 onwards.

(Karma Hamu Dorjee)
Chairperson

CC:

1. Heads, All Agencies for kind information and necessary action.
2. Chief HRO/HROs, All Agencies for information and necessary action.

936
13/4/2022



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BCSR 2018

Annexure 1

Probation

1. A candidate selected for appointment shall initially be placed on probation for a period of one year during which the employee's performance and suitability shall be assessed.
2. An in-service candidate shall not be required to serve probation provided he has already completed one-year probation in his earlier position and his service has been regularized.
3. The Head of the Agency shall ensure that the probationer is engaged on probation and that processes are in place to assess the suitability of the probationer to perform those duties as set out in the HR Manual.
4. During the probation period, the first assessment shall be conducted in 6 months and the final in the 12 months based on the key competencies outlined in Form 4/4a and Form 4/4b and the confidential report from the supervisor/mentor.
5. The result of the final assessment shall be submitted to the HRC of the Agency and based on the recommendation of the supervisor, office order shall be issued for regularizing the service of successful probationers and rejecting the unsuccessful probationers at least one month before the completion of the probationary period.
6. The unsuccessful probationers shall not be entitled to any separation benefit and are liable to refund the study obligation if applicable.
7. A probationer may be dismissed at any time during the probation period without the right of appeal; however, one month's notice will be provided.
8. Post-regularization, if the employee is found to be non-performing within the one year of service, the accountability shall be fixed and traced back to the management responsible for regularization.
9. The probation period shall not be considered as part of active service for the purpose of promotion and long-term study leave.
10. A civil servant shall be eligible for mandatory competency in-country STT. However, he shall not be eligible for any ex-country travel/training while on probation.
11. Entitlement for Leave shall be as per Chapter 10.

HR MANUAL

Probation

1. A candidate selected for appointment shall initially be placed on probation for a period of one year. The probationer will be groomed and developed into a work-ready civil servant both in personal conduct, attitude, values and professionalism.
2. Agency shall ensure that a vigorous onboarding exercise is carried out at the beginning of the probation period inclusive of the following:

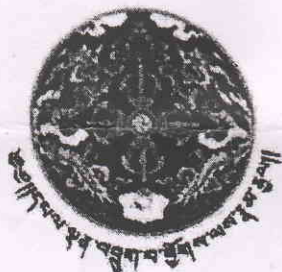
Post Box No. 163, RCSC, Thimphu Bhutan, Telephone: PABX: +975-2-322491, :+975-2-322956, :+975-2-322954,
website : www.rcsc.gov.bt, For individual contact please visit : <https://www.rcsc.gov.bt/en/who-is-who/>



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- i. Set clear expectations and standards of performance, conduct, attendance and punctuality.
 - ii. Share organization's core values and annual targets.
 - iii. Set targets and measure the performance of new employees.
 - iv. Relevant skills transfer programs will be given to the new appointees, where applicable.
 - v. Assign supervisor with clear line of reporting.
 - vi. Continuous review of performance and progress of the probationers by the supervisor through regular meetings.
3. A mentor shall be assigned for new appointees. The mentor is to guide, coach and handhold and provide 6 monthly confidential reports to the management.
 4. A probationer should be notified and made aware that the probation period provides a platform to demonstrate on the job why the Agency should accept the probationer as regular employees.
 5. During the probation period, assessments shall be conducted every six months based on the key competencies outlined in *Form 4/4a and Form 4/4b* with the confidential report from the mentor/supervisor. The final assessment will be done towards the end of the 12th month based on recommendations made by the management following the 1st assessment.
 6. The Agency based on the performance of the probationer has the right to not regularize the probationer based on the assessment and confidential report.
 7. The non-regularization of the probationer need to be submitted to HRC based on the recommendation of the supervisor and the following procedures shall be followed:
 - i. At least one month's notice shall be provided within the probationary period.
 - ii. Not entitled to any separation benefit and ensure refunding of the study obligations if applicable.
 8. Post-regularization, if the employee is found to be non-performing within the one year of service, the accountability will be fixed and traced back to the management responsible for regularization.
 9. Upon successful completion of the probation, the HRC of the Agency shall issue the office order regularizing the service.
 10. The probation period shall not be considered as part of active service for the purpose of promotion and long-term study leave.
 11. A civil servant shall be eligible for mandatory competency in-country STT. However, he shall not be eligible for any ex-country travel/training while on probation.
 12. Entitlement for Leave shall be as per Chapter 10.
 13. An in-service candidate shall not be required to serve probation provided he has already completed one-year probation in his earlier position and his service has been regularized.



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Form 4/4a

PROBATION PERIOD REGULARIZATION FORM (PMC)		
Name:		
EID:		
Position Title and Level:		
Performance Cycle:		
Agency:		
Competency	Behavior Indicators	Score (1-4)
STRATEGIC VIEW	Take appropriate actions/measures to enhance work process efficiency; Demonstrate understanding of your Agency's role & responsibility vis-a-vis your role; able to analyze issues and problems and express opinions for solutions/improvement/decision.	
ACHIEVE RESULTS	Willingness to undertake new tasks/assignments and multitasks. self-motivation for professional and career development. willingness to contribute to teamwork, share knowledge, information, ideas. willingness to take accountability of the tasks/assignments. Promptly and efficiently achieve the tasks based on TOR/Responsibilities.	
CULTIVATE PRODUCTIVE WORKING RELATIONSHIP	Goes beyond normal requirement of the job where needed; adapts effectively to changing working environment; act in a fair and respectful manner in dealing with others; displays enthusiasm around goals and tasks.	
PERSONAL DRIVE AND INTEGRITY	Engages in continuous learning opportunities to stay updated in relevant professional knowledge & skills; Behavior (E.g Drug addict, Alcoholic etc.), conduct, punctuality, attendance in official functions such as induction programme, workshops, meetings etc; Takes personal responsibility for his/her own tasks and those of the work unit, where applicable.	
COMMUNICATES EFFECTIVELY	Displays a positive attitude in the face of ambiguity and change; maintains flexibilities in carrying out tasks/assignments; follow up with supervisor/mentor for guidance and direction; effective case presentation-written & spoken; Demonstrate resilience against challenges and obstacles.	
Average Score		
<p><i>Note: Mentor/Supervisor's confidential report to be considered for assessment.</i></p> <p><i>Score 1: Performance/behavior far below the performance/behavior indicators</i></p> <p><i>Score 2: Performance/behavior achieved as required with constant guiding/support from the mentor/supervisor/management</i></p> <p><i>Score 3: Performance/behavior exhibited as required based on the BI independently.</i></p> <p><i>Score 4: achieve exceptionally high level of performance/behavior above the requirement of BIs</i></p> <p><i>Probationers require an average score of 3 for service regularization.</i></p>		

Signature:.....

Name of Supervisor:.....

EID:.....

Date:.....



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Form 4/4b

PROBATION PERIOD REGULARIZATION FORM (SSC)		
Name:		
EID:		
Position Title and Level:		
Performance Cycle:		
Agency:		
Competency	Behavior Indicators	Score (1-4)
ANALYTICAL SKILLS	Demonstrate a sense of understanding of one's own role to meet organizational goals and results	
PLANNING & ORGANIZING	Demonstrate good understanding of time management (Punctuality); judicious use of resources; ability to set priority	
DECISIVENESS	Ability to complete tasks/achieve results without continued intervention.	
LEADERSHIP & INFLUENCING SKILLS	Willingness to take initiatives; ability to lead task/assignment; personal conduct	
INTERPERSONAL SKILL	Demonstrate Flexibility; Demonstrate team spirit; Motivation for professional and personal growth; cooperation and courtesy	
ORAL/Written COMMUNICATION	Ability to pay close attention to instructions/directives; ability to convey the message clear & concise, ability to take feedback positively.	
		Average Score
<p>Note: Mentor/Supervisor's confidential report to be considered for assessment. Score 1: Performance/behavior far below the performance/behavior indicators Score 2: Performance/behavior achieved as required with constant guiding/support from the mentor/supervisor/management Score 3: Performance/behavior exhibited as required based on the BI independently. Score 4: achieve exceptionally high level of performance/behavior above the requirement of BIs Probationers require an average score of 3 for service regularization.</p>		

Signature:.....

Name of Supervisor:.....

EID:.....

Date:.....