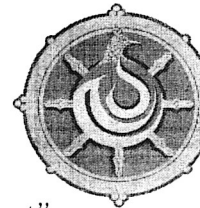


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DZONGKHAG ADMINISTRATION, SAMTSE

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SDA/HRS-02/2024-2025/ 14/2

Date: 12/09/2024

PROMOTION NOTIFICATION FOR JAN 2025

As per the chapter 10 of BCSR 2023, this is to notify all the eligible civil servants under the Samtse Dzongkhag Administration to submit the promotion proposals falling due on 01/01/2025 through the proper channel on or before 1st October, 2024.

The following criteria/requirements must be fulfilled and required documents must be submitted to the HR Section, Dzongkhag Administration, Samtse routed through respective sector/schools/Dungkhags.

1. Broad-Banded Promotion up to P2A/SS1A

- Served a minimum of 4 years of active service in the current position as on 31st December, 2024 for Professional and Management Category, Supervisory and Support Category (S5-S1), Operational Category(O4-O1);
- 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 31st December, 2024.
- Civil servants for promotion from SS1 till SSS should have completed a minimum of 5 years of active service in the current position as on 31st December, 2024 and has 3 recent consecutive OS .
- “Good” and above in the Performance and Potential scores for the recent 3 years for civil servants.
- Clean Service Record.

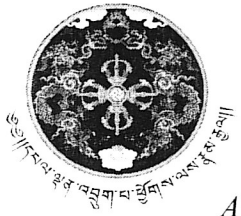
Documents required:

- Duly completed Promotion Application Form;
- Moderation exercise results for civil Servants for the recent 3 years: FY 2021- 2022;and 2022-2023;2023-2024
- Valid Audit Celarance Certificate for promotion and
- Valid Security Celarance Certificate

Note: Hard copies need not be submitted for Sl. No. 2.The HR section will verify the information.

II. Meritorious up to P1A

- Served a minimum of 3 years of active service in the current position on 31st December, 2024 for Meritorious Promotion (up to P1A level);
- Consecutive ‘Outstanding’ for Performance and Potential scores in the recent 3 years;
- 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;
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, HR section will verify the information online

5. 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 31st December, 2024;
3. "Good" and above in the Moderation Results for recent 3 years and updated in the ZES;
4. Passed certificate of the Ethics and integrity 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, and 2022-2023; 2023-2024
3. Valid Audit Clearance Certificate
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. HR section will verify the information online.

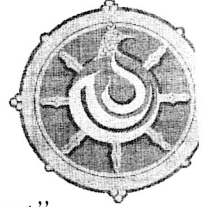
General Information

All promotion proposals must be in line with Chapter 10 on 'Performance Management Career Progression' and Chapter 12 on 'Specialist' BCSR 2023; the SMDF dated May 01, 2020, Notification on definition of Publication dated September 12, 2020 and September 20, 2021 and Ethics Training dated March 01, 2022.

- All promotion proposals must reach HR section, Samtse Dzongkhag **on or before 1st October 2024**.
- The Dzongkhag Administration will not be held accountable for any issues arising from late receipt/submission of promotion proposals to the Dzongkhag.



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Note:

The incomplete or late promotion proposals, if any shall not be accepted/processed.

A system generated list of Civil Servants due for promotion is attached for your easy reference. However, for those who are eligible and yet not reflected in the list should kindly inform HR Office before time.

Human Resource Officer
Dzongkhag Administration,
Samtse

Copy to:

1. Dasho Dzongdag/Dzongrab, SDA for kind information.
2. All Sector heads, Dzongkhag Administration, Samtse.
3. All Principals under Samtse Dzongkhag.
4. Office Copy.