



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

CONTRACT EXTENSION FORM

1. Name :
2. Employee Identity No/CID No. for ESP/GSP:
3. Date of Birth :
4. Nationality :
5. Permanent Address :
6. Present Ministry/Agency/School :
7. Appointment under Present Contract Service:
 - a. Date of Appointment :
 - b. Position Title :
 - c. Position Level :
 - d. Pay Scale/consolidated salary :
 - e. Basic Pay :
 - f. Contract Allowance on monthly basic pay (if eligible):
 - g. Present Contract Term: from _____ to _____
8. Extension under proposed contract services, if relevant:
 - a. Position Title :
 - b. Position Level :
 - c. Contract Term Extension requested from (DD/MM/YY) _____ to _____

During the contract extension period, the contract employee shall abide by the terms and conditions accepted by him/her at the time of initial appointment or revised based on mutual agreement and approved by the RCSC/Agency/Dzongkhag/Thromde.

[Affix Legal Stamp]
Signature of the Contract Employee

Recommendation of HRC:

HRC Meeting No.held on Remarks (if any):

Signature of Chief/Sr./HR Officer
Name:

Decision (Approval of the Head of the Agency)

Approved:

Extension of the contract term of the above contract employee is hereby approved for a period of _____ months from _____ to _____ to

Not approved:

Reasons:

Place and date: