



FORM 4/7

ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN

NEEDS ANALYSIS FOR SUBSTITUTE TEACHERS

TEACHER NEEDS ANALYSIS	
<b>For use by the School Management Committee</b>	
Name of School	
Details of teacher on Maternity Leave	
i. Name	
ii. Employee ID	
iii. Subject taught	
iv. Proposed Duration of Maternity Leave (in months)	
v. Proposed Effective date (from and to)	DD/MM/YY to DD/MM/YY
No. of teachers available in given subject (A)	
No. required as per the no. of Sections, periods taught (B)	
Surplus or Deficit (A-B)	
Possibility of deployment	Yes/No
Recommendation from School Management Committee	Recommended/ Not Recommended
<b>Chairperson of the School Management Committee</b>	
<b>For use by DEO/TEO and HR Officer</b>	
Deployment from other schools on temporary transfer	Yes/No
If Yes, details of the candidate	
i. Name	
ii. Employee ID	
iii. Transfer effective date (from and to)	DD/MM/YY to DD/MM/YY
If No, recommend to Dzongkhag/Thromde HRC for endorsement to recruit substitute teacher	
<b>Dzongkhag/Thromde Education Officer</b>	<b>Human Resource Officer</b>

<b>For use by the Dzongkhag/Thromde HRC</b>	
1. Appointment from the standby candidate interviewed by the Dzongkhag/Thromde within six months If Yes, details of the candidate (Name and CID) If No, go to 2	Yes/No
2. Appointment from the stand-by candidates interviewed either by the Thromde/Dzongkhag within the Dzongkhag, validity of the vacancy is six months If Yes, details of the candidate (Name and CID)	Yes/No
3. New Recruitment	Recommended/Not Recommended
<b>Chairperson of the Dzongkhag/Thromde HRC</b>	<b>Human Resource Officer</b>