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



MoAF/HRD/SEC/4/2015/ 3572

4 March 2015

OFFICE ORDER

In accordance with the Promotion Rules & Regulations of BCSR 2012, the promotion proposal for 1 July 2015 must reach the Human Resource Division, Ministry of Agriculture & Forests (MoAF) on or before 30 April 2014 for submission to Human Resource Committee. All are hereby instructed to fill up the Promotion Forms correctly and submit the following documents within the deadline. Promotion Forms are uploaded in the Ministry's website and also available at [www.rcsc.gov.bt](http://www.rcsc.gov.bt).

1. Duly completed Promotion Form given at *Annexure 13/1*
2. Promotion Summary Form (Annexure 13/2) in Excel sheet (both hard and soft copy)
3. Supplementary Meritorious Promotion Proposal Form (*Annexure 13/4*) for meritorious promotion
4. Appraisal Forms should be submitted as below:
  - Specialist: Specialist Performance Appraisal Form (*Annexure 12/3*) for the last three years (1 July 2013-30 June 2014, 1 July 2012- 30 June 2013, & 1 July 2011-30 June 2012);
  - P & S Position categories: Work Planning & Review Form (*Annexure 12/4*) for the last three years (1 July 2013-30 June 2014, 1 July 2012- 30 June 2013, & 1 July 2011-30 June 2012);
  - P & S Position categories: Summative Performance Review Form (*Annexure 12/5*) for the last three years (1 July 2013-30 June 2014, 1 July 2012- 30 June 2013, & 1 July 2011-30 June 2012);
  - Operational category: Performance Appraisal Form (*Annexure 12/6*) for the last three years (1 July 2013-30 June 2014, 1 July 2012- 30 June 2013, & 1 July 2011-30 June 2012);
5. Security Clearance Certificate (valid and copy);
6. Audit Clearance Certificate (valid and original);
7. Last Promotion Order.

All promotion proposals should be endorsed by the Heads of the Departments/Heads of the Regional Offices/Centres and it should be submitted along with forwarding letter duly signed by the concerned Head of the Departments/Regional Offices/Agencies. Promotion proposals submitted individually will not be entertained. This is issued for kind compliance and adherence.

(Tenzin Dhendup)  
Secretary

