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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

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

### 1. Recent three years rating:

Year	Summary Rating
Year _____	
Year _____	
Year _____	
<b>Average Rating (average of recent 3 years)</b>	

### 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
<input checked="" type="checkbox"/> Security Clearance
<input checked="" type="checkbox"/> CID Copy
<input checked="" type="checkbox"/> Audit Clearance
<input checked="" type="checkbox"/> Recent 3 years Rating

3.b.

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

*Date & Signature of Candidate*

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*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 past .....years (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 DEPARTMENT/SERVICES

Signature & Date. \_\_\_\_\_