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རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION



RCSC/Wellbeing-HRMD(01) 2024/ 2822

January 30, 2024

Head of Agencies

Civil Service Agencies

Subject: Nominations for Dedicated and Lifetime Civil Service Award 2024

Dasho/Sir/Madam,

In keeping with the Royal Command from His Majesty the King, the requirement of the Civil Service Act of Bhutan 2010 Section 88 which states, *"The Commission may institute a scheme for recognizing and rewarding excellent performance or outstanding contributions. The recognition may be in the form of civil service awards, honours, promotion and financial reward as may be prescribed in the BCSR"* and the provisions of the BCSR 2023, Chapter 9, Section 9.13 on Civil Service Awards, the RCSC has institutionalized the Royal Civil Service Award to recognise and reward outstanding achievement and service to the Tsa-Wa-Sum.

To implement the **Civil Service Award 2024**, the RCSC Secretariat would like to request your agency to kindly submit the list of nominations for the **Dedicated and Lifetime Service Award** through ZEST latest by February 29, 2024.

While submitting the nominations, we would like to request you to strictly observe the following points:

1. All nominations should be verified individually before submitting to RCSC. Do not include those who have already been awarded the medal & certificate in the same category.
2. EOL availed period (days/months/years) shall not be counted for calculating the **"Actual No. of years served"**.
3. CID number and Contact Number of the nomination is mandatory.



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4. Correct/full name of the nominees in Dzongkha against their English name should be provided.
5. Correct Designation of nominees should be provided both in Dzongkha and English.
6. For **Lifetime Service Award**, nominations need to be submitted for civil/public servants who will be superannuating before December 31, 2025.
7. The completed year of service for the **Dedicated Service Award** shall be calculated as on 15th November of the same year.
8. The concerned HRO/Focal Officer of the agency shall be accountable for putting up any nominations that is not within the eligibility framework and the Award shall be forfeited.
9. All nominations for the award should be endorsed by the HR Committee of the Agency.

Therefore, we request you to kindly submit the list through **ZES** latest by February 29, 2024. For further information, please contact Mr. Jigme Thinley at 17731161 during office hours.

We look forward to your kind support and cooperation for the smooth implementation of the Royal Civil Service Award 2024.

Thanking you.

Yours sincerely,

(Sonam Peljen Thaye)
Director