



དཔལ་ལྷན་འབྲུག་གཞུང་། རྫོང་ཁག་འདུག་རྒྱུ་དང་སྤྱི་ཚུལ་ཐོབ་པའི་

Royal Government of Bhutan
Dzongkhag Administration
Punakha: BHUTAN



DAP/HR-01/2018-19/3431

18th March, 2019

Notification for Promotion due on 1st July, 2018 2019

For July 2018 Promotion, civil servants due for promotion are required to submit the following documents to Human Resource Service latest by **15 April, 2019 with the following documents:**

1. Promotion Form
2. Last 3 years PE rating (Financial Year 2015-2016; 2016-2017; 2017-2018; Academic year 2016, 2017 & 2018)
3. Valid Security Clearance Certificate
4. Valid Audit Clearance Certificate

Additional documents for meritorious promotion

1. Meritorious form (Form 13/5 Recommendation letter from respective sector heads if applying for meritorious promotion.

Additional documents for Specialist promotion (P1 level Specialist)

1. For Specialist promotion
2. Post Adjustment for Specialist promotion (Form 13/3)
3. Legal undertaking for Specialist (Form 13/4)

For meritorious promotion, the Sector Head shall nominate the civil servants who have completed minimum of three years in the same position and the civil servants recommended for meritorious promotion should have the highest performance rating.

All the Sector Heads & School Principals should submit all the decentralized promotion proposals to HR Section. Promotion proposals submitted individually will not be entertained.

The HR Section would like to inform all concerned that any incomplete or late receipt of the promotion proposals beyond the deadline shall not be accepted to avoid further HR Committee meeting inconveniences later.


(Cobzang)
HR Officer
19/03/2019

Copy to:

1. Office Notice Board.