



Royal Government of Bhutan  
Ministry of Education  
Directorate of Services  
Human Resource Division  
Thimphu



MoE/DoS/HRD/MaX/2021/112

9<sup>th</sup> July 2021

**Gentle reminder on Performance Planning (FY 2021-2022) and Evaluation (FY 2020-2021)**

The HRD, DoS would like to gently remind all concerned that the deadline for Performance Planning (IWP for 2021-2022); Evaluation (IWP assessment for 2020-2021) is on **31<sup>st</sup> August 2021**.

In addition, the HRD, DoS would like to highlight the following:

1. All Executives (except Hon'ble Sherig Lyonpo) have been given accessibility to: i) manage outputs; ii) verify outputs; iii) review outputs; iv) evaluate IWP of the employees under them. Kindly recall that the MaX Unit, RCSC had provided the orientation to all the Executives.
2. All Specialists (ES) and Division Chiefs are required to plan, review and evaluate their IWP in MaX system like any other employees. The concerned Head of Department will evaluate the IWP of Specialist and Division Chiefs and staff under the Secretariat/Directorate.
3. Section 1.5 of the MaX Manual 2020 (2<sup>nd</sup> Edition) states that “ *Any civil servant (both Supervisor and Supervisee) failing to complete the Planning, Review and Evaluation of online Performance Appraisal Form without valid reasons within the deadline shall receive ‘Need Improvement’ as default performance rating*”. This will have implication on promotion, training, participation in the open competition etc.

The HRD, DoS would like to request all concerned to kindly note the above and also inform the staff in the respective Departments and Divisions accordingly. The HRD, DoS will render support, wherever necessary.

