***Annexure 8/4***

**ROYAL UNIVERSITY OF BHUTAN**

**SUPPLEMENTARY MERITORIOUS PROMOTION PROPOSAL FORM**

To be completed by the Immediate Supervisor:

*Please complete the following format most accurately as your statements, information and assessments shall be liable for further verification.*

1. Name of immediate Supervisor recommending the proposal:
2. Name of staff proposed for meritorious promotion:
3. College/OVC/Division/Section:
4. Present Position Title:

Position Level:

Describe present responsibility of the official (if required attach a separate sheet)

5. Proposed Position Title:

Position Level:

Describe the proposed job very clearly (if required attach a separate sheet)

1. Describe the potentials of the staff to assume the responsibility of the proposed post:
2. Besides normal duties, what are the 3 specific outstanding achievements of the staff. Please complete the attached form.

8. **Achievements/Impacts**

***(Impacts may be described in terms of efficiency, economy or other improvements in government operations). If required, please attach an extra sheet.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Achievement Category** | **List Achievements** | **Describe Achievement** | **List Impact of the Achievements** | **Describe the Impact** |
| **1** | **Special act or Service in the public interests** | 1 |  |  |  |
|  |  | 2 |  |  |  |
| **2** | **Suggestions** | 1 |  |  |  |
|  |  | 2 |  |  |  |
| **3** | **Inventions** | 1 |  |  |  |
|  |  | 2 |  |  |  |
| **4** | **Other accomplishment** | 1 |  |  |  |
|  |  | 2 |  |  |  |

8. **List documentary evidences:**

**As an immediate Supervisor, I hereby certify that the above information and assessment are correct to the best of my**

**knowledge. I understand that I am liable for further explanations and enquiry as deemed appropriate in the event that**

**the above information is incomplete or incorrect.**

**Signature of immediate Supervisor & Date**

**Recommendations of the CMC/SMT**

**Date : Signature :**

**Place : Name & Position Title :**

**Recommendation of the University Promotion Committee**

|  |  |  |
| --- | --- | --- |
| **Approved:** |  |  |
|  |  |  |
| **Not Approved:** |  |  |

**Date : Signature:**

**Place : Chairperson:**