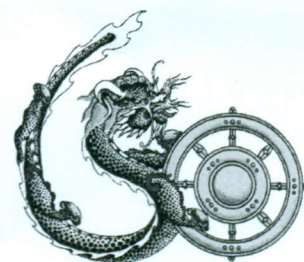




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/HRD/PG/2015/362

1<sup>st</sup> October 2015

Head of Department(s)  
Ministry of Finance  
Thimphu

**Subject: Submission of Promotion Proposal for January 2016**

Sir (s)

The HRD would like to inform all the Departments to submit the Promotion Proposal for **January 2016** latest by **30<sup>th</sup> October 2015** to the HRD, MoF.

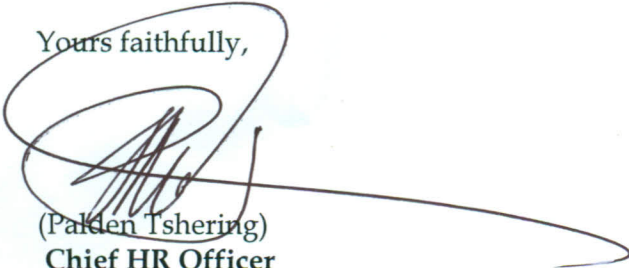
The Department(s) are requested to kindly submit the following documents:

1. Duly completed Promotion Form (Annexure 13/1 of BCSR 2012)
2. Annual Performance Reports for last three years (2012-2013, 2013-2014 & 2014-2015)
3. Security Clearance Certificate (Valid)
4. Audit Clearance Certificate (Valid)

Further, Civil Servants in Sublevels below A shall be eligible for Fast Track Promotion and Meritorious Promotion (if any) must be also submitted on the same date. For meritorious promotions, strong justification are required to be submitted along with supporting documents, failing which HRC may not in condition to recommend to RCSC for seeking necessary approval for such promotions. It is also be noted that for those employees who are found not eligible for promotion (based on poor performance rating) despite their fulfillment of number of years for promotion need to be submitted to HRD, MoF, for HRC information.

We would also like to inform all Ministries, Agencies, etc, to submit Meritorious & Specialist promotions (if any) of those employees under the parentship of Ministry of Finance on or **before 30<sup>th</sup> October 2015**.

Yours faithfully,

  
(Palden Tshering)  
Chief HR Officer

1. Division Heads (AFD, PPD, PED, CCA, Legal), Ministry of Finance.
2. Head, Motithang and Decehncholing Palace for necessary action
3. Regional Director, RRCO (Thimphu, Paro, Mongar, Gelephu, S/Jongkhar, Samtse, P/ling & Bumthang)
4. All agencies