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རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION



Excellence in Service

RCSC/LS-63/2019/3893

March 27, 2019

NOTIFICATION

The Royal Civil Service Commission during its 154th and 159th Commission meeting held on 22nd January 2019 and March 26, 2019 has approved the following changes in the implementation of Managing for Excellence (MaX) System for civil servants in school based on the findings of the Taskforce members and recommendation of the 259th HRC meeting of the Ministry of Education held on 19th February, 2019. This shall be implemented for ModEx conducted from 2019 onwards including 2018 performance appraisal.

1. Performance Appraisal Form (IWP)

To provide clarity and consistency in the assessment of performance, Section B of the Performance Appraisal Form (IWP) shall hereafter be assessed as per the rubrics developed by the Ministry of Education for all the categories of civil servants in schools. The weighting is allocated for each output area as detailed in **Annexure I**. Descriptors against rubrics have been prepared to guide in preparing and assessing IWP for output areas (**Annexure II**). The documentation required shall consists of mandatory requirements such as yearly plan, block plan, lesson plans, teaching-learning materials, assessment and other records as specified in the rubrics.

2. Moderation Exercise (ModEx) : Types of schools groups for conduct of ModEx

Based on the number of employees in the school, ModEx shall be conducted as a) "Independent" school – Group 1, b) "Independent" school with feeder school(s) – Group 2 and c) cluster of small schools – Group 3. Employee size shall be based on the number of staff from Position from S5 to ES1. Staff who have been recruited as substitute teachers for those on Maternity Leave & EOL shall not be included in staff strength.

2.1 ModEx of "Independent" School - Group 1

Schools with 18 or more employees.

2.2 ModEx of "Independent" School with Feeder School(s) - Group 2

This category consists of a combination of an "independent" school with smaller school(s) in the same TRC cluster which do not meet the threshold number for conduct of ModEx independently.

2.3 ModEx of Cluster Schools – Group 3

This category consists of 3 or more smaller schools in the same TRC cluster that do not meet the threshold number for conduct of ModEx independently.

Refer **Annexure III** for listing of schools into the above group for conduct of ModEx. The grouping of school shall be reviewed and changed, when necessary, every year by RCSC and MoE.

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