



**Royal Civil Service Commission  
ROYAL GOVERNMENT OF BHUTAN**



**Promotion Form**

**Promotion Category:** .....**Employee ID No.:**

Name .....Sex: M  F  Date of initial appointment: .....

**EDUCATION:** Academic and Training (please start from the Institute last attended)

Name of School/ College/Training Institute	Location and Country	Field of Study	Subjects	Duration		Degree/ Diploma Certificate obtained
				Start Date	End Date	
a.						
b.						
c.						
d.						

**Research/Publication:**

Title	Date and reference	Purpose
a.		
b.		
c.		

If 'RCSC-Selected',

a. Year of selection: .....

b. Merit Rank: .....

**PRESENT JOB IDENTIFICATION:**

1. Position Title: ..... 2. Position Level: .....  
 3. Sub-level..... 4. Major Occupational Group: .....  
 5. Sub-Group: .....

Date of Last Promotion: .....

**Service History**

**EMPLOYMENT HISTORY** - Post (s) held so far, *(starting with the present position)*.

Please indicate the Position Level changes.

Agency/Dept & Division/ Unit	Position Title	Position Level	Period		Place of Posting	Office Order No. & Date
			From (Date)	To (Date)		

*If required, please attach a separate sheet.*

Extraordinary Leave availed: Duration: ..... From: ..... To:.....	Long term training/Higher studies availed: Duration: ..... From:..... To:.....
No. of active years of service completed from the date of initial appointment:.....	No. of active years of service completed since the last promotion:.....

**Date and Signature of the Candidate**

**PERFORMANCE** – Ratings for the past three years: (each out of the total factors) copies of performance evaluation reports should be attached.

Year	Improvement Needed	Good	Very Good	Outstanding

**(i) PROMOTION RECOMMENDED**

1. Position Title: .....                      2. Position Level: .....
3. Sub-level.....                      4. Major Occupational Group: .....
5. Sub-Group: .....

(ii) Is the proposed promotion against the approved post?

Yes                       No

(iii) State whether the candidate fully matches the job requirements of the post.

\_\_\_\_\_

Information verified by HR Officer/Chief HR Officer of Agency

**Date**

**Signature**

**Name & Position Title**

(Official Seal)

**Recommendation of the Agency**

I certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

**Date**

**Signature**

**Name & Position Title of  
the recommending authority**

(Official Seal)

Decision of the HR Committee

Approved  Not Approved  Recommended  Not Recommended

**Reference-** HR Committee meeting No.:.....

Date:.....

**Date**

**Signature**

**Chairperson, HR Committee**

Information verified by RCSC:

**Name of the Chief/HR Officer, HRMD**

**(Official Seal)**

**Date:**

Decision of the RCSC:

Commission Meeting No. .... date .....

Approved w. e. f. Date \_\_\_\_\_Month \_\_\_\_\_Year\_\_\_\_\_

Not approved: -----

Date: .....