



དཔལ་ལྷན་འབྲུག་གཞུང་། བརྗོད་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག།

**Ministry of Information & Communications**  
**Royal Government of Bhutan**  
**Thimphu: Bhutan**



MoIC/HRM-10/2019/522

1<sup>st</sup> Oct 2019

**NOTIFICATION**  
**(Promotion for January 2020)**

The Ministry of Information and Communications would like to notify the following for 1<sup>st</sup> January 2020 promotion.

1. Departments/Division/Secretariat under the Ministry should submit the proposals including Specialist (ES level) promotion if any to HRD on or before 15<sup>th</sup> October 2019, Section 26.11, Chapter 26 of BCSR 2018 must be filled for Specialist level promotion.
2. Section 2.9.6.2, Chapter 2 of BCSR 2018 States that the Working Agency shall recommend Meritorious and Fast Track Promotion to RCSC. Accordingly Working Agencies are informed to submit both Meritorious and Fast Track Promotion to RCSC directly.
3. Broad- Banded promotions to P1 and ES level must be endorsed by the Department(s) HRC prior to submission to the Ministry. Promotion proposals routed through the Department(s) HRC will only be accepted.
4. All promotion proposals must be in line with Chapter 13 on “Promotion Rules of BCSR 2018 (Page 293to 317).
5. All promotion proposals must be routed through proper channel. Any incomplete and late receipt of documents shall not be accepted by the Ministry and returned immediately.

**Documents required:**

1. Specialist Promotion Proposal form 26/1 for Ministry staff- *ES level only*
2. Valid Audit Clearance Certificate (online)
3. Valid Security Clearance Certificate (online)
4. Undertaking (Annexure 13/4 of BCSR 2018)- *For promotion to P1 only*
5. Post Adjustment form (Annexure 13/3 of BCSR 2018)- *For promotion to ES level and Ministry staff only.*

**HUMAN RESOURCE DIVISION, MoIC**