



དཔལ་ལྷན་འབྲུག་གཞུང། ལས་གཞི་ལྷན་ཁག། ལ་གཞི་དང་མི་སྲོལ་ལས་ཁང།
 Royal Government of Bhutan
 Ministry of Labour and Human Resources



DEPARTMENT OF EMPLOYMENT & HUMAN RESOURCES

In-service HRD Form

I. Particulars of the Nominee

- a) Name :
- b) Gender :
- c) Date of Birth :
- d) CID Number :
- e) Qualification :
- f) Mobile number :
- g) Email :

II. Details of Training applied for:

- a) Training title :
- b) Funding Agency :
- c) Institute & Location :
- d) Start Date and Duration :

III. Work Profile:

- a) Designation :
- b) Organization :
- c) *Job description* :
 - 1.
 - 2.
 - 3.
- d) Date of appointment to the current organization:
(Attach appointment letter)

IV. Details of three recent training undertaken

Name of training	Institute and Location	Start date	Duration	Funding Agency

(Signature of the Candidate)

V. Recommendations of the HR/Head of the Nominating Agency (attached additional pages if necessary)

i) Give reasons for nominating the particular candidate.

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ii) Description of the use of this training to the nominating agency.

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I hereby on behalf of my agency certify that s/he is the most suitable person in terms of qualification and relevance of current responsibilities to the training. I also certify that s/he fulfills all criteria laid down in the HRD Rules and Regulation for Non-Civil Service Sector.

I hereby certify that on completion of the training, the nominee shall serve in the same/higher position with the agency for the duration specified in the HRD Rules and Regulation for Non-Civil Service Sector.

ENDORSEMENT FROM HR OF THE AGENCY

Date & Place:

Name & Designation:

Seal and Signature

ENDORSEMENT FROM HEAD OF THE AGENCY

Date & Place:

Name & Designation:

Seal and Signature

VERIFICATION (HRSDD, DEHR, MoLHR)

Date & Place:

Name & Designation:

Seal and Signature

Document to be attached with this form:

1. CID copy
2. Audit Clearance (for long-term or ex-country training)
3. Security Clearance (for long-term or ex-country training)
4. Appointment letter to the current job/organization
5. For the private sector, following additional documents may be requested:
 - a. Valid Business license copy, and/or
 - b. Tax clearance certificate for one/three years.