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ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture and Forests
Tashichhodzong
Thimphu:Bhutan



MoAF/HRD/SEC/4/2015/1135

Date: 25 September 2014

NOTIFICATION

This is for information to all civil servants under Ministry of Agriculture and Forests that the promotion proposals for January, 2015 (ES, Meritorious, Fast Track and Broad-banded) must be submitted to the Ministry **latest by 25th October, 2014**. The Human Resource Division of this Ministry **shall not accept the proposals after this deadline** under any circumstances unless genuinely observed by the appropriate authority concerned.

A civil servant with minimum of 2-year diploma qualification, entered in Position Level, S2/S1 in the Civil Service shall be eligible to progress to the highest level of position P3 in the Diploma Career track as notified earlier.

All proposals should be routed through offices concerned and **submission by individuals directly** to the Human Resource Division without recommendation from the **office shall not be entertained**.

A duly filled in promotion forms, in all respects including EID, training details, Extra Ordinary Leave/Secondment, last date of promotion, etc. must be submitted along with performance evaluation forms and, Audit and Security Clearance certificates **with validity as on 1st January, 2015**. Performance Evaluation Forms should be submitted **as per Annexure shown below**.

The meritorious/out-of-turn promotion proposals if any must be well scrutinized and screened by the concerned departments/non-departmental agencies prior to submitting to HRD. The office concerned shall provide concrete justifications for recommended ones for HRC's review and further recommendations to RCSC. The forms must be submitted in the "Supplementary Meritorious Promotion Forms" along with documents mentioned above.

Annexure

Performance Evaluation Reports Form for **January 2015 Promotion** is as follows:

Note 1: Summative Form for one year is a combination of two work planning forms for that year

Note 2: All forms such as Work Planning Form, Identification of core competencies form and summative form is downloadable from the RCSC website www.rcsc.gov.bt

2011-2012

Identification of Core Competencies from 1/7/2011 to 30/6/2012

1/7/2011 - 31/12/2011 six months (Work Planning & Review Form)

1/1/2012 - 30/6/2012) six months (Work Planning & Review Form)

Summative Performance Review Form for one year from 1/7/2011 to 30/6/2012->Combination

2012-2013

Identification of Core Competencies form 1/7/2012 to 30/6/2013

1/7/2012 - 30/6/2013 (Work Planning & Review Form)

Summative Performance Review Form for one year from 1/7/2012 to 30/6/2013->Combination

