

COURSE JOINING REPORT FORM AND BANK ACCOUNT INFORMATION

Chief HR Officer,
HRD Division,
Royal Civil Service Commission,
Thimphu.

Sir/Madam,

Ref: Letter of Award No:

Date:

I have joined the Institute as per details below:

- | | | |
|----------------------------|-------|---------|
| 1. Course title | : | |
| 2. Institute & address | : | |
| 3. Start date and duration | : | |
| 4. Date of joining | : | |
| 5. Mailing address | : | |
| 6. Telephone : | Fax : | e-mail: |

I have opened the following bank account where payments of stipend and allowance can be sent. (To be completed by candidates sponsored through Nationally Executed Projects only).

Account Name	:
Name of the Bank	:
Complete Address of the Bank	:
Bank Account No.	:
BSB No.	:
Swift Code	:

Name:	Position Title:	Signature and date:
-------	-----------------	---------------------

Official address in Bhutan:

Place:

(COUNTERSIGNED)

Place:

Sign and Date: (Course Supervisor/Head of Institute)

Name	:	
Position Title	:	
Address	:	
Telephone	:	Fax: e-mail:

Note:

1. The parent Agency shall distribute training offers to Dzongkhags through its Human Resource Committee.

I. Penalty

Penalties shall be imposed, if the following are violated:

- a. Non-fulfillment of training gap - Candidates shall be barred from any training.
- b. Training availed without approval – bar from promotion.
- c. Others (irrelevant course; during probation; not reporting on time; not attending training; etc.) - Candidates shall be barred from promotion and any training.

* * * * *