**Promotion Form**

 **EMPLOYEE ID No.:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  | Sex:  | M  | F  |
|  |  |
| Date of Birth:  |  | D  | M  | Y  | Nationality:  |
|  |  |  |
| Citizenship Card No.: | Date of issue: | D  | M  | Y  | Place of issue:  |
|  |  |  |
| Full Postal Address:  | House No. Thram No.  | Village: Gewog:  | Municipality:  |
| Particulars: 1. Father
2. Mother
3. Spouse
 | Name:  | Nationality:  | Occupation and Address:  |

**EDUCATION**: Academic and Training (please start from the Institute last attended)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School/ College/Training Institute** | **Location and Country** | **Field of Study** | **Subjects** | **Duration** | **Degree/ Diploma Certificate obtained** |
| **Start Date** | **End Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |
| **Research/ Publication:**  |
| Title  | Date  | Purpose  |
|  |  |  |
|  |
| State whether selected in the Civil Service Common Examination. If selected, state the year of selection and position ranking:  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak** | **Write** |  **Understand** |
| **Outstanding** | **Very Good** | **Good** | **Outstanding** | **Very Good** | **Good** | **Outstanding** | **Very Good** | **Good** |
| Dzongkha  |  |  |  |  |  |  |  |  |  |
| English  |  |  |  |  |  |  |  |  |  |
| Others  |  |  |  |  |  |  |  |  |  |

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| --- |
| **PRESENT JOB IDENTIFICATION:** 1. Position Title: 2. Job Code No.: 3. Position Level: 4. Pay Scale: 5. Major Occupational Group:6. Sub-Group: **Date of Last Promotion:** (Attach a copy of specific duties and responsibilities of the position.) **EMPLOYMENT HISTORY -**Post(s) held so far, (starting with the present position). Please indicate the position level changes.  |
| **Agency/Dept & Division/ Unit** | **Designation** | **Grade/ Position Level** | **Period** | **Place of Posting** | **Office Order No. & Date** |
| From (Date) | To (Date) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |
| Extra Ordinary Leave availed:  | Long term training/Higher studies availed:  |
| Duration: -  | Duration: -  |
| From: ………………….To ……………………. | From: ………………… | To: ………………….  |
|  |  |
| No. of continuous & active years of service completed from the date of initial appointment:  | No. of continuous & active years of service completed since the last promotion:  |

|  |
| --- |
| **PERFORMANCE –** Ratings for the past three years: (each out of the total factors) copies of performance evaluation reports should be attached.  |
| Year  | Improvement Needed  | Good  | Very Good  | Outstanding  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **PROMOTON RECOMMENDED**

1. Position Title: 2. Job Code No.: 3. Position Level: 4. Pay Scale: 5. Major Occupational Group: 6. Sub-Group:  |
| 1. Is the proposed promotion against the approved post?
2. State whether the candidate fully matches the job requirements of the post:
3. Qualification requirements for the proposed post
 |
| Information verified by HR Officer of ECBDate Signature Name & Designation (Official Seal)  |
| Recommendation of the ECBI also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him/her during the past three years. Date Signature Name & Designation of the recommending authority (Official Seal)  |
| Recommendation/Decision of the Secretariat Date Signature Head of Secretariat (Official Seal)  |
| Recommendation/Decision of the Election Commission of BhutanDate Signature Chief Election Commissioner (Official Seal)  |
| Information verified by: Name of the HRO (Official seal) Date:  |
| Decision of the ECB HR Committee (reference of the Meeting No …………… dated …………….) Approved w.e.f. Date ……………… Month ………………… Year ……………. Not approved …………………… Date **Chief Election Commissioner of Bhutan** (Official Seal)  |