

COURSE JOINING REPORT FORM AND BANK ACCOUNT INFORMATION

Chief HR Officer,
HRD Division,
Royal Civil Service Commission,
Thimphu.

Sir/Madam,

Ref: Letter of Award No:

Date:

I have joined the Institute as per details below:

- 1. Course title :
- 2. Institute & address :
- 3. Start date and duration :
- 4. Date of joining :
- 5. Mailing address :
- 6. Telephone : Fax : e-mail:

I have opened the following bank account where payments of stipend and allowance can be sent. (To be completed by candidates sponsored through Nationally Executed Projects only).

Account Name :
Name of the Bank :
Complete Address of the Bank :
Bank Account No. :
BSB No. :
Swift Code :

Name: Position Title: Signature and date:

Official address in Bhutan:

Place:

(COUNTERSIGNED)

Place:

Sign and Date: (Course Supervisor/Head of Institute)

Name :
Position Title :
Address :
Telephone : Fax: e-mail:

Note:

1. The parent Agency shall distribute training offers to Dzongkhags through its Human Resource Committee.

I. Penalty

Penalties shall be imposed, if the following are violated:

- a. Non-fulfillment of training gap - Candidates shall be barred from any training.
- b. Training availed without approval – bar from promotion.
- c. Others (irrelevant course; during probation; not reporting on time; not attending training; etc.) - Candidates shall be barred from promotion and any training.

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