

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN
(Contract Extension Form)

1. Name:.....
2. Emp. ID. No.:_.....
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.: _____
(Issued by the RCSC).
 - c) Position Title: _____
 - d) Position Level: _____
 - e) Pay Scale: _____
 - f) Basic Pay: _____
 - g) Contract Allowance: _____ % of basic pay (if eligible)
8. Present Contract Term: from _____ to _____
9. 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/her at the time of initial appointment or revised based on mutual agreement and approved by the RCSC.

[Affix Legal Stamp]
Signature of the Contract Employee

Recommendation of HRC:

HRC meeting No. dated.....

Remarks (if any):

Signature of Chief/Sr./HR Officer

Approval of the RCSC

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 & Signature