



དཔལ་ལྷན་འབྲུག་གཞི་རིམ་

རྫོང་ཁག་བདག་སྐྱོང་བསམ་ཚུལ།

DZONGKHAG ADMINISTRATION, SAMTSE

"A prosperous community living in harmony with diverse culture and safe environment"



SDA/HRS-15/2023-2024/8356

28/12/2023

NOTIFICATION

With the implementation of new BCSR 2023 with effect from 17th December 2023, civil servants must adhere to the following changes in the BCSR 2023,

1. Voluntary Resignation:

Section 15.4.2. A civil servant, subject to other rules, on his own may seek voluntary resignation from service after giving notice of at least three months in advance. However, in interest of the Public, HRC may withhold a voluntary resignation up to a maximum period of six months from the notified date;

Section 15.4.3. A civil servant who fails to give the prescribed period of notice of resignation shall be liable to pay an amount equal to the gross pay for the prescribed period of notice on a monthly pro rate basis.

2. Notice Period for Termination:

Section 4.4.8.2. A minimum of three months' notice shall be issued by the party intending to terminate the contract before the expiry of the term. In the event of failure to serve the notice in advance of the required period, the defaulting party shall pay to the other the gross pay for the prescribed notice period.

3. Leave Entitlements:

Section 8.4.3. A civil servant shall be admissible for 21 working days of Annual Leave in a fiscal year.

Section 8.5.1. A civil servant in the teaching profession and other civil servants on probation shall be granted Casual Leave on account of illness or urgent personal affairs and shall be

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considered on duty for all purposes. Teaching professionals and those on probation are not eligible for Annual Leave.

Section 8.5.6 Allowed to be availed by a fresh appointee joining service in the course of a financial year, proportionately calculated on a monthly basis.

This is being notified for strict adherence to facilitate smooth implementation of resignation process, termination notices, and leave policies for civil servants with retrospective effect from 17th December 2023.

Choeku Wangchuk

(Sr. Dzongrab)

Copy to:

1. Dasho Dzongda, Samtse Dzongkhag, for information
2. Dasho Dungpa, Dorokha and Tashicholing Dhungkhag, for kind information
3. Sector heads, Samtse Dzongkhag for necessary action
4. Principals, all schools, Samtse Dzongkhag for necessary action
5. All civil servants for compliance