

### Award Guidelines

1. All distributions must be completed on or before December 16 of each year.
2. All distribution must take place in a formal function in the respective offices attended by all senior officers of the agency.
3. Each function must have three portraits in the background- a portrait of His Majesty the Druk Gyalpo (at the centre) with the portrait of His Majesty the Fourth Druk Gyalpo (right) and the Je Khenpo (left) at the sides.
4. A ceremony of Marchang followed by Solja Desi.
5. While receiving the awards, the recipients are to follow proper Driglam Namzha and bow to the portraits.
6. A brief address to be made by the Head of the Agency on the Royal Civil Service Awards, citing in particular the following:

མི་དབང་མངའ་བདག་རིན་པོ་ཆེའི་ བཀའ་བཞིན་དུ་ ད་ལྟོ་ཚུན་ཚོད་ ཅ་བ་གསུམ་ལུ་ ཕྱག་ཕྱིད་ག་དེ་དག་དྲག་ལྷོ་བ་ལུ་བརྟེན་  
དགའ་ཚོར་དང་བཅས་པའི་སློབ་ལས་ རྒྱལ་གཞུང་ཞི་གཞུག་གཟུངས་བསྟོད་ཀྱི་རྟགས་མ་འདི་ གནང་མ་ཞིན་མ།  
ད་ལས་པར་འབད་རུང་ རྒྱུ་ལས་སྤྲོད་ལྟེ་ འགན་ཁུར་ཆེ་དག་སྤེལ་བཅའ་དགོ་པའི་དུས་ལུ་སྟོད་པ་ད་ བཙོན་ཤུགས་སྤྲོད་པར་དུ་  
བསྐྱེད་དེ་ ཕྱག་ཕྱིད་ལྷོ་བའི་བཀའ་ཐམས།

7. The youngest award recipient with kabney/rachu lowered offers (on a tray and khaddar) the medals and certificate (where available) to the senior most award recipient, i.e Head of the Agency.
8. The senior most award recipient awards the medals and certificates to others.
9. All the recipients be asked to wear the medals at least on 17<sup>th</sup> December during the National Day celebrations.
10. Implement the Lifetime service award ceremony on the day of their superannuation from the service.