

**POINTS FOR PRE-DEPARTURE BRIEFING (PDB) TO CANDIDATES LEAVING  
FOR  
LONG-TERM TRAINING**

**I. Obligations during Training**

As an official nominee of the Royal Government of Bhutan, a candidate shall:

- i) Strive for academic excellence as the primary objective of training is to learn. Further, performance during training shall form part of the performance appraisal for promotion and/or any personnel action;
- ii) Conduct himself in a manner befitting his status and acceptable to the training Institute;
- iii) Refrain from engaging in political, criminal or commercial activity;
- iv) Refrain from giving expressions and statements on sensitive policy matters on national or international affairs including written or oral statement without specific prior approval of the Government on such issues;
- v) Submit a Course Joining Report to the RCSC/Agency (via an email) within two weeks of joining the programme;
- vi) Submit semester/progress reports;
- vii) Seek approval of the agency concerned – if sponsored by the RGOB – before undertaking field trips. The RGoB shall fund mandatory field trips only;
- viii) Not change from the training programme or the Institute specified in the Letter of Award; and
- ix) Not take up additional course.

**II. Extension**

- i) A candidate shall complete the training within the duration specified in the Letter of Award;
- ii) Extension shall not be granted to undertake an additional course; and
- iii) Prior approval of the RCSC shall be required for extension, for reasons beyond the control of the candidate.

### **III. Termination of Training**

Training shall be terminated if:

- i) The conduct of a candidate is not in conformity to the BCSR and/or to the University rules;
- ii) The performance of the candidate is below average or unacceptable to the Institute, the Agency concerned and/or the RCSC;
- iii) The candidate does not fulfill the attendance and other requirements stipulated by the Institute; and
- iv) The candidate fails to complete the course in the specified period and approval for extension is not accorded.

### **IV. Completion of Training and Return**

A candidate on completion of training shall:

- i) Return and report to the Agency with Joining Report and certificate/provisional certificate/letter of completion within three weeks after completion of training; and
- ii) Submit a written explanation, if there is any delay in submitting the report.

I, hereby do confirm that I have been briefed on rules governing my training and I have understood them, including the implication and consequences of deviating from them. In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, I and/or the guarantor shall be liable for legal action by the Royal Government.

Name: \_\_\_\_\_ Signature (Dated): \_\_\_\_\_

E-mail: \_\_\_\_\_

Guarantor: \_\_\_\_\_ Signature (Dated): \_\_\_\_\_

E-mail: \_\_\_\_\_ Tel./Mobile: \_\_\_\_\_

Briefed by (Name and signature): \_\_\_\_\_