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## Bhutan Power Corporation Limited

(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)

Registered Office, Thimphu

[Human Resources & Administration Services]

Thimphu : Bhutan

### FAST TRACK PROMOTION RECOMMENDATION FORM

Deserving employees, who have completed 50% of actual time required in the present grade with outstanding performance on continuous basis for three consecutive years, may be eligible to propose for Fast track promotion, provide if there is any **critical vacant post/position to be filled up**. The concerned Departmental Head must justify the nomination by completing the format specified below.

*Immediate Supervisor: Please complete the following format most accurately as your statements, information and assessments shall be liable for further verification.*

(A).1

<b>Name &amp; Personnel No. of official proposed for meritorious promotion:</b>	<b>Entry Grade &amp; Designation:</b> <i>(initial appointment grade &amp; Designation)</i>
<b>Department, Division and Unit:</b>	<b>Last promotion date &amp; promoted grade:</b>
<b>Initial Appointment date:</b>	<b>No of years completed in present grade:</b> <i>(Must be equal to or more then 50% of the required no. of years for promotion in present grade):</i>
<b>Present grade &amp; Post Designation:</b>	<b>Proposed Post Designation &amp; Grade:</b>
<b>Name of immediate supervisor recommending the proposal:</b>	<b>Qualification:</b>

(A).2.

<b>Extraordinary Leave availed (if applicable) :</b>	<b>Study Leave availed (if applicable) :</b>
<b>Duration:</b> .....	<b>Duration:</b> .....
<b>From:</b> .....	<b>From:</b> .....
<b>To:</b> .....	<b>To:</b> .....

(B).1. Describe present responsibility of the official (if required attach separate sheet(s)):

<b>Sl. No.</b>	<b>Present Responsibilities</b>	<b>Comments (To be filled by Supervisor)</b>
1.		
2.		
3.		

(B).2. Describe future responsibility of the official in the next proposed higher grade/position (if required attach separate sheet(s)):

<b>Sl. No.</b>	<b>Future Responsibilities</b>	<b>Comments (To be filled by Supervisor)</b>
1.		
2.		
3.		

2. a. Three (3) recent years PMS rating to justify the Fast Track Promotion proposal [An employee must have achieved Outstanding Rating for 3 recent consecutive years]:

<b>Sl. No.</b>	<b>Year</b>	<b>Rating Achievement</b>
Year 1		
Year 2		
Year 3		
<b>Average outstanding Rating for 3 recent consecutive years [All recent 3 years performance rating must be equal to or above 86%]:</b>		

Copies of achieved rating should be attached.

2.b. Past promotion detail: (if required attach separate sheet(s)):

Sl. No	Date of promotion	Promoted from -to -Grade	Type of promotion (normal/meritorious/fast track)

Copies of past promotion orders should be attached

3. Describe the proposed job very clearly (if required attach separate sheet (s)):

.....  
 .....

4. Describe the potentials of the official to assume the responsibility of the proposed post (if required attach separate sheet (s)):

.....  
 .....  
 .....

5. a. **Achievements/Impacts**

(Impacts may be described in terms of efficiency, economy or other improvements in Organizational operations). Normal functions/responsibilities to be excluded. If required, please attach extra sheet (s))

Sl. No	Achievement category	List Achievements	Describe Achievement	List Impact of the Achievements	Describe the impact
1	Special/Outstanding act or service in the public interests	1.			
		2.			
		3.			
2	Suggestions	1.			
		2.			
		3.			
3	Inventions/Innovative ideas	1.			
		2.			

		3.			
4	Other specific accomplishments/ Achievements	1.			
		2.			
		3			

5. b. List documentary evidences for 5 (a), (if required attach separate sheet (s):

.....  
 .....  
 .....

**As an immediate supervisor, I hereby certify that the above information and assessment are correct to the best of my knowledge. I understand that I am liable for further explanations and enquiry as deemed appropriate in the event that the above information is incomplete or incorrect.**

.....  
 .....

**Name & Designation of immediate Supervisor      Signature of immediate Supervisor/Date**

**Recommendations of the Head of the Wing/Department (if required attach separate sheet(s)):**

.....  
 .....  
 .....

\_\_\_\_\_  
*Signature of Dzongkhag Admin*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Supervisor/Manager*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of HOD*

\_\_\_\_\_  
*Date*