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བསམ་གྲུབ་ལྗོངས་ཁར་རྫོང་ཁག་བདག་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
SAMDRUP JONGKHAR DZONGKHAG
ADMINISTRATION



SDA/HRS-02/2018-2019/ 1346

19/9/2018

JANUARY 2019 PROMOTION NOTIFICATION

This is to notify all concerned Civil Servants working under Dzongkhag and Dungkha Administration of Samdrup Jongkhar, Jomotshangkha and Samdrup Choeling to follow the January 2019 promotion schedule as mentioned herein under:

- **Documents submission dead line for all civil servants:**
 1. For all broad-Banded/Decentralized Promotions (O4- P2 at Dzongkhag Level) last date **15th October , 2018;**
 2. For Fast Track and Meritorious Promotions (Ministry/RCSC Level): last date **30th September , 2018;**
- **Documents Required for General Civil Servants;**
 1. Performance evaluation form for the last two fiscal years (original)
 - a. July 2015- June 2016 (PE form as per BCSR 2012)
 - b. Moderation Exercise Scores fiscal year 2016-2017 (will be updated by HR Section)
 - c. Moderation Exercise Scores fiscal year 2017-2018 (will be updated by HR Section)
- **Documents required for School Teachers;**
 1. Performance evaluation form for the last two academic years (original)-
 - a. 2015 completed academic yr. (PE form as per BCSR 2012)
 - b. 2016 completed academic yr. (PE form as per BCSR 2012)
 - c. Moderation Exercise Scores for academic year 2017 (will be updated by HR Section)

In addition to above, all civil servants both General and school teachers must submit the following documents:

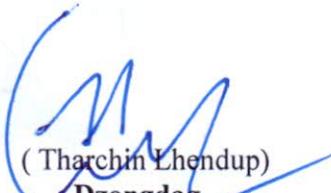
1. Approved status of online security clearance certificate as of promotion due date.
2. Valid Audit clearance certificate as of promotion due date.
3. Justification letter from concerned Manager/Supervisor for those individuals having or giving “Outstanding” Performance Rating, *This letter must thoroughly justify the contributions and achievements made by the employee or type of jobs done by him/her going beyond his/her own job responsibilities.*



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Therefore, kindly note that promotions in absences of any of the above given documents, forms, or letters, will not be endorsed by the Dzongkhag HR Committee. Also, instruct your staff to retain the Xerox copies of all the PE forms before submitting to this office for their own future records or references. The HR section will not issue any PE forms to any individuals once it is endorsed in the promotion file. The incomplete or late promotion proposals, if any, will not be accepted/ processed as it cause inconvenience to all the concerned.


(Tharchin Lhendup)
Dzongdag

Copy to:

1. Dzongrab, Dzongkhag Administration, Samdrup Jongkhar for kind information
2. Drungpa, Dungkhag Administration, Jomotshangkha and Samdrup Choeling, for kind information and necessary action.
3. All Sector Heads, Dzongkhag Administration, Samdrup Jongkhar for necessary action.
4. All school Principals, Dzongkhag Administration, Samdrup Jongkhar; Dungkhag Administration, Jomotshangkha and Samdrup Choeling Dungkhag for necessary action
5. Mr. Phurba Dorji, Sr. HR/ADM Asstt & Mrs. Rinzin Choezom HR/ADM Asstt. For necessary information/action
6. ICT Officer for uploading in Dzongkhag Website
7. Dzongkhag Notice Board
8. Promotion file