



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

(CONTRACT EXTENSION FORM)

1. Name : _____
2. Employee Identity No : _____
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. Appointment Letter No : _____
 - c. Position Title : _____
 - d. Position Level : _____
 - e. Pay Scale/consolidated salary : _____
Basic Pay : _____
Contract Allowance : % of basic pay (if eligible)
 - f. Present Contract Term: from _____ to _____
8. Extension under proposed contract services *
 - a. Position Title : _____
 - b. Position Level : _____
 - c. Contract Term Extension requested for (in months): from _____ to _____

**All proposals for payment of a higher salary or assignment of higher level requires approval of the RCSC*

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/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:

Approval of the RCSC (Agency, if relevant)

Approved:

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

Not approved:

Reasons:

Place:

Date:

Seal and Signature