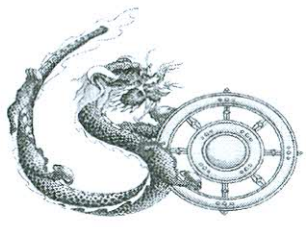




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHO DZONG



MoF/HRD/PG/1/2016/634

October 6, 2016

**Notification on Promotion Proposal for January 2017**

In accordance with the Promotion Rules and Regulations of BCSR 2012, the Ministry of Finance would like to notify all the Agencies, Departments and Regional offices to submit the promotion proposal for the January 1, 2017 to Human Resource Division latest by October 28, 2016.

All are hereby instructed to submit the duly filled Promotion Forms (*annexure 13/1*) and the following documents within the deadline;

- i. Annual performance form/IWP for last 3 years (*for FY 2013-2014, 2014-2015 & 2015-2016*)
- ii. Valid security clearance
- iii. Valid audit clearance
- iv. Last promotion order
- v. Supplementary meritorious promotion proposal form (*annexure 13/4*) for the meritorious promotion.

The heads of the departments/regions/divisions/agencies shall nominate the deserving civil servants for the meritorious promotion unlike past years as follows;

- i. Kindly ensure that there are no other civil servants who have completed 3 years in the same position with higher rating as compared to the recommended civil servants for the meritorious promotion.
- ii. Respective departments/regions/divisions/agencies are required to submit written assurance and the justifications in the event of civil servants with higher PE ratings not recommended for the meritorious promotion compared to recommended civil servants.
- iii. The meritorious promotion proposal must be submitted along with the forwarding letter duly signed by the respective heads of the departments/regions/divisions/agencies.

Further all the promotion proposals should be endorsed by the heads of the departments/regions/divisions/agencies along with the forwarding letter and the duly filled promotion summary form (*annexure 13/2*).

  
 Dr Ugyen Tshewang  
 Chief HR Officer

Copy:

- 1. To all the heads of departments/regions/divisions/agencies
- 2. Office copy