



GUIDELINE FOR SHORT-TERM TRAINING GAP

Thimphu Dzongkhag Administration 2024

Guidelines for Ex-Country Short Term Training (STT) Gap

1. Scope:

1.1. In line with clause 7.5.2 of the BCSR 2023 which mandates “agencies to draw up the guidelines for requirement of minimum training gap and criteria, which must be approved by the RCSC”.

1.2. This guideline establishes a standardized approach for the Dzongkhag to address training gaps for Ex-Country Short Term Training (STT).

2. Authority:

2.1. As per section 7.6.1.1 of the BCSR 2023, The HRC of the Dzongkhag shall be the approving authority for any STT, irrespective of the source of funding for which the employees are required to make prior intimation to the supervisor and HRC for any STT plans.

3. SoP for Managing STT:

3.1. The following procedure shall be followed while managing STT.

Steps	Process	Remarks
Step 1	HRS shall receive the training offers or Expression of Intent for STT, review and submit the proposal to HRC for deliberation.	The details/documents should be submitted with adequate time for the agency to review the proposal.
Step 2	HRC shall review the submission and approve/ nominate candidate(s) OR regret the proposal.	Nomination of the candidates shall be in line with the STT checklist (Annexure A) and the training gap.
Step 3	HRS shall inform the nominee and ask the	

	nominee to submit the following documents: 1. Valid Audit Clearance Certificate 2. Valid Security Clearance Certificate	
Step 4	HRS to: 1. Issue Letter of Award (ZESr generated) 2. Provide information/ documents required by the Parent/Sponsor Agency	Individual to communicate with Parent/Sponsor Agency for flight ticket arrangement seek visa/political clearance; process their passport and visa and the DSA/ TA/ DA calculation.
Step 5	HRS to debrief the candidate(s) and monitor timely completion and reporting to the Agency, and ensure completion of post-training forms.	
Step 6	HRS to update records in ZESr	

3. Criteria for Training Gap carry forward approval

4.1. The HRC may approve the carry forward of training gaps based on the following criteria:

- I. Demonstrated eligibility and relevance as the sole candidate for the specific STT; and
- II. In the context of succession planning, being the designated next person to lead the Sector/Sub-agency.

Note: An individual is eligible for carry forward approval only once in a fiscal year (FY).

4. Training Gap Requirement for Availing STT

Recent Programme availed	Proposed Programme	Gap	Remarks
STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● In class Training/Certificate/Diploma Course ● Attachment/Internship/Counterpart Training ● Study Tour/ Institutional visit 	STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● Inspection/Procurement Visit ● Workshop/Conference/Seminar/ Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation Any other ex-country official travels including participation as a Resource Person. 	3 months	
STT (Ex-country) 5 days or less: <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart 	STT (Ex-country) exceeding 5 days: <ul style="list-style-type: none"> ● Inspection/ Procurement Visit 	6 months	

<p>training</p> <ul style="list-style-type: none"> ● Study Tour/ Institutional visit 	<ul style="list-style-type: none"> ● Workshop/Conference/Seminar/Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation Any other ex-country official travels including participation as a Resource Person. 		
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LTT (In-country/Ex-country)	<p>STT (Ex-country) 5 days or less:</p> <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	6 months	
LTT (In-country/Ex-country)	<p>STT (Ex-country) Exceeding 5 days:</p> <ul style="list-style-type: none"> ● In-class Training/Certificate/Diploma course ● Attachment/Internship/Counterpart training ● Study Tour/ Institutional visit 	1 year	
LTT (In-country/Ex-country)	<p>STT (Ex-country) exceeding 5 days:</p> <ul style="list-style-type: none"> ● Inspection/ Procurement Visit ● Workshop/Conference/Seminar/Symposium/ Forum/ Meeting ● Negotiation for Conventions/International representation <p>Any other ex-country official travels including participation as a Resource Person.</p>	6 months	
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