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གསོ་སྐྱོན་ཁག།



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HEALTH
THIMPHU : BHUTAN
PO BOX : 726

Ref. No. HRD/01/MoH/2011/1872

October 5, 2011

OFFICE ORDER

The Ministry of Health is pleased to announce Selection Criteria for Study Leave to pursue higher studies under private funding or self for a prescribed duration by Institution. Although, BCSR 2010 permits Study Leave with or without pay, however, due to the acute shortage of clinical/technical staff in the pool, Ministry shall consider based on the internal Selection Criteria, which is allowed for the ministry as per BCSR 2010.

Therefore, in order to balance the need for capacity development of the individuals and also to narrow the acute shortage of clinical/technical, the HRC of the Ministry has endorsed the Selection Criteria (*a copy attached*) for the Study Leave under private funding. This will be implemented with effect from July 2012.

This Office Order shall supercede the earlier office order no. HRD/01/MoH/2010/37 dated July 2, 2010 and is issued for strict compliance.

(Dr. DORJI Wangchuk)
Offtg. Secretary

- Cc:
1. Honorable Minister for kind appraisal
 2. Director General, DMS for information
 3. Director, DoPH for information
 4. Medical Director, JDWNRH
 5. CPO, PPD for information
 6. CAO, AFD for information
 7. Chief HRO, HRDD/HRMD, RCSC for information
 8. Chief HRO, HRD, MoH
 9. Medical Superintendent, ERRH/CRRH/Paro Hospital/Phunstholing Hospital for information
 10. Nursing Superintendent, JDWNRH
 11. DHO of all Dzongkhags/Dungkhags for information
 12. HROs of all Dzongkhags/Dungkhags for information
 13. All Hospitals for information
 14. ICT to post on the website



**CRITERIA FOR STUDY LEAVE UNDER
PRIVATE FUNDING
OR
SELF FUNDING Modality**

Human Resource Division

Ministry of Health

Kawangjansa

Thimphu



Proposal of Ministerial criteria for study leave under private funding

Background:

The Ministry received numerous proposals for Study Leave with or without pay from the various employees of the Ministry, Departments and Hospitals to pursue Higher Studies within and outside the country through self or private funding. As per the Position Classification System, qualification is required for the career path. The RGoB shall not fund ex-country Bachelors Degree program for civil servants, except where there is scarcity as determined by the RCSC and the Ministry is not in a position to sponsor other long-term courses through limited resources allocated by Government and other donor fund. Therefore, the other alternative is to enhance their qualification through self funding.

Proposal:

Although Bhutan Civil Service Rule 2010 permits Study Leave with or without pay, due to the acute shortage of health work force especially clinical/technical staff in the pool, the Ministry has drawn the following criteria for the Study Leave under private funding to ensure equal opportunities. The criteria will facilitate and ensure uniformity in implementation of the Continuing Education to enhance qualification and at the same time ensuring that the health service is not affected.

1. Rationale:

- 1.1 To institute uniform system of Study Leave across the profession;
- 1.2 To minimize lateral shift from one category of technical profession to another;
- 1.3 To uphold the professional development without compromising the continuity of services;
- 1.4 To ensure the function of health service/organization is not hampered
- 1.5 To minimize the staffing gap created by ongoing long term studies and future proposals.

2. Criteria

The candidate:

- 2.1 Should have completed minimum number of years of service as per BCSR 2010.
- 2.2 Should have Excellent/Outstanding service record/ performance record for the recent two years;
- 2.3 Should apply the study leave for same field of profession;
- 2.4 Should produce provisional Letter of Acceptance or Letter of Offer from the College/University for the Academic Session at the time of submitting application to the Ministry. However, the candidate shall produce Letter of

Ministerial Criteria for Study Leave under Private Funding

Acceptance or Confirmation of Enrollment while submitting the proposal to RCSC;

2.5 May resign as per the BCSR 2010, so that vacancies are created. This shall apply if the candidate does not fulfill the criteria included in the guideline.

2.6 Shall be selected through merit-based if there are many applicants from the same category as specific in the quota list. The selection criteria shall be based on the following:

SI #	Criteria	Rating (%)
1	Performance Evaluation (last 2 years)	15
2	Rural Posting	8
3	Academic marks	30
4	Seniority	5
5	Select graduates in BCSE	5
	Total	63

2.7 Shall continue to work in same field of profession till there is change as regulated by RCSC. The completion of the course shall not entail automatic enhancement of Position Level as per BCSR 2010;

2.8 Selected by the Royal University of Bhutan and Bhutan Board of Examination for higher studies through Continuing Education are exempted from interview and competition. However, if the proposal is not in line with the current job responsibilities, the terms and condition shall remain as per the BCSR 2010.

The study leave:

- 2.9 Should be based on annual quota (refer details in next page) set up by the Ministry
- 2.10 Shall be based on availability of replacement;
- 2.11 Should be routed through and recommended by respective Human Resource Committee;
- 2.12 Shall be effective from July 2012
- 2.13 Shall be granted only to pursue relevant courses offered by a recognized University/Institute.

3. Procedure:

- 3.1 Notify and call for the application during the beginning of the year (January-February) on annual basis
- 3.2 Compile the application based on the merit ranking and submit to HRC for discussion
- 3.3 The Ministry shall strictly abide by the maximum quota by category of profession
- 3.4 The validity of selection shall be for **one year only** from the date of declaration of the result;

3.5 The candidate shall sign the Letter of Undertaking with the Ministry in addition to the Undertaking with RCSC.

4 Quota in respective category by profession:

Sl #	Category	Existing No. of Staff as of March 2011	Quota on annual basis
1	Doctors (MBBS/Specialists)	187	4
2	Assistant Clinical Officers (ACO)	44	2
3	Nurses (Assistant Nurse/GNM/B. Sc. Nurse)	612	12
4	Primary Health Workers (HA/ ANM/BHW)	525	10
5	Drungtshos	44	2
6	sMenpas	62	2
7	Pharmacists	13	2
8	Laboratory Technologists	14	2
9	Physiotherapists	6	1
10	Technicians	585	12
11	Administrative & Support Staff (Regular)	1055	20
TOTAL		3242	69

Basis for training quota proposal:

- ❖ *Implementation of long term training proposals during 2010 under RGoB and other funding as per HR Master Plan: 80 slots (undergoing)*
- ❖ *Implementation of Study Leave under private funding proposal from 2008-2010: 17 slots (undergoing) i.e. 11 from clinical filed and 6 in Administrative and Support staff.*

- ❖ *The quota will be determined based on 2% of the total number of employee and distributed among the professions by 2% percentage each. This shall apply to irrespective of the profession of employee.*

5. Disclaimer:

5.1 Any fees deposited in the Universities and Institutes to obtain Acceptance Letter is the responsibility of the individual and the Ministry will not be accountable for any mishaps that are encountered due to payment of any fees.

5.2 The criteria may not apply to **self obtained sponsorship** * since such scholarships are prestigious and the selection is done by international agencies among participants from many countries. (* Self obtained sponsorship means scholarships availed through AusAID, Nuffic Fellowship, Endeavour, ADB, etc.)

5.3 Any other issue will be dealt as per the provision of the BCSR 2010