Annexure 14 (Pre- Departure forms)

UNDERTAKING

I, Mr./Mrs./Miss …… son/daughter of Mr./Mrs. …… hereby accept the offer of scholarship from ……(Mention source of funding) for studies in ……..... (Mention the course) in ……..... (Mention institute and country) for a duration of ……..

I hereby undertake to:

1. Pursue the course and complete it within the duration specified in the Letter of Award No. …… dated ……
2. Not change to another course or institute.
3. Abide by all rules and regulations of the Royal University of Bhutan and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the Royal University of Bhutan.
5. Complete my training/studies, return to Bhutan and continue in the services of my college for a minimum period as specified in Clause 13, Chapter 9 of RUB HR rules, subject to a minimum of one year, unless in the interest of the University.
6. Pay to the RUB an appropriate amount for the expenses incurred by the RUB/College on the training, in accordance with Clause 13, Chapter 9 of RUB HR rules, if:

   6.1 I discontinue the training for a reason other than ill health; or

   6.2 I return to Bhutan without completing training; or

6.3 I do not return to Bhutan upon completion of my training; or

6.4 I return to Bhutan but voluntarily resign from my college/OVC without rendering the specified duration of service.

I, hereby do confirm that I have been briefed on all rules governing my training and I have understood them, including the implication and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, the guarantor and/or I shall be liable for prosecution in the Court of Law as per the provisions of the Penal Code of Bhutan.

Sd/-

Place: **(Affix Legal Stamp)**

Date: **Name & Office address**

Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

In the event of any failure on the part of the above-named person to abide by this undertaking, I, as the guarantor hereby undertake to refund to the RUB the stipulated amount or accept my liability to any other penalty as may be decided by the University.

In the event that I do not adhere to the above, I understand that I shall be liable for legal actions by the RUB.

Sd/-

Place:

(Affix Legal Stamp)

Date:

Name of Guarantor: ……

Relation with the candidate:……

Occupation:……

Present address:……

Village:……

Mailing address:……

Contact No.:……

Telephone:……

Mobile:……

Witnesses:

1)……

Annexure 9/7

DEPARTURE INTIMATION FORM

Chief HRO,

HRD Division,

Royal University of Bhutan,

Thimphu.

1. Name of the Candidate :
2. Employee ID No. :
3. Position Title :
4. College/OVC :

5. Letter of Award number and date :

6. Title of course :

7. Institute of training and location

   (Mention the Country also) :

8. Date of commencement of the course :

9. Duration of the course and

   date of completion :

10. Date of departure from Bhutan :

11. Source of Funding :

I, hereby certify that the information given above is correct to the best of my knowledge.

Place:

Date:

(Signature)

Annexure 9/8

POINTS FOR PRE-DEPARTURE BRIEFING (PDB) TO CANDIDATES LEAVING FOR

LONG-TERM TRAINING

I. Obligations during Training

As an official nominee of the Royal University of Bhutan, a candidate shall:

i) Strive for academic excellence as the **primary objective of training is to learn.** Further, performance during training shall form part of the performance appraisal for promotion and/or any personnel action;

ii) Conduct himself in a manner befitting his status and acceptable to the training Institute;

iii) Refrain from engaging in political, criminal or commercial activity;

iv) Refrain from giving expressions and statements on sensitive policy matters on national or international affairs including written or oral statement without specific prior approval of the RUB on such issues;

v) Submit a Course Joining Report to the college/OVC (via an email) within two weeks of joining the programme;

vi) Submit semester/progress reports;

vii) Seek approval of the agency concerned – if sponsored by the RUB – before undertaking field trips. The RUB shall fund mandatory field trips only;

viii) Not change from the training programme or the Institute specified in the Letter of Award; and

ix) Not take up additional course.

II. Extension

i) A candidate shall complete the training within the duration specified in the Letter of Award;

ii) Extension shall not be granted to undertake an additional course; and

iii) Prior approval of the RUB shall be required for extension, for reasons beyond the control of the candidate.

III. Termination of Training

Training shall be terminated if:

i) The conduct of a candidate is not in conformity to the RUB's HR rules;

ii) The performance of the candidate is below average or unacceptable to the Institute, the college/OVC;

iii) The candidate does not fulfill the attendance and other requirements stipulated by the Institute; and

iv) The candidate fails to complete the course in the specified period and approval for extension is not accorded.

IV. Completion of Training and Return

A candidate on completion of training shall:

i) Return and report to the college/OVC as appropriate with Joining Report and certificate/provisional certificate/letter of completion within three weeks after completion of training; and

ii) Submit a written explanation, if there is any delay in submitting the report.

I, hereby do confirm that I have been briefed on rules governing my training and I have understood them, including the implication and consequences of deviating from them. In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, I and/or the guarantor shall be liable for legal action by the Royal University of Bhutan.

Name: _____ **Signature (Dated):** _____

E-mail: _____

Guarantor: _____ **Signature (Dated):** _____

E-mail:_____ **Tel./Mobile**:_____

Briefed by (Name and signature): _____