



ROYAL CIVIL SERVICE COMMISSION

ROYAL GOVERNMENT OF BHUTAN

FORM 7/B

LTT STUDY LEAVE APPLICATION FORM

I. Particulars of the candidate:

- a. Name:
- b. Employee ID No.:
- c. Position Title & Level:
- d. Department/Division/Sector:

II. Details of proposed LTT as per Confirmation of Enrolment Letter/Acceptance letter from Institute:

- a. Course Title:
- b. Institute :
- i. City :
- ii. Country :
- c. Commencement Date:
- d. End date/Duration:
- e. Source of Funding:

III. Supporting documents for training (please tick/fill in where relevant):

- Valid Security Clearance Certificate
Reference No *Date*
- Valid Audit Clearance Certificate
Reference No *Date*
- Medical Fitness Certificate issued by a competent RGoB medical doctor
Reference No *Date*
- Letter of confirmation of enrolment (CoE)/Acceptance from the Institute;
- Course content and schedule from the Institute;
- Assurance of funding (if private/self-funding, open scholarship or University scholarship);
- Field visits work plan (for research based LTT under RGoB/ Donor funding requiring thesis/ field visits);
- English Language Proficiency Certificate (if required); and
- Any other document that may be required as per the scholarship announcement:
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IV. I assure that I (please tick to assure):

- Have checked my CV in ZEST and is correct;
- Shall properly hand over my work and ensure service delivery is not interrupted during my absence;
- Shall submit Course/Institute Joining Report (Form 7/C) as required by BCSR;
- Shall submit periodic semester/academic report;
- Shall return immediately and report to the relevant Agencies as per the approving authority specified in Section 7.7.3 with:
 - Training Report & Feedback Form as per Form 7/D;
 - Evidence of successful completion of training i.e. Certificate/Consolidated transcript from the Institute; and
 - Thesis/Research copy with consent letter to share with relevant Agency (if research-based).
- Shall upon joining the office make an independent study as to how best I can contribute to my agency and make a presentation to share learnings, achievements, and recommendations.

(Signature of the Candidate)

Date:

Note:

- *Agency shall process the application after verifying the information in ZEST, therefore, the candidate should check their CV in ZEST and assure its correctness.*
- *For PhD, the field of specialisation must have been approved in principle by the RCSC, prior to proposing study leave.*