



དཔལ་ལྷན་འབྲུག་གཞུང་།  
དར་དཀར་ནང་རྫོང་ལག་བདག་སྐྱོང་།

Royal Government of Bhutan  
DAGANA DZONGKHAG ADMINISTRATION

DDA/PER-22/2019-2020/ 6168

Date: 29/06/2020

### NOTIFICATION

The Dzongkhag Administration, Dagana, in line with Schedule 12/A and in fulfillment of Section 12.4.2, Chapter 12 of the BCSR 2018, would like to notify all the civil servants under its jurisdiction that IWP evaluation and IWP Planning phase will start from 1<sup>st</sup> July 2020. Subsequently, the Max system will be open from 1<sup>st</sup> July and remain so till 31<sup>st</sup> August 2020.

During this period, all the civil servants are required to do the following tasks:

#### 1. Annual IWP Evaluation

- 1.1. **Individual Civil Servants:** Carry out self evaluation of Financial Year 2019-2020 in the Max system and inform the supervisor.
- 1.2. **Supervisors:** Review self evaluation submitted by individual civil servants under your supervision and provide the final ratings in the Max system.

#### 2. Annual IWP Planning

- 2.1. **Individual Civil Servants:** In consultation with the supervisor and aligning with APA, develop IWP for the Financial Year 2020-2021 and submit it online.
- 2.2. **Supervisors:** Review for rectification if required and verify the IWP submitted by the civil servants under your supervision.

Should you have any clarifications to be made, contact HR Officer during office hours.

Karma Dorji

Sr. Dzongrab

CC.

1. Sector Heads for necessary action and compliance
2. Dasho Dungpa, Lhamoizingkha for necessary action
3. GAOs