



**ROYAL CIVIL SERVICE COMMISSION  
FEEDBACK FORM**



**To be completed by subordinate for those holding managerial positions.**

<b>Name of the Employee whom the feedback is for:</b>	
<b>Employee Position Title:</b> <b>Employee ID:</b>	
<b>Name of the Manager:</b>	
<b>Manager Position Title:</b>	
<b>Agency:</b>	
<b>Date:</b>	

THIS FEEDBACK WILL BE KEPT ANONYMOUS. YOU ARE REQUIRED TO PROVIDE HONEST AND CONSTRUCTIVE COMMENTS ON THE EMPLOYEE'S OVERALL PERFORMANCE AND MANAGEMENT STYLE/PRACTICE.

- 1. LIST ONE OR MORE THINGS YOU WOULD LIKE YOUR MANAGER TO STOP DOING:**

2. LIST ONE OR MORE THINGS YOU WOULD LIKE YOUR MANAGER TO  
CONTINUE DOING:

3. LIST ONE OR MORE THINGS YOU WOULD LIKE YOUR MANAGER TO  
START DOING:

4. LIST ONE OR MORE THINGS YOUR MANAGER COULD DO BETTER:

5.7 Feedback Form

5.7.1 It is mandatory for all civil servants holding managerial positions at P2 and above to have feedbacks by their subordinates annually. Human Resource Division of Agencies shall facilitate and ensure timely execution. The Form is given at **Annexure 12/4**.

5.7.2 The feedback shall be provided as follows:

5.7.2.1 **Central Agencies**

<b>Sl. No.</b>	<b>Feedback on</b>	<b>Done by</b>	<b>Submit to</b>
1.	Secretary	DGs/Directors	RCSC
2.	DG/Director	Chief of Divisions	Secretary
3.	Chief of Divisions	Division staff	Head of Secretariat and Department.

5.7.2.2 **Autonomous Agencies**

<b>Sl. No.</b>	<b>Feedback on</b>	<b>Done by</b>	<b>Submit to</b>
1.	Head	Chief of Divisions/Sections*	RCSC
2.	Chief of Divisions/Sections*	Division/Section Staff	Head

\* Sections which do not function under any Division