

**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN
(Contract Extension Form)**

1. Name: _____
2. Emp. ID. No.: _____
3. Date of Birth: _____
4. Nationality: _____
5. Permanent Address: _____
6. Present Ministry/Agency/School: _____
7. Appointment under Present Contract Service:
 - a) Date of Appointment: _____
 - b) Appointment Letter No.: _____
(Issued by the RCSC).
 - c) Position: _____
 - d) Position Level: _____
 - e) Pay Scale: _____
 - f) Basic Pay: _____
 - g) Contract Allowance: _____ % of basic pay.
8. Present Contract Term: from _____ to _____
9. Contract Term Extension requested for (in months): _____ from _____ to _____

During the contract extension period, the contract employee shall abide by the terms and conditions accepted by him at the time of initial appointment or revised based on mutual agreement and approved by the RCSC.

Signature of the
Contract Employee

(Affix Legal Stamp)

Recommendation of HRC: HRC meeting No. dated.....

Remarks (if any):.....

Signature of Chief/Sr./HR Officer

Approval of the RCSC

Approved:

Extension of the contract term of the above contract employee is hereby approved for a further period of _____ months from _____ to _____.

Not approved:

Reasons:.....

Place :

Date :

Seal & Signature