



**PROMOTION SUMMARY FORM FOR .....**  
**MINISTRY/AGENCY:.....**

Sl. No.	Name	EID No.	Date Of Appt.	Qualification	Date of last promotion	Before promotion			On promotion			Active No. Of Yrs Completed	Performance Rating For 3 Yrs	Ministry/ Agency/ Dzongkhag	Remarks	
						PT	PL	SL	PT	PL	SL					

**Note:**

1. Service calculated as on.....
2. Probation period, training period beyond 18 months on any single training and leave period exceeding 3 months at a time except for Maternity Leave are excluded from years of active service in the present position as per Promotion Rules and Regulations.
3. Performance Rating for 3 years are taken into consideration.
4. Abbreviations:- NI-Need Improvement, G-Good, VG-Very Good, OT-Outstanding, PT- Position Title, PL-Position Level and SL-Sub-Level.

HR Committee Meeting No.:..... Date:.....

Prepared and verified by:

Approved by:  
 (Chairperson of HR Committee)