



འབྲུག་ཚོང་དང་བཟོ་གྲུ་འཛིན་ཚོགས་སྒྲིག་འཛུགས།

**Bhutan Chamber of Commerce & Industry**  
Towards Private Sector Development

### PROMOTION FORM

<b>BIO DATA:</b>					
Name:		Sex [Tick one]:	Male [ ]	Female [ ]	
Nationality:		Date of birth:			
Citizenship card No:		Date of issue:		Place of issue:	
Full postal address:		House No.:		Village:	
		Thram No.:		Gewog:	
Dungkhag:		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)					

**Head Office:** Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan

Tel: +975 2 324254/322742, Fax: +975 2 323936, E-mail: [info@bccci.org.bt](mailto:info@bccci.org.bt) URL: [www.bccci.org.bt](http://www.bccci.org.bt)

**Regional Office Address:**

**Phuentsholing**  
Tel: 05 254961  
Fax: 05 254960

**Bumthang**  
Tel: 03 631210  
Fax: 03 631187

**Mongar**  
Tel: 04 641293  
Fax: 04 641358

**Gelephu**  
Tel: 06 252021  
Fax: 06 252022

**Samdrup Jongkhar**  
Tel: 07 251813  
Fax: 07 251814



Research/Publications		
Title	Date	Purpose
(I)		
(II)		
(III)		
(IV)		

**EMPLOYMENT HISTORY: Post(s) held so far, (starting with the present post).**  
Please indicate the grade changes clearly including cadre grade fixation from the date of employment.

Department/Division	Designation	Cadre & Grade	Period		Type of appointment	Last basic pay	Place of posting	Reference No. & date			
			From (date)	To (date)							
Extraordinary Leave/Long term training/Higher studies availed at a time if any, during the service in the present grade:					From	To	Duration				
					No. of active years of service completed from the date of initial appointment:						
					No. of active years of service completed under the present grade:						

**PERFORMANCE-RATING for the past three years: (please refer the evaluation reports sheet)**

Year	Unsatisfactory	Satisfactory	Good	Very Good	Outstanding

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**Regional Office Address:**

<b>Phuentsholing</b>	<b>Bumthang</b>	<b>Mongar</b>	<b>Gelephu</b>	<b>Samdrup Jongkhar</b>
Tel: 05 254961	Tel: 03 631210	Tel: 04 641293	Tel: 06 252021	Tel: 07 251813
Fax: 05 254960	Fax: 03 631187	Fax: 04 641358	Fax: 06 252022	Fax: 07 251814



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**Recommendation by competent/authorized officer:**

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>
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**{TICK ONE} Decision of the HR Committee:**

Title and grade for which the promotion is recommended:	Title:
	Grade:

<input type="checkbox"/>	Approved with effect from: Day [     ] Month [     ] Year [     ]
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<input type="checkbox"/>	Not Approved
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Reference – HR Committee meeting no. .... Date: .....

<b>Date:</b>	<b>(President / Secretary General)</b>
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