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NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY  
THIMPHU: BHUTAN

"Centre of excellence in Hydrology, Meteorology and Cryosphere Science and Services"



NCHM/HRS/4(1)/2022/ 279

1 April 2022

**Notification on Promotion for July 2022**

In accordance with Section 13.5.2 of BCSR 2018, the HRS would like to notify all Divisions to submit the promotion proposal for July 2022 latest by **30 April 2022**. All employees who have completed following active years of service in current position may process your promotion routed through respective Division;

Position Category	Position Level	Duration	Remarks
Specialist	P1-ES1	4/6 years	1. Duration excludes one year probation period
Professional and Management Category (PMC)	P5-P2	4 years	2. Excludes duration of EoL
Supervisory and Support Category (SSC)	S1-SS1	5 years	3. Include 18 months active for long-term training
	S5-S1	4 years	4. Any other criteria as per BCSR 2018
Operational Category (OC)	O4-O1	4 years	

Please submit your promotion proposals along with the following documents;

1. Valid Security Clearance Certificate
2. Valid Audit Clearance Certificate
3. Additional documents requirement for meritorious and specialist promotions are as detailed;
  - a. Meritorious promotion form (*Form 13/5*) and recommendation letter from respective Division, if applying for meritorious promotion.
  - b. Post adjustment form (*Form 13/3*), legal undertaking form (*Annexure 4*), clear Terms of Reference (*Annexure 3*), work plan for next three years and certificate of completion for e-learning courses on ethics and integrity if applying for P1 Specialist promotion
  - c. Clear Terms of Reference (*Annexure 3*), at least one publication and work plan for next three years, if applying for specialist promotion from ES3-ES1.
  - d. Any other requirements or criteria shall be as per Specialist Management and Development Framework 2020

The moderation scores/IWP ratings for the appraisal period 2018-2019, 2019-2020 and 2020-2021 shall be recorded from Max online system and other available HR records.

Please ensure that promotion proposals are submitted to HRS within the given deadline. A copy of the tentative due list for broadband promotion is attached for reference.

(Ugyen Tshomo)  
**Human Resource Officer**

Copy to:

1. Director, NCHM, Thimphu for kind information
2. All the Division Chiefs/Offtg. NCHM, Thimphu for kind information
3. Offtg. Chief HR Officer, HRMD, RCSC, Thimphu for kind information
4. Office copy

**Tentative Due list for July 2022 Broadband Promotion, NCHM**

Division/Section	SI#	EID#	Emp name	Position Title	Current P Level	Qualification	Date Of Appt	Last Promotion	Tentative Promotion Due Date	Active No. of Years Served in the Current Position	Remarks
HWRSD	1	200811018	Pema Dorji	Met/Hyd Technician III	S3 A	Certificate course in Electrical Engineering	1-Nov-08	01 July 2018	01-Jul-2022	4 years	
FWS, HOID	2	20130702235	Sonam Tashi	Met/Hyd Technician IV	S4 A	XII Arts	1-Jul-13	01 July 2018	01-Jul-2022	4 years	

**Note :**

- 1 Active service calculated as on 31 June 2022
- 2 Probation, training period beyond 18 Months on any single training and leave period exceeding 3 months at a time except for maternity leave are excluded from years of active services in
- 3 Irrespective entry level at any position, a minimum of 5 years including probation period is required to be eligible for the first promotion as per Section 13.6.7.1 of BCSR 2018
- 4 Second and subsequent promotion requires minimum of 4 years of active services to be eligible for promotion to next higher level EXCEPT promotion from S1 to SS1 requires minimum of 5 years of active service as per Section 13.6.7.2 BCSR 2018
- 5 Respective Division/Sections are requested to process the promotion, if any employees of your Division/Section is due for July 2022 promotion but missed out in this tentative list.

(Ugyen Tshomo)

**Human Resource Officer**