



དཔལ་ལྷན་འབྲུག་གཞུང་། རྫོང་ཁག་བདག་སྐྱོང་། མོང་རྟམ་།  
མི་སྡེ་བས་ལྷེ་ཚོན།

Royal Government of Bhutan  
Dzongkhag Administration, Mongar  
Human Resource Section



MD/HRS-24/2020-21/ 2960

10<sup>th</sup> Dec, 2020

All Sector heads,  
Dzongkhag Administration, Mongar

**Subject: Mid-Year Review of Appraisal Form for employees**

Sir/Madam(s).

In accordance with the Section 12.9.2 and Schedule 12/1 of BCSR 2018, it is mandatory for every civil servant to Review their IWP in consultation with their immediate supervisor, to ensure that the planned activity are executed as per the planned and discuss on the next remaining periods.

Therefore, the HR Section, Mongar informed to all sector heads about requirement to do MaX online Mid-term IWP review for Appraisal Period 2020-2021. The MaX online system to do Mid-Term Review for this Appraisal period is open from 1<sup>st</sup> December, 2020 till 15<sup>th</sup> February, 2021 for two months & 15 days in RCSC webpage <http://max.rcsc.gov.bt/Login>

Further, the HR Section would like to caution failure to complete the Review Phase will be treated as *Need Improvement* both the supervisor & supervisee for that particular performance appraisal period.

  
(Jamyang Cheda)  
SR. DZONGRAB

Copy to:

1. Dasho Dzongdag, MDA for kind information.
2. Drungpa, Drungkhag Administration, Weringla for kind information.
3. ICT Officer, Mongar to upload in the Dzongkhag webpage.
4. Office copy
5. Notice Board

Telephone Number HR Section: +975-04-641205; Dzongkhag Website: <http://www.mongar.gov.bt>