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ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalong Tshogkhang

BHUTAN
Believe

CS-HRS(03)2024/46

19th April 2024

PROMOTION NOTIFICATION FOR JULY 2024

This is to notify all eligible civil servants under the Cabinet Secretariat to submit the promotion proposals for July 2024 to the HR Services on or before **3rd May 2024**.

The following documents should be submitted to the HRS;

1. Broad-Banded Promotion up to P2A:

- Should have served a minimum of 4 years of active service in the current position on 30 June 2024 for Professional and Management Category, Supervisory and Support Category (S5-S1), Operational Category (O4-O1);
- Civil servants for promotion from S1A to SS4 till SS1 should have completed a minimum of 5 years of active service in the current position as on June 30, 2024;
- "Good" and above in the Performance and Potential scores for the recent 3 years for civil servants and Performance Evaluation.
- Clean service record.

Documents required:

- Moderation exercise results for the last 3 years shall be imported from ZEST by HRS.
- Valid audit clearance certificate (for promotion)
- Valid security clearance certificate.

2. Meritorious Promotions up to P2A

- Should have served a minimum of 3 years of active service in the current position on June 30, 2024 for Meritorious Promotion (up to P2A level only);
- Consecutive 'Outstanding' for Performance and Potential scores in the recent 3 years;
- Clean service record.

Documents required:

- Moderation exercise results for the last 3 years shall be imported from ZEST by HRS.
- Valid audit clearance certificate (for promotion)
- Valid security clearance certificate.

Note: All promotion proposals must be routed through the HRC and all promotion proposals must be in line with Chapter 10, "Performance Management & Career Progression" of BCSR 2023.

The HRS, Cabinet Secretariat shall not accept incomplete/late promotion proposals.