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ROYAL GOVERNMENT OF BHUTAN

Ministry of Finance

HUMAN RESOURCE DIVISION

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MoF/HRD/4(1)/2024/ 302

October 8, 2024

PROMOTION NOTIFICATION FOR JANUARY 2025

This is to notify all the eligible civil servants under the Ministry of Finance including the Para Regular and Para Contract employees to submit the promotion proposals falling due on January 01, 2025 through the proper channel on or before October 25, 2024.

The following criteria/requirements must be fulfilled and required documents must be submitted to the HRD, MoF routed through the respective Departments:

I. Broad-Banded Promotion up to P2A/SS1A (Regular, Contract, Para Regular and Para Contract employees/Staff).

1. Served a minimum of 4 years of active service in the current position as on December 31, 2024 for Professional and Management Category, Supervisory and Support Category (S5-S1), Operational Category (O4-O1);
2. 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 December 31, 2024;
3. “Good” and above in the Moderation Results for the recent 3 years (updated in the ZES) for civil servants and Performance Evaluation for Para Regular and Para Contract Employees;
4. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for civil Servants for the recent 3 years: *FY 2021- 2022; 2022-2023; and 2023-2024*
3. Performance Evaluation (both signed by the Supervisor and Supervisee) for Para Regular and Para Contract employees/staff for recent 3 years: *FY 2021- 2022; 2022-2023; and 2023-2024*
4. Valid Audit Clearance Certificate-for promotion; and
5. Valid Security Clearance Certificate.

Note: Hard copies need not be submitted for Sl. No. 2, 4, and 5 above. The HRD, MoF will verify the information and documents online.

II. Meritorious Promotions up to P2A (out of turn by six months)

1. Served a minimum of three and half years of active service in the current position on December 31, 2024 for Meritorious Promotion (*up to P2A level only*);
2. ‘Outstanding’ for recent 3 years in the Moderation Results for Meritorious Promotion;
3. Clean service record.



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Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years for Meritorious Promotion:
2.1 MoF HQ and Regional Office employee/staff, the Moderation Results for FY 2021- 2022; 2022-2023; and 2023-2024 will be verified by the HRD, MoF; 2.2 Moderation Results for the recent 2/3 years for fast-track promotion.
3. Valid Audit Clearance Certificate-for promotion; and
4. Valid Security Clearance Certificate.

Note:

1. *Employees/staff are not required to submit hard copies for Sl. No. 2, 3, and 4. HRD, MoF will verify the information and documents online..*

III. P1 Specialist Promotion

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of P1 Specialist Promotion as per the RCSC's Notification dated May 01, 2020;
2. Served 4 years of active service in the current position as on December 31, 2024;
3. "Good" and above in the Moderation Results for recent 3 years and updated in the ZEST;
4. Passed the Ethics Training; and
5. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years i.e. *FY 2021- 2022; 2022-2023; and 2023-2024;*
3. Valid Audit Clearance Certificate- for promotion only;
4. Valid Security Clearance Certificate;
5. Certificate for Ethics training as per the RCSC's Notification dated March 01, 2022.
6. Area of Specialization;
7. Specialist Terms of Reference (ToR); and
8. Legal Undertaking.

Notes:

1. *Employees/staff need not submit hard copies for Sl. No. 2, 3 and 4. HRD, MoF will verify the information and documents online.*
2. *The Regional Offices under MoF may submit the proposal for P1 Specialist Promotion to HRD, MoF, if any. The HRD will validate and submit to the HRC for decision.*



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IV. Executive Specialist (ES) Level Promotion

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of Specialist Promotion as per the RCSC's Notification dated May 01, 2020;
2. Served a minimum of 4 years of active service in the current position at P1A as on December 31, 2024;
3. Possess a minimum of Master's Degree /higher in the filed for proposed position (*status should be reflected as "completed" in the ZEST*);
4. Obtained Level 2/Very Good and above in the LFS score for the recent 3 years (*those who are serving as Division Chiefs/RDs*);
5. Very Good/Meeting Expectation and above in the Moderation Results for recent 3 years;
6. Publications which are peer reviewed. "Peer reviewed" is defined as the vetting of the publication by a "Peer Review Committee " at National Level. Publications in predatory journals shall not be considered.
7. Recommendation of the respective Department Heads; and
8. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results for the *FY 2021- 2022; 2022-2023; and 2023-2024*;
3. A list of Publication(s), including the name(s) of the author, the year of publication, and the source of publication/s need to be submitted along with the promotion proposal;
4. Work Plan for the next 3 years (2025, 2026 and 2027) as a Specialist III at ES level (Performance Appraisal Form as per MaX Manual);
5. LFS scores (*to be verified online by the RCSC*);
6. Valid Audit Clearance Certificate-for promotion;
7. Valid Security Clearance Certificate;
8. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
9. Area of Specialization;
10. Specialist Terms of Reference (ToR); and
11. Legal Undertaking.

Notes:

1. *Hard copies need not be submitted for Sl. No. 2, 5, 6 and 7 above. The HRD, MoF will verify the information and documents online while the RCSC will verify the LFS scores.*
2. *As per the RCSC's Notification dated May 01, 2020, the Ministry will seek Clean Sheet information from the Anti-Corruption Commission against the candidate/s concerned.*
3. *Aspiring and eligible candidates shall arrange and bind the documents as per the order reflected under the 'Documents required' and route through the Department Heads.*



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V. General Information:

1. All promotion proposals must be routed through the proper channel (HRC): Department Heads for Department employees/staff and Regional Directors/Cluster Head for Regional/Cluster Offices employees/staff.
2. All promotion proposals must be in line with Chapter 10 on 'Performance Management and Career Progression' and Chapter 12 on 'Specialist', BCSR 2023; the SMDF dated May 01, 2020, Notification on definition of Publication dated September 14, 2020 and September 20, 2021, and Ethics Training dated March 01, 2022.
3. All promotion proposals must reach HRD, MoF **on or before October 25, 2024.**
4. Promotion proposals for *Meritorious Promotion (out of turn by six months) for the Field Staff* must be submitted to Ministry/Dzongkhag/Thromde/Agencies, if any within the stipulated timeline of the BCSR.
5. The Ministry will not be held accountable for any issues arising from late receipt/submission of promotion proposals to the Ministry/RCSC.

For clarification, please contact HRD, MoF at 02-321568/334711/3222268 during office hours.



HUMAN RESOURCE DIVISION

Copy:

1. Hon'ble Secretary, MoF, Thimphu for kind information.
2. Heads of the Department: DRC/D MDF/DTA/DPBP/DPP, MoF for kind information.
3. Regional Directors of respective RRCOs for kind information and dissemination to their staff.
4. Chiefs of Divisions, MoF, Thimphu for kind information and dissemination to their staff.
5. All Cluster Heads, Cluster Finance Services for kind information and dissemination to their staff.
6. All the MoF employees currently serving under RBG, RBA and RBP for kind information and dissemination to their staff.
7. Office copy.