



ལྷན་རྒྱུ་ལོན་གཞུང་སྐོར་དང་ཐབས་ལུགས་རིག་སྒྲེལ་ཁང་།

ROYAL INSTITUTE FOR GOVERNANCE AND STRATEGIC STUDIES

LONG-TERM STUDIES UNDERTAKING FORM

I,,CID No.....,
working asat the Royal Institute
for Governance and Strategic Studies(RIGSS), will be leaving for further studies as per the
details given below:

Name of the course:

Name of the college/university:

Country of study/state/province:

Mode of study (part-time/full-time/in-person, online):.....

Course start and end date:

Duration of course:

Funding Agency:

Date of leaving RIGSS:

In this regard, I hereby undertake to:

1. Strive for academic excellence as the primary objective of the study leave is to learn and further my academic qualification. I understand that my academic performance during the study leave shall form part of my performance appraisal for promotion and/or any HR action in the future.
2. Abide by the Laws of Bhutan and that of the host country.
3. Abide by the policies, rules, regulations and code of ethics of the host institute and conduct myself in a manner befitting my credibility and the credibility and positive image of my organization, my country, as well as the host institute.
4. Refrain from engaging in political, criminal or commercial activities.
5. Refrain from giving expressions and statements on sensitive policy matters on national or international affairs, to anyone including the media, including written or oral statement without specific prior approval of the Royal Government of Bhutan.
6. Submit a course joining notice to the Adm. Officer of RIGSS, with a copy to the Director, by e-mail within one week from the course start date.
7. Submit periodic semester/progress reports to the Adm. Officer of RIGSS.
8. Not take any other leave during study leave unless on emergency grounds.

9. Not take up additional course(s) without prior written approval from RIGSS.
10. Not change course/degree or institute.
11. Come back, with my study leave cancelled and, liable for applicable penalty if:
 - 11.1 My conduct is not in conformity to RIGSS and/or to the host institute's rules; or
 - 11.2 My academic performance is unacceptable to the host institute and/or RIGSS; or
 - 11.3 I do not fulfill the attendance and other requirements stipulated by the host institute; or
 - 11.4 I change my course without the prior written approval of RIGSS; or
 - 11.5 I am unsuccessful in completing the approved course for reasons such as poor academic performance or academic misconduct(plagiarism etc.) or not taking the required course module/unit or poor/inadequate attendance.
12. Complete my studies, return to Bhutan and report to the RIGSS without fail within 21 days (including weekends and government holidays) from the course end date as per official documents.
13. Report to the RIGSS with following documents:
 - 13.1 Office joining letter;
 - 13.2 Training report;
 - 13.3 Consolidated academic transcripts/certificate as evidence of successful completion of the course; and
 - 13.4 Thesis/research copy with consent letter with a summary of the research to share with relevant agencies, if the course was research-based.
14. Submit course completion evidence without which I shall not be eligible for any positive HR action such as secondment, promotion, training, EOL, etc.
15. Not avail any form of leave until I complete the reporting procedure specified in clause 12 and 13 above.
16. Work at RIGSS for at least twice the duration of my course after completion of my studies, effective from the date of joining letter as submitted under Clause 13.1 above.
17. Not avail EOL until my service obligation under Clause 16 above is cleared.
18. Be subjected to, over and above the terms and conditions mentioned above, the provisions of Long Term Training (LTT) as stipulated under the Bhutan Civil Service Rules and Regulations (BCSR) 2023 in the event of any discrepancy or related issues.

I hereby confirm that I have knowingly and willingly given this undertaking and understand that in the event that I do not adhere to any of the clause(s) above, I and /or my Guarantor shall be liable for prosecution in the court of law as per this undertaking and/or provisions of the existing laws of our country.

Name of Candidate:

Place and date:



Legal Stamp & signature

Name & CID No. Guarantor:

Place and date:



Legal Stamp & signature

Note: Candidate and the Guarantor need to sign on all the pages of this undertaking form.