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



RCSC/LS-63/2018/ 2973

February 6, 2018  
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**NOTIFICATION**

In accordance with Section 12.4.10 of the Bhutan Civil Service Rules and Regulation - 2018, the Royal Civil Service Commission would like to remind all the civil servants serving in Schools who are in the Professional and Management Category (PMC), and Supervisory and Support Categories (SSC) to develop and submit Performance Appraisal Form (IWP) in the MaX Online System from the academic year 2018 onwards.

Kindly note that the deadline for the submission is on or before March 31, 2018 and the system will not allow submission thereafter. The service of civil servants failing to submit IWP online will be considered as inactive for that calendar year.

Civil servants in Operational Category (OC) and below shall submit the performance Appraisal Form in hard copy as per Section 12.5.5 of the BCSR-2018.

For further information, please contact the Managing for Excellence (MaX) Unit of the RCSC at 02-322491 (ext. 128).

  
(Tashi Pem)  
DIRECTOR

Copy to:

1. Hon'ble Secretary, Ministry of Education for kind information
2. Dasho Dzongdags, All Dzongkhags
3. Executive Secretaries, All Thromdes