



MoE/HRMS-MISC/13/2009/1755

September 15, 2009

**NOTIFICATION ON DOCUMENTS REQUIRED FOR EXPATRIATE
TEACHERS' CONTRACT EXTENSION AND PROMOTION**

In response to the queries received from some of the Dzongkhags regarding the documents required for expatriate teachers' contract extension and promotion, HRD would like to inform that the following documents should be forwarded to the Ministry for further submission to RCSC:

1. For Contract Extension - Need to submit **ONE YEAR** PE Form (Latest) with an Audit Clearance & three Contract Extension forms (with affixed legal stamps & three pass port size photographs).
2. For Extension cum Promotion - Need to submit **THREE YEARS** PE forms (Latest), 2 Audit Clearance (One each for Promotion & Extension) & three Contract Extension forms (with affixed legal stamps & three passport size photographs)
3. For Promotion - Need to complete **SEVEN YEARS** in **EACH GRADE**.
4. For Renewal of Work Permit - Need to apply **THREE MONTHS** in advance from the date of expiry.
5. During Contract Extension and Promotion - Need to mention the **TEACHING SUBJECT** against their name.

Please note that HRD will not be responsible if the documents are incomplete.

Looking forward for your continuous support.

Sd/-
(CHIEF HRO)

Cc:

1. All the DEOs and TEO with a request to circulate a copy each to all the Principals and HROs.