

PROMOTION SUMMARY FORM FOR

MINISTRY/AGENCY:.....

Sl. No.	Name	EID No.	Date of Appt.	Qualifications	Date of last Promotion	BEFORE PROMOTION			ON PROMOTION			Active no. of yrs completed	PE ratings for last 3 yrs	Ministry/ Agency/ Dzongkhag	Remarks	
						PT	PL	SL	PT	PL	SL					

Note:

1. Service calculated as on.....
2. Probation period, training period beyond 18 months on any single training and leave period exceeding 3 months are excluded from years of active service in the present position as per Promotion Rules and Regulations.
3. Performance Reports for 3 years are taken into consideration.
4. Abbreviations:- IN-Improvement Needed, S-Satisfactory, G-Good, VG-Very Good, OT-Outstanding, PT-Position Title, PL-Position Level and SL-Sub-Level.

HR Committee Meeting No.:.....

Date:.....

Prepared and verified by:

Approved by:

(Chairperson of HR Committee)