



CS-HRS(03)2024/208

1st October 2024

PROMOTION NOTIFICATION FOR JANUARY 2025

This is to notify all the eligible civil servants under the Cabinet Secretariat to submit the promotion proposals for January 2025 to the HR Services on or before **15th October 2024**.

The following documents should be submitted to the HRS;

1. Broad-Banded Promotion up to P2A:

- Should have served a minimum of 4 years of active service in the current position as of 31 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
- "Good" and above in the Performance and Potential scores for the last 3 fiscal years for civil servants (2021-2022, 2022-2023 & 2023-2024)
- Clean service record.

Documents required:

- Moderation exercise results for the last 3 years shall be imported from ZEst by HRS.
- Valid audit clearance certificate (for promotion)
- Valid security clearance certificate.

2. Meritorious Promotions up to P2A

- Served a minimum of 3 years of active service in the current position as of 31st December 2024 for Meritorious Promotion (up to P2A level only);
- Consecutive 'Outstanding' for Performance and Potential scores in the last three fiscal years (2021-2022, 2022-2023 & 2023-2024)
- Clean service record.

Documents required:

- Moderation exercise results for the last three fiscal years shall be imported from ZEst by HRS.
- Valid audit clearance certificate (for promotion)
- Valid security clearance certificate.

Note: All promotion proposals must be routed through the HRC and all promotion proposals must be in line with Chapter 10, "Performance Management & Career Progression" of BCSR 2023.

The HRS, Cabinet Secretariat shall not accept incomplete/late promotion proposals.



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ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat

GyalongTshogkhang

Thimphu : Bhutan