



Bhutan Power Corporation Limited

Thimphu : Bhutan

JOB DESCRIPTION FORM

SPECIFIC JOB DESCRIPTION

All employees of BPC have to fill out this form. All managers are to provide assistance in filling out the forms. Additional sheets maybe used (if the pages are not enough).

Employee Name:	
Employee Citizenship Identity card Number:	
Post Title:	
Manager's Name:	
Manager's Title:	
Immediate Supervisor's Name:	
Immediate Supervisor's Title:	
Wing:	
Department/Division/Unit:	
Posting:	

PURPOSE, DUTIES AND RESPONSIBILITIES (Describe the purpose, duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of relative importance):

PURPOSE: _____

DUTIES AND RESPONSIBILITIES

--

MANAGER'S SIGNATURE

DATE

HRAS SEAL

DATE