**Promotion Form**

**EMPLOYEE ID No.:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | |
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| State whether selected in the Civil Service Common Examination. If selected, state the year of selection and position ranking: | | | | | | | | |

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| **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) | |
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|  | | | | | | | | | |
| 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: | | | | |

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| --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |
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|  |  |  |  |  |
| 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 ECB  Date 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 Bhutan  Date 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) | | | | |