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



RCSC/MU/01/2017 1972

November 28, 2017

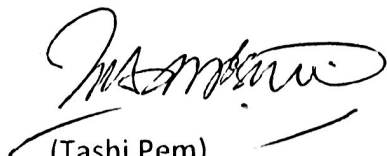
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In line with the Managing for Excellence (MaX) Manual, all the agencies are required to execute the mid-term review of Individual Work Plan (IWP) from 1<sup>st</sup> December to 31<sup>st</sup> January (every year) for civil servants (CS) who are following fiscal year performance appraisal period (PAP).

In this regard, the MaX Unit, Royal Civil Service Commission would like to inform that the MaX Online System will be opened for IWP mid-term review from 1<sup>st</sup> December 2017 to 31<sup>st</sup> January 2018 for the PAP 2017-2018 to enable all CS to review their IWP.

Further, since the implementation of IWP Online System is at the initial stage, due to some technical and other issues we understand that some of the civil servants could not plan and submit their IWP during the planning stage (i.e. July-August, 2017). To facilitate for those who couldn't submit during the planning stage, the RCSC has also enable the System to carry out the IWP preparation. However, such arrangement shall not be entertained henceforth as the System is already familiarized and well oriented by now.

This is issued for your kind information and strict compliance.

  
(Tashi Pem)  
DIRECTOR

Copy:

1. Hon'ble Secretaries, all Ministries, Thimphu for kind information
2. DASHO DZONGDAG, All Dzongkhags for kind information
3. Head, All Autonomous agencies for kind information
4. Executive Secretaries, All Thromdes, for kind information
5. Director, Directorate Services/Chief HR Officers/HR Officers of Ministry/Agencies/Thromdes/Dzongkhags for necessary action.