

ROYAL GOVERNMENT OF BHUTAN

MINISTRY OF LABOUR AND HUMAN RESOURCES

DEPARTMENT OF EMPLOYMENT



GUIDELINE ON DIRECT EMPLOYMENT SCHEME

Contents

I. Background and rationale	2
II. Areas of engagement/training	2
III. Funding Modality & Allowance	3
IV. Implementing Modality.....	4
V. Roles and Responsibilities of MoLHR:.....	5
VI. Discretionary powers	5
VII. Roles and Responsibilities of Employer:.....	5
VIII. When a contract of employment may be terminated	7
IX. Liabilities of the Employer:	7
X. The Roles and Rights of Participant:	7
XI. Liabilities of the Participant.....	8
XII. Eligibility Criteria	8
XIII. Administration and Coordination	9
ANNEXURE I	12
Employment Agreement Form.....	12-15
ANNEXURE-II	17
ANNEXURE-III.....	18
ANNEXURE-IV	19
ANNEXURE-V.....	20
ANNEXURE-VI	21
ANNEXURE-VII.....	22

I. Background and rationale

In keeping with the pledge of providing full employment, the Royal Government developed many strategies and programs to engage youth meaningfully. In the course of implementing the programs, emphasis has been on engaging youth to encourage them to be productive instead of doling out unemployment benefits that tended to promote idleness and discourage working.

Among the many initiatives, the Direct Employment Scheme (DES) under Guaranteed Employment Program (GEP) is one of the flagship programs specifically designed to engage unemployed jobseekers of classes ten and above who are willing to take up employment and stay engaged. The objectives of the Direct Employment scheme are as follows:

- a. Support guaranteed employment to youth through various modes of engagement and training programs for a maximum period of one year;
- b. Provide skill training in those areas/sectors that are in high demand in the labour market;
- c. Create a pool of skilled and semi-skilled human resources in the country;
- d. Promote and inculcate dignity of labour; and
- e. Address shortage of human resources in the country.

II. Areas of engagement/training

The DES in general focuses in the broad economic sectors and areas of engagement given in the table below. However, the Cabinet Sub-Committee/Ministry may from time to time also approve other areas of engagement based on the dynamics of labour market, needs of times and effectiveness of programs in consultation with partner agencies.

Sl. No	Areas of engagement by sector
1	Construction (non-hydro)
2	Agriculture
3	Hydropower
4	Tourism and Hospitality
5	ICT
6	Health
7	Education and Training
8	Financial Services
9	Arts and Crafts
10	Retail and Sales
11	Production/Manufacturing
12	Automobile
13	Green Business
14	Media and Entertainment
15	Others

The MoLHR's Job Portal shall be used for the purpose of short listing and recruitment, selection and appointment of Participants for all areas of engagement under the DES.

Funding Modality & Allowance

Funding support to Participants will be based on the nature of occupation and level of qualification of Participants under the Direct Employment Scheme as follows:

(a) Cost sharing:

(i) Participating private firms and private companies and MoLHR will share the cost as provided in the monthly allowance table;

(ii) Cost sharing can be also be between MoLHR and participating youth s where one of the cost tuition and stipend are shared by MoLHR and candidates while the Training Institution guaranteeing employment after the training is over. This will promote ownership and sustainability of programs.

(b) Fully funded participants:

For those employed by SoEs, DHI companies and other corporations, MoLHR support will cover monthly allowance as given in the allowance table below ranging from six months to a maximum of two years. The participating companies may pay additional incentive from their side depending on the viability and profitability of the companies. The Companies shall absorb candidates into their regular service after end of the MoLHR support.

(c) For candidates employed by Government (post approved by RCSC), and non-profit organizations, MOLHR will support monthly allowance for a period of two years. Employment in Government agencies are not guaranteed but Non-profit Organization shall be obliged to regularize the service.

The Payment of MoLHR's portion of monthly allowance in the case of participants under (a) will be directly deposited into the individual's saving account by the AFD, MoLHR for the specified duration upon signing the employment agreement. The employer shall ensure the payment of their portion of the monthly allowance to the Participants of DES within the first week of every month.

For those under (b) and (c) one year allowance will be transferred to the participating Company/Agency's account upon recruitment of the candidate/s. An MOU shall be signed between MoLHR and participating company/agency. For those under training a separate MoU shall be drawn with the institute.

Monthly allowance for different levels of qualifications:

Sl. No.	Participants -by qualification	Cost-Sharing with Private firms			Fully funded monthly allowance paid by MoLHR for (i) SoE's and Corporations from 6 Months to 2 years max (ii) for 2 years for Govt and Non-profit Organizations
		Monthly allowance by MoLHR for one year (Nu.)	Minimum monthly allowance by Partner Agency (Nu.)	Minimum monthly allowance (Nu.)	
1	University graduate/nurses and Bed/Engineers	7500	3750	11250	15,000
2	Class XII pass	5250	3750	9000	12000
3	Class X pass and XI	3750	3750	7500	9500
4	IZC's/TTI Graduates and Diploma	5250	3750	9000	14000

III. Implementing Modality

The implementation of DES will follow employment based approach. The DES shall be implemented in collaboration with Potential Employers as defined under Sl. No.III (a),(b) and (c) for a period of two years.

Upon fulfilling the eligibility, where requirements under for more than three, applicants will be short-listed at the following ratio:

- a. 1:10- if the slots/vacancies are less than 10
- b. 1:5- if the slot/vacancies are more than 10
- c. the DES unit can refer the jobseekers, if there are no/one candidates applied or based on the needs of the partner agencies.

DES will be implemented according to the Guideline and Employment Agreement. However, all activities in general shall agree to:

IV. Roles and Responsibilities of MoLHR:

1. Facilitate the recruitment, selection and appointment through the Job Portal system of MoLHR;
2. Provide funding support as agreed in the guideline or agreement;
3. Visit the partner agencies and participants atleast once in every six months to monitor and review the progress;
4. Counsel the participants in case of dereliction of duty by them;
5. Take necessary course of action to any partner agency and Participant if found not adhering to the terms and conditions of the Employment Agreement as given in Annexure-I.

V. Discretionary powers

1. The Head of Department/Agency/Ministry shall use its discretion to impose/waive of the penalties

VI. Roles and Responsibilities of Employer:

1. The Employer shall have the right to select, recruit and employ the Participant from the list of short listed candidates provided by the Direct Employment Scheme Unit DES, DoE, MoLHR from the E-Registration System for Guaranteed Employment Program, short-listing shall be waived where vacancy is for one or two post only.
2. Employer shall not recruit his/her immediate family under the GEP scheme.
3. Upon the recruitment and selection, the Employer shall train the Participant based on the requirement of the Employer as per the requisition submitted to the DES, ESD, DoE/Regional Employment and Labour office, MoLHR;
4. The Participant shall work under a competent supervisor appointed by the Employer;
5. To provide on-the-job training to Participant and ensure quality through assessment and certification of the program;
6. The Employer must pay the Participant as indicated in the requisition submitted by first week of the following month;
7. The Employer shall compensate the Participant for any injuries including accidents and death in accordance to the Labour and Employment Act of Bhutan, 2007;

8. The Participant shall be allowed to avail benefits and other entitlement as per the Internal Service Rules of the Organization of the employer;
9. The Employer shall submit a job description of the Participant and a copy of such document shall be submitted to the DES, DoE, MoLHR/respective Regional Employment and Labour Office at the time of recruitment;
10. In the absence of Internal Service Rules, the Employer shall provide such benefits in accordance to the Labour and Employment Act of Bhutan, 2007 and its Regulations;
11. The Employer shall maintain the monthly attendance sheet of Participant duly signed by the supervisor and should produce as and when required by MoLHR and other relevant agencies;
12. The Employer shall submit the performance evaluation of the Participant on quarterly basis to the DES, MoLHR /respective Regional Employment and Labour Office, in case if the employer fail to submit the performance Evaluation report the Unit shall withhold allowance Disbursement
13. In case the Participant separates from the employer, the employer shall immediately notify the concerned officer through call or email; and submit the official written letter within 6 working days
14. Submit requisition for Human Resource under DES with following details:
 - Position with qualification;
 - Number of vacancies;
 - Location;
 - Nature of work indicating the person to be on contact with MoLHR, and
 - Guarantee permanent employment after the agreed duration of attachment.
15. Ensure to pay the salary upon completion of the attachment period, which should not be less than the total amount paid by MoLHR and the partner agencies during attachment period or as per the prevailing wage rate in the labour market for the particular occupation or whichever is higher;
16. Provide adequate support to the Participants as required by the nature of occupations and work; and
17. At no point of time during the attachment should the DES Participants be misused and exploited by the partner agencies.
18. Submit the service regularization letter to the ministry after the completion of one year attachment period (Support term from Ministry) and shall be laible for inspection by Department of Labour as per the Labour and Employment Act, 2007

VII. When a contract of employment may be terminated

1. Contract of Employment can be terminated as per Section 92 of Labour and Employment Act, 2007

VIII. Liabilities of the Employer:

1. If the Employer contravenes any provisions of the agreement except in accordance with the procedures laid down by the MoLHR, the Employer shall be deprived from any future support and Services from Guaranteed Employment Program.

IX. The Roles and Rights of Participant:

1. The Participant shall work as per the job description provided during his/her recruitment and selection;
2. The Participant shall respect and honor the Internal Service Rules of the employing agency;
3. The MoLHR shall disburse such amount as per the existing government procedure;
4. DES Participants are subjected to all rules and regulations governing the Partner Agency with whom they have been attached. However, if such rules and regulations come in conflict with those of the Direct Employment Scheme, the terms and condition of the DES shall take precedence over those of the Partner Agencies.
5. Signing of Employment Agreement:-The DES Participants should sign an employment agreement at the time of initial appointment;
6. Transportation: The participants are required to arrange their own transportation from the MoLHR to the place of posting. However, the partner agencies may need to arrange transportation for official duty and during the emergencies;
7. Accommodation: Individual DES Participants shall be solely responsible for arranging their own accommodation. However, the partner agencies should assist/support them if the location/work site is in remote where there are no residential houses;
8. Discontinuation: If the Participants discontinue the program on medical ground, he/she should produce medical certificate dully certified by competent medical practitioner in Bhutan. Rest will be dealt as per the terms and conditions of the employment agreement; and

9. Absenteeism: DES Participants who are absent from work/duties without approval of their Supervisors/Heads of the partner Agency shall be dealt as per the internal service rule of the respective Agency. However, the partner Agency shall report immediately to the nearest MoLHR's Office for necessary action/ the Dealing officer shall deduct the payment on pro-rata basis (allowance/ no of days in a month)

X. Liabilities of the Participant

1. If the Participant contravenes any provisions of the agreement except in accordance with the procedures laid down by the MoLHR, the participant shall be not entitled for any opportunities from Ministry of Labour and Human Resources and shall be considered employed

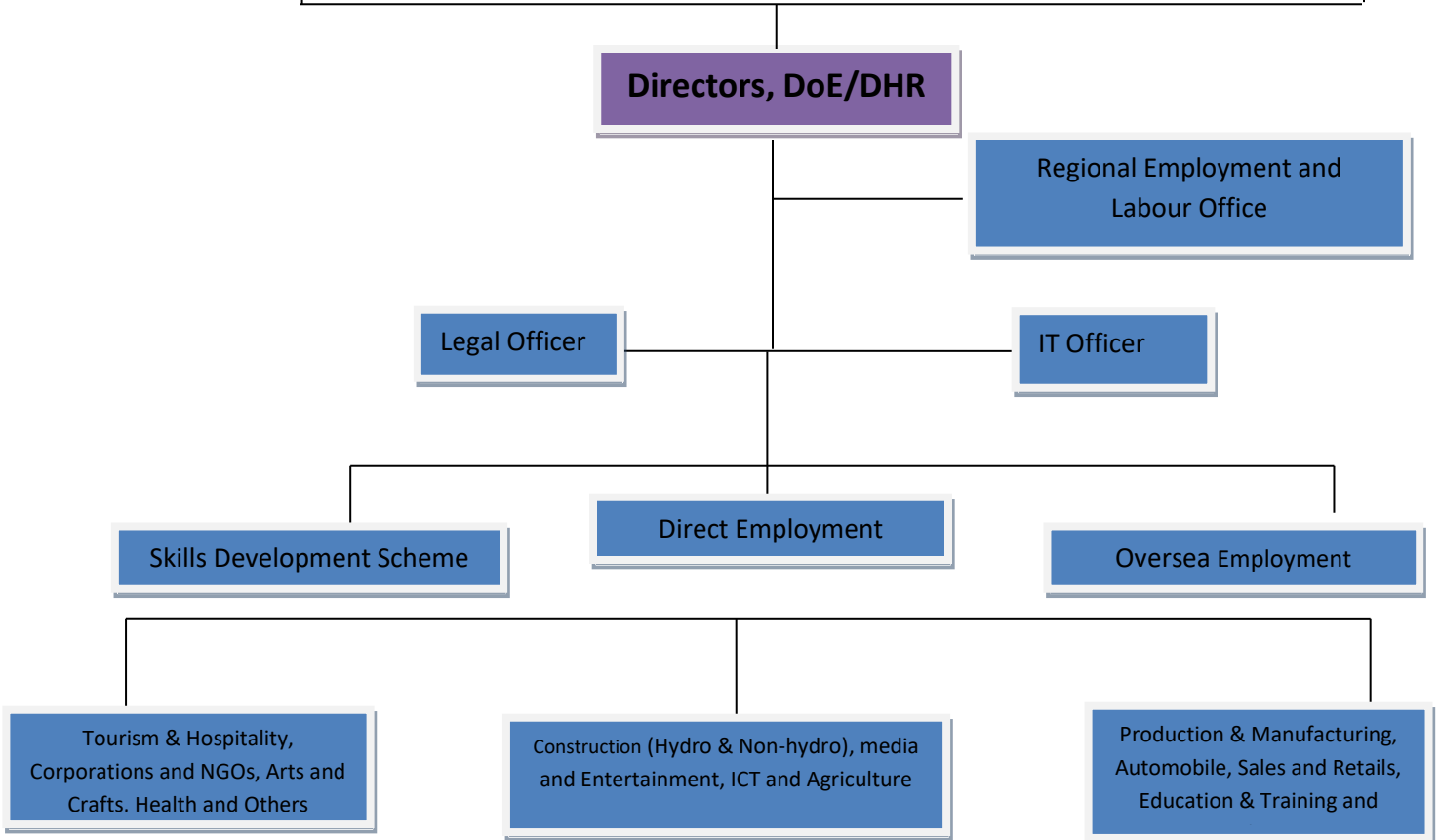
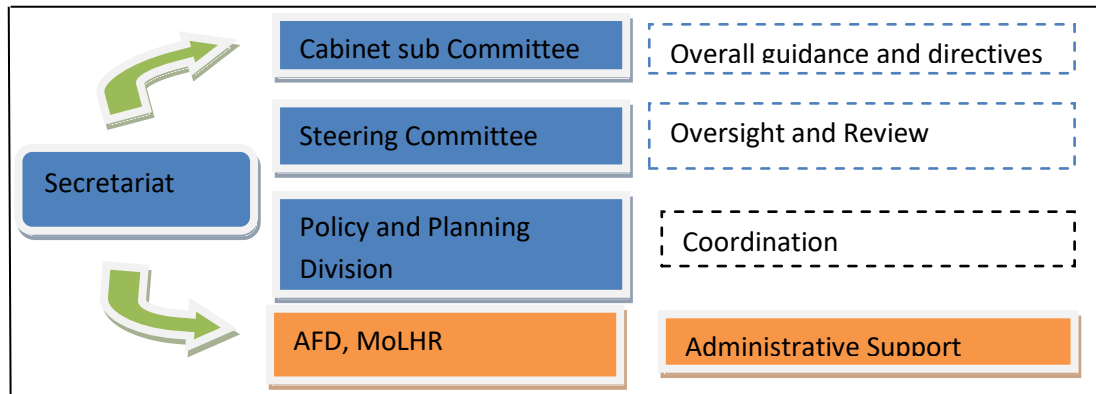
XI. Eligibility Criteria

The participants of DES should:

- a. Be a registered job seeker and must fulfill minimum criteria set as per the requirement of the areas and occupations of engagement program;
- b. Be medically fit and mentally sound;
- c. Be ready, willing and available to take up any form of employment;
- d. Be at least 18 years of age at the time of recruitment with a minimum qualification of Class X;
- e. Not be in full-time education/training;
- f. Be agreeing to the terms and conditions laid down by the MoLHR or in employment agreement; and
- g. Receive preference if found chronic job seekers in the Job Portal system of MoLHR

XII. Administration and Coordination

a. Organogram of DES:



a. Coordination

The Policy and Planning Division, MoLHR shall be the main coordinating body for the DES under GEP.

b. Procedures for the Recruitment, Selection and Placement of DES Participants

The implementation of DES will generally comprise of the following procedures:

I. Announcement

Announcement will be made from time to time depending on the requirement from the partner agencies. The announcement will contain information on available vacancies by sectors, location and qualification.

II. Validation and Screening of DES Participants

The focal person of the DES shall validate employment status of job seekers from the online job portal data-base as per the eligibility criteria. The preference shall be given to the chronic job seekers who are not able to find jobs for more than six months. Once job seekers are attached under DES, the employment status of the particular DES Participants will be updated as employed in DES system and will be de-registered from the job portal.

III. Placement

Job seekers will be attached or placed with various partner agencies depending on the requirement considering the qualification and subject requirement. The placement in areas other than Thimphu shall be done preferably in their respective Dzongkhags in the 1st week of every month by RDs of MoLHR.

The focal officer of the DES shall issue an appointment order mentioning clear information on the place of posting, name of the partner agency and effective date with the copy to the partner agencies and respective Regional Employment and Labour Office.

IV. Monitoring and Supervision

DES Participants shall be kept under the general supervision of the partner agencies and direct supervision of a qualified skilled supervisor, appointed by the management. The Participant shall be monitored and assessed regularly during the attachment period by the supervisor and the MoLHR/Regional Employment and Labour Office to determine progress of the Participant. The MoLHR shall carry out monitoring visits from time to time but not less than once in six month during the attachment period and once regularized they shall be governed by Labour and Employment Act, 2007.

c. Role of the DES Implementing Officer

In-order to ensure effective implementation of DES, DoE, MoLHR /Regional Employment and Labour Office shall carry out the following monitoring activities:

1. Prepare monitoring and supervision plan and carry out the monitoring with or without prior information to Partner Agencies;
2. Carry out physical verification and check relevancy aspect of the attachment with reference to the appointment order ensuring that the trade/occupation specified in the appointment order is not altered;
3. Submit monitoring and supervision report to the Director, Department of Employment within a week of monitoring visit for follow up action;
4. Conduct wrap up meeting with partner Agencies and provide feedback for further improvement;
5. The monitoring Officer will be fully responsible for reporting on issues and concerns related to DES to the Department of Employment for appropriate action during the attachment period.
6. The monitoring shall be carried out at least twice a year.

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF LABOUR AND HUMAN RESOURCES**

Employment Agreement Form

This agreement is entered on ____day of _____, 20__, between Mr./Ms. _____ Bearing CID _____ heading from Village: _____ gewog: _____ Dzongkhag: _____ Proprietor/CEO of _____ holding Trade License No/CDB No. _____ Located in _____ (Hereafter referred as Employer) and

Mr./Ms _____ Bearing CID _____ Village _____ Gewog _____ Dzongkhag _____ Qualification: _____ as Direct Employment Scheme Participant (Hereafter referred as Participant).

AND

This agreement is in accordance with Guideline on Direct Employment Scheme 2014 issued by the Ministry of Labour and Human Resources. This agreement contains 5 Pages.

General Clause:

Whereas the Participant shall be attached with the Employer as _____ for a maximum period of one years, with effect from ____/____/201__ to ____/____/ 20__ on the consolidated monthly allowance of Nu_____-/- paid by MoLHR and the Employer. (MoLHR Nu_____-/- and Employer _____. upon completion of one years on attachment, the Employer shall regularize the Participant's employment and submit the service regularization letter to the Ministry upon completion of the attachment period and

After the attachment period he/she will be paid basic salary of Nu_____ a month. In addition, the Participants shall be entitled to receive benefits in accordance with the internal service rules of the firm and will be amended from time to time. The participants shall be governed by Labour and Employment Act, 2007.

TERMS AND CONDITIONS FOR THIS AGREEMENT SHALL BE AS FOLLOWS:

In consideration of the promises and other goods and valuable consideration (the sufficiency and receipt of which are hereby acknowledge the parties agree on follows:

Obligations of the Employer:

The Employer shall have the right to select, recruit and employ the Participant from the list of short listed candidates provided by the Direct Employment Scheme Unit DES, DoE, MoLHR from the E-Registration System for Guaranteed Employment Program;

Upon the selection and recruitment, the Employer shall train the Participant based on the requirement of the Employer as per the requisition submitted to the DES, DoE, MoLHR/respective Regional Employment and Labour Office;

All partner Agencies under DES must be subjected to Auditing and inspection by other external agencies such as Royal Audit Authority and other agencies as and when required

The Participant shall work under a competent supervisor identified by the Employer;

The Employer must pay the Participant as agreed in the general clause by first week of the following month;

The Employer shall maintain and submit the monthly attendance sheet of Participant duly signed by the supervisor and should produce as and when required by MoLHR and other relevant agencies;

The Employer shall submit the performance evaluation of the Participant on quarterly basis to the DES, MoLHR /respective Regional Employment and Labour Office,

In case the Participant separates from the employer, the employer shall immediately notify the concerned officer through call or email; and submit the official written letter within 6 working days

Submit the service regularization letter to the ministry after the completion of the attachment period (Support term from Ministry)

Liabilities of the Employer:

If the Employer contravenes any provisions of the agreement except in accordance with the procedures laid down by the MoLHR, the Employer shall be deprived from any future support under Guaranteed Employment Program.

2.b/ The Obligations and Rights of Participant:

The Participant shall work as per the job description provided during his/her recruitment and selection;

The Participant shall respect and honor the Internal Service Rules of the company and Labour and Employment Act, 2007.

Absenteeism: DES Participants who are absent from work/duties without approval of their Supervisors/Heads, MoLHR shall deduct the payment on pro-rata basis on the amount released.

the participants shall work with the employer after the regularization

Liabilities of the Participant

If the Participant contravenes any provisions of the agreement laid down by the MoLHR, the participant shall not be entitled for any opportunities from Ministry of Labour and Human Resources and shall be considered employed.

Effective Date

This Agreement shall come to force from the date of its execution.

Interpretation of Agreement

The validity, interpretation, construction and performance of this agreement shall be governed by the Labour and Employment Act, 2007 and its Regulations.

Performance Reviews:

The participants will be provided with written performance appraisal at least once per year and appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

Termination:

The agreement shall be terminated by issue of notice if anyone of the parties/party are found in contravention of participant is found to be employed prior to the agreement signing. The Ministry shall discontinue the allowance disbursement.

- a. The participants may at any time terminate this agreement and his employment by giving not less than 30 days written notice to the employer or payment in lieu of notice period.
- b. The employer may terminate this agreement and the participants employment at any time, without notice or payment in lieu of notice , for sufficient cause.
- c. The employer may terminate the employment of the participant at any time without sufficient cause pursuant to (b) above, provided the employer pays to the participant an amount as required by the Labour and Employment Act of Bhutan, 2007.
- d. In the event of termination of this agreement, both the parties shall notify the DES, MoLHR and Regional Labour and Employment office within 6 working days from the date of termination of this contract.

Confidentiality

The Participants acknowledges that, in the course of performing and fulfilling his duties hereunder, he may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Employer, the disclosure of any of which confidential information to competitors of the Employer would be highly detrimental to the interests of the Employer. The Participants further acknowledges and agrees that the right to maintain the confidentiality of such information constitutes a proprietary right which the Employer is entitled to protect. Accordingly, the Participants covenants and agrees with the Employer that he will not, during the continuance of this agreement, disclose any of such confidential information to any person, firm or corporation, nor shall he use same, except as required in the normal course of his engagement hereunder, and thereafter he shall not disclose or make use of the same.

Severability

The Parties hereto agree that in the event any article or part thereof of this agreement is held to be unenforceable or invalid then said article or part shall be struck and all remaining provision shall remain in full force and effect.

Declaration

The parties hereby, have read and understood this agreement and its terms and conditions mentioned herein fully. We also understand that breach of any provision of this agreement shall be settled amongst the parties failing which the aggrieved Party shall have the right to seek redressal with Labour Relation Division, Department of Labour, Ministry of Labour and Human Resources established under the Labour and Employment Act of Bhutan, 2007.

We declare that the details entered on this agreement are true and correct to the best of our knowledge and further confirm that we have read and do adequately understand the provisions and implications of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed as ofday..... month.....year and shall each retain a copy of the agreement.

Affix
Legal
Stamp

Employer:
CID:
Place:

Sign:
WITNESS
ID No:.....
Contact No:.....

Affix
Legal
Stamp

DES Participant:
CID:
Place:

Sign
WITNESS
ID No:.....
Contact No:.....

This employment agreement is signed in presence of the Chief Labour Administrator, MoLHR

**Chief Labour Administrator
MoLHR**

ANNEXURE-II

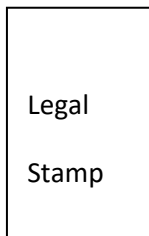
Date:

Letter of Undertaking from Employer

I,.....bearingCID.....CEO/Proprietor
of hereby undertake that:

1. the jobseeker I am recruiting in my firm is not employed prior to the GEP enrollment (before the Contract Signing)
2. I am not converting his employment under GEP
3. Is not my immediate family

I, hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action. Signature I hereby declare that the above details are correct to the best of my knowledge. –



Name:

Witness:

CiD :

Name:

Mobile No:

CID:

Address:

Address

ANNEXURE-III

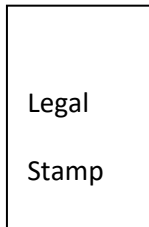
Date:

Letter of Undertaking from Jobseekers

I,.....BearingCID.....JobseekerNo
.....hereby undertake that:

1. I am genuine jobseeker
2. I am not employed with the employing employer/firm
3. I am not converting my employment under GEP and
4. Is not my immediate family firm(where I am being recruited)
5. I am genuinely being employed in the firm through proper selection procedure conducted by the firm/company.

I, hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action. Signature I hereby declare that the above details are correct to the best of my knowledge. –



Name:

Witness:

Name:

Mobile No:

CID:

Address:

Address

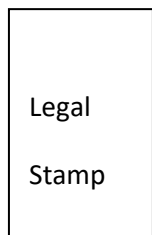
ANNEXURE-IV

Undertaking from Guarantor

Details of Guarantor

- 2. Name:_____ . Profession:_____
- CID No:_____
- 3. Permanent Address:
- House No:_____ Tharm No:_____ Village:_____
- Gewog:_____ Dzongkhag:_____
- 4. Name and Address of the Employer:_____

I hereby as a guarantor confirm that the above information given in the application form are true, correct and complete and up to date in all respects. Further, I undertake and be held responsible for any reason, I Guarantee and undertake that Mr/Mrs/Ms..... CID..... who is known to me is genuine jobseeker and he/she has not worked with the employing agency before DES Agreement Signing with Ministry of Labour and Human Resources , if found to be employed prior, i shall be liable for any administrative action.



Name:

CiD :

Mobile No:

Address:

Dealing Officer Name &Sign

ANNEXURE-V

MoLHR/DoE/DES/2016/16/485

Date:.....

.....
Thimphu

Subject: DES Placement Order

Dear Sir,

The Direct Employment Scheme (DES) under the Department of Employment is pleased to place following jobseekers in your Organization against the requisition:

Name	CID	Occupation	Date of joining	Attachment completion Date

The DES Participants must: Undertake the engagement period conscientiously, diligently, and endeavor to gain required employability skills before the completion of the attachment period.

Submit bank account number to the DES unit within two weeks after the placement; and

Be punctual, behave in a responsible manner and work accordance with the requirements of health and safety regulations

The employer must: Provide a skilled supervisor and appropriate tools and materials to train job seekers and ensure the jobseeker are not left unattended or ideal.

Ensure that the jobseeker is not engaged in any assignment(s) other then the specified occupation.

Maintain daily attendance sheet and submit it to the Department of Employment for the release of stipend by the 29th of every the month

Monitor and supervise the performance of jobseekers from time to time and inform the Department of Employment on quarterly basis and,

The employer must pay the participants as indicated in the requisition submitted by first week of following month:

Employer must deposit your contribution on the Bank Account if the individual participants/ maintain salary record and submit the record to MoLHR.

Submit Performance Evaluation report quarterly to MoLHR along with wage record, failing which the unit shall withheld the allowance disbursement

Submit the Service Regularization letter after the completion of attachment Period.

The employer and participants must strictly adhere to the terms and conditions of the Employment Agreement.

Thanking you in anticipation.

Yours faithfully

Dealing Officer

received by:

ANNEXURE-VI

Performance Evaluation form (to be submitted on quarterly basis)

Company Name:

Employee Information

Name:

Job Seeker no.:

Job Title:
years

Attachment Duration: one

Department:

Appointment Date:

Review Period: from ___ / ___ / 201_ to ___ / ___ / ___ Employer:

Ratings

Rate from a score of 1 to 5	Needs Improvement (score Value -1)	Below Expectation (score value- 2)	3- Meets Expectation (score value - 3)	4- Exceeds Expectation (score value -4)	5- Outstanding (score value - 5)
Job Knowledge (tick)					
Comments if any;					
Work Quality (tick)					
Comments if any;					
Attendance/punctuality (tick)					
Comments if any;					
Initiative (tick)					

Comments if any;					
Communication Skills (tick)					
Comments if any;					
Attitude (tick)					
Comments if any;					
Dependability (tick)					
Comments if any;					

Overall Ratings (average of the above ratings, Total n

- 1 : Needs Improvement 2 : Below Expectation
 3 : Meets Expectation 4 : Exceeds Expectation
 5 : Outstanding

Evaluation

Additional Comments, if any

Goals/targets achievement

Employer's Signature and seal (Evaluator):

Date:___/___/20__

Reviewed by (DES officer, MoLHR/Regional Employment and Labour Office):

Date:_____ Signature:

ANNEXURE VII

DECLARATION OF CONFLICT OF INTERESTS

Name of the Committee member/Committee _____

CID No:

Subject: _____

Date: _____

I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty; OR

I do have Conflict of Interest in view of the following reason(s):

Family Member:.....

Close Relative:

Close Friend:.....

In-Laws:.....

Enemy:.....

Others:.....

I, hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action. Signature I hereby declare that the above details are correct to the best of my knowledge and I make this conflict of interest declaration in good faith. –

Signature (Employee)

Date: _____

Place: