

RIM/CAP/2026/178

17/02/2026

Hon'ble Secretaries, All Ministries
Director General/Director, All Ministries and Agencies
Dasho Dzongdags, All Dzongkhags

Sub: Digital Skills Training with Certification

Dear Dasho/Sir/Madam,

As part of its annual initiative, the IT Faculty under the Center for Academic Programs at the Royal Institute of Management will conduct 8 days Digital Skills Training (modules listed below) for civil servants. All training batches will incorporate AI-based solutions.

The available batches for the Digital Skills Training with ICDL Certification are as follows:

Batch No	Modules Covered	Target Participants	Date From
32	Online Collaboration, Word Processing and Spreadsheets	Supervisory Level	6 - 15 Apr 2026
33	Advanced Presentation, Documents & Management Spreadsheets	SS and Professional Level	27 Apr - 6 May 2026
34	Advanced Spreadsheets, Data Analytics and Data Protections		13 - 22 May 2026
35	Advanced Presentation, Management Spreadsheets and Data Analytics		25 May - 3 June 2026

The primary objective of this training is to enhance the digital skills of civil servants to support more efficient public service delivery. Upon successful completion of the training, all participants are required to sit for the **ICDL certification examination**. Participants who achieve a minimum score of **75%** will be awarded an **internationally recognized ICDL certificate from ICDL Singapore**. While there are no formal prerequisites for this training, participants are encouraged to have basic IT knowledge.

The training will be delivered free of charge by the faculty members of the Center. RIM will also bear the ICDL certification fee of USD 55 per participant.

If applicable, TADA shall be borne by the respective agencies of the nominated officials. As the Royal Institute of Management does not have a budget allocation for lunch and refreshments for the training, a nominal fee of Nu. 3,500 per participant will be charged to cover these expenses. Participants who do not require lunch and refreshments may opt out of the Nu. 3,500 payment.

Interested participants who are committed to attend the training and the certification are requested to register via the Google Form at <https://tinyurl.com/DST32-35-2026> and **email the official nomination letter** from their agency to **phurba@rim.edu.bt** by the stipulated deadline for consideration.

Each batch will be limited to 26 participants, selected on a first-come, first-served basis. Registration will be confirmed only upon the receipt of the nomination letter from your respective offices.

For further information or clarification, please contact Phurba, Program Coordinator/Senior Lecturer, at 17761035 or via email at phurba@rim.edu.bt.

In this regard, the Royal Institute of Management kindly requests Human Resource Officers to nominate and register eligible participants for the training.

We look forward to your positive response and to providing you the opportunity to enhance your digital skills and obtain certification through this capacity-building program.,

Yours sincerely,



(Tshering Yangden)
Director General