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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service

RCSC/HRMD/7/2016/3082

March 24, 2016

Hon'ble Secretary
Ministry of Agriculture
Thimphu

Sir,

The Royal Civil Service Commission is pleased to inform the Ministry that the Commission during its 55th Meeting held on March 13, 2016 has approved the standard developed for GSP/ESP for five years i.e., till June 2020 as they are the essential work force in Agriculture and livestock farms.

Further, the Ministry is requested to note the following:

1. Henceforth, the Ministry should discontinue with the daily wage system
2. ESP/GSP requiring multi-tasking role should have their responsibilities enumerated under respective ToR so that there is no confusion in implementation.
3. 1 Messenger each for Minister's Office, Office of the Secretary and Department level which will be applied across all the Ministries/Agencies.
4. 2 GSP/ESP (Night Guard/Sweeper/Caretaker) for Institutes, National Centers and RDCs
5. 1 GSP/ESP (Sweeper/Night Guard) for every Park/Division/Range Office and standalone offices

However, the Commission will revisit the GSP/ESP standard for Phobjikha farm after Ministry submits the following information:

1. Actual land being utilized
2. Target for annual seed production
3. Annual budget allocated

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Director: 332475, HRMD: 332476, HRDD: 336270, PPD: 336131, MISD: 332473, LS: 332471, HRAS: 329993, AFS: 332472. EXAM

དཔལ་ལྡན་འབྲུག་གཞུང་།
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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
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The Ministry is requested to recruit GSP/ESPs as per the approved standard as and when required.

With best wishes,

Yours sincerely,

(Lhendup Wangchu)
for Royal Civil Service Commission

Cc:

1. Chief HR Officer, Ministry of Agriculture, Thimphu.

Approved GSP/ESP Standard for Ministry of Agriculture and Forests

Positions	Position Category	Agreed Staffing Ratio/Numbers	Remarks
Office of Minister			
Messenger	GSP	1	
Office of Secretary			
Messenger	GSP	1	
Directorate			
Messenger	GSP	1	
Administration & Finance Division			
Sweeper	GSP/ESP	1 Sweeper: 4 storeyed buildings	A building housing atleast two Divisions in each floor
Night Guard	ESP	2	
Rural Development Training Centre, Zhemgang			
Cook	GSP	1	
Sweeper	GSP/ESP	1	
Night Guard	ESP	1	
Animal Attendant	ESP	1 ESP : 13 Cattle	
Animal Attendant	ESP	1 ESP: 700 Birds	
Animal Attendant	ESP	1 ESP : 15 Sows	
Farm Laborer (Vegetable, pasture and Orchid)	ESP	1 ESP : 2 Acres Cultivation	
National Biodiversity Centre, Serbithang			
Administrative & Finance Section			
Security Guard	ESP	1	
Sweeper	GSP/ESP	1	
Botanical Diversity Collection Division			

National Herbarium			
Helper(Field Assiatant)	ESP	1	
Royal Botanical Garden			
Night Guard/Sweeper	GSP/ESP	1	
Helper (Garden Fee Collector)	ESP	1	
Gardener	ESP	1 ESP : 4 Acres of Botanical Guarden	
Agrobiodiversity Management Division			
PGR Section: Crop Gene Bank			
Helper (Lab Utility/Field Assistant)	ESP	1	
AnGR Section: Gene Bank			
Helper (Lab Utility/Field Assistant)	ESP	1	
Department of Agriculture & Marketing Cooperatives			
Messenger	GSP	1	
RAMCO, Monger			
Security Guard/Sweeper	GSP/ESP	1	
Department of Livestock			
HQ			
Messenger	GSP	1	
Cattle Rearing Centre, Wangkha, Chukha			
Animal Attendant	ESP	1 ESP:13 Cattle	
Pasture Attendant	ESP	1 ESP : 30 Cattle	
Night Guard/Sweeper	GSP/ESP	1	
National Nublang Breeding Farm, Tashiyangphu, Wamrong			
Animal Attendant	ESP	1 ESP:15 Cattle	

Pasture Attendant	ESP	1 ESP : 30 Cattle	
Night Guard/Sweeper	GSP/ESP	1	
Regional Mithun Breeding Farm, Arong			
Animal Attendant	ESP	1 ESP:13 Cattle	
Pasture Attendant	ESP	1 ESP : 30 Cattle	
Night Guard/Sweeper	ESP	1	
Regional Mithun Breeding Farm, Wangdigang			
Animal Attendant	ESP	1 ESP:13 Cattle	
Pasture Attendant	ESP	1 ESP : 30 Cattle	
Night Guard/Sweeper	GSP/ESP	1	
National Jersey Breeding Farm, Samtse			
Animal Attendant	ESP	1 ESP:10 Cattle	
Pasture Attendant	ESP	1 ESP : 30 Cattle	
Night Guard/Sweeper	GSP/ESP	1	
Brown Swiss Cattle Farm, Bumthang			
Animal Attendant	ESP	1 ESP:10 Cattle	
Pasture Attendant	ESP	1 ESP : 30 Cattle	
Night Guard/Sweeper	GSP/ESP	1	
RLDC, Zhemgang, Kanglung, Tshimasham and Wangdue			
Night Guard	ESP	1	
Sweeper	ESP	do	
Helper (Lab Utility)	ESP	3	
Livestock Central Store, Phuntsholing			
Handy Boy	ESP	1ESP:1 truck	

Night Guard/Sweeper	GSP/ESP	1	
NAH, Chubachu			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Helper (Lab Utility)	ESP	3	
NFFDP, Bumthang			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Farm Laborer (Fodder)	ESP	1 ESP : 1.5 Acres Cultivation	
Helper (Lab Utility/Field Assistant)	ESP	1	
NCAH, Serbithang			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Helper (Lab Utility/Field Assistant)	ESP	3	
NLBP, Yusipang			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Semen Processing Lab			
Helper (Lab Utility)	ESP	1	
Night Guard/Sweeper	GSP/ESP	1	
Bull Farm			
Animal Attendant	ESP	1 ESP:15 Bulls	
Pasture Attendant	ESP	1 ESP : 30 Bulls	
Night Guard/sweeper	GSP/ESP	1	

Integrated Yak Centre, Chaladophu, Haa			
Night Guard	ESP	1	
Helper (Animal Attendant)	ESP	1	
National Poultry Research and Development Centre, Sarpang			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Poultry Farm			
Animal Attendant	ESP	1 ESP:700 Broilers	
Turkey Farm, Relangthang			
Animal Attendant	ESP	1ESP:200 Turkey Birds	
Night Guard/Sweeper	GSP/ESP	1	
Turkey Farm, Wangchutaba			
Animal Attendant	ESP	1ESP:200 Turkey Birds	
Night Guard/Sweeper	GSP/ESP	1	
NPiDC, Gelephu			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Pig Breeding Farm			
Animal Attendant	ESP	1:15 sows	
Regional Pig Breeding Centre, Yusipang			
Animal Attendant	ESP	1:15 sows	
Night Guard/Sweeper	GSP/ESP	1	
LPVAC-Serbithang			
Helper (Meat)	ESP	5	

National Highland Research and Development Centre, Jakar			
Night Guard	ESP	1	
Sweeper	ESP	1	
Horse Farm			
Animal Attendant	ESP	1 ESP:13 Horses	
Pasture Attendant	ESP	1 ESP : 40 Horses	
Night Guard/Sweeper	GSP/ESP	1	
Yak Farm			
Animal Attendant	ESP	1 ESP:13 Cattle	
Pasture Attendant	ESP	1 ESP : 30 Yaks	
Night Guard/ Sweeper	GSP/ESP	1	
Sheep Farm			
Animal Attendant	ESP	1 ESP:25 Sheeps	
Pasture Attendant	ESP	1 ESP: 50 Sheeps	
Night Guard/ Sweeper	GSP/ESP	1	
Goat Farm			
Animal Attendant	ESP	1 ESP:25 Goats	
Pasture Attendant	ESP	1 ESP : 50 Goats	
Night Guard/ Sweeper	GSP/ESP	1	
Bee Farm			
Bee Attendant	ESP	1 ESP:80 Beehives	
Night Guard/ Sweeper	GSP/ESP	1	Responsible for guading farms and office at Night and to multitask as sweeper
Mastif Farm			
Animal Attendant	ESP	1ESP:10 Mastiff	

Night Guard/Sweeper	GSP/ESP	1	
RPPBC, Lingmithang			
Night Guard/Sweeper	GSP/ESP	1	
Poultry Farm			
Animal Attendant	ESP	1 ESP:700 Broilers	
Piggery Farm			
Animal Attendant	ESP	1:15 sows	
RPBC, Paro			
Night Guard/Sweeper	GSP/ESP	1	
Poultry Farm			
Animal Attendant	ESP	1 ESP:700 Broilers	
NWWFC, Gelephu			
Night Guard	ESP	1	
Sweeper	GSP/ESP	1	
Fishery Farm			
Fishery Attendant	ESP	1ESP:51580 fingerlings	
Night/Day Guard	GSP/ESP	2	
RFDC, Phuntshothang, Bangtar			
Night Guard/Sweeper	GSP/ESP	1	
Fishery Farm			
Fishery Attendant	ESP	1ESP:51580 fingerlings	
Night/Day Guard	ESP	2	
NRCRLF-Haa			
Night Guard	ESP	1	

Sweeper	GSP/ESP	1	
Trout Breeding Centre, Haa			
Fishery Attendant	ESP	1ESP:51580 fingerlings	
Night/Day Guard	ESP	2	
DEPARTMANT OF FORESTS AND PARK SERVICES			
HQ			
Messenger	GSP	1	
WMD (Watershed Management Division)			
Sweeper/Night Guard	GSP/ESP	1	
WCD (Wildlife Conservation Division)			
Takin Preserve Zoo			
Animal Attendant	ESP	1 ESP : 13 Animals	
Night Guard/Sweeper	GSP/ESP	1	
Taxidermy			
Helper (Taxidermy Helper)	ESP	2	
Wildlife Rescue and Animal Health Centre			
Night Guard/Sweeper	ESP	1	
Helper	ESP	1	
Royal Manas National Park (RMNP)			
Mahout	GSP	3 Mahouts : 2 Elephant	
Ghashi	GSP	1 Ghashi : 1 Elephant	
Boatman	GSP	1 Boat : 2 Boatsman	
Caretaker	GSP	2	
Cook	GSP	2	

Sweeper/Night Guard	ESP	1	
Animal Attendant (Royal Cattle Watcher)	ESP	1 ESP : 13 Cattle	
Sweeper/Night Guard	GSP/ESP	1	
Bumdeling Wildlife Sanctuary (BWS)			
Sweeper/Night Guard	GSP/ESP	1	
Jigme Dorji National Park (JDNP)			
Sweeper/Night Guard	GSP/ESP	1	
Jigme Singye Wangchuk National Park (JSWNP)			
Sweeper/Night Guard	GSP/ESP	1	
Phrumsingla National Park (PNP)			
Sweeper/Night Guard	GSP/ESP	1	
Phibsoo Wildlife Sanctury (PWS)			
Mahout	GSP	3 Mahouts : 2 Elephant	
Ghasi	GSP	1 Ghasi : 1 Elephant	
Sweeper/Night Guard	GSP/ESP	1	
Sakteng Wildlife Sanctuary (SWS)			
Sweeper/Night Guard	/GSP/ESP	1	
Wangchuck Centenial Park (WCP)			
Sweeper/Night Guard	ESP	1	
JKSNR (Jigme Khesar Strict Nature Reserve)			
Sweeper/Night Guard	GSP/ESP	1	
KWS (Khaling Wildlife Sanctuary)			
Sweeper/Night Guard	GSP/ESP	1	
Samtse Division			

Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1 Nursery Caretake for every Division	
Mongar Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1 Nursery Caretake for every Division	
Paro Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1 Nursery Caretake for every Division	
Sarpang Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1 Nursery Caretaker for every Division	
Caretaker (Royal Guest House)	ESP	1 ESP for every Guest House	
Animal Attendents	ESP	1 ESP: 13 Animals	
S/Jongkhar Division			
Mahout	GSP	3 Mahouts : 2 Elephant	
Ghasi	GSP	1 Ghasi : 1 Elephant	
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1 Nursery Caretake for every Division	
Thimphu Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1 Nursery Caretake for every Division	
Trashigang Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1	

Wangdue Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1	
Zhemgang Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1	
Gedu Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1	
Animal Attendant	ESP	1 ESP : 18 Crocodiles	
Bumthang Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1	
Tsirang Division			
Sweeper/Night Guard	GSP/ESP	1	
Nursery Caretaker	ESP	1	
UWICE			
Cook	GSP	1	
Wet Sweeper	GSP	1	
Gardener	ESP	1	
Security/Night Guard	ESP	1	
DEPARTMENT OF AGRICULTURE			
DIRECTORATE (DoA)			
Messenger	GSP	1	

AMC, Paro			
HQ			
Handy Boy	ESP	1 Handy Boy: 1 Heavy Trucks	
Black Smith	ESP	2	
Night Guard/Sweeper	GSP/ESP	2	
Regional Agriculture Machinery Centres, Samteling, Bhur			
Security Guard/Sweeper	GSP/ESP	1	
Regional Agriculture Machinery Centres, Khangma, Kanglung			
Security Guard/Sweeper	GSP/ESP	1	
CMU, BUMTHANG			
HQ			
Excavator Operator	GSP	1 ESP: 1 Excavator Machine	
Security Guard	ESP	1	
Regional CMU-Khangma			
Security Guard/Sweeper	GSP/ESP	1	
Regional CMU-Gelephu			
Security Guard/Sweeper	GSP/ESP	1	
NPHC, PARO			
HQ			
Sweeper	GSP/ESP	1	
Security Guard	ESP	1	
National Plant Protection Centre, Semtokha			
Security Guard	ESP	1	
Sweeper	GSP/ESP	1	

Helper (Lab Utility)	ESP	3	
National Soil Service Centre, Semtokha			
Caretaker/Sweeper	/GSP/ESP	1	
Helper (Lab utility)	ESP	3	
National Organic Program			
Sweeper/Night Guard	GSP/ESP	1	
NATIONAL SEED CENTRE (NSC), PARO			
HQ			
Security Guard	ESP	1	
Sweeper	GSP/ESP	1	
Chududingkha Farm, Paro			
Farm Laborer (Seed)	ESP	1 ESP : 1.5 Acres of seed cultivation	
Jeuphu Farm, Paro			
Farm Laborer (Seed)	ESP	1 ESP: 1.5 acres farm	
Bondey Farm, Paro			
Farm Laborer (Seed)	ESP	1 ESP:1.5 acres farm	
Bajo Farm, Wangduephodrang			
Farm Laborer (Seed)	ESP	1 ESP: 1.5 acres farm	
Nangsiphel Farm, Bumthang			
Farm Laborer (Seed)	ESP	1 ESP: 1.5 acres farm	
Chenary Farm, Tashigang			
Caretaker/Sweeper	GSP/ESP	NA	
Jachedphu Farm, Trashiyangtse			
Farm Laborer (Seed)	ESP	1 ESP: 1.5 acres farm	

Bhur Farm, Sarpang			
Farm Laborer (Seed)	ESP	1 ESP: 1.5 acres farm	
Fertilizer Store, Phuntsholing			
Caretaker/Sweeper	GSP/ESP	1	
National Mushroom Center (NMC), Yusipang			
HQ			
Night Guard	ESP	1	
Farm Laborer (Mushroom)	ESP	1 ESP : 15000 bottles	
Helper (Lab Utility)	ESP	3	Gardening, cleaning lab equipments, lab and surroundings
RNR-RDC-Bajo			
HQ			
Farm Laborer	ESP	1 ESP: 2 acres farm	
Security Guard	ESP	1	
Sweeper	ESP	1	
Research Sub Center-Mithun, Tsirang			
Farm Laborer	ESP	1 ESP: 2 acres	
Night Guard/Sweeper	GSP/ESP	1	
RNR-RDC-Wengkhar			
HQ			
Security Guard	ESP	1	
Sweeper	GSP/ESP	1	
Farm Laborer	ESP	1 ESP: 2 acres farm	
Research Sub Centre-Khangma			
Farm Laborer	ESP	1 ESP: 2 acres farm	

Research Sub Centre-Lingmithang			
Farm Laborer	ESP	1 ESP: 2 acres farm	
RNR-RDC-Bhur			
Security Guard/Sweeper	GSP/ESP	1	
Sweeper	ESP	1	
Farm Laborer	ESP	1 ESP : 2 Acre	
RDSC-Tingtibi, Zhemgang			
Night Guard/Sweeper	GSP/ESP	1	
Farm Laborer	ESP	1 ESP : 2 Acre	
RDSC-Panbang, Zhemgang			
Night Guard/Sweeper	GSP/ESP	1	
Farm Laborer	ESP	1 ESP : 2 Acre	
Bhutan Agriculture and Food Regulatory Authority			
Administrative and Finance Section			
Messenger	GSP	1	
Quality Control & Quarantine Division			
Helper (Quarintine)	ESP	1 ESP: 1 Plant and Animal Quarantine Station (PAQS)	
National Food Testing Laboratory			
Helper (Lab Utility)	ESP	3	
Security Guard	ESP	1	
Sweeper	GSP/ESP	1	

Note:

1. Daily wage workers will not be deployed after approval of the standard requirement of ESP/GSP
2. ESP/GSP requiring multi-tasking role should have their responsibilities enumerated under respective ToR so there is no confusion in implementation.
3. 1 Messenger each for Minister's Office, Office Secretary and Department level.

4. 2 Night Guard/Sweeper/Caretaker for Institutes, National Centres and RDCs
5. 1 ESP(Sweeper/Night Guard) for every Park/Division/Range Officeand standalone offices
6. 3 Helpers(ESP) for every Lab in National and Regional referral centres