



**ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN**

**POST ADJUSTMENT FORM**

**Guidelines**

Promotion to a specialist position in P1/ES3 shall not entail increase in the staff strength and must be adjusted within the staff strength approved for the current FYP.

Post adjustment proposal must be against an approved regular Civil Service post in PMC (not against Division Chief/SSC/OC/GSP/ESP post).

As far as possible, specialist post (P1/ES) must be adjusted against an approved vacant post within the same Department/Division/Sector.

For promotion of Dzongkhag Sector staff specialist post (P1/ES), post adjustment proposal must be against an approved vacant post in the Dzongkhag Sector post.

**Post adjustment From** (post against which the promotion of a specialist (P1/ES) is to be adjusted):

Position Title :  
 No. of Position(s) approved :  
 No. of existing against the Position(s) :  
 Section/Division :  
 Department/Sectors :

**Post adjustment to** (post to which the specialist (P1/ES) promotion is proposed):

Position Title :  
 Position Level :  
 Section/Division :  
 Department/ Sectors :

**For the Ministry/Agency**

Submitted by:

Approved/Recommended by:

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

(Signature)

Name of HR Officer:

(Signature)

Chairperson, HR Committee

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**For the RCSC**

Verified by:

(Signature)

Name of Chief/HR Officer, HRMD: