

PROMOTION SUMMARY FORM

PROMOTION EFFECTIVE DATE:

Ministry/Dzongkhag/Agency:

SI No.	Name	EID No.	Date of Appt.	Qualifications	Date of last Promotion	BEFORE PROMOTION			ON PROMOTION			Active no. of yrs completed since last date of promotion	PE ratings			Parent Ministry/Agency/Dzongkhag	Place of Posting
						Position Title	PL	SL	Position Title	PL	SL		Yr 1	Yr 2	Yr 3		

Note:-

- 1 Service calculated as on the promotion effective date.
- 2 Probation period, any single training beyond 18 months and leave exceeding 3 months excluded from years of active service in the present Position Level.
- 3 Performance Appraisal Reports for the last 3 years (Yr 3 being the latest Performance Appraisal Report).
Abbreviations:- In-Improvement Needed(1%-40% / 0.0-1.49), G-Good (41%-60% / 1.50-2.49), Vg-Very Good (61%-80% / 2.5-3.49), Ot-Outstanding (81%-100% / 3.5-4.0);
- 4 Performance Standard based on PCS requirement

Prepared & Verified by :

Approved/Recommended by :

Chief HRO/Dy. Chief HRO/Sr. HRO/HRO/Asst. HRO
Name, Position Title & Signature

Chairman of HR Committee
Name, Position Title & Signature