



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

(CONTRACT EXTENSION FORM FOR GSP/ESP)

1. Name : _____
2. Citizenship Identity Number : _____
3. Date of Birth : _____
4. Nationality : _____
5. Permanent Address : _____
6. Present Ministry/Agency/School : _____
7. Appointment under Present Contract Service :
 - a. Date of Appointment : _____
 - b. Appointment Letter No : _____
 - c. Position : _____
 - d. Pay Scale/consolidated salary : _____
 - e. Basic Pay : _____
 - f. Present Contract Term: from _____ to _____
8. Contract Term Extension requested for (in months): from _____ to _____

During the contract extension period, the contract employee shall abide by the terms and conditions accepted by him at the time of initial appointment or revised based on mutual agreement and approved by the Agency.

[Affix Legal Stamp]

Signature of the Employee

Recommendation of HRC:

HRC Meeting No.held on

Remarks (if any):

Signature of Chief/Sr./HR Officer

Name:

Approval of the Head of the Agency

Approved:

Extension of the contract term of the above contract employee is hereby approved for a period of months from.....to.....

Not approved:

Reasons:

Place :

Date :

Seal and Signature