

**Section A: Employee Details**

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

EMPLOYEE ID No.: **200601137**

NAME OF THE EMPLOYEE: **Kinley Dorji**

POSITION TITLE: **Dy. Chief Extension Officer**

POSITION LEVEL: **P<sub>2</sub>A**

DIVISION: **RNR-RDC, Bajo**

DEPARTMENT/AGENCY: **DoA / MoAF**
**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= (3.00-4.00)	V.Good=2.00- 2.99)	Good=1.00- 1.99)	Need Improve ment(<= .99)			
A. 1. Citrus production Increased	Production of high health status planting materials.							
	1.1 Citrus germplasm repository 1.2 Development of disease testing protocols a) HLB biological indexing completed b) CTV biological indexing completed c) Micro-grafting completed d) Thermo-therapy initiated	All 4 protocols developed	3 protocols developed	2 protocols				
	1.3 Collect repository accessions	5 varieties	3-4 varieties	2 varieties				
	a) Collect +ve controls							

	b) Multiply and maintain indicator plants	10 Nos	5-9 Nos	2-5 plants				
	c) Initiate biological indexing	30 <sup>th</sup> March, 2016	15 <sup>th</sup> April, 2016	June 2016				
	d) Collection of accessions	10 Nos	5-9 Nos	1-4 Nos				
	1.4 Initiate quarantine measures							
	a) Initiate quarantine activities	October 2015	Dec, 2015	May, 2016				
	b) Raise rootstocks for propagation in quarantine blocks	500 seedlings	200-400 seedlings	50<200 seedlings				
	c) Propagate all introduced accessions for biological indexing	50 samples	20-50 samples	Less than 20 samples				
	1.5 Initiate disease diagnosis							
	a) Multiply indicator plants	10 Nos	5-9 Nos	Less than 5				
	b) Establish indicator plant mother trees	15 trees	5-14 trees	Less than 5				
	c) Biological indexing for repository accessions (regular) initiated for HLB	3 trees for 13 cultivars	3 trees for 4 - 10 cultivars	< 4 cultivars				
	d) Biological indexing for seedling produced (random sampling)	3 plants X 10 lots	3 plants X (5-9) lots	Less than 5 lots				
	1.6 Produce disease free planting materials (budwood)							
	a. Local mandarins							
	b. Dorokha local							
	c. Tsirang local							
	d. Clementine							
	e. Fortunella							
	f. No. 48 & 49							
		100 buds each	50-90 buds each	Less than 50				

	g. Ponkans h. Satsuma i. Mexican lime j. Bears lime							
	1.7 Production of disease free seedlings a. Dorokha local b. Tsirang local c. Clementine d. Fortunella e. No. 48 & 49 f. Ponkans g. Satsuma h. Mexicanlime i. Bearslime	100 each	20-90 each	Less than 20				
	1.8 Establishment of increased block with potted disease free daughter trees	150 plants	100-150 plants	<100				
B. 3. Production Technology generation	1. Assess physiochemical properties of nursery media (commercial media) 2. Assess physiochemical properties of nursery media (local media) 3. Assess citrus seedling performance for different media composition and proportion 4. Determine soil moisture status and determine deficit irrigation scheduling 5. Effect of deficit irrigation yield and fruit quality 6. Assess the effect of green net on CLAs 7. Assess scion and rootstock compatibility 8. Assess the effect of thermo-therapy on CLAs using on different citrus varieties	At least 2 publications published in international peer review journal	At least 2 technology generated and recommended in Bhutanese situation and published in Annual technical report	If technology generated is irrelevant				

	9. Assess effect of different color light traps on control of citrus leaf miner							
	0. Develop procedure for citrus crop cutting							
C. Technology Disseminated	1. Demonstrate orchard management technologies (Diffusion of technology)	More than 75%	30 -75%	Less than 20%				
	2. Conduct area wide management	> 90% adoption	30 to 80% adoption	Less than 20% adoption				
D. Technical service delivery and information managed and provided	2.1 Submission of quarterly progress report on time	One week after the completion of every quarter	Two weeks after completion of every quarter	>Two weeks after completion of every quarter				
	2.2 Submission of Annual Report	Jun 2016	Jul 2016	Aug 2016				
	2.3 Preparation of AWPB on time	Aug 2016	Sep 2016	Oct 2016				
	2.5 Free of audit memos after annual auditing	0	1-20 Nos	>20 Nos				
					Total			
					Final Score B. Total/No of activities = .....			

Employee's Signature:  
Date:

Supervisor's Signature:  
Date:

**Section C: Core Competencies (30%)**

Competency Behavior	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.99-2.99] Level 3	Good [1.00-2.99] Level 2	Needs Improvement [ $\leq$ .99]	Final Rating with Evidence of Behavior
1. Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	<ul style="list-style-type: none"> <li>Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities</li> </ul>	<ul style="list-style-type: none"> <li>Makes judgements by using limited work knowledge and timely supervision required to carry the work activities</li> </ul>	<ul style="list-style-type: none"> <li>Carries out work activities without critical judgements and not putting the work knowledge in use</li> </ul>	
2. Planning & Organizing	Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time	<ul style="list-style-type: none"> <li>Submits problems and recommended solutions before time for supervisory intervention.</li> </ul>	<ul style="list-style-type: none"> <li>Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work</li> </ul>	<ul style="list-style-type: none"> <li>Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised</li> </ul>	<ul style="list-style-type: none"> <li>Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality</li> </ul>	
3. Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and	<ul style="list-style-type: none"> <li>Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area</li> </ul>	<ul style="list-style-type: none"> <li>Submits problems and recommended solutions on time for supervisory</li> </ul>	<ul style="list-style-type: none"> <li>Submits problems without recommendati on on time</li> </ul>	<ul style="list-style-type: none"> <li>Waits for supervisory intervention to resolve issues</li> </ul>	

	escalate them to appropriate authority	of work	advice			
4. Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	<ul style="list-style-type: none"> <li>• Achieves individual performance targets while maintaining friendly relationship within and outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Work assigned are taken with strong responsibility to be completed</li> </ul>	<ul style="list-style-type: none"> <li>• Any assigned work are done but requiring a minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates assigned work with reminder only</li> </ul>	
5. Interpersonal Skill	Demonstrates ability to work in teams and garner supports, built relationship and develop congenial work environment	<ul style="list-style-type: none"> <li>• Achieves individual performance targets while maintaining friendly relationship within and outside agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance with limited relationship within and outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• works only to serve self-interest and meet personal goals</li> </ul>	
6. Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly and concisely both in oral and in writing	<ul style="list-style-type: none"> <li>• Articulates information to others in language that is clear, concise and easy to understand</li> </ul>	<ul style="list-style-type: none"> <li>• Articulates information to other in languages that is understandable</li> </ul>	<ul style="list-style-type: none"> <li>• Articulates information to other in limited language limited unto his/her level of understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Does not articulate information that is clear and concise</li> </ul>	

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

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

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