



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



MoE/HRD/DoS/Notification/2018/5388

2<sup>nd</sup> April, 2018

**NOTIFICATION for promotion due on 1<sup>st</sup> July, 2018**

The Ministry of Education would like to notify the following for promotion falling due on 1<sup>st</sup> July, 2018.

1) Departments/Divisions/Secretariat should submit all the promotion proposals including Specialist positions if any to HRD on or before 30<sup>th</sup> April, 2018. All promotion proposals must be routed through proper channel. (*Eligible candidates under the Ministry have already been e-mailed by HRD accordingly*)

2) As per Chapter 2 of BCSR 2018, Section 2.9.6.2, it states that “Working Agency shall carry out the following: (vi) Recommend Meritorious or Fast-Track promotion to RCSC.” In line to this, Dzongkhag(s)/Thromde(s) are asked to submit any Fast-track and meritorious promotion to RCSC directly without routing through the Ministry. However, broad-banded promotions to P1 and Specialist promotions should be endorsed by respective Dzongkhag/Thromde HRC prior to submission to the Ministry. Promotion proposals routed through the Dzongkhag/Thromde HRC will only be accepted.

*Note: for Specialist (ES) level promotion under Schools, the criteria has been uploaded separately. Therefore, only the eligible employees are asked to apply based on these four criteria. Dzongkhags/Thromdes are requested not to forward any promotion proposals if found with inadequate documents or if they do not qualify any of the mentioned criteria.*

3) Dzongkhag/Thromde HRC and Department & Secretariat Division should duly complete required forms for promotion to Specialist (ES) as per letter no. RCSC/HRMD/1/2014/1654 dated 9<sup>th</sup> December, 2014 if applying for Specialist promotion.

4) Dzongkhag/Thromde HR Section should complete all forms/documents/checklist along with the summary sheet prior to submission to the Ministry. Any incomplete documents shall be returned immediately.

5) All promotion proposals must be in line with the clauses and sections mentioned under Chapter 13 on ‘Promotion’ of BCSR 2018 and you are requested to check [www.rcsc.gov.bt](http://www.rcsc.gov.bt) for any promotion related forms.

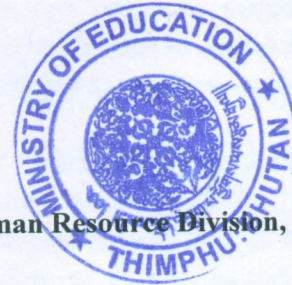
6) The individual Civil Servant must check and assure that their CV in the CSIS is correct. In the event CV is found not updated, his/her promotion shall not be considered.

7) Any incomplete promotion documents submitted shall not be accepted and therefore returned immediately.

8) Any late submission of promotion proposals by the Dzongkhag/Thromde after 30<sup>th</sup> April, 2018 shall not be entertained and returned immediately due to non-compliance of deadlines.

**Documents required:**

- 1) Duly filled/signed promotion form.
- 2) Performance Appraisal forms for the last 3 years:
  - a) (i) Jan- Dec 2015, (ii) Jan- Dec 2016 and (iii) Jan- Dec 2017 (*latest Moderation result conducted in 2018*)- **for Teaching professionals**
  - b) (i) July 2014-June 2015, (ii) July 2015- June 2016 and (iii) July 2016- June 2017 (*Moderation results conducted in 2017*)- **for Ministry staff**
- 3) Valid Audit Clearance Certificate
- 4) Valid Security Clearance Certificate
- 5) Undertaking (Annexure 13/4 of BCSR 2018)- **for promotion to P1 only**
- 6) Post Adjustment form (annexure 13/3 of BCSR 2018)- **for promotion to P1 only**



**Human Resource Division, MoE**

**CC:**

- 1) Hon'ble Dasho Secretary, MoE for kind information.
- 2) Department Heads/Division Heads, MoE for necessary actions.
- 3) CDEO/CTEO(s) of Dzongkhag(s)/Thromde(s) for necessary actions.
- 4) HR Officers of Dzongkhag(s)/Thromde(s) for necessary actions.
- 5) Office Copy