

POST ADJUSTMENT FORM
ROYAL CIVIL SERVICE COMMISSION

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 10th FYP.

Post adjustment proposal must be against an approved regular civil service post (not against Division Chief/GSP/ESP post).

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

For promotion of Dzongkhag Sector staff specialist post (P1/ES), post adjustment proposal must be against an **approved vacant** post in the relevant Department/Division and not against 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 :

Post Adjustment To (post to which the specialist (P1/ES) promotion is proposed):

Position Title :

Position Level :

Section/Division :

Department :

For the Ministry/Agency

Submitted by:

Endorsed by:

Approved by:

(Signature)

(Signature)

(Signature)

Name of HRO:

Name of Director:

Secretary/Head

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For the RCSC

Verified by:

(Signature)

Name of HRO, HRMD: