**PROMOTION FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Employee ID No.** |  | | |
| **Sex** | Male ( ) Female ( ) | | | **Nationality** |  | | |
| **Date of Birth** | **Day**  *(dd)* | **Month**  *(mm)* | **Year**  *(yyyy)* | **Date of Initial Appointment** | **Day**  *(dd)* | **Month** *(mm)* | **Year** *(yyyy)* |
|  |  |  |  |  |  |
| **Citizenship ID Card No.** | |  | | **Date of Issue** |  | | |
| **Place of Issue** |  | | |
| **Full Present Address** | | | | | | | |
| House Number | | Village | | | Thromde | | |
|  | |  | | |  | | |
|
| Thram Number | | Gewog | | | Dzongkhag | | |
|  | |  | | |  | | |
|

**EDUCATION:** Academic and Trainings (*Please start from the most recent institute attended*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the School/College/Institute** | **Location & Country** | **Field of Study/Subjects** | **Duration (Date)** | | **Degree/Diploma/**  **Certificate Obtained** |
| Start | End |
| **1)** |  |  |  |  |  |
| **2)** |  |  |  |  |  |
| **3)** |  |  |  |  |  |
| **4)** |  |  |  |  |  |
| **5)** |  |  |  |  |  |
| **6)** |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Pages 1 / 4*  **PUBLICATIONS**   |  |  |  | | --- | --- | --- | | **Title** | **Date** | **Purpose** | | **a)** |  |  | | **b)** |  |  | | **c)** |  |  | | **d)** |  |  | | **e)** |  |  | |

**PRESENT JOB IDENTIFICATION:** (*Attach a copy of the duties and responsibilities of the position*)

|  |
| --- |
| Position Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Position Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pay Scale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Last Promotion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PROMOTION HISTORY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit/Region/**  **Division/Department** | **Position Title** | **Position Level** | **Period**  *(dd/mm/yyyy)* | | **Place of Posting** | **Office Order No. & Date.** |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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**LEAVE OF ABSENCE HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Leave** | **Duration**  *(dd/mm/yyyy)* | | | |
|
| Extraordinary leave availed | From |  | To |  |
| Long term training/higher studies availed | From |  | To |  |

**SERVICE HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Years** | **Duration**  *(dd/mm/yyyy)* | | | |
|
| Number of continuous and active years of service completed from the date of initial appointment | From |  | To |  |
| Long term training/higher studies Availed | From |  | To |  |

**PERFORMANCE -** Ratings for the past three years (Each out of the total factors).

*Copies of the performance evaluation reports should be attached.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Outstanding** | **Very Good** | **Good** | **Improvement Needed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROMOTION RECOMMENDATION**

|  |  |
| --- | --- |
| Position Title |  |
| Position Level |  |
| Place of Posting |  |
| Pay Scale |  |
| Is the proposed promotion against approved post? | |
| State whether the candidate fully matches the requirements of the post: | |

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|  |
| --- |
| The above information is verified by the undersigned HR Manager and are true to the best of knowledge    Seal & Signature  Date: Name and Position Title |
| **Recommendation from the Manager**  I hereby certify that the information furnished above have been verified and found correct and true to the best of my knowledge and that there are no adverse reports against him during the past three years  Seal & Signature  Date: Name and Position Title |
| **Recommendation from the Head of the Department**  Seal & Signature  Date: Name and Position Title |
| **Decision of the HR Committee/Remarks**  Reference of the HR Committee or the Executive Management Committee meeting No....................................  Dated.........................................  Approved with effect from day............................................month.................................year...............................  Not Approved: ...............................................................................................................................................................................  Signature  Date: Chairperson, HR Committee  Signature of the HR Committee Members:  1)................................. 2)............................. 3)............................. 4) ..............................5)................................ |

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