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MINISTRY OF EDUCATION
DIRECTORATE OF SERVICES
HUMAN RESOURCE DIVISION
THIMPHU BHUTAN

ཞེས་རིག

MoE/DoS/HRD/MaX/2019/ 2822

20th December 2019

Notification for the Mid-Year Review of Appraisal Form (IWP) for FY 2019-2020

The HRD, DoS would like to notify all Civil Servants in PMC & SSC Categories working in the Headquarter to complete the Mid-Year Review of the Appraisal Form (IWP) for FY 2019-2020 in consultation with the immediate supervisor. The Max Online System is open from December 1, 2019 to January 31, 2020 and it can be accessed at <http://max.rcsc.gov.bt/login>.

All concerned are requested to note and carry out review of IWP for FY July 2019 – June 2020 accordingly and submit through the MaX Online System within the deadline, after which the system will be disabled. It may be noted and reminded that civil servants failing to review IWP and submit through MaX System will be categorized under Need Improvement during Moderation Exercise.

Further, the HRD would like to inform the supervisors to conduct coaching and feedback to enhance performance and to ensure that all performance targets are on track and achieved.



Copy:

1. Hon'ble Secretary, MoE for kind information.
2. Heads of Departments, DSE/DAHE/DYS/DoS for kind necessary information and dissemination to respective Divisions.
3. Chief of Divisions for their kind necessary information and action.
4. All concerned employees under the Secretariat, Departments and Directorate of Services for necessary information and action.
5. Office copy.