

**GOVERNMENT OF BHUTAN**  
**Royal Civil Service Commission**  
**Promotion Form**

**EMPLOYEE ID No.:**

Name:					Sex:	M	F
Date of birth:	D	M	Y	Nationality:			
Citizenship Card No.	Date of issue:	D	M	Y	Place of issue		
Full Postal Address:	House No.		Village:		Municipality:		
	Thram No.		Gewog:		Dzongkhag:		
Particulars:	Name		Nationality		Occupation and Address		
(i) Father							
(ii) Mother							
(iii) Spouse							



**PRESENT JOB IDENTIFICATION:**

1. Position Title: ..... 2. Job Code No.: .....
3. Position Level: ..... 4. Pay Scale: .....
5. Major Occupational Group: ..... 6. Sub-Group: .....

**Date of Last Promotion:** .....

**Attach a copy of specific duties and responsibilities of the position.**

**EMPLOYMENT HISTORY** - Post (s) held so far, (*starting with the present position*). Please indicate the position level changes.

Agency/Dept & Division/ Unit	Designation	Grade/ Position Level	Period		Place of Posting	Office Order No. & Date
			From (Date)	To (Date)		

*If required, please attach a separate sheet.*

Extra Ordinary Leave availed: Duration: ..... From:..... To:.....	Long term training/Higher studies availed: Duration: ..... From:..... To:.....
No. of continuous & active years of service completed from the date of initial appointment:	No. of continuous & active years of service completed since the last promotion:

**PERFORMANCE** – Ratings for the past three years: (each out of the total factors) copies of performance evaluation reports should be attached.

Year	Improvement Needed	Good	Very Good	Outstanding

**(i) PROMOTION RECOMMENDED -**

- |                              |                  |
|------------------------------|------------------|
| 1. Position Title:           | 2. Job Code No.: |
| 3. Position Level:           | 4. Pay Scale:    |
| 5. Major Occupational Group: | 6. Sub-Group:    |

(ii) Is the proposed promotion against the approved post? \_\_\_\_\_

(iii) State whether the candidate fully matches the job requirements of the post: \_\_\_\_\_

(iv) Qualification requirements for the proposed post \_\_\_\_\_

Information verified by HR Officer/Chief HR Officer of Ministry/Agency/Dzongkhag

Date	Signature	Name & Designation (Official Seal)
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Recommendation of the Ministry/Agency/Dzongkhag

I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

Date	Signature	Name & Designation of the recommending authority (Official Seal)
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Recommendation/Decision of the Ministry/Agency/Dzongkhag

Date

Signature

Head of Ministry/Agency/Dzongkhag  
(Official Seal)

Information verified by RCSC:

Name of the HRO, HRMD  
(Official Seal)

Name of the Chief HRO, HRMD  
(Official Seal)

Date:

Date:

Decision of the RCSC (reference of the Commission Meeting No. .... dated .....

Approved w. e. f. Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Not approved: -----

Date: .....

**Secretary**  
Royal Civil Service Commission  
(Official Seal)