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**Dzongkhag Administration**  
**Trashigang**

*(Strive to learn, improve & transform with times)*

TDA/HRS-13/2023-2024 **944**

Date: 25/09/2023

**Notification for January 2024 Promotion**

The Dzongkhag Administration is pleased to notify all the eligible civil servants regarding the January 2023 Promotion for various promotion categories as per the timeline given beneath:

Promotion type	Documents required	Deadline
Normal Promotion/ Broad-Banded (O4 -P2)	<ul style="list-style-type: none"> <li>❖ Moderated &amp; system generated IWP rating for last three years: (2020,2021 &amp; 2022) for academic year &amp; 2020-2021,2021-2022 &amp; 2022-2023 for financial year)- System generated one</li> <li>❖ Valid Audit Clearance</li> <li>❖ Valid Security Clearance</li> <li>❖ Clean service record</li> </ul>	25 <sup>th</sup> October 2023
Promotion to P1 Specialist Position	<ul style="list-style-type: none"> <li>❖ Moderated &amp; system generated IWP rating for last three years:(2020,2021 &amp; 2022) for academic year &amp; 2020-2021,2021-2022 &amp; 2022-2023 for financial year)- System generated one</li> <li>❖ Valid Audit Clearance</li> <li>❖ Valid Security Clearance.</li> <li>❖ Specific job description of the proposed specialist position</li> <li>❖ Post Adjustment Form given in form 13/3</li> <li>❖ Undertaking form 13/4</li> <li>❖ Ethics &amp; Integrity Certificate from ACC *Mandatory*</li> <li>❖ Clean service record</li> </ul> <p><b>Note:</b> Refer notification of MoE issued on 21/09/2022 for more information</p>	15 <sup>th</sup> October, 2023
Fast-Track Promotion	<ul style="list-style-type: none"> <li>❖ Moderated &amp; system generated IWP rating for last two years:(2021 &amp; 2022) for academic year 2021-2022 &amp; 2022-2023 for financial year)- System generated one</li> <li>❖ Valid Audit Clearance</li> <li>❖ Valid Security Clearance.</li> <li>❖ Recommendation Letter from supervisor concerned</li> <li>❖ Clean service record</li> </ul>	



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Meritorious Promotion	<ul style="list-style-type: none"><li>❖ Moderated &amp; system generated IWP rating for last three years:(2020,2021 &amp; 2022) for academic year &amp; 2020-2021,2021-2022 &amp; 2022-2023 for financial year)- System generated one</li><li>❖ Valid Audit Clearance</li><li>❖ Valid Security Clearance.</li><li>❖ Recommendation Letter from supervisor concerned</li><li>❖ Justification Form given at Form 13/5</li><li>❖ Main criteria: Received "Outstanding" rating for 3 consecutive years and left only 6 months due for normal promotion</li></ul>	15 <sup>th</sup> October,2023
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**Important note:** For P1 Specialist Promotion for Principal, Vice Principals & Principal (Specialist III) promotion, kindly refer to the promotion notification of Ministry of Education and Skills Development which is attached herein for kind reference. Deadline for submission of documents to Dzongkhag Administration is 10<sup>th</sup> October, 2022

**Note:** The promotion documents must be forwarded with proper forwarding letter from the concerned office and must be routed via respective sector head. Late or submission of incomplete documents will not be accepted.

  
(Dorji Duba)  
DZONGRAB

**Copy to:**

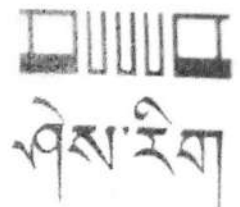
1. Dungsas, Dungkhang Administration, Sakeng/Wamrong/Thrimshing
2. Sector Heads, Dzongkhag Administration, Trashigang
3. Principals, Schools, Trashigang
4. Offtg.CMO/GDMOs, Hospitals/BHUs, Trashigang
5. GAOs, Gewog Administrations, Trashigang
6. Office copy

Dzongdag:521555, Dzongrab:521155, HR: 521600, Planning: 521229, DEO: 521217, Finance:521234, Census: 521215,  
DE - 521295, DAO: 521296, Culture: 520001, DHO: 521276, DLO: 521106, ICT Unit:521549

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MoE/DoS/HRD/07/2022/933

21<sup>st</sup> September 2022

**PROMOTION NOTIFICATION FOR 1<sup>st</sup> JANUARY 2023**

This is to notify all the eligible civil servants under the Ministry of Education serving at the Headquarter and in the Dzongkhags and Thromde to submit the promotion proposals falling due on **1<sup>st</sup> January 2023** through the proper channel as detailed below:

**I. Broad-Banded Promotion up to P2A (Headquarter Staff only):**

1. Served minimum of 4 years of active service in the current position as on 31<sup>st</sup> December 2022 for Professional and Management Category, Supervisory and Support Category (S5-S1), and Operational Category;
2. Civil servants for promotion from S1A till SS1 should have completed minimum of 5 years of active service in the current position as on 31<sup>st</sup> December 2022;
3. "Good" and above in the moderation/exercise results for recent 3 years;
4. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years (FY 2019-2020, 2020-2021, 2021-2022);
3. Valid Audit Clearance Certificate (for promotion);
4. Valid Security Clearance Certificate.

*Note: Hard copies need not be submitted for Sl. No. 2, 3, and 4 above. HRD, MoE will verify the information and documents online.*

**II. Fast-Track and Meritorious Promotions up to P2A (both Headquarter and Field Staff):**

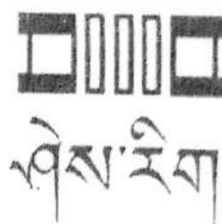
1. Served a minimum of 2 years of active service for the *first* Fast-Track Promotion and 3 years of active service for the *second* Fast-Track Promotion in the current position as on 31<sup>st</sup> December 2022;
2. Served a minimum of 3 years of active service in the current position on 31<sup>st</sup> December 2022 for Meritorious Promotion (*up to P2A level only*);
3. "Good" and above in the moderation exercise results for 2 years for Fast-Track Promotion;
4. "Outstanding" for recent 3 years in the moderation exercise results for Meritorious Promotion;
5. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years for Meritorious Promotion.  
2.1 FY (FY 2019-2020, 2020-2021, and 2021-2022 for MoE HQ employees; and  
2.2 Calendar year 2019, 2020 and 2021 for School Staff authenticated by Dzongkhag/Thromde HROs and submit along with the promotion proposals;  
2.3 Moderation exercise results for recent 2 years for fast-track promotion.



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3. Valid Audit Clearance Certificate (*for promotion*);
4. Valid Security Clearance Certificate;

*Notes:*

1. A civil servant in the entry position level who has not availed a single promotion shall not be eligible for Fast-Track and Meritorious Promotion.
2. MoE HQ employees are not required to submit hard copies for Sl. No. 2, 3, and 4. HRD, MoE will verify the information and documents online.
3. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal to RCSC if there is an issue.
4. In accordance with Section 2.9.6.2(vi), Chapter 2 of BCSR 2018, the Dzongkhags and Thromdes shall submit the Fast-Track and Meritorious Promotion proposals directly to RCSC, if any within the stipulated timeline.

**III. P1 Specialist Promotion**

**A. P1 Specialist promotion (*both Headquarter and Teachers*):**

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 1<sup>st</sup> May 2020;
2. Served 4 years of active service in the current position as on 31<sup>st</sup> December 2022;
3. "Good" and above in the moderation exercise results for recent 3 years;
4. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
5. Clean service record.

**Documents required:**

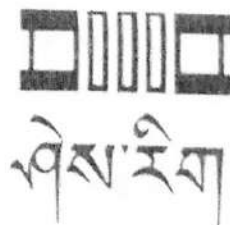
1. Duly completed Promotion Application Form;
2. Moderation exercise results for recent 3 years:
  - 2.1 Headquarter Staff: FY 2019-2020, 2020-2021, and 2021-2022;
  - 2.2 Field Staff: Calendar year 2019, 2020 and 2021 - authenticated by Dzongkhag/Thromde HROs and submit along with the promotion proposals;
3. Valid Audit Clearance Certificate- (*for promotion only*);
4. Valid Security Clearance Certificate;
5. Copy of the course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
6. Area of Specialization;
7. Specialist Terms of Reference; and
8. Legal Undertaking.

*Notes:*

1. SSM will not apply to the Teaching professionals.



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2. MoE HQ Staff need not submit hard copies for Sl. No. 2, 3 and 4. HRD, MoE will verify the information and documents online.
3. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not process any promotion proposals if there is an issue.
4. In accordance with the Specialist Management Development Framework (SMDF) Notification dated 1<sup>st</sup> May 2020, the Dzongkhags and Thromdes shall process P1 Specialist promotion proposals for Teachers and Counselors through the HRC based on the criteria.

**B. P1 Specialist promotion (for Principal):**

1. Served 4 years of active service in the current position as on 31<sup>st</sup> December 2022;
2. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (Annexure I);
3. School level and student number as stipulated in the letter (Annexure II);
4. Obtained Level 2 and above in the LFS score for the recent 3 years;
5. "Very Good" and above in the moderation exercise results for recent 3 years;
6. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended);
7. At least Level 2 category (i.e., Very Good) in the School PMS score;
8. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
9. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation exercise results for the calendar year 2019, 2020 and 2021 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals;
3. A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publication(s)(soft copy) also need to be submitted along with the promotion proposal;
4. LFS score (to be verified online by the RCSC);
5. Valid Audit Clearance Certificate (for promotion);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018); and
8. Duly filled PD Format signed by the School HR Committee or SMT;
9. Copy of the course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
10. Area of Specialization;
11. Specialist Terms of Reference; and
12. Legal Undertaking.

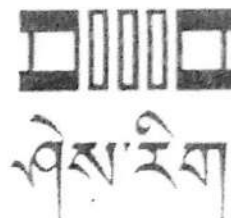
**Notes:**

1. Hard copies are not required to be submitted for Sl. No. 2, 5, and 6 above. HRD, MoE will verify the information and documents online while the RCSC will verify the LFS score.





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2. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.
3. Aspiring and eligible candidates shall arrange and bind the promotion documents as per the order reflected under the 'Documents required' and route through the Dzongkhag/Thromde HRC prior to submission to the Ministry.

**C. P1 Specialist promotion (for Vice Principal):**

1. Served 4 years of active service in the current position as on 31<sup>st</sup> December 2022;
2. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (Annexure I);
3. School must have a Principal at Executive Specialist (ES) level as per Annexure III;
4. Two "Outstanding" and one "Very Good" in the moderation exercise results for recent 3 years;
5. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended);
6. At least Level 2 category (i.e., Very Good) in the School PMS score;
7. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
8. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation exercise results for the calendar year 2019, 2020 and 2021 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals;
3. A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publication(s) (soft copy) also need to be submitted along with the promotion proposal;
4. "Very Good" and above in 270 degree assessment (MoE will carry out separately);
5. Valid Audit Clearance Certificate (for promotion);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018); and
8. Duly filled PD Format signed by the School HR Committee or SMT;
9. Copy of the course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
10. Area of Specialization;
11. Specialist Terms of Reference; and
12. Legal Undertaking.

**Notes:**

1. Hard copies are not required to be submitted for Sl. No. 2, 5, and 6 above. HRD, MoE will verify the information and documents online while the RCSC will verify the LFS score.



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2. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.
3. Aspiring and eligible candidates shall arrange and bind the promotion documents as per the order reflected under the 'Documents required' and route through the Dzongkhag/Thromde HRC prior to submission to the Ministry.

**D. P1 Specialist Promotion for Principal DEO/Principal TEO**

1. Served 4 years of active service in the current position as on 31<sup>st</sup> December 2022;
2. Dzongkhag/Thromde concerned must have a Chief DEO/TEO;
3. Notwithstanding Sl.# 2, eligible Dy. Chief DEOs/TEOs who submit their promotion documents shall be assessed by the Ministry and ascertain weighted score accordingly. The choice of placement will be based on merit in the weighted score;
4. "Good" and above in the moderation exercise results for recent 3 years;
5. Average School PMS scores of the concerned Dzongkhag/Thromde will be considered;
6. 270 degree assessment (to be ascertained by the Ministry);
7. Fulfilled 160 hours of professional development (40% facilitated and 60% attended);
8. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
9. Clean service record.

**Documents required:**

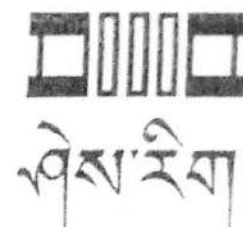
1. Duly completed Promotion Application Form;
2. Moderation exercise results for the FY 2019-2020, 2020-2021 and 2021-2022 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals;
3. 270 degree assessment (MoE will carry out separately);
4. Valid Audit Clearance Certificate (for promotion);
5. Valid Security Clearance Certificate;
6. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018); and
7. Duly filled PD Format signed by the Chief DEO/TEO;
8. Copy of the course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
9. Area of Specialization;
10. Specialist Terms of Reference;
11. Legal Undertaking.

**Notes:**

1. Hard copies are not required to be submitted for Sl. No. 2, 4 and 5 above. HRD, MoE will verify the information and documents online.
2. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.



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3. *Aspiring and eligible candidates shall arrange and bind the promotion documents as per the order reflected under the 'Documents required' and route through the Dzongkhag/Thromde HRC prior to submission to the Ministry.*

#### IV. Executive Specialist (ES) Level Promotion

##### A. Principal (Specialist III) at ES3A Level

1. Served a minimum of 4 years of active service as Principal I at P1A as on 31<sup>st</sup> December 2022;
2. Possess a minimum of Master's Degree in the relevant field (*status should be reflected as "completed" in the ZEST*);
3. Obtained Level 2 and above in the LFS score for the recent 3 years;
4. "Very Good" and above in the moderation exercise results for recent 3 years;
5. "Very Good" category in the School PMS score for recent 2 years;
6. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (*Annexure I*);
7. Fulfilled 160 hours of Professional Development: Facilitated (40%) and Attended (60%);
8. Ability to lead and mentor Principals/VPs (Statement from the concerned Chief DEO/TEO or Dasho Dzongda/Executive Secretary);
9. Clean service record.

#### Documents required:

1. Duly completed Promotion Application Form;
2. Moderation exercise results for the calendar year 2019, 2020 and 2021 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals;
3. *A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publications need to be also submitted along with the promotion proposal;*
4. Work Plan for the next 3 years (2022, 2023 and 2024) as a Principal (Specialist III) at ES level (Performance Appraisal Form as per MaX Manual);
5. LFS score (*to be verified online by the RCSC*);
6. Valid Audit Clearance Certificate (*for promotion*);
7. Valid Security Clearance Certificate;
8. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
9. Duly filled PD Format signed by the School HR Committee or SMT;
10. Area of Specialization;
11. Specialist Terms of Reference; and
12. Legal Undertaking.

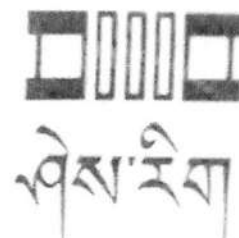
#### Notes:

1. *Hard copies need not be submitted for Sl. No. 2, 5, 6, and 7. HRD, MoE will verify the information and documents online while the RCSC will verify the LFS score.*
2. *Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.*





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3. *Aspiring and eligible candidates shall arrange and bind the promotion documents as per the order reflected under the 'Documents required' and route through the Dzongkhag Thromde HRC prior to submission to the Ministry.*

**B. Master Teacher and Master Lead Teacher (Specialist III) at ES Level:**

1. For promotion to ES3A, served 4 years as Senior Teacher I (for Master Teacher) or Cluster Lead Teacher (for Master Lead Teacher) at P1A as on 31<sup>st</sup> December 2022;
2. For promotion to ES2A and above, served at 6 years as Master Teacher or Master Lead Teacher at ES3A as on 31<sup>st</sup> December 2022;
3. Possess Master's Degree with specialization in the relevant field (*status should be reflected as "completed" in the ZEST*);
4. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (*Annexure I*);
5. Average student performance in their teaching subject for 2 years (2020 and 2021);
6. Fulfilled 160 hours of Professional Development: Facilitated (40%) and Attended (60%);
7. Ability to lead and mentor Teacher colleagues (Statement from the concerned school Principal);
8. "Very Good" and above in the moderation exercise results for the recent 3 years;
9. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation exercise results for the calendar year 2019, 2020 and 2021 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals.
3. *A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publications (soft copy) need to be also submitted along with the promotion proposal;*
4. Work Plan for the next 3 years (2023, 2024 and 2025) as a Master Teacher or Master Lead Teacher at ES level;
5. Valid Audit Clearance Certificate (*for promotion*);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018); and
8. Duly filled PD Format signed by the School HR Committee or SMT;
9. Area of Specialization;
10. Specialist Terms of Reference;
11. Legal Undertaking.

**Notes:**

1. *Hard copies need not be submitted for Sl. No. 2, 5 and 6. HRD, MoE will verify the information and documents online.*
2. *Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.*



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3. *Aspiring and eligible candidates shall arrange and bind the documents as per the order reflected under the 'Documents required' and route through the Dzongkhag/Thromde HRC prior to submission to the Ministry.*

**C. Specialist at ES Level (for MoE HQ)**

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of Specialist Promotion as per the RCSC's Notification dated 1<sup>st</sup> May 2020;
2. Served a minimum of 4 years of active service in the current position at P1A as on 31<sup>st</sup> December 2022;
3. Served a minimum of 6 years of active position in the current position at ES3A as on 31<sup>st</sup> December 2022;
4. Possess a minimum of Master's Degree with specialization (*status should be reflected as "completed" in the ZES*);
5. Obtained Level 2 and above in the LFS score for the recent 3 years (*those who are serving as Division Chiefs*);
6. "Very Good" and above in the moderation exercise results for recent 3 years;
7. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (*Annexure I*);
8. Recommendation of the respective Department Heads;
9. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation exercise results for the FY 2019-2020, 2020-2021 and 2021-2022;
3. *A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publications need to be also submitted along with the promotion proposal,*
4. Work Plan for the next 3 years (2022-23, 2023-24 and 2024-25) as a Specialist III at ES level;
5. LFS scores (*to be verified online by the RCSC*);
6. Valid Audit Clearance Certificate (*for promotion only*);
7. Valid Security Clearance Certificate;
8. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
9. Area of Specialization;
10. Specialist Terms of Reference; and
11. Legal Undertaking.

**Notes:**

1. *Hard copies need not be submitted for Sl. No. 2, 5, 6 and 7 above. HRD, MoE will verify the information and documents online while the RCSC will verify the LFS scores.*
2. *As per the RCSC's Notification dated 1<sup>st</sup> May 2020, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.*
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 Heads.*



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#### V. General Information:

1. All promotion proposals must be routed through the proper channel (HRC).
2. In accordance with the letter no. MoE/DSE-11/2022/321 dated 8<sup>th</sup> September 2022, the Principals and Vice Principals should submit the completion course certificates of at least two MOOC courses as a proof of evidence.
3. In accordance with the letter no. ACC/DoPE/PD-05/02/1449 dated 11<sup>th</sup> August 2021, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.
4. The above criteria shall be the minimum standard for the HRD to put up to the HRC. Thereafter, the HRC shall have the discretion to raise the requirement for further scrutiny to ensure there is a rigorous assessment.
5. All promotion proposals must be in line with Chapter 13 on 'Promotion' and Chapter 26 on 'Executive and Specialist' of BCSR 2018, the Specialist Management Development Framework dated 1<sup>st</sup> May 2020, Notification on the definition of Publication dated 14<sup>th</sup> September 2020, 20<sup>th</sup> September 2021 and Ministry's criteria.
6. Promotion up to P1 has been decentralized to Agencies as per the RCSC's notification dated 1<sup>st</sup> May 2020. However, promotion for Principals, VPs and Principal DEO/TEO at P1 shall be submitted to the Ministry routed through the respective Dzongkhag/Thromde HRC as desired by the RCSC.
7. Dzongkhag and Thromde HRO shall duly complete all forms/documents and submit along with the checklist, summary sheet and required documents to the Ministry/RCSC as per the format shared. Any incomplete and late submission of proposals to MoE shall not be accepted and returned immediately.
8. The Dzongkhag/Thromde Administration must ensure that the publication of the Principals/Vice Principals/Teachers submitted should have received the endorsement for the publication title by the Ministry of Education.
9. All promotion proposals must reach HRD, MoE **on or before 12<sup>th</sup> October 2022**. However, promotion proposals for *Fast-track and Meritorious Promotion* proposals for the *Field Staff* must be submitted directly to RCSC by the Dzongkhag/Thromde concerned, if any within stipulated timeline.
10. The Ministry will not be held accountable for any issues arising from late receipt/submission of promotion proposals to the Ministry/RCSC.



Human Resource Division