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རྒྱལ་ཁབ་ཞི་གཡོག་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/LS-63/2018/5726

June 13, 2018

Notification

In accordance with section 12.4.10 of the Bhutan Civil Service Rules and Regulations 2018, the Royal Civil Service Commission would like to hereby remind all civil servants (excluding those who work in schools) in the Professional and Management Category (PMC) and Supervisor and Support Category (SSC) to kindly prepare and submit the Performance Appraisal Form (IWP) through MaX Online System (max.rcsc.gov.bt) for the Appraisal Period 2018-2019.

Kindly note that the IWP planning and submission period is from July 1 to August 31, 2018 and submission beyond the dateline will not be accepted by the system. The service of the civil servants failing to submit IWP online shall be considered as inactive for that particular Appraisal Period. Civil servants in Operational Category and below shall submit the IWP in hard copy as per section 12.5.5 of the BCSR 2018.

Further, we would like to request all the agencies to kindly conduct regular performance review, coaching and feedback between supervisor and supervisee to enhance performance and also to ensure that all performance targets are on track and achieved.


(Tashi Pem)
Director

Copy to:

1. Head of the agencies, all government agencies for kind information
2. HR Officer/HR Focal Officer, all government agencies for necessary compliance
3. Officiating Chief, MISD, RCSC for upload in RCSC website
4. Head, Legal Services, RCSC for record