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Bhutan Power Corporation Limited

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

Registered Office, Thimphu

Human Resource & Corporate Services

Human Resources & Administration Department

Thimphu : Bhutan



Normal Promotion Recommendation Form

Employee Personnel No:	Date of Joining Service: (Please use DD/MM/YYYY format)
CID No:	Entry Grade:(initial appointment grade)
Name: (Name of the employee in block letters)	Present Grade:
Designation: (Designation of Employee)	Date of last Promotion:
Office:	Qualification:
Department:	Increment Cycle:

1. Recent three years rating:

Year	Summary Rating
Year _____	
Year _____	
Year _____	
Average Rating (average of recent 3 years)	

2.

Briefly comment on the overall behavior and performance of the employee (to be filled up by the supervisor):

3. a.

Documents to be attached
✓ Security Clearance
✓ CID Copy
✓ Audit Clearance
✓ Recent 3 years Rating

3.b.

Extraordinary Leave availed (if applicable) :	Study Leave availed (if applicable) :
Duration:	Duration:
From:	From:
To:	To:

Date & Signature of Candidate

I certify that the information furnished in this form has been verified and is found correct and there is no adverse report/record against the employee during the pastyears (required no. of years for promotion).

Name & Signature of Admin / Asst. Manager, HR

Date

Name & Signature of Immediate Supervisor

Date

Name & Signature of General Manager

Date

RECOMMENDED BY HEAD OF SERVICES

Signature & Date. _____