



**ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN**

**Requests for change in PE rating**

**For Agency HRO**

Agency Name: .....

Single Employee:.....Multiple Employee (Attach list) :.....

Name of Employee:.....

Employment Type (Regular/Contract):.....

Employee ID No:.....CID No: .....

|  | Year | PE Rating               |                          | Moderation Score       |                         |
|--|------|-------------------------|--------------------------|------------------------|-------------------------|
|  |      | Existing rating in ZEST | New rating to be updated | Existing Score in ZEST | New Score to be updated |
| PE rating to be changed (documents to be enclosed) |      |                         |                          |                        |                         |
|  |      |                         |                          |                        |                         |
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|  |      |                         |                          |                        |                         |

Reason for Change: .....

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*I confirmed that the information provided is correct and is verified by the HRC committee of my Agency. If there is any discrepancy in the provided information, or if required*

*approval has not been accorded, I shall be held liable.*

Date: .....

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***HRO Name & Signature with official stamp***

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**Comments from Head of Division/Sector of the employee**

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**Sign and Seal of Head of Division/Sector**

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***LTD/MaX unit, RCSC***

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**Name and signature of approving official**