



དཔལ་ལྷན་འབྲུག་གཞུང་།  
 རྒྱལ་གཞུང་གི་གཞི་གཞུག་ལྷན་ཚོགས།  
 ROYAL GOVERNMENT OF BHUTAN  
 ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



RCSC/ESMD/ES/PROMO/7/2021/3356

April 29, 2021

Hon'ble Secretary  
 Ministry of Education  
 Thimphu

Dasho,  
 Kindly refer to Letter No. MoE/Sect/HR/2021/3966 dated April 14, 2021 regarding approval on promotion framework for vice principal and principal.

In this regard, the Commission during its 89<sup>th</sup> Commission Meeting held on April 27, 2021 approved the following school structure for promotion of Principal and vice principal:

School Level	Student Number	Position Level of Principal
1. Primary School	Below or equal to 100	P2
	101-500	P1
	501 and above	P1/ES3 and above
2. Lower Secondary School/Middle Secondary School	101-500	P1
	501 and above	P1/ES3 and above
3. Higher Secondary School	All	P1/ES3 and above

The Ministry is directed to apply following criteria for the recruitment of principal:

1. Since the entry for Principals is approved at P2, all schools can have Principal up to P1 level subject to meeting specialist promotion criteria except primary schools with students less than 100.
2. Schools qualifying for Principal at ES3 and above, for the purpose of succession planning and clarity of authority, Principal in these Schools will be announced only at P1 through open competition when vacancies arise through the separation of incumbent ES Principals.
3. The pool for the above announced position of principal at P1 A should be Vice principal and principal at P2 who has served 4 years in current position level, and criteria for selection should be inclusive of specialist promotion criteria. However, Principals at P1 can also apply as lateral appointment.
4. Promotion of head for two Special Institutes (Wangsel and Muenseling) to be reviewed by the Commission based on cases.

*Tshering Choden*  
 pl. issue a notification for principals & VP's

*4/5/21*  
 HAC decision to consider...  
 need to also write to...  
 we need to clearly mention the conditions to avoid...



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྒྱལ་གཞུང་གི་གཞིགས་སྐྱོད་ཚོགས་པ།  
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5. Schools which has existing Principals at ES3 and above can promote vice principals at P2 to P1 level subject to meeting the criteria for promotion.

The principal and vice principal promotion framework (to P1 and above) will be inclusive of all criteria as per the specialist Management and Development framework, School structure approved and the Ministry of Education's criteria.

Thank you.

Yours sincerely,

(Tashi Pem)\*  
Director General

Copy to:

1. Director General, Department of School Education, Ministry of Education
2. ✓ Chief HR Officer, HR Division, Ministry of Education