དཔལ་ལྡན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་། བསམ་གྲུབ་ལྷོར་མཁར།

# ROYAL GOVERNMENT OF BHUTAN
# DZONGKHAG ADMINISTRATION
# SAMDRUP JONGKHAR

SDA/HRS-02/2022-2023/ 0899

September 2, 2022

## JANUARY 2023 PROMOTION NOTIFICATION

The Dzongkhag HR Section, Samdrupjongkhar would like to notify all concerned Civil Servants working under Samdrupjongkhar Dzongkhag to follow the 1st January 2023 promotion as scheduled here under:

- **Documents submission dead line for all civil servants:**
  1. For Fast Track and Meritorious Promotion (Ministry/RCSC Level): last date **15th October, 2022;** Duly signed undertaking as per FORM 13/4 of the BSCR 2018 for the P1 Specialist

  2. For all broad-Banded/Decentralized Promotion (O4-P2 at Dzongkhag Level): last date **1st November, 2022**;

- **Documents required for General Civil Servants:**
  a. Moderation result for FY July 2019-June 2020
  b. Moderation result for FY July 2020-June 2021
  c. Moderation result for FY July 2021-June 2022

- **Documents Required for School Teachers and Support Staff:**
  a. Moderation result for the Year 2019
  b. Moderation result for the Year 2020
  c. Moderation result for the Year 2021

In addition to above, all civil servants both general and school teachers must submit the following documents:

1. Valid Security clearance certificate.
2. Valid Audit clearance certificate for **promotion**.

Kindly note that late submission and incomplete documents and forms will not be accepted and Dzongkhag HR Section will not held responsible for delay of promotion.

(Chime Tenzin)
**Sr. HR Officer**

**Copy to:**
1. Dasho Dzongdag, Dzongkhag Administration, S/Jongkhar for kind information.
2. Dasho Dzongrab, Dzongkhag Administration, S/Jongkhar for kind information.
3. Dungpa, Dungkhag Administration, Samdrup Choeling/Jomotshangkha.
4. All the Sector Heads, Dzongkhag Administration, Samdrupjongkhar for necessary action.
5. CMO/ADM/GDMO/Health Incharges, Samdrup Jongkhar.
6. All School Principals for necessary action.
7. ICT Officer for uploading in Dzongkhag Website.
8. Dzongkhag Notice Board.

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