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རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



RCSC/LS-63/2017/1498

Date: October 6, 2017

### Notification

In preparation to rollout the Managing for Excellence (MaX) system, RCSC had issued a notification RCSC/MU/01/2016/74, dated July 7, 2016 that introduced the new Performance Appraisal Form (IWP) for the fiscal year 2015-16. Furthermore, for the last two years RCSC had conducted many rounds of training on the IWP, evaluation of performance and mock moderation exercises in all agencies to prepare for the implementation of the live Moderation Exercise to assess the performance categories.

The Royal Civil Service Commission during its 109<sup>th</sup> Commission Meeting held on September 5, 2017, has endorsed the Manual for Managing for Excellence (MaX) and decided to implement the live Moderation Exercise from the financial year 2016-2017 onwards. In this regard, the respective Ministries, Departments, Dzongkhags, Thromdes, and Autonomous Agencies, are required to form the Moderation Committee and conduct the Moderation Exercise for the Fiscal year 2016-2017. Moderation Exercises should be completed by 31<sup>st</sup> October, 2017 and the performance score of an individual civil servant shall be entered in the CSIS latest by 15<sup>th</sup> November, 2017.

All RCSC level promotion should reach RCSC by 15<sup>th</sup> November, 2017 as per the Section 13.5.2. of BCSR-2012.

The Government Performance Management Division and Gross National Happiness Commission have released the score of the Annual Performance Agreement (APA) and Annual Performance Target (APT). Depending on the score of your APA/APT, the respective Moderation Committee shall conduct the Moderation Exercise based on the Agency Categorization Framework (ACF). (Refer table 1 below for ACF and MaX Manual for effective conduct of Moderation Exercise). The HRD of the respective agencies shall calculate the distribution of employees based on staff number and send it to MaX unit, RCSC, for endorsement.

This notification will not cover civil servants in Schools and agencies in Schedule A of MaX manual.

For further clarification and guidance, please refer the MaX Manual or call MaX Unit of the RCSC at 02-322491 (ext. 118) or email at [szangpo@rcsc.gov.bt](mailto:szangpo@rcsc.gov.bt).

(Tashi Pem)

Director