



དཔལ་ལྷན་འབྲུག་གཞུང་།  
 རྫོང་ཁག་བདག་སྐྱོང་། དབང་འདུས་པོ་བླང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**WANGDUE PHODRANG**  
 Human Resource Section



DAW/HRD-13/2019-2020/1706

September 19, 2019

**NOTIFICATION**  
**(Promotion proposal for January 2020)**

In accordance to clause 13.5 sections 13.5.2 of the Promotion Rules and Regulations of BCSR 2018, the Dzongkhag Administration would like to notify all the Sectors/Section under Wangdue Dzongkhag that the deadline for submission of the promotion proposal for January 2020 is **15<sup>th</sup> October 2019 (for normal promotion) and October 01, 2019 for Meritorious and Specialist promotion.**

All individual employees of this Dzongkhag whose promotion are due (completed the following minimum years of active service in the current position) from 1<sup>st</sup> January 2020 are requested to process your promotion through your respective Sectors/Section.

Position Category	Position Level	Duration (years)	Meritorious Promotion
Professional & Management (PMC)	<b>P5-P2</b>	4 years	One year prior to the actual due date
Supervisory & Support SSC	<b>S5-S1</b>	4 years	
	<b>S1- SS1</b>	5 years	
Operational Level (OC)	<b>O4-O1</b>	4 years	

*\*The duration excludes one-year probation period*

You are requested to kindly submit the following documents on or before October 15, 2019:

PE rating for last 3 years:

- PMC & ESC: Performance appraisal Form **(Form 12/1)**
- SSC : Performance appraisal Form **(Form 12/2)**
- OC : Performance appraisal Form **(Form 12/3)**

1. Valid Security Clearance
2. Valid Audit Clearance (original)

*Additional documents for meritorious promotion*

1. Meritorious form (Form 13/5) & Recommendation letter from respective sector heads if applying for meritorious promotion.



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*Additional documents for Specialist promotion (P1 level Specialist)*

1. Post Adjustment for Specialist promotion (Form 13/3)
2. Legal undertaking for Specialist (Form 13/4)

The incomplete or late promotion proposal, if any, shall not be accepted/processed.

(Tenzin Phuntsho)  
**Human Resource Officer**

Copy to:

1. Dasho Dzongdab, DAW for kind information
2. Dasho Dzongrab, DAW for kind information
3. All Sector Heads, DAW for information and further dissemination of information to subordinates.
4. All GAOs for information.