**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)** |
|  |  |  |  |  |  |
| **Citizen Card No:** | |  | | **Date of issue:** |  |  |  |
| **Place of Issue:** |  | | |
| **Full Present Address:** | |  | | | | | |
| **House No:** | | **Village:** | | | **Thromde:** | | |
|  | |  | | |  | | |
| **Thram No:** | | **Gewog:** | | | **Dzongkhag:** | | |
|  | |  | | |  | | |

**Education:** Academic and Training (please start from the most recent Institute attached)

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

| **Publications** |  | |
| --- | --- | --- |
| **Title:** | **Date:** | **Purpose:** |
| a) |  |  |
| b) |  |  |

**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/yyy** | | **Place of Posting** | **Office Order No.& Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(Attached additional sheet (s), if required)

**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 & active years of service completed from the date of **initial appointment.** | From: |  | To: |  |
| Number of continuous & active years of service completed since the last **promotion.** | 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 Title:** |  |
| **Place of Posting:** |  |
| **Pay Scale:** |  |
| Is the proposal promotion against an approved post? | |
| State whether the candidate fully matches the requirements of the post: | |
| The above information is verified by the undersigned **Service Manager (RegionalOffice)/**  **HR Officer (Corporate Headquarters)** and are true to the best of knowledge.  **Date: Seal & Signature**  **Name and Position Title** | |

| **Recommendation from the Regional Director (Regional Office)/Division & Unit Heads (Corporate Headquarters)**  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.  **Date: Signature**  **Name and Position Title** |
| --- |
| **Decision of the Human Resource Committee**  Reference of the Human Resource  Committee meeting No……………………………………………  dated…………………………..  **Approved with effect from day:………………..month……………….year…………….**  **Not Approved:………………………………………….**  Date: Signature  **Chairperson,Human Resource Committee**  **Signature of the Human Resource Committee Members:**  1.  2.  3.  4.  5. |