**Annexure 6/12**

**UNDERTAKING FOR SECONDMENT**

I, ………………bearing SID number.……….........and Citizenship ID number.…………..son/daughter of…………..……..…………bearing Citizenship ID number ……………….hereby accept/decide to go on secondment to….......………….…(organisation) for engagement as……………………….(position) for a period of……….months from…………..to ……………

I hereby undertake to abide by the following terms and conditions:

1. On secondment, I shall at all times conduct myself in conformity to the ~~University~~ Code of Conduct and Ethics and in a manner befitting my status.
2. My engagement on secondment shall be based on Chapter 6, Clause 20.1.2 of the RUBHRRR 2017.
3. My service shall be protected by the RUB while on secondment.
4. I shall complete the secondment term on time and return to the previously held position or to another position assigned by the University.
5. On completion of the secondment, I shall submit a report to my Supervisor.
6. The period of secondment shall be considered for the purpose of promotion. Promotion shall be processed and effected only after I rejoin the College/OVC on completion of the secondment.
7. The University may, for valid reason, recall me before expiry of the secondment period. The University shall, in such cases, notify the Organisation/College/OVC concerned of its decision at least three months in advance.
8. Upon return from secondment, I shall serve the University double the duration of the secondment period or until the superannuation age, whichever is earlier.
9. The post service benefits, except my own contributions, shall be forfeited upon failing to return to the University after the completion of the secondment term.
10. Upon failing to complete my obligation, the University shall forfeit my gratuity in lieu of the obligation period on pro rata basis (gratuity: one month’s basic pay for each year of obligation period). However, I shall continue to receive all other post service benefits including pension.

I hereby do confirm that I have carefully read all the terms and conditions laid above and I have understood them, including the implication and consequences of deviating from them.

In the event that I do not adhere to the above, I understand that I shall be liable for legal actions by the Royal University of Bhutan.

In particular, I understand that in the event that I do not adhere to any one of the above stated conditions, I shall be liable for prosecution in the Court of Law as per the provisions of the Penal Code of Bhutan.

**Signature**

**Place: (Affix Legal Stamp)**

**Date: Name & Office address**

**In witness hereof:**

**Name:**

**Citizenship ID number:**

**Contact number:**

**Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.**