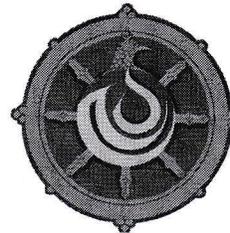




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ROYAL GOVERNMENT OF BHUTAN
THIMPHU DZONGKHAG ADMINISTRATION
"Reaching the unreached"



TDA/HR-01/2022-2023/ 407

4th August, 2022

NOTIFICATION

This is to notify all the civil servants under Thimphu Dzongkhag that the MAX cycle (IWP Evaluation) for FY 2021-2022 performance evaluation rating to be completed by **15th August 2022**. Please note the following key changes were introduced in the MAX online system from this FY onward:

A. Evaluation for FY 21-22:

1. Executives and P1 Management:

All Executives and P1 Management to update achievement of leadership statement in the MaX online System. Final scoring will be "Exceeding Expectation, Meeting Expectation, Does not Meet Expectation" along with qualitative assessment, and assessor as below.

- i. Head of the agencies: RCSC Commission/independent Panelist.
- ii. Executives of Department by Secretaries of the Agencies.
- iii. P1 Management by Executive supervisor.

For FY 21-22, the SCS performance score / evaluation should be completed by August 15, 2022.

2. P1 specialist and Executive Specialist:

- i. All P1S and ES3/2/1 to be moderated in the agency as per agency categorization framework.
- ii. For Principals P1S and ES3/2/1, RCSC will notify the framework separately during January / February 2023.

3. Professional Management Category (\leq P2) and Senior Support Category:

- i. Moderation as per agency categorization framework as per current practice.

Note: P2 offtg will not get proxy but will be moderated as moderation pool.

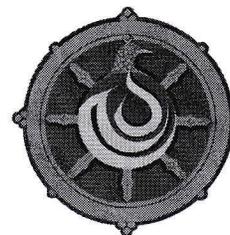
B. Planning for the FY 22-23:

a. Executive and P1 Management:

- i. **Executives:** Under the Business delivery, should identify targets based on Section 1 sub level 4 of APA



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- ii. **P1 Management:** Under the business delivery, should identify targets based on Section II of APA
- b. **P1 specialist and Executive Specialist:**
- i. All specialist to identify targets against three roles of specialists: Technical Advisor, Strategic Partner and Researcher
- c. **Professional Management Category** ($\leq P2$) and Supervisory and Support Category:
- i. PMC and SSC to identify KPI based on the division output formulated by the Division head or executives as relevant
- d. Current 4 levels of target will be replaced by **one** KPI in IWP.
- e. KPI can be changed / edit / update with continuous monitoring and real time performance feedback updates by the supervisor until the end of Fiscal year.
- f. The planning option in MaX online system will only be opened from **August 16, 2022** after the evaluation is completed.

This is issued as per the RCSC notification No. RCSC/LD-63/2022/5100 dated August 2, 2022

(Tashi Gyeltshen)
Offtg DZONGDAG

Copy:

1. Dasho Dzongrab, TMD, for information and necessary action
2. Dasho Dungpa, Lingzhi Dungkhag, for information and necessary action
3. ESMD, RCSC, Thimphu for information
4. All sector heads and staff, TDA for information and necessary action
5. Office copy