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ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION  
Chhoetse-Dzong: Trongsa



DAT/HRS-02/2019-2020/ 66

7/4/2020

**PROMOTION NOTIFICATION**

This is to notify all concerned Civil Servants working under this Dzongkhag Administration to follow July 2020 promotion schedule as mentioned herein under:

- **Documents submission dead line for all civil servants.**
- 1. For all broad-Banded/Decentralized Promotions ( O4- P2 at Dzongkhag Level) last date **30<sup>th</sup> May, 2020;**
- 2. For Fast Track and Meritorious Promotions (Ministry/RCSC Level ): last date **20<sup>th</sup> April, 2020;**
- 3. P1 Specialist Promotion for Teachers , last date **25<sup>th</sup> April, 2020;**
- 4. Executive Specialist (ES) promotion for principal I at P1A: last date **25<sup>th</sup> April, 2020.**
- 5. Master Teacher (specialist III) at ES3 Level . last date **25<sup>th</sup> April, 2020**

**1. Documents Required for General Civil Servants;**

i. Moderation Result of the last three fiscal years i.e. *FY 2016-2017, 2017-2019 & 2018-2019.*  
(Authenticated by HR Officer)

**2. Documents required for School Teachers;**

i. Moderation Result of the last three Academic years i.e. 2017, 2018 & 2019. (Authenticated by HR Officer)

In addition to the above, all civil servants must submit the following documents.

1. Approved status of online security clearance as of promotion due date.
2. Valid Audit clearance certificate as of promotion due date.
3. Documents as desired under chapter 13, Section 13.10 & 13.11 of BCSR 2018.

**3. Documents Required for P1 Specialist and Executive Specialist;**

- i. Duly filled promotion application form (download from MoE website)
- ii. Moderation Result of the last three Academic yr. i.e. 2017, 2018 & 2019.(Authenticated by HR Officer)
- iii. Valid audit clearance certificate
- iv. Valid security clearance certificate
- v. Post adjustment (Annexure 13/3, BCSR 2018)
- vi. Undertaking (Annexure 13/4, BCSR 2018)
- vii. Specialist promotion proposal form (Annexure 26/1, BCSR 2018)



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ROYAL GOVERNMENT OF BHUTAN  
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4. Documents required for Master Teacher (specialist III) at ES3 Level;
- Duly filled promotion application form (download from MoE website)
  - Moderation Result of the last three Academic yr .i.e.2017, 2018, 2019. (Authenticated by HR Officer)
  - Valid audit clearance certificate
  - Valid security clearance certificate
  - Post adjustment (Annexure 13/3, BCSR 2018)
  - Undertaking (Annexure 13/4, BCSR 2018)
  - Specialist promotion proposal form (Annexure 26/1, BCSR 2018)
  - Publication, if any ( not masters degree thesis) not mandatory.

Therefore, kindly note that promotions in absences of any of the above given documents or forms will not be endorsed by the Dzongkhag HR Committee. All promotion proposals must be in line with chapter 13, "Promotion" and chapter 26, "Executive and specialist" of BCSR 2018 and submission of incomplete and late promotion proposals, if any, will not be accepted/ processed as it cause inconvenience to all the concerned.

Tshewang Rinzin  
HR Officer/Resource Officer  
Dzongkhag Administration, Trongsa

Copy to;

- Dasho Dzongda/Dzongrab Dzongkhag Administration, Trongsa for kind information
- All Sector Heads, DAT, for kind information and necessary action.
- All school Principals, DAT, for kind information necessary action
- Mrs. Karma Zangmo/Kings Wangmo, HR Assts for necessary information/action
- ICT Officer for uploading in Dzongkhag Website
- Dzongkhag Notice Board
- Promotion file