



Human Resource Division
Ministry of Energy and Natural Resources
Royal Government of Bhutan
Thimphu: Bhutan

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MoENR/HRD-02/2025/412

September 17, 2025

Promotion Notification

In accordance with clause 10.6 of BCSR 2023, the Human Resource Division, Ministry of Energy and Natural Resources would like to notify all that the deadline for submission of promotion proposal including meritorious promotion for January 2026 is on September 30, 2025. All employees whose promotions are due on January 1, 2026 are requested to process your promotion through the respective Departments.

Furthermore, HRD would like to provide clarification on the criteria and documents required for each promotion category as follows:

I. Broad-Banded Promotion up to P2A/SS1A:

1. Served a minimum of 4 years of active service in the current position as of December 31, 2025 for Professional and Management Category (P5A-P2A), Supervisory and Support Category (S5A-S1A) and Operational Category (O4A-O1A);
2. For promotion from S1A to SS1A, should have completed a minimum of 5 years of active service in the current position as of December 31, 2025;
3. Minimum Moderation Score of "Good" in both Performance and Potential for the last 4/5 years (updated in the ZEST)
4. To be eligible for the promotion from SS1 to SSS, the candidate must have completed 5 years of active service and 4 consecutive "Outstanding" ratings in SS1A; and
5. Clean service record.
6. Civil servants with a Performance rating of "Partially Meeting Expectation" shall serve an additional year over and above the minimum years of active service.

Documents required:

1. Valid Audit Clearance Certificate (for promotion);
2. Valid Security Clearance Certificate; and
3. Last Promotion Order.

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II. Meritorious Promotions:

1. Moderation score of 'Outstanding' in both Performance and Potential for last 3 years;
2. Should have completed a minimum of 3/4 years of active service in the current position as of December 31, 2025; and
3. Clean service record.

Documents required:

1. Justification letter along with evidence;
2. Valid Audit Clearance Certificate (for promotion);
3. Valid Security Clearance Certificate;
4. Last Promotion Order.

III. P1 Specialist Promotion:

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of P1 Specialist Promotion as per Chapter 12 of BCSR 2023;
2. Served 4 years of active service in the current position as on December 31, 2025;
3. Minimum moderation score of "Good" and above for the last 4 years;
4. Passed the Ethics Training; and
5. Clean service record.

Documents required:

1. Valid Audit Clearance Certificate (for promotion);
2. Valid Security Clearance Certificate;
3. Last Promotion Order;
4. Certificate of Ethics training, as per the RCSC's Notification dated March 01, 2022.
5. Area of Specialization approved by HoD;
6. Specialist Terms of Reference (ToR); and
7. Legal Undertaking.

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IV. P1 Specialist to ES3 Promotion:

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of Specialist Promotion as per Chapter 12 of BCSR 2023;
2. Served a minimum of 4 years of active service in the current position at PIA as on December 21, 2025;
3. A civil servant in Management position in P1 and above shall be eligible to move to his line of profession in a specialist position provided he meets all promotion criteria. However, prior to getting promoted to a higher level, he shall be mapped to an equivalent position before promotion and have secured at least one year as specialist.
4. Possess a minimum of Master's Degree with specialization (status should be reflected as "completed" in ZES);
5. A specialist currently serving as Head of Institute/ Centre should score Level 2 and above in the LFS score;
6. For promotion from P1 Specialists to ES3, a minimum performance rating of "Very Good" for recent 2 years and potential assessment of VG and above;
7. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (*Annexure I*);
8. Recommendation of the respective Department Head; and
9. Clean service record.

Documents required:

1. Performance and Potential Assessment for recent 2 years;
2. A list of Publication(s), including the name(s) of the author, the year of publication, and the source of publication/s need to be submitted along with the promotion proposal;
3. Work Plan for the next 3 fiscal years (2025-26, 2026-27 and 2027-28) (Performance Appraisal Form as per MaX Manual);
4. LFS score;
5. Valid Audit Clearance Certificate (for promotion);
6. Valid Security Clearance Certificate;
7. Last Promotion Order;
8. Area of Specialization approved by the HoD;
9. Specialist Terms of Reference (ToR); and

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10. Legal Undertaking.

V. Executive Specialist (ES3 - ES1) Promotion:

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of Specialist Promotion as per Chapter 12 of BCSR 2023;
2. Served a minimum of 6 years of active service in the current position, as on June 30, 2025;
3. A civil servant in Management position in P1 and above shall be eligible to move to his line of profession in a specialist position provided he meets all promotion criteria. However, prior to getting promoted to a higher level, he shall be mapped to an equivalent position before promotion and have secured at least 1 year as a Specialist.
4. Possess a minimum of Master's Degree with specialization (status should be reflected as "completed" in ZEST);
5. A specialist currently serving as Head of Institute/ Centre should score Level 2 and above in the LFS score;
6. For promotion from ES3 to ES1, a minimum performance rating of two "Outstanding" from the last promotion and Potential Assessment of VG and above is required;
7. Publication - definition and requirements of publication as given in the RCSC's Notification dated September 20, 2021;
8. Recommendation of the respective Department Head; and
9. Clean service record.

Documents required:

1. Performance and Potential Assessment for 2 years;
2. A list of Publication(s), including the name(s) of the author, the year of publication, and the source of publication/s need to be submitted along with the promotion proposal;
3. Work Plan for the next 3 fiscal years (2025-26, 2026-27 and 2027-28) (Performance Appraisal Form as per MaX Manual);
4. LFS scores (to be verified online by the RCSC);
5. Valid Audit Clearance Certificate (for promotion);
6. Valid Security Clearance Certificate;
7. Last Promotion Order;

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8. Area of Specialization approved by HoD;
9. Specialist Terms of Reference (ToR); and
10. Legal Undertaking.

VI. General Information:

1. All promotion proposals must be routed through the Head of the Departments.
2. All promotion proposals must be in line with Chapter 10 on 'Performance Management & Career Progression', Chapter 12 on "Specialist" of BCSR 2023 and RCSC's Notification on Publication dated September 20, 2021.
3. All promotion proposals must reach HRD, MoENR on or before September 30, 2025.
4. The Ministry will not be held accountable for any issues arising from late receipt/submission of promotion proposals.

(Sonam Deki)
Chief HR Officer

CC:

1. The Hon'ble Secretary, Ministry of Energy and Natural Resources, Thimphu for kind information.
2. All Head of Departments, MoENR, Thimphu for kind information and necessary action.
3. All Staff, MoENR for kind information and necessary action.