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Ministry of Finance  
Royal Government of Bhutan  
Human Resource Division

MoF/HRD/4(1)/2026/915

April 01, 2026

## PROMOTION NOTIFICATION FOR JULY 2026

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 for promotions due on July 01, 2026.

The following criteria/requirements must be fulfilled and required documents must be submitted to the HRD, MoF through proper channels (routed through Departmental HRC) on or before April 21, 2026.

### . **Broad-Banded Promotion up to P2A/SS1A (Regular and Para Regular Staff).**

1. Served a minimum of 4 years of active service (Excluding probation period for P5) in the current position as on June 30, 2026 for Professional and Management Category, Supervisory and Support Category (S5-S1), Operational Category (O4-O1);
2. For promotions 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, 2026;
3. Achieved a rating of 'Good' or higher in the Moderation Results for civil servants over the past three years (as updated in ZEST), and in the Performance Evaluation for Para Regular and Para Contract employees for the same period;
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 2022- 2023; 2023-2024;and 2024-2025.*
3. Performance Evaluation (both signed by the Supervisor and Supervisee) for Para Regular staff for recent 3 years: *FY 2022- 2023; 2023-2024;and 2024-2025.*
4. Valid Audit Clearance Certificate (For Promotion).
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. However, for para employees, they need to submit a performance evaluation in hard copy.*

## **II. 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 (P2) as on June 30, 2026.



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3. “Good” and above in the Moderation Results for recent 3 years and updated in the ZEST.
4. Mandatory Ethics and Integrity e-learning course certificate of the ACC as per the RCSC’s Notification dated March 01, 2022.
5. Clean service record.

## Documents required:

1. Duly completed Promotion Application Form.
2. Moderation exercise results for recent 3 years i.e. *FY 2022- 2023; 2023-2024;and 2024-2025.*
3. Valid Audit Clearance Certificate (For Promotion).
4. Valid Security Clearance Certificate.
5. Mandatory Ethics and Integrity e-learning course certificate of the ACC.
6. Area of Specialization/
7. [Specialist Terms of Reference \(ToR\).](#)
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 DHRC. The HRD will validate and further submit to the MHRC for decision upon review and recommendation of the DHRC.*

## III. Executive Specialist (ES) Level Promotion

1. Served a minimum of 4 years of active service in the current position at P1A as on June 30, 2026.
2. Possess a minimum of Master’s Degree with specialization in relevant area (*status should be reflected as “completed” in the ZEST.*)
3. Meeting Expectation and above in the P1 Moderation Results for recent 3 years.
4. [Publication - definition and requirements of publication is given in the RCSC’s Notification dated September 20, 2021 \(Annexure I\).](#)
5. Clean service record.

## Documents required:

1. Duly completed Promotion Application Form.
2. Moderation results for *FY 2022- 2023; 2023-2024;and 2024-2025.*
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 financial years (2026-27, 2027-28 and 2028-29) as a Specialist III at ES level (Performance Appraisal Form as per MaX Manual).
5. Recommendation of the respective Department Heads.

