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



RCSC/LS-63/2017/ 841

21<sup>st</sup> August, 2017

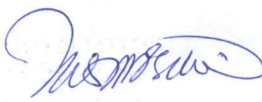
**Notification**

**Subject: Extension of timeline for submission of Performance Appraisal Forms (IWP) for fiscal year 2017-2018.**

As notified vide Notification No. RCSC/LS-63/2017/547 dated 31<sup>st</sup> July 2017, all civil servants both contract and regular with Employee ID number in the Professional & Management and Supervisory & Support Categories are required to submit Performance Appraisal Form (IWP) for fiscal year 2017-2018 in MaX online system on or before 31<sup>st</sup> August 2017. However, it is noted that there are structural variances between the approved structure in CSIS and at Agency level. It is mandatory to have the correct structure updated in CSIS to be able to manage performance in the MaX online system.

Therefore, the Commission during its 106th Commission Meeting held on 15th August, 2017 considering the requirement of having the correct structure updated, has approved extension of deadline for submission of IWP in the MaX online system till **15<sup>th</sup> September, 2017.**

The notification is issued for strict compliance.

  
(Tashi Pem)  
**Director**

Copy:

1. Hon'ble Secretaries, All Ministries, Thimphu for kind information
2. Dasho Dzungda, All Dzongkhags for kind information
3. Head, All Autonomous Agencies, for kind information
4. Executive secretaries, All Thromdues, for kind information
5. Director, Directorate Services/Chief HR Officer/HRO of Ministries/Agencies/Thromdes/Dzongkhag for necessary action.