



ཏོག་ལྷན་ཁག་གི་སྒོ་འཕྲོད་ལས་འཛིན་ཚན་པ།
Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
 CORPORATE HEADQUARTERS



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/yyyy)		Place of Posting	Office Order No.& Date
			From	To		



ཏོག་འབྲུག་ལས་ཁུངས་འཛིན་ཚད།
Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
 CORPORATE HEADQUARTERS



(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?	



འབྲུག་ལུག་པུ་ཁྱེད་ལས་འཛིན་ཚད།
Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
CORPORATE HEADQUARTERS



State whether the candidate fully matches the requirements of the post:

The above information is verified by the undersigned **Service Manager (Regional Office)/ 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



འབྲུག་ལུག་སྤྱོད་ལས་འཛིན་ཚད།
Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
CORPORATE HEADQUARTERS



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.