

What is the admissible grant amount?

1. Nu. 75,000 in the event of the death of a member
2. Nu. 35,000 in the event of the death of a dependant
3. Nu. 50,000 in the event of the death of a superannuated member

Why different contributions but same benefit?

To espouse values of compassion, altruism and self-help in the Civil Service fraternity.

Where to make the claim?

1. Claim should be routed through the HR Officer of the member's working agency.
2. Claims by and for the superannuated member can be routed through the:
 - 2.1 Agency that the member last served;
 - 2.2 Agency that is most convenient to the claimant's current place of residence;
 - 2.3 RCSC.

What would be the TAT to receive the claim?

Five working days from the date of submission of the claim to the working agency.

How will the claim be given?

The admissible grant shall either be deposited directly into the claimant's bank account or paid through a cheque by the partner financial institution.

Who is the partner financial institution?

RICBL for scheme facilitation.

What are the long-term plans of the scheme?

Provide expanded welfare services, besides the existing grant, as may be decided by the Commission/BoT, and eventually evolve into a Civil Service Credit Union.

What will happen if the scheme needs to be closed?

After notifying the members about the closure of the scheme, the balance amount will be refunded to its contributing members pro-rated to their contribution. Only those members who have not made a single claim shall be eligible for such a refund.



Dedicated to the 60th Birth Anniversary of
His Majesty the Fourth Druk Gyalpo



ROYAL CIVIL SERVICE COMMISSION

Thimphu, Bhutan
Post Box No. 163
Tel: PABX 975-2-322491/322954/322956
Fax No. 975-2-323086/325980

www.rcsc.gov.bt/dz
www.rcsc.gov.bt/en



Excellence in Service

CIVIL SERVICE WELL-BEING

What is Civil Service Well-being?

The RCSC recognizes that the well-being of civil servants is essential and fundamental to their performance. Civil servants can give their best and work happily together if they are free from unnecessary worries or problems. Therefore, to address some of these issues, the RCSC has identified three areas for interventions, covering civil servants both while in-service as well as after superannuation.

1. Civil Service Support Desk

What is CSSD?

An avenue for grievance redressal so that civil servants can turn to RCSC when necessary.

What are the grievances?

Conflicts at work
Discrimination at work
Sexual harassment at work
Long-term absence from work
Continued poor work performance
Career development
Alcohol or drug problems
Family problems
Domestic violence
Others

How to resolve?

Counseling and mentoring
Retraining and Redeployment
Administrative recourse

Who will counsel/help?

Professional counselors
Psychiatrists
Peer support

Who will mentor?

Competent in-service or superannuated civil servants

2. Exit Management

What is EM?

- a) A system to prepare civil servants for superannuation and make superannuation a smooth exit.

How?

1. Provide Retirement Planning services
2. Provide one-month preparatory time
3. Facilitate and assist in processing of retirement benefits

Who will provide the services?

1. Expertise from relevant agencies both within and outside the Civil Service
2. HR Officers

For whom?

1. Civil servants with 10/5 years to superannuate, but it is optional
 2. Civil servant who has one month to superannuate
 3. Superannuating civil servants
- b) A platform to use the superannuated civil servants' knowledge and expertise in various capacities.

How?

Agencies may hire services in the following:

- a) Counseling
- b) Mentoring
- c) Board memberships
- d) Consultancy
- e) Interview panels
- f) Coordination/other services during National events

- c) Building the fraternity of the Civil Service

How?

Extend formal invitation to the superannuated civil servants to the important National events

3. Civil Servants' Welfare Scheme

What is CSWS?

A self-help program 'of, by and for' the civil servants.

Why CSWS?

1. Provide financial assistance to the civil servants and their direct dependents in the times of need
2. Inculcate a sense of fraternity among the civil servants
3. Take care of civil servants while in service and after superannuation

How will the scheme be managed?

It will be managed by a Board of Trustees composed of civil servants. The secretarial services would be provided by the RCSC.

How transparent would the scheme be?

Fund status updates would be shared monthly on the RCSC website starting from December, 2015.

Who can become members?

Regular Bhutanese civil servants.

Who all are covered with the member?

The member's own biological parents, a spouse, and children (including legally adopted if the member does not have biological child).

What is the monthly contribution amount?

Position category	Contribution (Nu.)
Executive & Specialists	300
Professional & Management	200
Supervisory & Support	100
Operational	75