

**EMPLOYEE DISTRIBUTION FORM FOR MODERATION EXERCISE
APPRAISAL PERIOD 2017 - 18**

Name of the Ministry/Dzongkhag/Agency:

Name of the Dept (If Applicable):

Total number of employees to be moderated**

APA/APT Performance Score:

Agency Category as per Agency Categorization Framework (ACF):

Performance Category	Outstanding	Very Good	Good	Need Improvement
% distribution as per ACF				
Actual employee distribution				

Signature:

Name of Chief HR Officer/HR Officer

(To be used by Royal Civil Service Commission)

Verified and endorsed by:

Signature:

Name of the Official

MaX Unit, Royal Civil Service Commission

**

1. *Employee who are on study leave/EoL for the entire appraisal period shall be excluded from the total number of employee to be moderated.*
2. *Employee who were transferred after 01.07.2018 shall be included in the Moderation pool of his/her **previous agency**, and the HRO shall submit the moderation rating to the new agency.*
3. *Employee who are on deputation to HMS/within govt. agencies shall be moderated in their current working agency.*