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



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7<sup>th</sup> July 2016

**NOTIFICATION**

The Royal Civil Service Commission is pleased to inform all Agencies that the new Performance Appraisal Form which is in the form of a) Individual Work Plan (IWP) and b) Competency Behavior, will replace the old Performance Appraisal Form for all in the Specialist, Professional and Management, and Supervisory and Support Categories, while the Performance Rating for all HR Actions shall remain as per BCSR 2012 (i.e. performance rating must follow the BCSR 2012 requirements. Moderation rating will come into effect only from Fiscal Year 2016-2017). This is as per the decision made during the 57<sup>th</sup> Commission Meeting held on April 5, 2016.

Therefore, all concerned are required to use the new Performance Appraisal Form for the Fiscal year July 2015 - June 2016 and hereafter. Further, Agencies are also requested to start developing Performance Appraisal Form for the Fiscal Year July 2016 –June 2017 and submit to HRD of respective agencies. Kindly note that the deadline for submission of Appraisal forms is **on or before 31<sup>st</sup> August 2016**. The new Performance Appraisal Form is available in the RCSC website: [www.rcsc.gov.bt](http://www.rcsc.gov.bt)

The Performance Appraisal Form for Executives and Operational Category shall use the same old Performance Appraisal Form.

For further information, please contact the Managing for Excellence Unit (MaX) of the RCSC Secretariat at 02-322491 (Ext. 128) or email at [dchoidup@rcsc.gov.bt](mailto:dchoidup@rcsc.gov.bt) and [ddorji@rcsc.gov.bt](mailto:ddorji@rcsc.gov.bt).

(Karma Hamu Dorjee)  
**For the Royal Civil Service Commission**

**Cc:**

1. Hon'ble Cabinet Secretary, Gyalyong Tshogkhang, Thimphu;
2. Hon'ble Secretaries, Ministries, Thimphu;
3. Heads of all Autonomous Agencies, Thimphu;
4. Dasho Dzungda, All Dzongkhags;
5. Executive Secretary, All Thromdes; and
6. Chief HR Officer/HR Officer of Ministries/Agencies/Dzongkhags for necessary action.