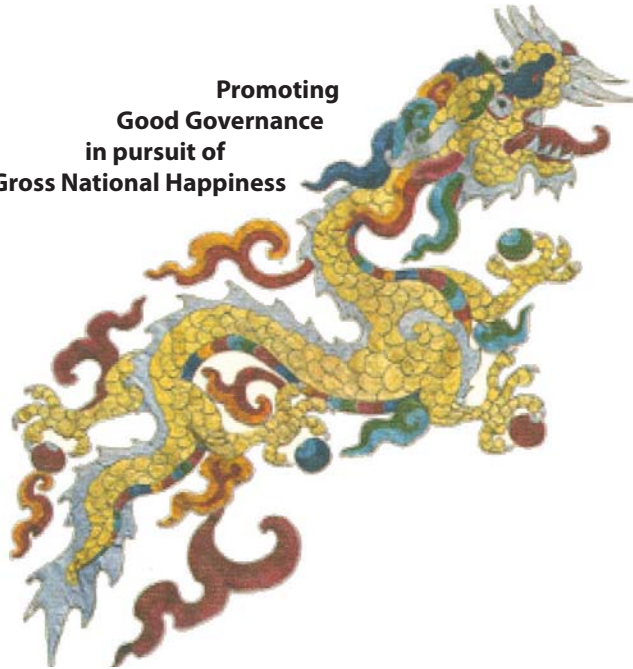


Promoting
Good Governance
in pursuit of
Gross National Happiness



INFORMATION BROCHURE

(4TH EDITION)
JULY 2012



ROYAL CIVIL SERVICE COMMISSION

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Email : rcsc@rcsc.gov.bt
Website : www.rcsc.gov.bt

ROYAL CIVIL SERVICE COMMISSION

Royal Government of Bhutan

towards excellence in the civil service



HIS MAJESTY THE KING HAS COMMANDED TO THE ROYAL CIVIL SERVICE COMMISSION:

“Keeping in mind that in a small country like Bhutan, it is the bureaucracy’s example that will be followed, strengthening the Civil Service would be the first step to creating a strong foundation for a successful democracy. The Civil Service must strive for the highest standards, live by higher ideals and nurture a sense of duty towards fellow Bhutanese

Therefore, the Royal Civil Service Commission should focus on bringing about required reforms of the Civil Service, in time for it to facilitate and support the emergence of democracy, meet the challenges of building a dynamic economy and to fulfill its role in achieving the goals of Gross National Happiness”

12th of March 2007 TASHICHHODZONG

THE CONSTITUTION OF THE KINGDOM OF BHUTAN

Article 26, Section 1

“There shall be a Royal Civil Service Commission, which shall promote and ensure an independent and apolitical civil service that will discharge its public duties in an efficient, transparent and accountable manner.”

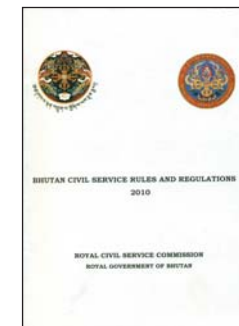
Article 26, Section 4

“The Commission shall endeavour to ensure that civil servants render professional service, guided by the highest standards of ethics and integrity to promote good governance and social justice, in implementing the policies and programmes of the Government.”

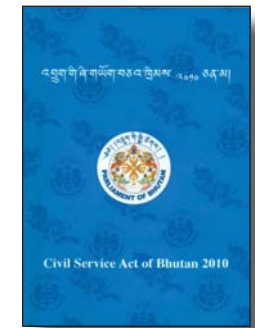
PUBLICATIONS



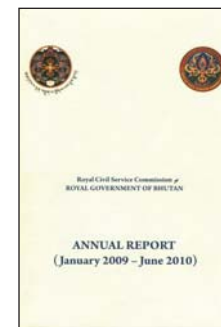
Royal Charter of the Royal Civil Service Commission, 1982



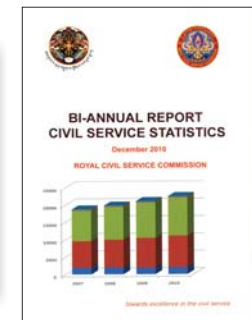
Bhutan Civil Service Rules and Regulations 2010



Civil Service Act of Bhutan 2010



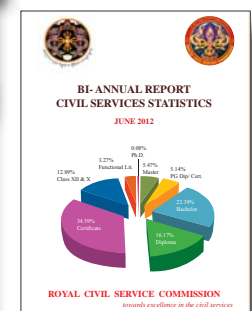
Annual Report January 2009 - June 2010



Bi-annual Report Civil Service Statistics December 2010



Tenth Five Year HR Master Plan 2008-2013



Bi-annual Report Civil Service Statistics June 2012



MILESTONES

1973: Department of Manpower was established under the Ministry of Development.

1982: Royal Civil Service Commission (RCSC) was established with the Royal Charter-1982.

1983: Instituted Civil Service Examination for General Graduates.

1989: Cadre System was adopted, which classified Civil Service jobs into eight Cadres with a hierarchy of seventeen Grades.

1989: Instituted two separate examinations for Teaching and Non-teaching Cadres.

1990: First Bhutan Civil Service Rules and Regulations (BCSR) was released to ensure uniform personnel actions.

1996: Instituted three separate examinations for Teaching, Finance and other Administrative Cadres.

2002: Second Edition of BCSR was released.

2005: Centralized all examinations at RCSC and designated as Civil Service Common Examination (CSCE), and set a qualifying marks of 50%.

2006: Adopted Position Classification System (PCS) which replaced the Cadre System.

2006: Instituted CSCE for all Technical Graduates.

2006: Third Edition of BCSR was released.

2008: Recruitment in Supervisory and Support, and Operational Position Category, and promotion up P2 Position Level were decentralized from RCSC.

2008: Instituted separate CSCE for Dzongkha Graduates.

2009: His Majesty the King appointed full time five member Commission, as per the provision of the Constitution.

2010: Fourth Edition of BCSR was released.

2010: Re-designated CSCE as Bhutan Civil Service Examination (BCSE) and introduced Preliminary Examination (PE). The BCSE was categorized into five categories.

2011: Civil Service Act of Bhutan (CSAB) 2010 was enacted by the Parliament, on 20th May, 2011.

2012: Adopted Online Civil Service Information System (CSIS) to enhance e-governance in Civil Service Management.

2012: Director of RCSC Secretariat appointed.

CIVIL SERVICE ACT OF BHUTAN, 2010

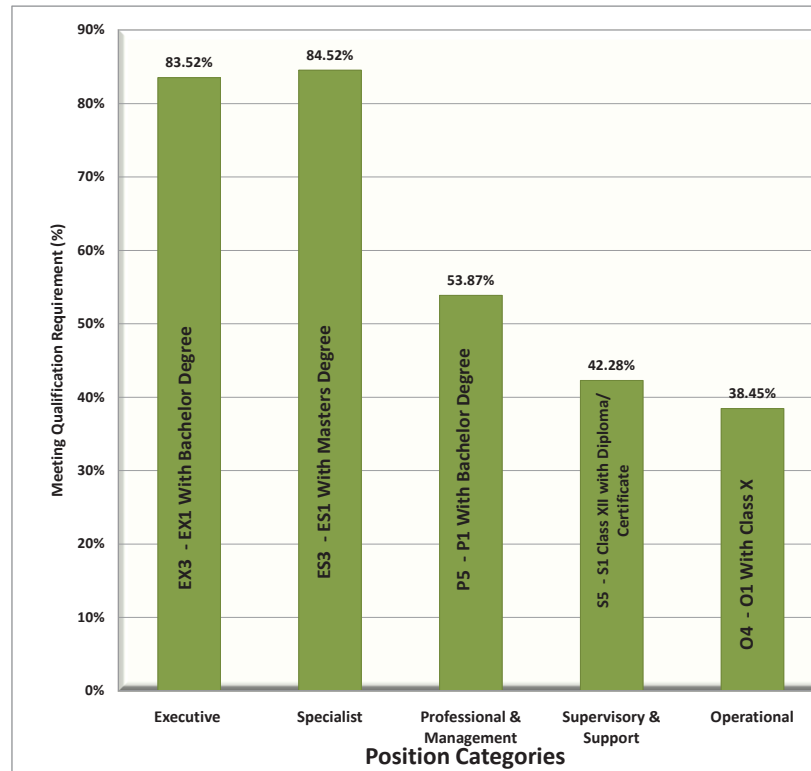
Section 27

“The Royal Civil Service Commission as the central personnel agency of the Government shall:

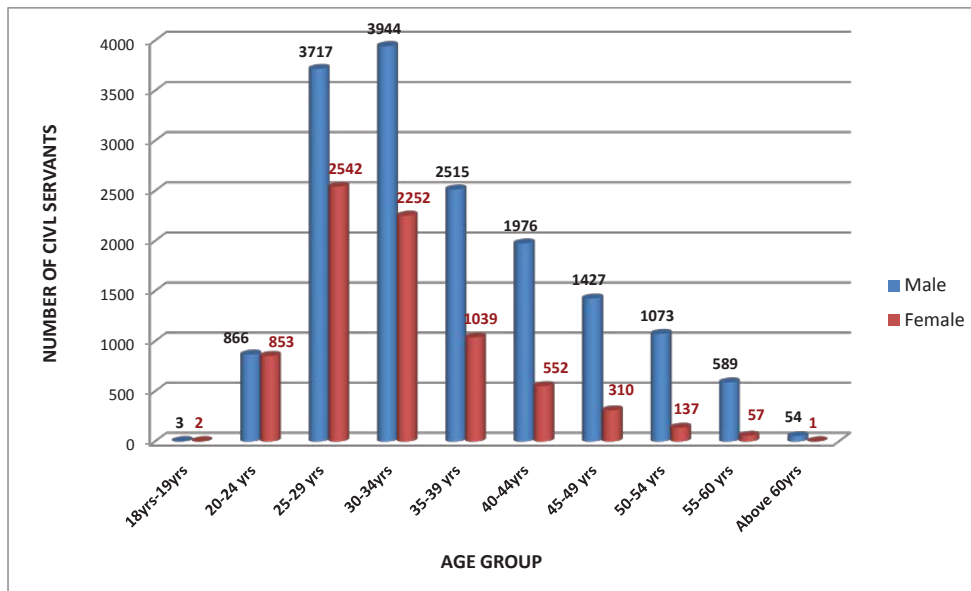
- (a) administer and enforce all statutory provisions of this Act;
- (b) prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this Act;
- (c) promulgate policies, standards and guidelines for the Civil Service and adopt plans and programmes in consultation with the agencies to promote efficient and effective personnel administration;
- (d) appoint, promote and transfer civil servants except as specified otherwise in this Act;
- (e) formulate, administer and evaluate programs pertaining to the development and retention of qualified and competent work force in the civil service;
- (f) promote and maintain the highest level of prestige, morale and well-being of the civil service;
- (g) conduct periodic HR auditing across all agencies;
- (h) conduct special investigation on HR actions where necessary;
- (i) ensure establishment of a human resource committee/council in each agency with standard functions and responsibilities to ensure proper personnel administration and human resource development, and monitor their functions;
- (j) prescribe, enforce and review code of conduct for the civil servants;
- (k) manage Civil Service selection examinations;
- (l) review, plan, coordinate, facilitate and monitor general civil service training and development programmes;
- (m) maintain up-to-date personnel information on all civil servants as prescribed in the BCSR;
- (n) exercise general disciplinary control over civil servants through the enforcement of all rules, regulations and relevant laws;
- (o) provide administrative and legal support to civil servants in respect of decisions taken in good faith or intent pursuant to official duties; and
- (p) perform any other functions to discharge its mandates.”



CIVIL SERVANTS MEETING MINIMUM QUALIFICATION REQUIREMENT



CIVIL SERVANTS BY AGE GROUP AND GENDER



VISION

A dynamic and professional Civil Service committed to promoting Good Governance in the pursuit of Gross National Happiness.

MISSION

- Ensure an independent and apolitical civil service that will discharge its public duties and services in an efficient, transparent and accountable manner.
- Ensure that civil servants render professional service guided by the highest standards of ethics and integrity.
- Ensure that uniform rules and regulations on recruitment, appointment, staffing, training, transfers and promotion prevail throughout the Civil Service.
- Continue to maintain a small, compact and an efficient Civil Service that is merit based.
- Enhance Civil Service competence through planned Human Resource Development Program.
- Maintain up-to-date personnel information on all civil servants.
- Enhance e-governance in Civil Services Management.

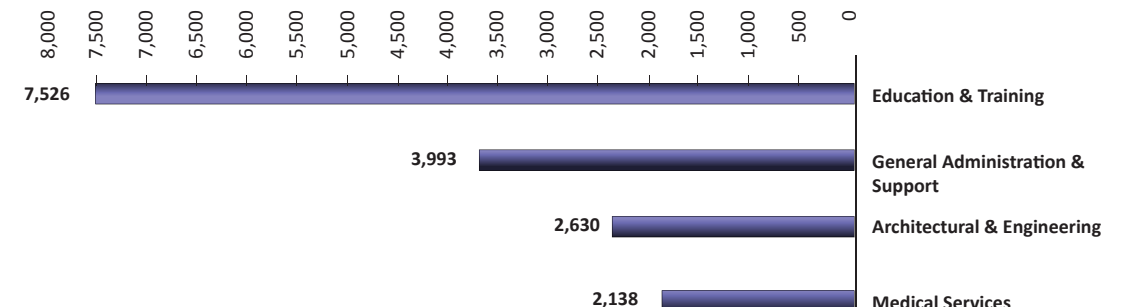


CIVIL SERVICE VALUES

- Accountability:** A civil servant is responsible for his/her decisions and actions and must be accountable to whatever scrutiny is appropriate to his/her Office as prescribed by law and the BCSR.
- Honesty:** A civil servant shall be honest and declare any private interests relating to his/her official duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Impartiality:** A civil servant shall be fair, neutral, not favour one person more than another in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for awards and benefits.
- Integrity:** A civil servant shall not place himself/herself under any financial or other obligation to outside individuals or organizations that may influence him/her in the performance of his/her official duties.
- Leadership:** A civil servant shall at all times uphold and promote the principles of leadership by example.
- Loyalty:** A civil servant shall at all times be true, loyal and faithful to the Tsa-wa-sum.
- Openness:** A civil servant shall be as open as required about all the decisions and actions that he takes. He/she shall give reasons for his/her decisions and restrict information to protect the wider public interest and confidentiality of the matter.
- Professionalism:** A civil servant shall practice his/her profession with the highest standards of ethics and courtesy.
- Selflessness:** A civil servant shall always take decisions solely in terms of the public interest. He/she shall not do so in order to gain financial or other material benefits for himself/herself, his/her family, his/her relatives, or his/her friends.

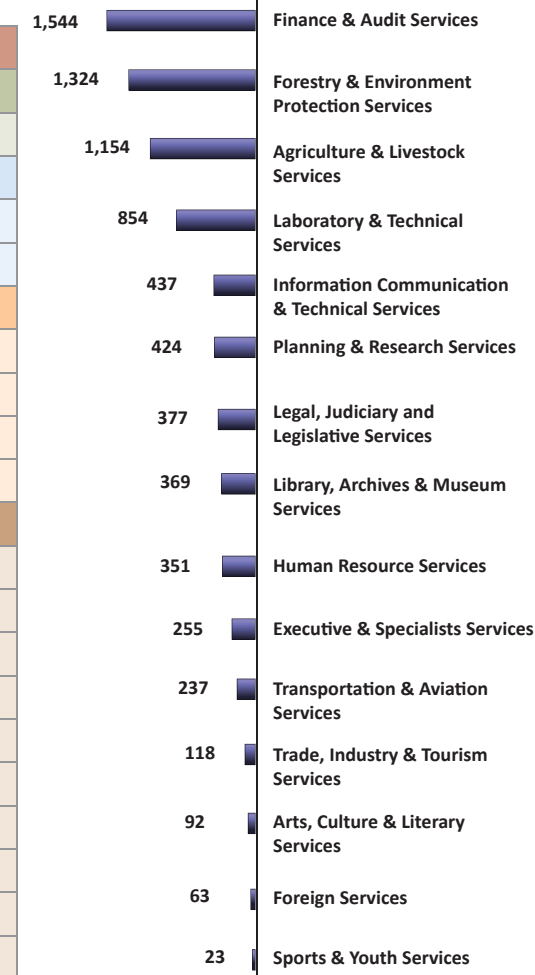
(Civil Service Act of Bhutan, 2010, Section 37)

CIVIL SERVANTS BY MAJOR OCCUPATIONAL GROUPS



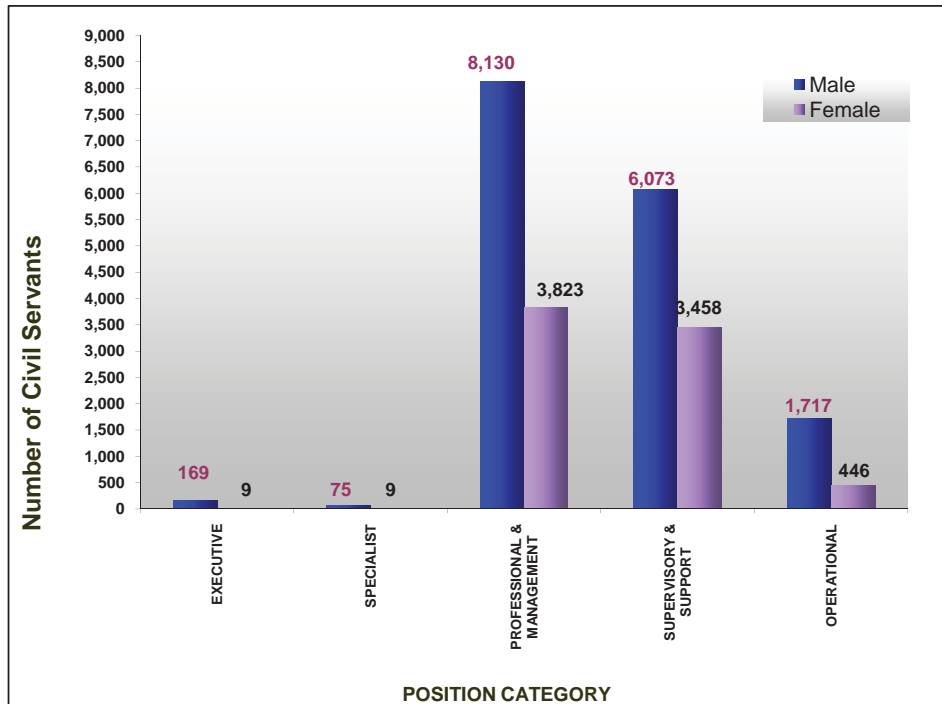
CIVIL SERVANTS BY AGENCY

AGENCY	TOTAL
JUDICIARY	
Royal Court of Justice	296
LEGISLATIVE	
National Assembly	33
National Council	22
CONSTITUTIONAL	
Royal Audit Authority	202
Election Commission	69
Royal Civil Service Commission	56
Anti-Corruption Commission	49
EXECUTIVE	
Ministry of Education	8,857
Ministry of Agriculture & Forests	3,445
Ministry of Health	3,223
Ministry of Works & Human Settlement	1,698
Ministry of Finance	1,635
Ministry of Home & Cultural Affairs	1,321
Ministry of Economic Affairs	576
Ministry of Info. & Communications	747
Ministry of Labour & Human Resources	357
Ministry of Foreign Affairs	155
AUTONOMOUS & OTHER AGENCIES	1,168
Grand Total	23,909

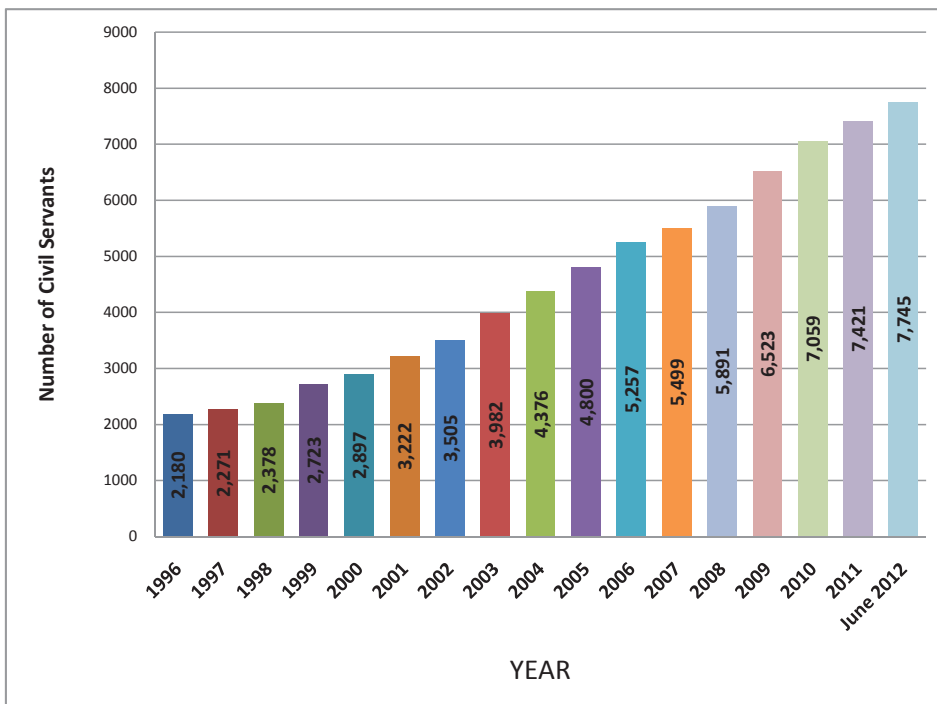




CIVIL SERVANTS BY GENDER AND POSITION CATEGORY



FEMALE CIVIL SERVANTS (1996 - June 2012)



CODE OF CONDUCT OF A CIVIL SERVANT

A civil servant shall not:

- (a) be eligible to be a candidate for any election conducted under the electoral laws of the Kingdom or hold any paid or unpaid post in any political party;
- (b) canvass for the political party or any candidate in an election conducted under the electoral laws of the Kingdom;
- (c) engage in any corrupt activities;
- (d) be a member of, belong to or take part in a society, assembly or association, except as may be permitted under the rules and regulations;
- (e) instigate, involve or participate in a strike, demonstration, marches or other similar activities;
- (f) engage in proselytization;
- (g) engage in sexual harassment; and
- (h) act against the interest of Tsa-Wa-Sum.

(Civil Service Act of Bhutan, 2010, Section 38)

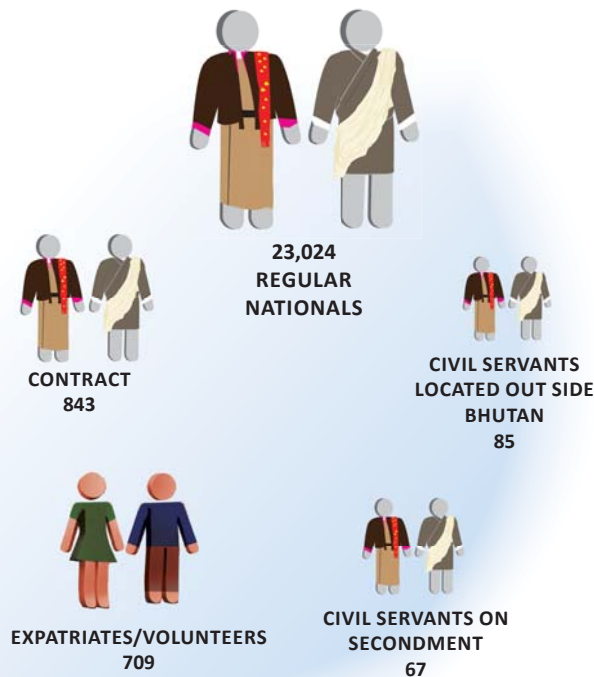


STATISTICS

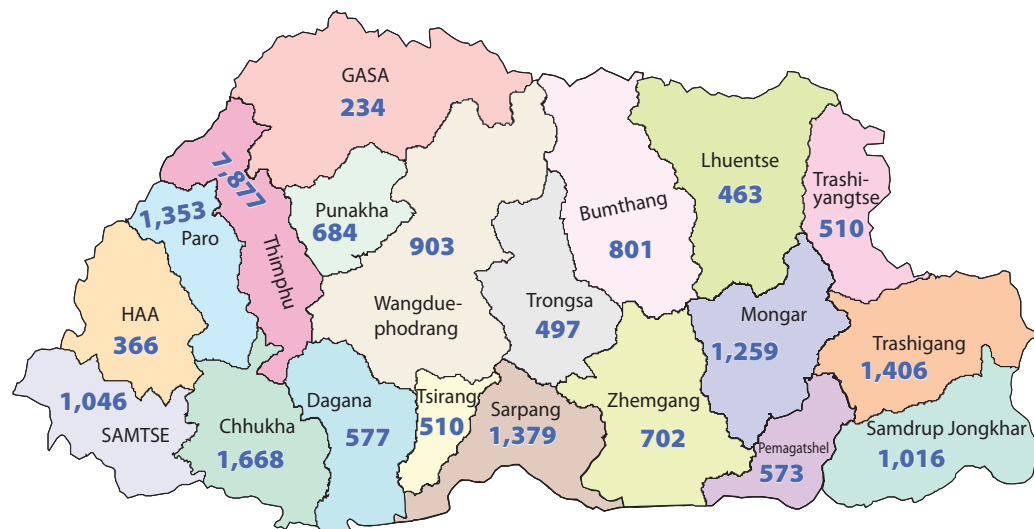
(JUNE 2012)

AT A GLANCE

TOTAL CIVIL SERVICE STRENGTH: 23,909



DISTRIBUTION OF CIVIL SERVANTS BY DZONGKHAG

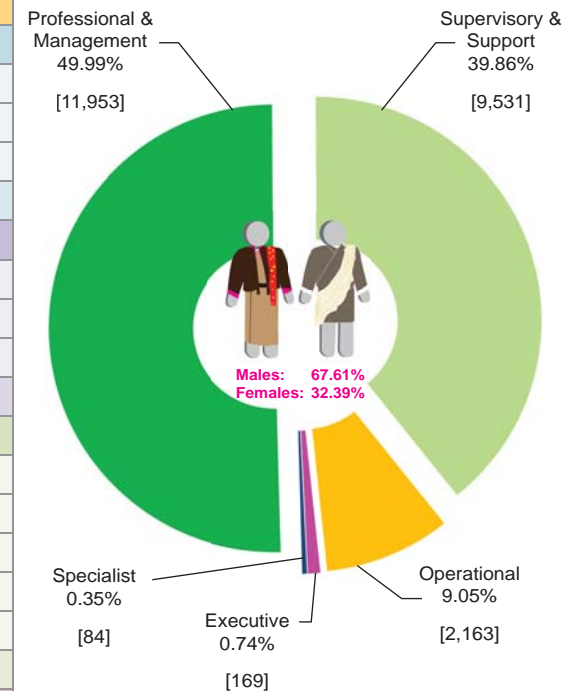


CIVIL SERVANTS BY POSITION CATEGORY AND POSITION LEVEL

Position Category and Position Level	Total Strength as on 30 th June 2012
Constitutional Offices*	9
Executive Position Category	
EX-1	30
EX-2	30
EX-3	109
Total	169
Specialist Position Category	
ES-1	3
ES-2	7
ES-3	74
Total	84
Professional & Management Position Category	
P1	376
P2	770
P3	1,795
P4	3,296
P5	5,716
Total	11,953
Supervisory & Support Position Category	
S1	1,917
S2	2,364
S3	1,565
S4	1,620
S5	2,065
Total	9,531
Operational Position Category	
O1	688
O2	429
O3	411
O4	635
Total	2,163
Grand Total	23,909

* As Chairpersons and members of the Constitutional Offices, and eminent members of the Parliament

CIVIL SERVANTS BY POSITION CATEGORY AND GENDER



Regular civil servants by Qualification (%)

