



དངུལ་རྩིས་རྒྱུ་ལྷན་ཁག།  
FINANCE MINISTER

དངུལ་རྩིས་རྒྱུ་ལྷན་ཁག།  
ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG  
THIMPHU

F/MoF/DNB-Rules/2019-20/ 219

25<sup>th</sup> October 2019

**NOTIFICATION**

**Subject: Clarification on the Revision of Allowances & Benefits of Public Servants**

In line with the Pay Revision Act of Bhutan 2019 and in continuation to Notification no. F/MoF/DNB-Rules/2019-20/04 dated 8<sup>th</sup> July 2019 on Revision of Allowances and Benefits of Public Servants, the Ministry of Finance would like to clarify as follows:

**1. Leave Encashment (LE) for Local Government Functionaries**

The LE for Local Government Functionaries (Thrompons/Thromde Thuemis/Gups/Mangmis) shall be eligible from the next fiscal year (July 2020-21). In order to en-cash the leave balance, one should accrue leave of 2.5 per month for the fiscal year 2020-21 and leave records should be maintained.

Therefore, the Local Government Functionaries shall start maintaining leave records similar to Civil Service starting this fiscal year for the purpose of encashment of leave balance the next fiscal year (2020-21).

**2. Officiating Allowance**

An Officiating allowance of Nu.5,000 per month shall be introduced for managerial position of P1 and above and for Thrompons and Gups for officiating for a continuous period exceeding minimum of three months and up to a maximum of six months.

- a. Officiating Allowance is payable for a maximum of three months, which shall begin from the fourth month upon officiating continuously for the first three months.

  
Minister  
Ministry of Finance  
Tashichho Dzong  
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For e.g. to be eligible, one should officiate starting from 1<sup>st</sup> July 2019 till 31<sup>st</sup> December 2019 and then one becomes eligible for the officiating allowance from October 2019 till 31<sup>st</sup> December 2019. If the Officiating continues beyond 31<sup>st</sup> December 2019, one shall not be eligible for Officiating Allowance since the Pay Revision Act of Bhutan 2019 provides Officiating Allowance for three months only.

- b. Officiating Allowance is payable for officiating positions in P1 and above managerial positions.
- c. For Civil Servants & Public Servants, to be eligible for the officiating allowance, one should be in the position level of P2 for officiating P1 level and P1 and above for EX levels having managerial responsibilities:
  - i. When the incumbent in Position level P1 is not in office for more than 3 months and not exceeding 6 months; and/or
  - ii. When an Agency is not able to fill in a vacancy in P1 through open competition for more than three months not exceeding six months.
  - iii. When the incumbent in EX/ES levels and above positions is not in office for more than 3 months and a maximum of 6 months; and/or
  - iv. When RCSC is not able to fill in the Executive vacancy for three more months but not exceeding six months.
- d. The position level of P2 and above are also eligible for the officiating allowance for officiating the position level of the head of Institutes and Centres headed by Specialist Category with managerial functions.
- e. The approval for the Officiating allowance shall be accorded by the HR Committee of the Agency. The HR Committee shall ensure that the responsibility of Officiating shall not be rotated to distribute the Officiating Allowance.
- f. For Local Government Functionaries, Mangmi will officiate for Gups and the Executive Secretary for Thrompons.

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