



CS/HRS-03/2023/1614

7th September 2023

PROMOTION NOTIFICATION FOR JANUARY 2024

This is to notify all the eligible civil servants under the Cabinet Secretariat to submit the promotion proposals for January 2024 to the HR Services on or before 30 October 2023.

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 31st December 2023 for Professional and Management category, Supervisory & Support category(S5-S1), and Operational category.
- Civil servants for promotion from S1A till SS1 should have completed a minimum of 5 years of active service in the current position as on 31st December 2022.
- “Good” and above in the moderation exercise results for 3 years (FY 2020-2021,2021-2022 & 2022-2023).

Documents required:

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

2. Fast Track and Meritorious Promotions upto P2A

- Should have served a minimum of 2 years of active service for the first fast track promotion and 3 years of active service for the second fast track promotion in the current position as on 31st December 2023;
- Served a minimum of 3 years of active service in the current position on 31st December 2023 for Meritorious promotion (upto to P2 A level only);
- “Good”and above in the moderation exercise results for 2 years for Fast- Track promotion;
- “Outstanding” for recent 3 years in the moderation exercise results for Meritorious promotion;
- Clean service record.

Documents required:

- Moderated exercise results for recent 3 years for Meritorious promotion (FY 2020-2021,2021-2022 & 2022-2023);



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གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat

GyalongTshogkhang

Thimphu : Bhutan

- Valid audit clearance certificate (for promotion);
- Valid security clearance certificate.

A civil servant in the entry position level who has not availed a single promotion shall not be eligible for Fast-Track and Meritorious Promotion.

Note: *All promotion proposals must be routed through the HRC and all promotion proposals must be in line with Chapter 13 (PROMOTION).*

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