



དངུལ་རྩིས་ལྷན་ཁག།

ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

BHUTAN
Believe

MoF/HRD/1(1)/2025/862

March 07, 2025

NOTIFICATION ON EXTRAORDINARY LEAVE (EOL)

This notification serves to remind all eligible civil servants of the existing requirements in availing EOL in reference to the internal memorandum on Extraordinary Leave (EOL) issued by the Ministry of Finance vide letter no. MoF/DoS/1(3)/2022/203 dated August 12, 2022, and highlight additional new provisions related to EOL.

1. Eligible civil servants intending to avail EOL are required to notify and submit their application, clearly mentioning the reasons along with the necessary documents as per section 8.12.10 of BCSR 2023, to the Ministry (HRD) through their respective Department Head at least six (6) months prior to their commencement date of EOL.
2. The EOL requisitions must be routed through the respective departments for submission to HRC.
3. It is imperative to note that the respective Heads/Offg. Heads of Departments and HRD shall not accept or entertain EOL applications that do not adhere to the aforementioned six-month prior notification and application submission requirement.
4. The effective implementation date of the above decision was according to the 193rd HRC Meeting held on August 04, 2022 to address the vacuum and disruption of smooth service delivery caused by EOL.
5. Prefixing and suffixing other forms of leave to EOL shall not be allowed as per section 8.12.3 of the BCSR 2023.
6. A civil servant failing to join the service after completion of EOL shall be compulsorily retired as per section 8.12.15 of the BCSR 2023.
7. Individuals proceeding on Extraordinary Leave (EOL) must file a vacation of office declaration prior to their departure and a resumption of office declaration upon their return as per ACC Notification vide ACC/DoPE-ADMD/2025/01/09140 dated February 17, 2025.

This is also to notify that a civil servant shall serve a minimum of six months from the conclusion of their last STT, prior to resigning from the service or for availing EOL and failure to comply with this requirement will render the candidate liable to pay one month's gross pay for every remaining month of STT obligation as per section 7.6.3.3 of the BCSR 2023.



HUMAN RESOURCE DIVISION