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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
Directorate of Services
HUMAN RESOURCE DIVISION
Thimphu: Bhutan



MoF/DoS/HRD/4(1)/2022/777

March 29, 2022

PROMOTION NOTIFICATION FOR JULY 01, 2022

This is to notify all the eligible civil servants under the Ministry of Finance including the Para Regular employees to submit the promotion proposals falling due on **July 01, 2022** through the proper channel **on or before April 25, 2022**.

The following criteria/requirements must be fulfilled and required documents must be submitted to the HRD, DoS, MoF routed through the respective Departments/:

I. Broad-Banded Promotion up to P2A/SS1A (Regular & Para Regular employees/Staff)

1. Served minimum of 4 years of active service in the current position as of June 30, 2022 for Professional and Management Category (P5-P2), Supervisory and Support Category (S5-S1), Operational Category (O4-O1) - both regular and Para Regular employees;
2. Civil servants for promotion from S1A to SS1 should have completed a minimum of 5 years of active service in the current position as of June 30, 2022;
3. “Good” and above in the Moderation Results for recent 3 years (updated in the ZEST) for civil servants and Performance Evaluation for Para Regular Employees;
4. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for civil Servants for recent 3 years: *FY 2018-2019; 2019-2020; and 2020-2021* (To be verified online by HRD);
3. Performance Evaluation (both signed by the Supervisor and Supervisee) for Para Regular employees/staff for recent 3 years: *FY 2018-2019; 2019-2020; and 2020-2021*;
4. Valid Audit Clearance Certificate-*for promotion* (To be verified online by HRD);
5. Valid Security Clearance Certificate (To be verified online by HRD).

Note: Hard copies need not be submitted for Sl. No. 2, 4, and 5 above. The HRD, MoF will verify the information and documents online.

II. Promotion to P1 Specialist

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of P1 Specialist Promotion as per the RCSC’s Notification dated May 01, 2020;
2. Served 4 years of active service in the current position as of June 30, 2022;
3. “Good” and above in the Moderation Results for recent 3 years and updated in the ZEST;
4. Passed the Ethics and Integrity Training; and



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5. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years: *FY 2018-2019, 2019-2020, 2020-2021* (To be verified online by HRD);
3. Valid Audit Clearance Certificate- *for promotion only* (To be verified online by HRD);
4. Valid Security Clearance Certificate (To be verified online by HRD);
5. Certificate for Ethics and Integrity training as per the RCSC's Notification dated March 01, 2022.
6. Area of Specialization;
7. Specialist Terms of Reference (ToR); and
8. Legal Undertaking.

Notes:

1. *Hard copies need not be submitted for Sl. No. 2, 3, and 4. HRD, MoF will verify the information and documents online.*
2. *Dzongkhag/Thromde HRC can process the promotion of civil servants from P2 to P1 as per the RCSC's Notification on SMDF dated May 01, 2020.*

III. Executive Specialist (ES) Level Promotion

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of Specialist Promotion as per the RCSC's Notification dated May 01, 2020;
2. Served a minimum of 4 years of active service in the current position at P1A as of June 30, 2022;
3. For promotion from ES3 until ES1, he/she shall have served a minimum of 6 years of active service as of June 30, 2022.
4. Possess a minimum of Master's Degree with specialization (*status should be reflected as "completed" in the ZES*);
5. Obtained Level 2 and above in the LFS score for the recent 3 years (*who are serving as Division Chiefs*);
6. For promotion from P1 to ES3, a minimum performance of "Very Good" and above in the Moderation Results for recent 3 years;
7. For promotion from ES3 until ES1, a minimum performance rating of "Outstanding" for recent 3 years.
8. Publication - definition and requirements of publication are given in the RCSC's Notification dated September 20, 2022;
9. Recommendation of the respective Department Heads;



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10. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results for the FY 2018-2019, 2019-2020 and 2020-2021;
3. A list of Publications, including the name(s) of the author, the year of publication, source of publication. Publication/s need to be submitted along with the promotion proposal;
4. Work Plan for the next 3 years (2022, 2023 and 2024) as a Specialist III at ES level (Performance Appraisal Form as per MaX Manual);
5. LFS scores (*to be verified online by the RCSC*);
6. Valid Audit Clearance Certificate-*for promotion* (To be verified online by HRD);
7. Valid Security Clearance Certificate (To be verified online by HRD);
8. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
9. Area of Specialization;
10. Specialist Terms of Reference (ToR); and
11. Legal Undertaking.

Notes:

1. *Hard copies need not be submitted for Sl. No. 2, 5, 6 and 7 above. The HRD, MoF will verify the information and documents online while the RCSC will verify the LFS scores.*
2. *As per the RCSC's Notification dated May 01, 2020, the Ministry will seek Clean Sheet information from the Anti-Corruption Commission against the candidate/s concerned.*
3. *Aspiring and eligible candidates shall arrange and bind the documents as per the order reflected under the 'Documents required' and route them through the Department Heads.*

IV. Fast-Track and Meritorious Promotions up to P2A (Regular and Para Regular employees/staff only)

1. Served a minimum of 2 years of active service for the *first* Fast-Track Promotion and 3 years of active service for the *second* Fast-Track Promotion in the current position as of June 30, 2022;
2. Served a minimum of 3 years of active service in the current position on June 30, 2022, for Meritorious Promotion (*up to P2A level only*);
3. 'Good' and above in the Moderation Results for 2/3 years for Fast-Track Promotion;
4. 'Outstanding' for recent 3 years in the Moderation Results for Meritorious Promotion;
5. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;



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2. Moderation exercise results for recent 3 years for Meritorious Promotion:
FY 2018-2019; 2019-2020; and 2020-2021 (To be verified online by HRD);
 - 2.1 *For the field staff, the Moderation Results for FY 2018-2019, 2019-2020, and 2020-2021 are to be authenticated by the Dzongkhag/Thromde HROs and submit it along with the meritorious promotion proposals.*
 - 2.2 *Moderation Results for recent 2/3 years for fast-track promotion.*
3. Valid Audit Clearance Certificate-*for promotion* (To be verified online by HRD; and
4. Valid Security Clearance Certificate (To be verified online by HRD).

Notes:

1. *A civil servant in the entry position level who has not availed a single promotion shall not be eligible for Fast-Track and Meritorious Promotion.*
2. *MoF HQ and regional office employees/staff are not required to submit hard copies for Sl. No. 2, 3, and 4. HRD, MoF will verify the information and documents online.*
3. *In accordance with Section 2.9.6.2(vi), Chapter 2 of BCSR 2018, the Dzongkhags and Thromdes shall submit the Fast-Track and Meritorious Promotion proposals directly to RCSC, if any within the stipulated timeline.*

IV. General Information:

1. All promotion proposals must be routed through the proper channel (HRC): Department Heads for Department employees/staff; Regional Directors for Regional Offices employees/staff and Dzongkhags/Thromdes HRC for employees/staff under Dzongkhag/Thromde administration.
2. All promotion proposals must be in line with Chapter 13 on 'Promotion' and Chapter 26 on 'Executive and Specialist', BCSR 2018; the SMDF dated May 01, 2020, Notification on the definition of Publication dated September 14, 2020 and September 20, 2021, and Ethics Training dated March 01, 2022.
3. All promotion proposals must reach HRD, MoF **on or before April 25, 2022**. However, promotion proposals for *Fast-track and Meritorious Promotion* proposals for the *Field Staff* must be submitted directly to RCSC by the Dzongkhag/Thromde concerned, if any within the stipulated timeline of the RCSC.
4. The Ministry will not be held accountable for any issues arising from late receipt/submission of promotion proposals to the Ministry/RCSC.

For clarification, please contact HRD, MoF at 02-321568/334711/3222268 during office hours.





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Copy:

1. Hon'ble Secretary, MoF, Thimphu for kind information.
2. Director Generals/Directors: DRC/DMEA/DPA/DNB/DoS, MoF for kind information.
3. Regional Directors of respective RRCOs for kind information and dissemination to their staff.
4. Chiefs of Divisions, MoF, Thimphu for kind information and dissemination to their staff.
5. HR Officers, Dzongkhags/Thromdes concerned for kind necessary information and action.
6. Administrative Officers, DRC and DNP, MoF, Thimphu for kind necessary action.
7. PA to Hon'ble Secretary and Heads of Departments for kind necessary action.
8. Office copy.