



དཔལ་ལྷན་འབྲུག་གཞུང་།  
ཐེམ་ཕུ་རྫོང་ཁག་བདག་སྐྱོང་།

ROYAL GOVERNMENT OF BHUTAN  
THIMPHU DZONGKHAG ADMINISTRATION

“Reaching the unreached”

Ref. TDA/HRD/11/2019-2020/1669

September 11, 2019

NOTIFICATION  
(Promotion proposal for January 2020)

In accordance to clause 13.5 section 13.5.2 of the Promotion Rules and regulation of BCSR 2018, the Dzongkhag Administration, Thimphu would like to notify all the Sectors under Dzongkhag Administration, Thimphu that the deadline for submission of the promotion proposal for January 2020 is 15<sup>th</sup> October, 2019. (Attached herewith the list of civil servants due for Promotion for January 2020).

All the individual employees of this Dzongkhag whose promotion are due (completed the following minimum years of active service in the current position) are requested to process promotion through respective Sector Heads.

Position Category	Position Level	Duration (years)
Professional & Management (PMC)	P5 – P2	4 years
Supervisory & Support (SSC)	S5 – S1	4 years
	S1 – SS1	5 years
Operation Level (OC)	O4 – O1	4 years

All individuals whose promotions due on 1<sup>st</sup> January 2020 must submit the following documents on or before 15<sup>th</sup> October, 2019:

1. PMC/ESC & SSC: Performance Appraisal Form/Summative Review Form for three consecutive years (online)
2. OC : Performance Appraisal Form (**Annexure 12/3**) for consecutive three years
3. Valid Security Clearance
4. Valid Audit Clearance

*The incomplete or late promotion proposals, if any, shall not be entertained.*

  
(Dorji Wangmo)  
Offtg. HRO

Copy to:-

1. Offtg. Dzongdag, Dzongkhag Administration, TDA for kind information
2. Director, RCSC for kind information.
3. Dasho Drungpa, Lingzhi.
4. All Sector heads.
5. All School Principals.