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ནང་མིའི་སྤྱོད་ལུགས་ལྷན་ཁུངས་། བཀྲིས་ཚོས་རྫོང་།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HOME AFFAIRS
HUMAN RESOURCE DIVISION, TASHICHHODZONG



NGA/HRM-06/2024/184

03/09/2024

NOTIFICATION
(Promotion Proposal for January 2025)

Pursuant to Section 10.7 of BCSR 2023, the Human Resources Division (HRD) is pleased to inform all Departments, Divisions, and Sections of this Ministry that the deadline for approving promotion proposals for January 2025 is 30th September 2024.

The concerned Departments and Divisions must submit the following documents to HRD no later than 30th September 2024:

1. Valid Security Clearance till 30th January 2025
2. Valid Audit Clearance valid till 30th January 2025
3. Duly filled in Meritorious form, if applying for meritorious promotion.

The Minimum duration requirement as per the category of promotion is as follow:

Position Category	Position Level	Duration	Meritorious Promotion
ESC (Specialist)	ES	5/6 years	One year or six months prior to due date for broadband promotion.
Professional & Management (PMC)	P5-P2	4 years	
Supervisory & Support SSC	S5-S1	4 years	
	S1-SS1	5 years	
Operational Level (OC)	O4-O1	4 years	

**The duration excludes one year probation period*

The list of civil servants eligible for broadband promotion on 1st January 2025 is attached to this notification. Please ensure to include any names that may have been omitted from the attached list. Departments, Divisions, and Sections are also requested to submit any lists for Specialist and Meritorious Promotions, if applicable.

HRD sincerely appreciates your cooperation and commitment to adhering to these guidelines. Promotions are vital for recognizing and rewarding the dedication of our civil servants. Let us work together to ensure a fair and efficient promotion process for January 2025.

**Please note that late submissions and incomplete or incorrect documents will not be accepted or processed.*

(Sonam Raeten)

Officiating Chief HR Officer

Copy to:

1. Hon'ble Dasho Secretary, MoHA for kind information
2. Heads of Departments/Division Chiefs, MoHA for kind information
3. HR focal of respective Departments, MoHA for necessary action.
4. HRM-06 file

Post Box No. 133, Tashichho Dzong, Thimphu, Bhutan HRD: +975-2-322157, 323741, 327626,
Website:www.moha.gov.bt

MINISTRY/AGENCY : Ministry of Home Affairs										
SL. NO	Name	EID No.	Date of Appt	Date of Last Promotion	Active no of Year Served from LPD/Appt Date	BEFORE PROMOTION			Ministry/Agency/Dzongkhag	Remarks
						PT	PL	SL		
Secretariat										
1	Ugyen Phuntsho	201105029	01-May-11	01-Jan-2021	4 years	Planning Officer	P4	A	Ministry of Home Affairs/Policy and Planning Division	
Department of Law and Order										
2	Namgay Rinchen	201109087	01-Sep-11	01-Jan-2021	4 years	Security Asst.	S3	A	Ministry of Home Affairs/Department of Law and Order/Internal Affairs Division	Consolidate contract
3	Gyem Dorji	20190113727	15-Jan-2019	First Promotion	5 yrs 11 mths 17 days	Driver III	O4	A	Ministry of Home Affairs / Department of Law and Order / Office of the Director	
Department of Local Governance & Disaster Management										
4	Pema Thinley	20200116958	01-Jan-20	First Promotion	5 years	Asst. Research Officer	P5	A	Ministry of Home Affairs/Department of Local Governance & Disaster Management /Community Participation Division	
5	Wangda Dorji	20171211079	01-Dec-2017	First Promotion	8 years	Driver III	O4	A	Ministry of Home Affairs / Department of Local Governance & Disaster Management / Office of the Director	Consolidated contract
Department of Immigration										
6	Sangay Wangdi	200501073	01-Jan-05	01-Jan-2021	4 years	Asst. Immigration Inspector I	S3	A	Ministry of Home Affairs/Department of Immigration/Inspection and Training Division	
7	Tshering Phuntsho	20200116961	01-Jan-20	First Promotion	5 years	Asst. Immigration Officer	P5	A	Ministry of Home Affairs/Department of Immigration/Immigration Services Division	
8	Sonam Gyeltshen	9510019	01-Oct-95	01-Jan-2021	4 years	Immigration Inspector II	S2	A	Ministry of Home Affairs/Department of Immigration/Inspection and Training Division	
9	Phub Gyem	20200116026	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Phuentsholing	
10	Tashi Dorji	20200116079	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Phuentsholing	
11	Leki Wangdi	20200116078	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Phuentsholing	
12	Dorji Tshewang	20200116929	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Phuentsholing	
13	Rinchen Yangchen	20200116081	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Phuentsholing	
14	Pema Dema	201109161	01-Sep-11	01-Jan-2021	4 years	Asst. Immigration Inspector I	S3	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Phuentsholing/Pedestrian Terminal	
15	Kuenzang Losel	20160106443	01-Jan-16	01-Jan-2021	4 years	Immigration Officer	P4	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samdrup Jongkhar	

16	Mindu Gyeltshen	20140504338	01-May-14	01-Jan-2021	4 years	Asst. Immigration Inspector II	S4	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samdrup Jongkhar
17	Tshering Wangdi	20200116080	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samdrup Jongkhar
18	Ugyen Rinzin	20200116082	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samdrup Jongkhar
19	Sangay Dorji	20200116084	01-Jan-20	First Promotion	5 years	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samdrup Jongkhar
20	Sangay Nedup	9910016	15-Oct-99	01-Jan-2021	4 years	Immigration Inspector II	S2	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samdrup Jongkhar
21	Nima Tshering Doya	200512001	01-Dec-05	01-Jan-2021	4 years	Asst. Immigration Inspector I	S3	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samtse
22	Yonten Dorji	200705031	01-May-07	01-Jan-2021	4 years	Sr. Immigration Officer	P3	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samtse
23	Tashi Dema	9301073	01-Jan-93	01-Jan-2021	4 years	Immigration Inspector II	S2	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Samtse
24	Kuenzang Tshomo	9010045	01-Nov-91	01-Jan-2020	5 years	Immigration Inspector I	S1	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Gelephu
25	Tshering Eudon	2012027	15-Dec-00	01-Jan-2021	4 years	Asst. Immigration Inspector I	S3	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Gelephu
26	Phub Lham	20200116089	01-Jan-20	First Promotion	5 years	Admin. Asst. III	S5	A	Ministry of Home Affairs/Department of Immigration/Regional Immigration Office, Gelephu
27	Yangchen Lhamo	20180812081	01-Aug-18	First Promotion	6 years 5 months	Asst. Immigration Inspector III	S5	A	Ministry of Home Affairs/Department of Immigration/Paro Airport Immigration Office
28	Tshering Lham	9012003	01-Dec-90	01-Jul-2019	4 years	Civil Registration Asst. I	S3	A	Ministry of Home Affairs/Department of Civil Registration and Census/Demography and Information Division
29	Karma Lhadon	9301072	01-Jan-93	01-Jan-2021	4 years	Civil Registration Asst. I	S3	A	Ministry of Home Affairs/Department of Civil Registration and Census/Census Services Division
30	Sangay Dorji	20200116087	01-Jan-20	First Promotion	5 years	Asst. Artisan III	S5	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Antiquities Division
31	Lobzang Norbu	200311008	01-Nov-03	01-Jan-2021	4 years	Sr. Communication Technician V	S2	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Library and Archives Division
32	Phub Thinley	20200116085	01-Jan-20	First Promotion	5 years	Asst. Artisan III	S5	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Library and Archives Division
33	Pema Lhamo	200604006	15-Apr-06	01-Jan-2020	5 years	Asst. Instructor I	S1	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Traditional Performing Arts and Music Division
34	Ugyen Wangmo	201009071	01-Sep-10	01-Jan-2020	5 years	Sr. Technician III	S2	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Traditional Performing Arts and Music Division
35	Rinchen Lham	201010011	15-Oct-10	01-Jan-2021	4 years	Asst. Artisan I	S3	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Museums Division

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36	Dorji Duba	201201132	01-Jan-12	01-Jan-2021	4 Years	St. Language Dev. Officer	P3	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Dzongkha Development Division
37	Sangay Wangchuk	20200116623	01-Jan-20	First Promotion	5 years	Asst. Language Dev. Officer	P5	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Dzongkha Development Division
38	Tashi Dorji	20200116624	01-Jan-20	First Promotion	5 years	Asst. Language Dev. Officer	P5	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Dzongkha Development Division
39	Lhatu	9910022	15-Oct-99	01-Jan-2021	4 years	Sr. Store Keeper VI	S3	A	Ministry of Home Affairs/Department of Culture & Dzongkha Development/Heritage Sites and Archaeology Division
40	Kimley Zam	20200116995	01-Jan-20	First Promotion	5 years	Legal Officer	P4	A	Ministry of Home Affairs/Civil Society Organizations Authority
41	Kul Bdr. Tamang	11801000062	01-May-17	Int. Appt.	7 years, 8 months	Driver III	O3	A	Chimi Lhakhang Conservation Project, Heritage Sites and Archaeology Division, DCDD, MoHA
42	Tika Ram Kami	11811004009	01-May-17	Int. Appt.	7 years, 8 months	Driver III (JCB Operator)	O3	A	Chimi Lhakhang Conservation Project, Heritage Sites and Archaeology Division, DCDD, MoHA
43	Tshering Dorji	11509004152	1-Jun-15	01-Sep-20	4 years 4 months	Driver II	O3	A	Kuengarabten and Samchoeling Palace Project, Heritage Sites and Archaeology Division, DCDD, MoHA
44	Lepo	11312002197	15-Dec-17	Int. Appt.	7 years, 17 days	Driver III	O4	A	Kuengarabten and Samchoeling Palace Project, Heritage Sites and Archaeology Division, DCDD, MoHA
45	Nima	20190113907	15-Jan-19	Int. Appt.	5 years, 11 months, 17 days	Driver III (Bus)	O4	A	Traditional Performing Arts and Music Division, Heritage Sites and Archaeology Division, DCDD, MoHA
46	Mindu Wangdi	20180112812	01-Feb-18	Int. Appt.	6 years, 11 months	Driver III	O5	A	Ministry of Home Affairs / Civil Society Organizations Authority