



དངུལ་རྩིས་ལྷན་ཁག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

MoF/HRD-01/2026/231

September 10, 2026

PROMOTION NOTIFICATION FOR JANUARY 2027

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 January 01, 2027.

The following criteria/requirements must be fulfilled, and the required documents must be submitted to the HRD, MoF through proper channels (routed through Departmental HRC) on or before October 10, 2026.

I. 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 December 31, 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 December 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 2023-2024; 2024-2025 and 2025-2026*.
3. Performance Evaluation (both signed by the Supervisor and Supervisee) for Para-Regular staff for the recent 3 years: *FY 2023-2024; 2024-2025 and 2025-2026*.
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 Promotions as per the RCSC's Notification dated May 01, 2020.
2. Served 4 years of active service in the current position (P2) as of December 31, 2026.
3. "Good" and above in the Moderation Results for the recent 3 years and updated in the ZEST.



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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 the recent 3 years i.e. *FY 2023-2024; 2024-2025 and 2025-2026*.
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 of December 31, 2026.
2. Possess a minimum of a Master's Degree with specialization in a relevant area (*status should be reflected as "completed" in the ZES*).
3. Meeting Expectation and above in the P1 Moderation Results for the recent 3 years.
4. Publication - definition and requirements of publication are 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 2023- 2024; 2024-2025; and 2025-2026*.
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.
6. Valid Audit Clearance Certificate for promotion.
7. Valid Security Clearance Certificate.



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8. [Specialist Promotion Proposal Form 26/1](#)
 9. Area of Specialization.
 10. [Specialist Terms of Reference \(ToR\)](#).
 11. [Legal Undertaking](#).

Notes:

1. *Hard copies need not be submitted for Sl. No. 2, 6, and 7. The HRD, MoF will verify the information and documents online.*
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. It will be done through the Integrity Vetting System (IVS) of the ACC by HRD.*
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 HRC for further submission to MHRC for forward to RCSC.*

IV. General Information:

1. All promotion proposals must be routed through the proper channel (Departmental HRC). However, for those under the Secretariat services, submissions can be made to HRD.
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, and as per the eligibility criteria mentioned above.
3. All promotion proposals must reach HRD, MoF **on or before October 10, 2026.**
4. 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 HR Focal of respective Departments during office hours.



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Copy:

1. Secretary, MoF, Thimphu for kind information.
2. Heads of the Department: DRC/DMDF/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, CFS, Paro, Bumthang, Phuentsholing, Gelephu, Mongar, Thimphu and Judiciary for kind information and dissemination to their staff.
6. All the MoF employees working under RBA, RBG and RBP.