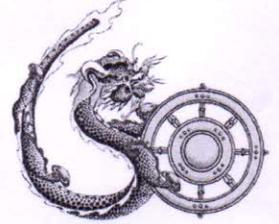




དཔལ་ལྷན་འབྲུག་གཞུང་།  
བསམ་གྲུབ་ལྗོངས་མཁའ་རྫོང་ཁག་བདག་སྐྱོང་།  
ROYAL GOVERNMENT OF BHUTAN  
SAMDRUP JONGKHAR DZONGKHAG  
ADMINISTRATION



SDA/HRS-02/2019-2020/ 1354

September 16, 2019

**JANUARY 2020 PROMOTION NOTIFICATION**

The Dzongkhag HR Section, Samdrupjongkhar would like to notify all concerned Civil Servants working under Samdrupjongkhar Dzongkhag to follow the January 2020 promotion schedule as mentioned herein under:

- **Documents submission dead line for all civil servants:**
  1. For Fast Track and Meritorious Promotion (Ministry/RCSC Level): last date **30<sup>th</sup> September, 2019;**
  2. For all broad-Banded/Decentralized Promotion (O4-P2 at Dzongkhag Level): last date **15<sup>th</sup> October, 2019;**
- **Documents required for General Civil Servants:**
  - a. IWP form for July 2016-June 2017 completed fiscal year (original)
  - b. July 2017-2018 year (IWP online rated by supervisor)
  - c. July 2018-2019 year (IWP online rated by supervisor)
- **Documents Required for School Teachers and Support Staff:**
  - a. IWP form for 2016 completed academic year (original)
  - b. 2017 completed academic year (IWP online rated by supervisor)
  - c. 2018 completed academic year (IWP online rated by supervisor)

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

1. Valid Security clearance certificate as of promotion due date.
2. Valid Audit clearance certificate as of promotion due date.
3. Duly signed undertaking as per FORM 13/4 of the BSCR 2018 for the P1 Specialist

Therefore, kindly note that promotions in absences of any of the above given documents, forms, or letters, will not endorse by the Dzongkhag HR Committee. The incomplete or late promotion proposals, if any, will not be accepted/processed as it cause inconvenience to all the concerned.

  
(Chime Tenzin)  
Human Resource Officer

**Copy to:**

1. Dasho Dzongdag, Dzongkhag Administration, S/Jongkhar for kind information.
2. Dungpa, Dungkhag Administration, Samdrup Choeling/Jomotshangkha.
3. All the Sector Heads, Dzongkhag Administration, Samdrupjongkhar for necessary action.
4. All School Principals, Dzongkhag Administration, S/Jongkhar; Dungkhag Administration, Jomotshangkha and Samdrupchoeling for necessary action.
5. HR Assistants for necessary action.
6. ICT Officer for uploading in Dzongkhag Website
7. Dzongkhag Notice Board.

Tel (PABX): +975-07251080, 251011, 251191, (Dasho Dzongdag) 251131 Fax: 07-251158

Website: [www.samdrupjongkhar.gov.bt](http://www.samdrupjongkhar.gov.bt)