



ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN

LTT NOMINATION APPLICATION FORM  
(To be filled in by candidate)

Particulars of Candidate:

- Name:.....
- Employee ID No.:.....

LTT availed:

Sl. No.	Course Title	Institute/City/Country	Start Date (dd/mm/yyyy)	Duration	Source of Funding

STT availed (Last three STTs):

Sl. No.	Course Title	Institute/City/Country	Start Date (dd/mm/yyyy)	Duration	Source of Funding

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 .....
- Academic transcripts.
- Letter of confirmation of enrolment (CoE)/Acceptance from the Institute.
- Course content and schedule from the Institute (and for PhD, field visit work plan).

- Assurance of funding from sponsor (if private/self-funding, open scholarship or University scholarship).
- English Language Proficiency Certificate (if required).
- Any other document that may be required as per announcement:
  - .....
  - .....
  - .....

Details of Study proposed as per Confirmation of Enrolment Letter/Acceptance letter from Institute:

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

I assure that I (please tick to assure):

- Have checked above information and are correct;
- Shall properly hand over my work and ensure service delivery is not interrupted during my absence;
- Shall submit Course Joining Report Form 9/10 as required by BCSR;
- Shall submit periodic semester/academic report; and
- Shall return immediately and report to the RCSC with:
  - Office Joining Letter Form 9/4;
  - Training Report as per Form 9/5;
  - Feedback Form as per Form 9/6; and
  - 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).

Date: (Signature of the Candidate)

**Note:**

- Agency shall process the application as per the information in CSIS. Therefore, the candidate should ensure the accuracy of his/her CV in CSIS.