

Performance Appraisal Form for Supervisory and Support Services Group

2015

Section A: Employee Details

APPRAISAL PERIOD: **July 2015 to June, 2016**

EMPLOYEE ID No. **8608062**

NAME OF THE EMPLOYEE: **Dophu Namgyal**

POSITION TITLE: **Farm Manager**

POSITION LEVEL: **P5A**

DIVISION: **ADTC, Roval Project ,RNR RDC, Bajo**

DEPARTMENT/AGENCY: **RDC Bajo/ADTC, Chimipang**

SECTION B: Performance Assessment (70%)

| Division Output | Activities | Targets Values | | | | Target Achieved specified by | Employee's Feedback/comment/justification | Final Score by Supervisor[1] |
|---|---|-----------------------------|---------------------------|-------------------|------------------------------|------------------------------|---|------------------------------|
| | | Outstanding =[3.00-4.00] | Very Good =[2.00-2.99] | Good=[1.00 -1.99] | Need improvement [<=0.99] | | | |
| 1. Established fruits demonstration Block. | 1.1. Collect seeds, seedlings and develop nursery in the centre . | 20days | 25days | 30 days | Above 30days | | | |
| | 1.2. Prepare field and plantation of ; Mango Litchi Kiwi Avocado | 40 days | 50 days | 60 days | Above 60 days | | | |
| | 1.3. Manage and training the fruit trees | 14 days | 17 days | 21 days | Above 21 days | | | |
| 2. Enhanced efficiency of work and services delivery system | 2.1. Oversee and review the progress of annual work plan and prepare annual work plan | 9 days | 11 days | 14 days | Above 14 days | | | |
| | 2.2. Oversee and review the publication of annual report | 14 days | 18 days | 21 days | Above 21 days | | | |

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|---|--|---|---|---|---|---|--|--|
| 3. Improved agriculture infrastructure for enhancing crop production and make access to farm machineries. | 3.1. Improve agriculture infrastructure for assure better irrigation and enhancing farm production 3.2. Improve farm structure and construction to have conducive working environment. 3.3. coordinate and improve the construction of Shed for farm attendants. 3.4. Survey and develop farm roads within the farm | 60 days 4 months 3 months 3 months | 70 days 5 months 4 months 4 months | 90 days 6 months 5 months 6 months | Above 90 days Above 6 months Above 5 months Above 6 months | | | |
| 4. Prepared & discussed Budget for further improvement | 4.1. Coordinate and review the Budget proposal 4.2. Attain Budget finalization meetings and discuss the resolution with Field staffs. 4.3. Allocate the Budget to sectors to implement the work in the fields. | 8 days 5 days 4 days | 12 days 6 days 5 days | 14 days 8 days 7 days | Above 14 days Above 8 days | | | |
| | | | | | | Total | | |
| | | | | | | Final Score B. Total/No. of activities =..... | | |