

Internal Guideline for Extraordinary Leave 2023



Royal Government of Bhutan

Ministry of Energy and Natural Resources

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Preamble

WHEREAS, the Ministry of Energy and Natural Resources recognizing the need to streamline the protocol of availing Extraordinary Leave by officials under the Ministry has developed the Internal Guideline for Extraordinary Leave in addition to the relevant provisions of Bhutan Civil Service Rules and Regulations 2018, and all other notifications/ circulars issued by the Royal Civil Service Commission on the same.

IN COGNIZANCE, the Ministry aims to ensure strategic succession planning and build a pool of highly professional and competent workforce at all levels to provide effective, efficient and uninterrupted service.

AFFIRMING the above, the Ministry in exercise of the power granted to approve Extraordinary Leave upon receipt of an application from the official working under the Ministry hereby adopts the Internal Guideline for Extraordinary Leave 2023, as follows:

CHAPTER I PRELIMINARY

Title

1. These Guidelines are the Internal Guideline for Extraordinary Leave 2023.

Commencement

2. These Guidelines come into effect on January 18, 2023, corresponding to the 1st MHRC meeting of MoENR.

Application

3. These Guidelines shall apply:
 - (a) to all the civil servants working under the Ministry of Energy and Natural Resources; and
 - (b) Supplement the provisions of the Bhutan Civil Service Rules and Regulations 2018 and all other notifications/circulars issued by the Royal Civil Service Commission on this matter.

CHAPTER II GUIDELINES

Procedure

4. An official desiring to avail EOL shall adhere to the following procedures:
 - (a) Inform the immediate supervisor/Head of Department/MHRC three months prior to availing leave; and
 - (b) Seek recommendation from the Head of Department in writing and submit it to the Human Resource Division to process for final approval from the Ministerial Human Resource Committee.

Condition to Grant Leave

5. The Ministerial Human Resource Committee shall ensure the following while granting leave:
 - (a) An official has rendered a minimum of five years of service including the probation period;
 - (b) An official is not serving any administrative penalty; and
 - (c) Application is submitted with the recommendation/approval of the Head of Department.

6. An official availing leave of six months and above shall hand over all office equipment to the supervisor.
7. The position of a civil servant shall not be protected while on leave.

Ad-hoc Leave

8. Any leave that needs to be availed on an ad-hoc basis due to circumstances beyond one's control, the power to grant approval vests with the Ministerial Human Resource Committee.

Extension of Leave

9. An official who wishes to extend (if s/he has not taken two full years) his/her leave shall provide one month prior notice to the Human Resource Division.

Compulsory Retirement

10. An official failing to join service upon completion of EOL shall be compulsorily retired.

CHAPTER III PENALTY

Penalty

11. An official engaging in any activity in contravention to this guideline shall be liable for administrative/disciplinary actions as per Bhutan Civil Service Rules and Regulations 2018.

CHAPTER IV MISCELLANEOUS

Definition

12. In these Guidelines, unless the context otherwise requires:
 - (a) "Official" means a civil servant working under the Ministry of Energy and Natural Resources.
 - (b) "Beyond one's control" means unusual or unforeseeable circumstance affecting a person that is beyond the direct control or influence of that affected person, including act of god, government orders, court orders, emergencies among others which a person could not have avoided even if a person had taken all due care.