



ལྷན་སྐྱོར་ལས་གཞི་གཞུང་གི་ཚན་པ་སྐོར་གྱི་ཚོང་ལས་དང་ལུ་གཞི་གཞུང་གི་ལྷན་ཁག། དཔལ་ལྷན་འབྲུག་གཞུང་།

Ministry of Industry, Commerce and Employment  
Royal Government of Bhutan  
Division of Support Services  
Human Resource Division

MoICE/DoSS-HRM-5/22-23/994

Date; 20 March 2023

**Promotion Notification**

In accordance to clause 13.5, sections 13.5.2 of the Promotion Rules and Regulations of BCSR 2018, the Human Resource Division (HRD), MoICE would like to notify all eligible employees of the Ministry to submit the July 2023 promotion proposal on or before 20<sup>th</sup> April 2023. The proposal should be routed through the Head of the Departments/Regional Offices with all the required documents. Late proposal with incomplete documents if any shall not be accepted/processed.

Eligible number of years for promotion shall be as follows as of 30<sup>th</sup> June 2023.

**I. Broad-banded promotion**

Position category	P. level	Duration (yrs.)	Remarks
Professional & Management Level (PMC)	P5-P2	4 years	Minimum "Good" for IWP/Moderated score for last three consecutive years.  The duration excludes one-year probation period, study leave after 18 months and EoL
Supervisory & Support (SSC)	S5-S1	4 years	
	S1-SS1	5 years	
Operational Level (OC)	O4-O1	4 years	

**II. Specialist promotion**

As per amendment to section 26.11 and 26.12 of chapter 26 on Executive and Specialist of the BCSR 2018

Position Level	Duration (yrs.)	Remarks
P2-P1 and P1 -ES3A	4 years	
ES3A-ES2A, ES2A-ES1A	6years	

**III Meritorious promotions:**

1. Meritorious Promotion up to P2A level only;
2. Outstanding for recent 3 years in the moderation exercise results with a clean service record.

**IV. First tract promotion**

As per the section 13.10.1 - in order to collapse sub-levels C to B and A for achieving the policy of "equal pay for work of equal value" the principle of fast-track promotion shall be applied to performers.



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1. Completion of minimum of 2 two years of active service and three years of active service for the second Fast-Track Promotion in the current position as on 30th June 2023;
2. Minimum of performance rating of "Good" and above in the moderation exercise results for two years.

**General documents required for all types of promotion**

1. IWP score/Moderation exercise results for recent 3 years (FY 2019-2020, 2020-2021, 2021-2022).
2. Last Promotion office order.
3. Appointment letter and completion of probation period (for applying first promotion)
4. Valid audit clearance.
5. Valid security clearance

**Additional documents for meritorious promotion.**

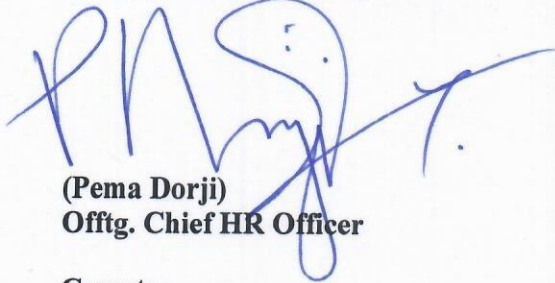
1. Supplementary Meritorious promotion proposal form 13/5

**Additional documents for specialist promotion (P1 Specialist)**

1. Specialist Promotion Form 26/1 (P1 to ES -III)
2. Post Adjustment Form 13/3
3. Legal undertaking form 13/4
4. Recommendation from Heads
5. Integrity Test Certificate of ACC

Kindly find attached list of employees who are eligible for July 2023 promotion as per the ZEST. If anyone who are due/eligible is missed out in the list can also submit the proposal to the HRD.

Further, we would like request the Head of Departments/Regional Offices to kindly disseminate the information to all the staff and also request for early submission to ensure timely processing of the promotion.



(Pema Dorji)  
Offtg. Chief HR Officer

**Copy to:**

1. PA to Hon'ble Secretary, MoICE for kind appraisal.
2. Head of Departments/Regional Offices, MoICE for kind necessary action
3. Office copy