

Performance Appraisal Form for P & M Service groups **2015**

Section A: Employee Details

APPRAISAL PERIOD:1 July 2015 to 30 June 2016	
EMPLOYEE ID No: 9901073	
NAME OF THE EMPLOYEE:Ngawang	
POSITION TITLE:Program Director	POSITION LEVEL:P1A
DIVISION:Agriculture Division, DoA, MoAF	DEPARTMENT/AGENCY:DoA,RNR RDC-Bajo

Section B: Individual Work plan (IWP: 70%)

Division Output	Activities	Targets				Target Achieved specified by Individual	Employee's Feedback/comment / justification	Final Score by Supervisor
		Outstanding (3-4)	Very Good (2-2.99)	Good (1-1.99)	Need Improvement (<1.99)			
1. Improvement of Research and Development program coordination	1.1. Organize 4 regional coordination workshops/meetings on commercialization activities at RDC-Bajo	Jun 2016	Jul 2016	Aug 2015	Sep 2015			
	1.2. Source additional funds for research and development works	Apr 2016	May 2016	Jun 2016	Jul 2016			
	1.3. Facilitate implementation of annual on-station maintenance of Dru-Na-Gu (Traditional cereal crops)	7-8 crops	4-5crops	<3-4 Crops	<2 Crops			
	1.4. Coordinate release of new cereal crop varieties	2 Vars	1 Var	< 1 Var	0			
	1.5. Formulation of IHPP-JICA project for the West	Jul 2015	Aug 2015	Sep 2015	Oct 2015			

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	Central Region dzongkhags							
	1.6. Implementation of IHPP-JICA project in the West Central Region Dzongkhags	Jan 2016	Feb 2016	Mar 2016	Apr 2016			
	1.7. Initiate and establish institutional linkages with regional/international institutes for easing research activities	4 Nos of institutes	3 Nos of institutes	2 Nos of institutes	<1 No of institute			
	1.8. Improve the RDC and RDSC infrastructures through renovation	Apr 2016	May 2016	Jun 2016	Jul 2016			
2. To enhance service delivery and information management	2.1 Submission of quarterly progress report on time	One week after the completion of every quarter	Two weeks after completion of every quarter	Three weeks after completion of every quarter	>Three weeks after completion of every quarter			
	2.2 Publication and production of Annual Report	Jun 2016	Jul 2016	Aug 2016	Sep 2016			
	2.3 Timely signing of documents for disbursement and payment of bills	Two hours after receiving the bills	Three hours after receiving the bills	Four hours after receiving the bills	>Four hours after receiving the bills			
	2.4 Preparation of AWPB on time	Aug 2016	Sep 2016	Oct 2016	Nov 2016			
	2.5 New RDC website developed and made functional	Feb 2016	Mar 2016	Apr 2016	May 2016			
	2.6 All construction activities of the contractors	Handing/taking over of the works done	Handing/taking over of the	Handing/taking over of the	Handing/taking over of the			

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	monitored and have those completed on time	within the contract period	works done two weeks after the completion of contract period	works done beyond 3 weeks after the completion of contract period	works done beyond 3 weeks after the completion of contract period			
3. Implement Anti-Corruption strategies	3.1. All officials in Position Level P5 and above made to declare asset on time	100 % of staff	90% of staff	80% of staff	<80% of staff			
	3.2. Gift register opened and instituted	Nov 2015	Dec 2015	Jan 2016	Feb 2016			
	3.3. Free of audit memos after annual auditing	0	1-10 Nos	10-20 Nos	>20 Nos			
						Total		
						Final Score B. Total/No of activities =		

Employee's Signature:
Date:

Supervisor's Signature:
Date:

[1] Note below concrete results achieved during the year that were agreed and rate them in the scale indicated in the target values.

SECTION C: Competency Behavior (30%)

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Potential Assessment Area	Quality & Description	Outstanding [3.00-4.00]	Very Good [2.00-2.99]	Good [1.00-1.99]	Needs Improvement [<=.99]	Final Rating with Evidence of Behavior
		Level 4	Level 3	Level 2	Level 1	
1. Analytical and Intellectual Capacity	1.1. Sense of Perspective: <i>Demonstrates intellectual flexibility, imagination and socio political sensitivity in developing a holistic appreciation of the situation and in generating innovative ideas and solutions that bring practical benefit</i>	<ul style="list-style-type: none">Thinks ahead to anticipate issues, identifies opportunities and appreciates implications	<ul style="list-style-type: none">Takes strategic steps and ways to achieve and enhance the achievement of the target	Need guidance in identifying the opportunities and solutions to solve work towards achieving the target	<ul style="list-style-type: none">Is hasty in formatting opinions and judgment taking action before assessing implications and Focuses on day to day problems at the expense of longer term planning	
		<ul style="list-style-type: none">Exercise imaginations and creativity to generate a range of alternative solutions				
		<ul style="list-style-type: none">Takes strategic perspective when formulating proposals and recommendations				
	1.2 Analysis and Judgment: <i>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions</i>	<ul style="list-style-type: none">Analyses situations and problems in a systematic and logical manner to identify key issues	<ul style="list-style-type: none">Proposes strong judgmental recommendation towards overall issues for a realistic achievement	<ul style="list-style-type: none">Limited to supervisory directives in tackling the problems and issues and does provide any strong judgmental recommendation to owns issues	<ul style="list-style-type: none">Makes assumption based on superficial analysis	
<ul style="list-style-type: none">Makes sound judgment based on rigorous, independent thinking		<ul style="list-style-type: none">Spends too long on analysis and deliberating at the expense of responding in a timely fashion				
<ul style="list-style-type: none">Makes good use of background knowledge						
2. Influence & Collaboration	2.1.Influencing and Inspiring: <i>Persuades, motivates and inspires others, developing a sense of purpose and unity</i>	<ul style="list-style-type: none">Put team's success ahead of personal success	<ul style="list-style-type: none">Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to generate trust and co-operation to foster positive and productive team spirit.	<ul style="list-style-type: none">Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others.	<ul style="list-style-type: none">Blame others for mistakes and/or setbacks that negatively affect team results.	
		<ul style="list-style-type: none">Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions.				

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	<p>2.2 Collaboration & Engagement: Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.</p>	<ul style="list-style-type: none"> Help to keep team performance and morale high even during periods of intense pressure or heavy workload. Actively seeks development opportunities for team 	<ul style="list-style-type: none"> Demonstrate to work in a team and foster sharing of workloads while 4he/she is not utilized. 	<ul style="list-style-type: none"> Confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team. 	<ul style="list-style-type: none"> Work only to serve self-interests and meet personal goals Blame others for mistakes and/or setbacks that negatively affect team results. 	
3. Motivation for Excellence	<p>3.1. Achieving Results: Strives hard to achieve agency's five year and annual targets by focusing on national interest to ensure efficiency and high standards of delivery.</p>	<ul style="list-style-type: none"> Achieves all targets set within the allocated resources without compromising on the quality Minimizes waste of his Agency and nation's resources 	<ul style="list-style-type: none"> Always look towards achieving the result with best quality within the resources under his/her control 	<ul style="list-style-type: none"> Hard working towards achieving the results but needs extra resources to achieve it 	<ul style="list-style-type: none"> Do not deliver as per the set targets and budget allocated Wastes his Agency and nation's resources 	
	<p>3.2 Commitment and Accountability: Demonstrates personal integrity and commitment to serving Bhutan's national interest</p>	<ul style="list-style-type: none"> Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients Ready and willing to take additional responsibility by one's own initiatives 	<ul style="list-style-type: none"> Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the initiatives 	<ul style="list-style-type: none"> Upholds the blondness towards one public family as and when required only and resistance to take initiatives 	<ul style="list-style-type: none"> Breach the norms and values of the society Speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership. Do not participate n any extra assignments 	
Total C						

SECTION D: Final Performance Evaluation Score [Section B &C]

Particular	Score received	% Allocated	Final Score	Supervisor's Comment, if any	Head of Agency's Comment if any.
B. Performance		70%			
C. Competency Behaviors		30%			
Total					

Employee's Signature:

Date

Supervisor's Signature:

Date

Overall Rating Table:

Performer category	Definition	Rating scale
1.Outstanding	Achieved exceptionally high level of performance	3.00-4.00
2. Very Good	Performed at higher level than required	2.00-2.99
3. Good	Employee fulfilled requirement of the job	1.00-1.99
4. Needs Improvement	Results/Behavior far below performance requirement	<=0.99