



དཔལ་ལྷན་འབྲུག་གཞུང་།
བསམ་གཏུག་ལྗོངས་ཁར་རྫོང་ཁག་བདག་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
SAMDRUP JONGKHAR DZONGKHAG
ADMINISTRATION



SDA/HRS-13/2017-2018/ 7451

21st July, 2018

Dasho Dungpa
Drungkhag Admin.S/Choeling/Jomotshangkha,
All the Sector heads & GAOs
Dzongkhag Administration, S/Jongkhar

Dasho(s)/Sir(s),

Sub:- Notification for Online Evaluation of IWP and submission of IWP through MaX Online

Please find enclosed herewith the self explanatory letter # RCSC/LS-63/2018/5809 dated 15th June, 2018 and RCSC/LS-63/2018/5726 dated 13th June, 2018 for your necessary action. The Dasho Drungpa & sector heads may inform your sub-coordinate staff accordingly.

Thanking you

Yours faithfully,

(Chime Tenzin)

Human Resource Officer

Copy to:-

1. Dasho Dzongdag, Dzongkhag Administration for kind information
2. Office copy



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



RCSC/LS-63/2018/

5809

June 15, 2018

Notification

In line with the Managing for Excellence Manual 2018, all agencies following financial year performance appraisal period are required to execute end year evaluation of Individual Work Plan from July 1 to August 31, 2018 for the appraisal period 2017-2018.

In this regard, the MaX Unit, Royal Civil Service Commission would like to inform that the MaX Online System will be opened from July 1 to August 31, 2018 to enable all agencies to carry out the performance evaluation.

This is issued for your kind information and strict compliance.

(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



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རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་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

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