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ཇོང་ཁག་བདག་སྐྱོང་བསམ་ཆེ།

DZONGKHAG ADMINISTRATION, SAMTSE

*"A prosperous community living in harmony with diverse culture and safe environment"*



SD/HRS-15/2023-24/ 1195,

20.03. 2024

## NOTIFICATION

In accordance to chapter 10, clause 10.7.2 Section 10.7.3.2 and sub clause 10.7.3.2 of the Promotion schedule of BCSR 2023, the Human Resource Office, would like to notify all the sectors /schools under this Dzongkhag Administration that the dateline for the submission of the promotion proposal for July 2024 is on 15<sup>th</sup> April, 2024.

All the civil servants whose promotion due (completed the following minimum years of active service in the current position) falls on 1<sup>st</sup> July, 2024 are requested to process your promotion through respective Sectors/Sections/Schools.

| Position Category              | Position Level   | Duration (Years) |
|--------------------------------|------------------|------------------|
| Specialist Promotion (ES)      | ES3 - ES1        | 6 Years          |
| Professional & Management (PM) | P5 - P1          | 4 Years          |
| Supervisory & Support (SSC)    | S5 - S1          | 4 Years          |
|                                | S1 - SS1,SS1-SSS | 5 Years          |
| Operational Level (OC)         | O4 - O1          | 4 Years          |

Therefore, you are requested to kindly submit the following documents on or before 15<sup>th</sup> April, 2024.

1. Valid Security Clearance
2. Valid Audit Clearance

Pemba Lhamo  
Human Resource Officer

Copy to:-

1. Office File