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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/LD-63/2020-21/4355

June 23, 2021

NOTIFICATION

Introduction of Leadership Statement and Support Function Assessment as part of Leadership Accountability and Development Framework from the FY 2021-2022 onwards.

In order to strengthen and develop leadership in the **Senior Civil Service (Executives) and P1 Management**, the Royal Civil Service Commission would like to introduce two new initiatives namely the "Leadership Statement" and "Support Functions Assessment" starting from the Fiscal Year (FY) 2021-2022 onward, as detailed below:

1. Leadership Statement (LS):

The Leadership Statement is defined as the "Strategic and Operation Plan" of senior civil servants, which will include strategies and tasks that are beyond the department/Agency Annual Performance Agreement/Target (APA/APT). Just as the IWP is being developed by all civil servants in July every year in consultation with their supervisor, henceforth the Senior Civil Servants (P1 Management and Executives)* shall develop LS online in the MaX system within August 15, 2021. The template of Leadership Statement - *Annexure 1* is attached herewith.

2. Support Function Assessment (SuFA)

As a performance improvement tool to enable senior management in the Agencies to assess areas they are performing well and learn from it, Support Functions Assessment (SuFA) is introduced in all Civil Service Agencies**. SuFA will evaluate the support function parameters and organizational culture contours, which are currently missing in the APA evaluations, and are considered an integral part of managing high-performing organisations. SuFA will be assessed annually on the completion of the fiscal year i.e in July. Details on the objectives and assessment areas are attached as *Annexure 2*.

The findings from the Assessment of the LS and SuFA will be used for development and management of the Senior Civil Service.

**P1/ES3-1 under the Specialist category as Management heads and P2 civil servants who are officiating heads are not required to submit the LS, but have to continue with the submission of IWP as usual.*

***Schools are excluded*

(Karma Hamu Dorjee)
Chairperson

Copy to:

1. Head of Agencies (Ministry, Agency, Dzongkhag, Thromde) for information and necessary record,
2. Chief/Sr/Dy./HR Officer, HR Division/Services for information and necessary record.

Attachments:

Annexure 1: Leadership Statement Template

Annexure 2: Support Function Assessment

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