

**EMPLOYEE DISTRIBUTION FORM FOR MODERATION EXERCISE
APPRAISAL PERIOD 2018**

Group (Type of ModeX) :

SPMS/Average SPSM Score :

Group Category as per School Categorization Framework (ACF): Category 1 / 2 / 3 / 4 (Tick)

Name of the School(s) :

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Total number of employees to be moderated** :

Name of Dzongkhag :

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

Signature:

Name of the Member Secretary

(To be used by Royal Civil Service Commission)

Verified and endorsed by:

Signature:

MaX Unit, Royal Civil Service Commission

Date:-----

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1. Employee who are on EoL for the entire appraisal period shall be excluded from the total number of employee to be moderated.
2. Employee who were transferred after 01.01.2019 shall be included in the Moderation pool of his/her **previous School**, and the member Secretary shall submit the moderation rating to the new School.
3. Employee who are on deputation to HMS/within govt. agencies shall be moderated in their current working agency.

