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ཐིམ་ཕུ་རྫོང་ཁག་འཛིན་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
THIMPHU DZONGKHAG ADMINISTRATION
"Reaching the unreached"

Ref.No. TDA/HRD-29/2019-20/ 2150 .

October 21, 2019

Date : 21/10/2019
Venue : DT Hall
Time : 12.30 PM

MINUTES OF PRE-MODERATION (FY 2018-2019)

Declaration of conflict of interest: *No one has conflict of interest*

Sl. No.	Agenda point	Discussion	Decision	Follow-up action
1	Nomination of staff under outstanding category by the Sector concerned	<p>As per the Chapter 2: Mechanics of Moderation Exercise, Section 2.8 (c) and 2.0 of the Managing For Excellence (MAX) Manual 2018 issued by the Royal Civil Service Commission (RCSC), all the Sector Heads in P1, P2 and Sector Heads not in P2 were invited to nominate and , discuss, develop</p> <p>The HRO in the capacity of Member Secretary explained in detail about provisions under Chapter 2: Mechanics of Moderation Exercise of the MAX Manual 2018 and presented the Agency Categorization Framework (ACF) based on the 96.8 Annual Performance Agreement Scored vide letter No. OPMC/GPMD/08/Evaluations/45 dated 16th September 2019 of Cabinet Secretariat and he said that Sectors must have carried out Sector Moderation Exercise (SME) with due diligence as per the Standard Operating Procedure (SOP) of the Dzongkhag vide Nol TDA/HRD-29/2017-18/687 dated August 22, 2019.</p>	Endorsed the discussion made.	HRO/All Sector Heads



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2	Formation of evaluation Committee	For the evaluation of the Sector nominees, the following are committee Members agreed by the Pre-Moderation Committee. 1. Dasho Mani Singye, Drungpa, Chairperson 2. Chief DEO 3. Dy. Chief DLO	Further, the floor was informed that the SME nomination is not final and binding. Following are the framework suggested and agreed by the Members to be applied for the main moderation. 1) IWP Assessment (Maximum marks to be awarded is 40% of the total IWP score). 2) Manners in which target values were achieved. a) Quality (maximum marks is 5 & minimum is 1) 3) (15%) Sector APA Score 4) For Civil Sector, Dzongkhag APA score to be applied. 5) Job size (maximum is 20 and minimum is 1) a) Additional assignment (adhoc work assigned by Ministry and Dzongkhag) b) Degree of impact on core mission (maximum is 20 and minimum is 1) 6) National level award received in the FY 2018-2019 (10 marks) 7) Disciplinary case (Audit observation/Anti-corruption/ administrative action) shall be deducted 10 marks.	Endorsed as discussed HRO/All Sector Heads



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3	Main Moderation	<p>4. Dy.Chief DAO 5. Sr. DHO 6. LRO 7. HRO as the Member Secretary</p> <p>The Committee decided to evaluate the employees nominated by the Sectors concerned on 28th October 2019. However, the justification/evidences to be submitted to HRO on or before 23rd October 2019 for compilation & updating. Failing to submit on the given date, it will be assumed that the nomination has been withdrawn.</p> <p>The Committee Members decided to hold Main Moderation Meeting on 29th October 2019.</p>	Approved as discussed	HRO/All Sector Heads
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Member present during Dzongkhag Pre-Moderation Meeting

SL.NO	Name	Designation	Sector	Signature
1	Dasho Mani Singye	Drungpa	Lingzhi	
2	Tashi Namgyel	Chief DEO	Education	
3	C.L Das	Dzongkhag Chief Engineer	Engineering	
4	K. B. Gurung	Dy.Chief DLO	Livestock	



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5	Tenzin Gaylay Norbu	LRO	Land Records	
6	Passang Dorji	Offtg. DHO	Health	
7	Phub Dem	Offtg. DCRCO	Census	
8	Pema Tenzin	Offtg. Planning Officer	Planning Unit	
9	T.R. Gurung	Principal Engineer	DHS	
10	Wangdila	Offtg. DAO	Agriculture	

Minute by:-

(Single Dorji T)
Member Secretary

(Karma Tsheing)
Chairman