



དཔལ་ལྷན་འབྲུག་གཞུང་། རྫོང་ཁག་འདུལ་སྐྱོང་ ལྷུང་ས་ཐང་ཁ།
Royal Government of Bhutan
Dzongkhag Administration
Punakha: BHUTAN



DAP/PER-17/2018/123

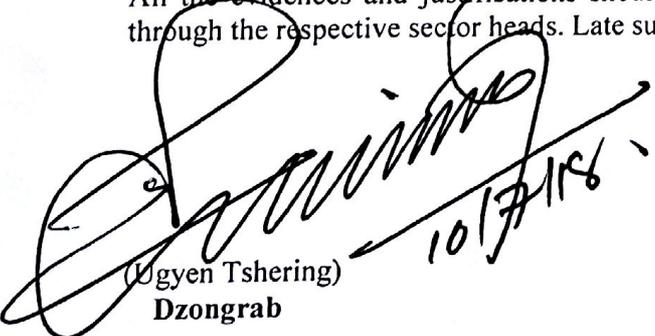
10th July, 2018

Notification

The Dzongkhag Administration, Punakha hereby notifies all the employees above S5 (both regular and contract) that the Performance Evaluation (Managing for Excellence) for the Financial Year 2017-18 will be conducted as per the schedules outlined. Therefore, we remind all the employees to compile all the necessary documents that are required to justify your achievements. For the timely conduct of the evaluation, the Sector Heads are required to complete the following activities within the timeline as given below:

#	Date	Activity
1	20 July, 2018	All employees above S5 level submit the IWPs online specifying the targets achieved and the Justifications .
2	27 July, 2018	All the Sector Heads complete evaluating the IWPs online. Evaluation to be done sitting face to face with the supervisee.
3	2 August, 2018	All sector heads complete Intra-Sector Moderation Exercise. Categorizing employees under the different performer category as per their performance
4	7 August, 2018	Pre-Moderation Exercise Meeting with the Chairperson and the Moderation Committee. <i>Nominate representative for the Sectors whose sector heads do not qualify to be the member for ModEx.</i>
5	9 August, 2018	Final Moderation Exercise for the Financial Year 2017-18. Sector heads to present the performance of the employees with evidences.
6	10 August, 2018	Declaration of Result for the ModEx
7	13-24 Aug. 2018	Appeal period (Aggrieved civil servants to appeal to the HRC)

All the evidences and justifications should be submitted to the ModEx Committee on the deadline through the respective sector heads. Late submission shall not be considered.


(Ugyen Tshering)
Dzongrab

Cc:
Dasho Dzongdag, DAP, for your information
All the Sector heads, DAP, for necessary action