



NO DUE FORM (EMPLOYEE PROMOTION)

Name.....Position Title.....

Department/Division/Unit/Region.....Date.....

| SN | Head of Department/ Division/Unit/ Region | Any Due/ Comment | Signature |
|----|--|------------------|-----------|
| 1 | General Manager , Human Resource & Administration Division (HRAD) | | |
| 2 | General Manager , ICT & Research Division (ICTRD) | | |
| 3 | Head , Finance & Accounts Division (FAD) | | |
| 4 | Head , Food & Essential Commodity Division (FECD) | | |
| 5 | Head , Agricultural Marketing Division (AMD) | | |
| 6 | Head , Legal Unit | | |
| 7 | Head , Internal Audit Unit | | |
| 8 | Regional Director (only for regions) | | |