



དཔལ་ལྷན་འབྲུག་གཞུང་འཛུགས་ཀྱི་འཕྲིན་ཁྲིམས་ཀྱི་འཕྲིན་ཁྲིམས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalyong Tshogkhang

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CS/HRS-03/2025-26/ 170

22nd September 2025

PROMOTION NOTIFICATION FOR JANUARY 2026

This is to notify all the eligible civil servants under the Cabinet Secretariat to submit the promotion proposals for January 2026 to the HR Services on or before **31st October 2025**.

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 30th December 2025 for Professional and Management Category, (P5-P2) 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 30th December 2025
- "Good" and above in the Performance and Potential scores for the last 3 fiscal years (2022-2023, 2023-2024 & 2024-2025)
- Clean service record.

2. Meritorious Promotions up to P2A (out of turn by 6 months & 1 Year)

- Served a minimum of 3 years of active service in the current position as of 30th December 2025 for Meritorious Promotion (up to P2A level only);
- Consecutive 'Outstanding' for Performance and Potential scores in the last three fiscal years (2022-2023, 2023-2024 & 2024-2025) along with justifications.
- Clean service record.





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Documents required for all the promotion:

- 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.

