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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/HRD/Promotion (01)/2014/1570

Dated 2<sup>nd</sup> October 2014

**PROMOTION NOTIFICATION FOR JANUARY 2015**

The HRD would like to request all employees who **are due for January 2015 promotion** of various Departments under the Ministry of Finance to submit the Promotion documents **on or before 31<sup>st</sup> October 2014** to the HRD, MoF.

The documents are required to be routed through the concerned Department(s) to complete all the necessary formalities as required in the BCSR 2012: -

1. Duly completed Promotion Form (Annexure 13/1 of BCSR 2012)
2. Annual Performance Reports for last three years (2011-2012, 2012-2013 & 2013-2014)
3. Security Clearance Certificate (Valid)
4. Audit Clearance Certificate (Valid)

Further, Civil Servants in Sub level B or C shall be eligible for Fast Track Promotion as per the clause no. 13.10 of BCSR 2012 and Meritorious Promotion (if any) must be also submitted on or before **30<sup>th</sup> October 2014**.

Please note that for Meritorious Promotion, the justification and supporting documents is required to be submitted as per Annexure 13/4 of BCSR 2012.

It is also to apprise to those Finance Employees working under the various Ministries & Dzongkhag " *in order to avail Fast track and Meritorious promotion*", the promotion documents need to be routed through your working agency for onward submission to this HRD, MoF(Parent Agency)

**Chief HR Officer**  
**Ministry of Finance**