



**འབྲུག་ཚོང་དང་བཟོ་གཉེན་ཚོགས་སྒྲེ།**  
**Bhutan Chamber of Commerce & Industry**  
*Towards Private Sector Development*

**PROMOTION FORM**

<b>BIO DATA:</b>					
Name:		Sex [Tick one]:	Male [ <input type="checkbox"/> ]	Female [ <input type="checkbox"/> ]	
Nationality:		Date of birth:			
Citizenship card No:		Date of issue:		Place of issue:	
Full postal address:		House No.:	Village:	Dungkhag:	
		Thram No.:	Gewog:	Dzongkhag:	
<b>Particulars of:</b>	<b>Name</b>	<b>Nationality</b>	<b>Occupation &amp; Address</b>		
(i) Father:					
(ii) Mother:					
(iii) Spouse:					
<b>EDUCATION: Academic and Training (please start from the institution last attended)</b>					
Name of Institute	Location & Country	Field of Study	Duration		Degree/Diploma/ Certificate obtained
			Start date	End Date	
(I)					
(II)					
(III)					
(IV)					
<b>Conference/Seminars/Workshops/Delegations/Meetings attended:</b>					
Title	Country visited	Duration		SPONSOR	
		Start date	End date		
(I)					
(II)					
(III)					
(IV)					
(V)					



**འབྲུག་ཚོང་དང་བཟོ་གྲུ་འི་ཚོགས་སྒྲེལ།**  
**Bhutan Chamber of Commerce & Industry**  
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Research/Publications		
Title	Date	Purpose
(I)		
(II)		
(III)		
(IV)		

<b>EMPLOYMENT HISTORY: Post(s) held so far, (starting with the present post).</b> <b>Please indicate the grade changes clearly including cadre grade fixation from the date of employment.</b>								
Department/Division	Designation	Cadre & Grade	Period		Type of appointment	Last basic pay	Place of posting	Reference No. & date
			From (date)	To (date)				
<b>Extraordinary Leave/Long term training/Higher studies availed at a time if any, during the service in the present grade:</b>					<b>From</b>	<b>To</b>	<b>Duration</b>	
<b>No. of active years of service completed from the date of initial appointment:</b>								
<b>No. of active years of service completed under the present grade:</b>								



**འབྲུག་ཚོང་དང་བཟོ་གྲུ་འཛིན་ཚོགས་སྒྲེ།**  
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<b>PERFORMANCE-RATING for the past three years: (please refer the evaluation reports sheet)</b>					
<b>Year</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Outstanding</b>

<b>Recommendation by competent/authorized officer:</b>	
I certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against the official during the past three years.	
<b>Date:</b>	<b>Signature of the recommending authority (Affix official seal)</b>
<b>{TICK ONE} Decision of the HR Committee:</b>	
Title and grade for which the promotion is recommended:	Title: _____
	Grade: _____
<input type="checkbox"/>	Approved with effect from: Day [     ] Month [     ] Year [     ]
<input type="checkbox"/>	Not Approved
Reference – HR Committee meeting no. .... Date: .....	
<b>Date:</b>	<b>(President / Secretary General)</b>