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



MoF/HRD-DoS/4(1)/2022/370

September 27, 2022

PROMOTION NOTIFICATION FOR JANUARY 01, 2023

This is to notify all the eligible civil servants under the Ministry of Finance including the Para Regular and Para Contract employees to submit the promotion proposals falling due on **January 01, 2023** through the proper channel **on or before October 20, 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, Contract, Para Regular and Para Contract employees/Staff)

1. Served a minimum of 4 years of active service in the current position as on December 31, 2022 for Professional and Management Category, Supervisory and Support Category (S5-S1), Operational Category (O4-O1);
2. Civil servants for promotion from S1A to SS4 till SS1 should have completed a minimum of 5 years of active service in the current position as on December 31, 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 and Para Contract 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 2019-2020; 2020-2021; and 2021-2022*;
3. Performance Evaluation (both signed by the Supervisor and Supervisee) for Para Regular and Para Contract employees/staff for recent 3 years: *FY 2019-2020; 2020-2021; and 2021-2022*;
4. Valid Audit Clearance Certificate (*for promotion*); and
5. Valid Security Clearance Certificate.

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

1. Served a minimum of 3 years of active service in the current position on December 31, 2022 for Meritorious Promotion (*up to P2A level only*);
2. 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 on December 31, 2022;
3. ‘Outstanding’ for recent 3 years in the Moderation Results for Meritorious Promotion;



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4. 'Good' and above in the Moderation Results for 2/3 years for Fast-Track Promotion;
5. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years for Meritorious Promotion:
 - 2.1 MoF HQ and Regional Office employee/staff, the Moderation Results for FY 2019- 2020, 2020-2021, and 2021-2022 will be verified by the HRD, DoS, MoF;
 - 2.2 Moderation Results for the recent 2/3 years for fast-track promotion.
3. Valid Audit Clearance Certificate-for promotion; and
4. Valid Security Clearance Certificate.

Notes:

1. A civil servant in the entry position level who has not availed a single promotion shall not be eligible for Meritorious and Fast-Track Promotion.
2. 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.

III. P1 Specialist Promotion

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 on December 31, 2022;
3. "Good" and above in the Moderation Results for recent 3 years and updated in the ZEST;
4. Passed the Ethics Training; and
5. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years i.e. FY 2019-2020, 2020-2021, and 2021-2022;
3. Valid Audit Clearance Certificate (for promotion only);
4. Valid Security Clearance Certificate;
5. Certificate for Ethics 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.



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Notes:

1. *Employees/staff need not submit hard copies for Sl. No. 2, 3 and 4. HRD, MoF will verify the information and documents online.*
2. *The Regional Offices under MoF may submit the proposal for P1 Specialist Promotion, if any to the HRD, MoF. The HRD will validate and submit to the HRC for a decision.*

IV. 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 on December 31, 2022;
3. Possess a minimum of Master's Degree with specialization (*status should be reflected as "completed" in the ZES*);
4. Obtained Level 2/Very Good and above in the LFS score for the recent 3 years (*those who are serving as Division Chiefs*);
5. Very Good/Meet Expectation and above in the Moderation Results for recent 3 years;
6. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (*Annexure I*);
7. Recommendation of the respective Department Heads; and
8. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results for the *FY 2019-2020, 2020-2021, and 2021-2022*;
3. A list of Publication(s), including the name(s) of the author, the year of publication, and the source of publication/s need to be submitted along with the promotion proposal;
4. Work Plan for the next 3 years (2023, 2024 and 2025) 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*;
7. Valid Security Clearance Certificate;
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.*



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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 through the Department Heads.*

V. General Information:

1. All promotion proposals must be routed through the proper channel (HRC): Department Heads for Department employees/staff and Regional Directors/Cluster Head for Regional/Cluster Offices employees/staff.
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 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 October 20, 2022.**
4. Promotion proposals for *Fast-track and Meritorious Promotion* for the *Field Staff* must be submitted directly to RCSC by the Dzongkhag/Thromde concerned, if any within the stipulated timeline of the RCSC.
5. 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.



Human Resource Division

Copy:

1. Hon'ble Secretary, MoF, Thimphu for kind information.
2. Heads of the Department: 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. All Cluster Heads, Cluster Finance Services for kind information & dissemination to their staff.
6. Administrative Officers, DRC and DNP, MoF, Thimphu for kind necessary action.
7. Office copy.