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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)/2023/ 450

17 March 2023

Notification on Promotion for July 2023

In accordance with Promotion Rules and Regulation of BCSR 2018, the HRS would like to notify all Divisions to submit the promotion proposal (broadband and RCSC level promotion, if any) along with the following documents;

| Position Category | P Level | Duration | Remarks |
|--|---------|-----------|--|
| Specialist | P-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 except for Bachelor's degree. |
| Operational Category | 04-01 | 4 years | 4. Any other criteria as per BCSR 2018. |

Please submit your promotion along with the following documents;

1. Valid Security Clearance Certificate
2. Valid Audit Clearance Certificate
3. Additional documents requirement if applying for specialist promotion 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 form ES3-ES1.
 - d. Any other requirements or criteria for Specialist promotion shall be as per specialist Management and Development Framework 2020.

The moderation score/IWP ratings for the appraisal period 2020-2021, 2021-2022, and 2022-2023 and shall be recorded from Max online system and other available HR records.

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

The promotion proposal must be submitted to HRS latest by 10 April 2023.

(Sonam Lhamo)
Offtg. HR Officer

Copy to:

1. Director, NCHM, Thimphu for kind information
2. All the Division Chief's, NCHM, Thimphu for kind information
3. Human Resource Officer, HRMD, RCSC, Thimphu for information
4. Official concerned
5. Office copy