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ROYAL GOVERNMENT OF BHUTAN  
Ministry of Finance  
HUMAN RESOURCE DIVISION

**BHUTAN**  
Believe

MoF/HRD/5(1)/2025/1112

June 02, 2025

### NOTIFICATION ON AVAILING OPEN COURSES

This is to notify all employees under the purview of the Ministry of Finance that open courses provide expert-led training in fields such as macroeconomics, monetary policy, and financial management, enhancing the capacity of government officials through providing opportunities for continuous professional development, global economic understanding, and skill enhancement. The management strongly encourages all employees to avail these opportunities.

Therefore all employees including those parented by the Ministry in other agencies are requested to follow the following procedures while availing such opportunities.

#### During Application.

- ❖ The open course must be aligned to the position title and job role of the applicant subject to approval from the Department Head, MoF.
- ❖ The individual employees applying for open courses must receive the endorsement of the Department Head, MoF who shall serve as the sponsor in the nomination/application form.
- ❖ The application must then require the signature and seal of the Chief HRO, MoF as the HR Manager to complete the application form.
- ❖ The duly filled form shall only then be considered as complete and authentic for the purpose of application.

#### Selection and Endorsement.

- ❖ After applying for the courses the selection outcome shall be submitted to the respective Department.
- ❖ After routing through the respective department the HRD shall submit to HRC for employees in HQ.
- ❖ For employees in other agencies parented by the Ministry the HRD shall forward an offer letter to the respective Agencies to facilitate the participation of the selected applicants through their respective HRC.

#### Requirement after completion of Open Course

- ❖ A candidate on completion of the approved course shall submit the following to HRD MoF:
  - i. Training/Briefing report and Feedback Schedule 7/A as per BCSR 2023.
  - ii. Certificate (If applicable)

Any open courses availed without conforming to the above procedures will be treated as unauthorised. The applicants failing to comply with this procedure shall be subject to administrative action as per BCSR 2023



**HUMAN RESOURCE DIVISION**