



དབལ་ལྷན་འབྲུག་གཞུང་།  
 རྫོང་ཁག་བདག་སྐྱོང་། དབང་འདུས་མོ་གླང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**WANGDUE PHODRANG**  
 Human Resource Section



DAW/HRD-13/2019-2020/ 10051.

30<sup>th</sup> March, 2020

**NOTIFICATION**  
**(Promotion proposal for July 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 July 2020 is **30<sup>th</sup> April 2020 (for normal promotion)** and **15<sup>th</sup> April, 2020 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> July 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 April 15, 2020:

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**)

- Valid Security Clearance
- Valid Audit Clearance (original)

*Additional documents for meritorious promotion*

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

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

- Post Adjustment for Specialist promotion (Form 13/3)
- Legal undertaking for Specialist (Form 13/4)



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རྫོང་ཁག་བདག་སྐྱོང་། དབང་འདུས་པོ་བླང་།  
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The incomplete or late promotion proposal, if any, shall not be accepted/processed.

The complete promotion documents must be mailed to following focal as follows;

1. Mrs. **Kinzang Choden** for the employees working in Primary Schools and ECRs at [kchoden2015@gmail.com](mailto:kchoden2015@gmail.com). Contact No. 17713474
2. Ms. **Yangjay Pema** for the employees working in Higher Secondary, Lower Secondary and Central Schools at [ypema@wangduephodrang.gov.bt](mailto:ypema@wangduephodrang.gov.bt) Contact No. 17408060
3. Mr. **Karma Zangpo** for the employees working in the Civil, Health, Engineering, Municipal, Accounts, Land Record, Census, Education, RNR and Gewogs at [karmazangpo2019@gmail.com](mailto:karmazangpo2019@gmail.com). Contact No. 17865953

  
(Tenzin Phuntsho)  
**Human Resource Officer**

Copy to:

1. Dasho Dzongdag, DAW for kind information
2. All Sector Heads, DAW for information and further dissemination of information to subordinates.
3. All GAOs for information.
4. ICT, DAW to kindly upload in the Dzongkhag website