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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



MERITORIOUS PROMOTION RECOMMENDATION FORM

Deserving employees who have completed 75% of actual time required in the present grade, with average outstanding performance rating [of three recent years], may be eligible to propose for meritorious/out of turn promotion, provided that the concerned Departmental Head justifies 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

Name & Personnel No. of official proposed for meritorious promotion:	Entry Grade & Designation: (initial appointment grade & Designation)
Department, Division and Unit:	Last promotion date & promoted grade:
Initial Appointment date:	No of years completed in present grade: (Must be equal to or more than 75% of the required no. of years for promotion in present grade):
Present grade & Post Designation:	Proposed Post Designation & Grade:
Name of immediate supervisor recommending the proposal:	Qualification:

(A).2.

<p>Extraordinary Leave availed (if applicable) :</p> <p>Duration:</p> <p>From:</p> <p>To:</p>	<p>Study Leave availed (if applicable) :</p> <p>Duration:</p> <p>From:</p> <p>To:</p>
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(B).1. Describe present responsibility of the official (if required attach separate sheet(s)):

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

2. a. Three (3) recent years PMS rating to justify the Meritorious Promotion proposal:

Sl. No.	Year	Rating Achievement
Year 1		
Year 2		
Year 3		
Average Rating for 3 recent years [Should be equal to or above 86%]		

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)):

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

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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)):

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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.

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

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

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Name & Signature of Division Head

Date

Name & Signature of Admin / Asstt. Manager/ HR Focal Person

Date

Name & Signature of Regional Head (if applicable)

Date

RECOMMENDED BY HEAD OF DEPARTMENT / WING

Signature & Date. _____