



ROYAL GOVERNMENT OF BHUTAN  
Ministry of Education  
HUMAN RESOURCE DIVISION  
Thimphu : Bhutan



MoE/HRD/Notification/2017/ 1166

4<sup>th</sup> September, 2017

NOTIFICATION for promotions due on 1<sup>st</sup> January 2018

The Ministry of Education would like to notify the following for the promotions falling due on **1<sup>st</sup> January 2018**.

1. *Departments/Divisions/Secretariat should submit all the promotion proposals including Specialist positions to HRD latest by 29<sup>th</sup> September 2017. All promotion proposals must be routed through proper channel.*
2. *Dzongkhag/Thromde should submit the proposal for Fast Track, Meritorious Promotion, Broad banded Promotion at P1 level and proposals for Specialist positions (ES) to HRD latest by 29<sup>th</sup> September 2017. Promotion proposals in this category must be endorsed by the HRC of respective Dzongkhag/Thromde prior to submission to the Ministry. Promotion proposals routed through the Dzongkhag HR Section will only be accepted.*

Note: For the Specialist (ES) level promotion, the criteria has been uploaded separately. Therefore, applicants are requested to apply based on these four criteria. Dzongkhags/Thromdes are requested not to forward any ES level promotion proposals to the Ministry in case the proposals are found with inadequate documents or if they do not qualify any of the mentioned criteria.

3. *Dzongkhag and Thromde HRC, and Department and Secretariat Division should duly complete required forms for promotion to **Specialist (ES)** as per the letter no. RCSC/HRMD/1/2014/1654 dated 9<sup>th</sup> December 2014.*
4. *Dzongkhag and Thromde HRC, and Department/Secretariat Division shall nominate the candidate(s) for **meritorious promotion** who serve beyond the call of their duties. The nominated candidates must be properly screened and obtain all necessary evidences/justifications.*

*For **meritorious promotions**, the Ministry shall nominate candidates for **teaching professionals** from the proposals received based on **3 criteria**:*

- (i) *The candidate should fulfill all the clauses mentioned under 13.11. of meritorious promotion under chapter 13 of BCSR 2012.*
  - (ii) *The candidate must mandatorily possess National award either in 'Teaching' or 'Leadership'.*
  - (iii) *The candidate must have his/her initiatives purely geared towards academic achievement/improvement only.*
5. *Dzongkhag/Thromde HR Section should complete all the forms/documents/checklist along with the summary sheet prior to submission to the Ministry. Any incomplete documents shall be returned immediately.*
  6. *All promotion proposals must be in line with the clauses mentioned under Chapter 13 on 'promotion' of BCSR 2012.*
  7. *The individual civil servant must check and assure that their CV in the CSIS is correct. In the event CV is found to be not updated, his/her promotion shall not be processed and delayed.*
  8. *Any incomplete promotion documents submitted shall not be accepted and therefore returned immediately.*
  9. *Any late submission of promotion proposals by the Dzongkhag/Thromde after 29<sup>th</sup> September, 2017 shall not be entertained and will be returned immediately due to non-compliance of deadlines.*



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**Documents required:**

1. Duly filled Promotion form (Annexure 13/1 of the BCSR 2012)
2. Performance Evaluation Form/IWP for three consecutive years.
  - a. (Jan. – Dec 2014), (Jan – Dec 2015), (Jan – Dec 2016) - **for teaching professionals.**
  - b. (July 2014- June 2015), (July 2015- June 2016), (July 2016- June 2017) - **for Ministry staff.**
3. Valid Audit Clearance
4. Valid Security Clearance
5. Supplementary Meritorious Promotion Proposal Form (Annexure 13/4) - **for Meritorious promotion only**
6. Undertaking (Annexure 13/6) – **for promotion at P1 level only**
7. Post Adjustment Form (Annexure 13/3) – **for promotion at P1 level only**



*Human Resource Division*