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Royal Government of Bhutan
Gasa Dzongkhag Administration

Standard Operating Procedure (SOP) for Availing Leave



Gasa Dzongkhag, July 2024


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A. Objectives

- Uniform application of the procedures while availing various leave, ensure transparency and establish accountability.

B. Category of Leave

As per the BCSR 2023 Chapter 8 Section 8.2, A civil servant shall be entitled to the following categories of leave:

- a) Annual Leave
- b) Casual Leave (only for teachers and probationers)
- c) Bereavement Leave
- d) Maternity Leave
- e) Paternity Leave
- f) Medical Leave
- g) Medical Escort Leave
- h) Study leave
- i) Extraordinary Leave
- j) Preparatory Leave (on transfer/LTT/one month prior to superannuation).
- k) Station leave





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C. Leave availing procedure for Civil Servants

Type of Leave	Regular CS	Contract/ESP/GSP	Employee	Approving Authority	Remarks
Annual Leave	21 working days	21 working days when the contract term is 12 month or more. The leave will be granted on prorated rate for those employees on contract term below 12 months.	Dzongdag	Secretary, MoHA	
			Dzongrab/Sector Heads	Dzongdag	
			General Staff (Dzongkhag HQ: Sector Staff, ESP/GSP and Drivers)	Dzongrab	
			GAOs	Gup	
			Gewog RNR Staff	GAO (Inform the respective Sector Head)	
			Supporting Staff (school)	Principal	
Casual Leave	10 working days	10 working days when the contract term is less than one year	Principal	CDEO	Only applicable for CS in Teaching profession and other CS on probation period.
			Teachers	Principal	
Bereavement Leave	21 days	21 days	Dzongrab/Sector Heads	Dzongdag	Attach evidence
			All Civil Servants	Dzongrab	Attach evidence





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Maternity Leave	6 Months	<ul style="list-style-type: none"> 6 months for at least 1 year of the service 3 months for less than one year of the service 	Dzongrab/ Sector Heads	Dzongdag	Attach evidence
			All Civil Servants	Dzongrab	
Paternity Leave	10 Working Days	10 working days	Dzongrab/ Sector Heads	Dzongdag	Attach evidence
			All Civil Servants	Dzongrab	
Medical Leave	A maximum of 36 months for the entire Civil Service	1 month with pay and extendable to another month without pay per contract term	All Civil Servants	HRC	Attach evidence
Medical Escort Leave	Maximum of 2 months	One month with pay and extendable to another month without pay per contract term	All Civil Servants	HRC	Attach evidence
Study Leave	Eligible	Not eligible	All Civil Servants	HRC	
Extraordinary Leave	A maximum up to 24 Months in an entire service period	Not eligible	All Civil Servants	HRC	Execute Undertaking
Preparatory Leave	5 working days for Transfer <T. 1month for superannuation	Not eligible	All Civil Servants	HRC	





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D. Leave Availing Procedures for LG Members

Sl. No	Type of Leave	Leave Duration	Employee	Approving Authority	Leave Form Required	Remarks
1	Annual Leave & Station Leave	21 working days a year	DT Thrizin	Dzongdag	Yes	To share a copy of approval with DT Secretary
			Gup	DT Thrizin	Yes	To share a copy of approval with Dzongdag
			Mangmi & Tshogpa	Gup	Yes	
2	Bereavement/ Paternity/Maternity/Medical/Medical Escort Leave		All LG	Dzongdag	Yes	To process through DT Secretary





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E. General Rules

1. The staff of the Dzongkhag HQ should login the online daily attendance system to authenticate their presence through online recording. Similarly, other employees and public servants based in the Gewog and schools should sign the attendance on every working day unless authorized for leave or official duty by the competent authority.
2. Mark in the attendance as tour for official duty, leave for personal leave and Training for official meeting and workshop for outside workplace.
3. The Annual Leave sanction sheet approved by the authority for the CS of Dzongkhag HQ should be submitted to the HR section and to the DT Secretary for Gups prior to leaving the station to update the leave status.
4. HRO and DT Secretary will submit attendance report maintained in the consolidated sheet to Dzongdag and Dzongrab on monthly basis.
5. The name of employees found availing unauthorized leave should be submitted to HRC for action.
6. All employees are expected to be at respective workplace attending the public service during office hours from 9:00AM to 5:00PM unless otherwise authorized for official task in the field or availed leave from competent authority.
7. The official tour or leave status marked in the attendance register should be in consistent with tour or relieving order.
8. The employee should route for leave process through Sector Head and HR office.
9. The Gups should obtain a written approval from DT Thrizin to avail leave endorsing a copy of approval to Dzongdag.
10. It is mandatory for all the CS and Public servants to take part in the National and Dzongkhag Events.

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 Dzongdag
 Dzongkhag Administration
 Gasa

