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| --- | --- |
|  | **BPCDzo**  **Bhutan Power Corporation Limited**  ***(AnISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 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) :***  ***Duration:……………………………………………………………..***  ***From:…………………………………………………………………….***  ***To:…………………………………………………………………………*** | ***Study Leave availed (if applicable) :***  ***Duration:………………………………………………………***  ***From:………………………………………………………………***  ***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 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**.