

Section A: Employee DetailsAPPRAISAL PERIOD: **July 2015 to June 2016**EMPLOYEE ID No. **9507112**

NAME OF THE EMPLOYEE:

Sonam ChopelPOSITION TITLE: **Research Officer**POSITION LEVEL: **P4A**DIVISION: **Horticulture**DEPARTMENT/AGENCY: **DoA, MoAF****SECTION B: Performance Assessment (70%)**

Division Output	Activities	Targets Values				Target Achieved specified by	Employee's Feedback /comment	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. 1. Maintain germplasms of 20 pears, 8 Chest nuts , 11 peaches, 115 wanluts, 8 apricot, and 20 non asrigent persimmon, 4 Japenese apple, 10 loquat	Efficiently maintained all 170 numbers of fruits and nuts plants in the germplasm block annualy	Maintained 100 numbers of fruits and nuts plants in the germplasm block annualy	Maintained 50 numbers of fruits and nuts plants in the germplasm block annualy	Maintained >50 numbers of fruits and nuts plants in the germplasm block annualy			
	1.1 Coordinate and supervised for Irrigation in seven germplasm block	Efficiently carried out supervision and irrigation for all seven plots per year	Carried out supervision and irrigation for six plot per year	Carried out supervision and irrigation for five plots per year	Carried out supervision and irrigation for > five plots/year			

1. Increased fruits and nuts production: Strengthen R&D activities (Germplasm, Nurseries & Production management-canopy management)	1.2. Coordinate and supervised the application of manures and fertilizer in fruits and nuts germplasm block	Efficeintly coordinated and supervised on application of manures three times in a year	Cordinated and supervised on application of manures two times in a year	Cordinated and supervised on application of manures one time in a year	Cordinated and supervised on application of manures >one time in a year			
	1.3. Coordinate and pruned seven plots of fruit and nuts germplasm plantations block maintained at the station	Efficiently carried out pruning of all seven germplasm block in a year	Carried out pruning of six germplasm block in a year	Carried out pruning of five germplasm block in a year	Carried out pruning of > five germplasm block in a year			
	1.4 Coordinated and supervised on basin preparation and weeding of fruits and nuts germplasm	Efficiently coodinated and supervised basin prepartion and weeding of all	Coodinated and supervised basin prepartion and weeding of all seven	Coodinated and supervised basin prepartion and weeding of all seven	Coodinated and supervised basin prepartion and weeding of all			
	1.5 Coordinate and supervised the harvesting of fruits in germplasm block in the station	Efficiently supervised and harvested fruits of seven germplasm block in third day of the week	Harvested fruits of seven germplasm block in fourth day of the week	Harvested fruits of seven germplasm block in fifth day of the week	Harvested fruits of seven germplasm block in <fifth day of the week			
	1.6 Assesment of the quality of fruits and nuts in the labouratory	Assessment completed in third day of the week	Assessment completed in fourth day of the week	Assessment completed in fifth day of the week	Assessment completed in <fifth day of the week			
	1.7. Conduct Straw berry adoptative on-farm trail at Nobding	Established trial two days after planning	Established trial three days after planning	Established trial four days after planning	Established trial < four days after planning			

	2.1 Identify the site and established avocado demonstration orchards in three locations under Punakha Dzongkhag	Established three orchards within 90 days	Established two orchards within 90 days	Established One orchard within 90 days	Established >one orchard within 90 days			
	2.2 Identify the sites and establish the pecannut demonstration orchards in Punakha dzongkhag	Established Four orchards within 90 days	Established three orchards within 90 days	Established two orchard within 90 days	Established one orchard within 90 days			
	2.3. Identify the sites and established walnut demonstration orchard in Punakha Dzongkhag	Established three orchards within 90 days	Established two orchards within 90 days	Established One orchard within 90 days	Established >one orchard within 90 days			
	2.4. Identify the site and established pear demonstration orchard Wangduephodrang dzongkhag	Established Four orchards within 90 days	Established three orchards within 90 days	Established two orchard within 90 days	Established >one orchard within 90 days			
	2.5 Coordinate and supervise in nursery bed preparation, manures and fertilizer application	Efficiently supervised and completed on the fourth day of the week	Supervised and completed on the fifth day of the week	Supervised and completed on the sixth day of the week	Supervised and completed on < sixth day of the week			

**2. Increased fruits and nuts production:
Promotion of fruits and nuts for commercialization**

2.6 Coordinate and supervise in seed sowing and seedling transplanting	Efficiently supervised and completed on the fourth day of the week	Supervised and completed on the fifth day of the week	Supervised and completed on the sixth day of the week	Supervised and completed on < sixth day of the week			
2.7. Ensure grafted Fruits and nuts seedlings availability in the nursery in the station for out-reach programs	< 1000 seedlings	500-999 seedlings	100-499 trees	>100 seedlings			
2.8 Coordinate and supervised the irrigation of nursery and mulching	Efficiently supervised and completed on the second day of the week	Supervised and completed on the third day of the week	Supervised and completed on the fourth the week	Supervised and completed on < fourth day of the week			
2.9. Coordinate and supervise in nursery weeding and rogging	Efficiently supervised and completed on the fourth day of the week	Supervised and completed on the fifth day of the week	Supervised and completed on the sixth the week	Supervised and completed on < sixth day of the week			
2.10. Coordinate and packed fruit plant seedlings for out-reach programe	Efficiently supervised and completed on the fourth day of the week	Supervised and completed on the fifth day of the week	Supervised and completed on the sixth the week	Supervised and completed on < sixth day of the week			
2.11 Coordinate and supervised on nursery seedling uprooting and trenching	Efficiently supervised and completed on the fourth day of the week	Supervised and completed on the fifth day of the week	Supervised and completed on the sixth the week	Supervised and completed on < sixth day of the week			

2.12. Provide technical support for improvement of existing out reach programs under Punakga Dzongkhag	Three times times in a month	Two times in a month	One time in a month	>One time in a month			
2.13. Carryout top working/grafting on local fruit cultivars for promotion of promoting cultivars for income generation, and nutrition in Punakha dzongkhag and Wangduephodrang dzongkhag	150-200 trees/yr	100-149 trees/yr	50-99 trees/yr	> 50 trees/yr			
3.1 Participate as the team member and identified horticulture commercial plot, feasibility report writing of fallow / GRF land suitable for commercial agriculture farming in Wangdue, Punakha and Tsirang dzongkhags for employment of youth in collaboration with DoL, MoLHR.	Surveyed and generated reports for nine sites within two months	Surveyed and generated reports for eight sites within two months	Surveyed and generated reports for 7 sites within two month	Surveyed and generated reports for >7 sites within two months			

	2.11 Provided technical support to RDCs, Dzongkhags and fruit and nut nursery growers in the region	< 3 days/month	2 days/month	1 day/year	>1 day/month			
3. Increased fruits and nuts production: Improve seed & seedling production and distribution system	3.1. Provided technical support and materials to private nursery enterprise in the region.	3 nursery/yr	2 nursery/yr	1nursery/yr	> nursery/yr			
	3.2 Collect seeds of different fruit plants for raising rootstock	100 kgs of seeds per year	75 kgs of seeds per year	50 kgs of seeds pers year	25 kgs of seed per year			
	3.3 Collect scion wood of improved fruits and nuts for improvement of yield and quality of the local cultivars	4000 nos of scion woods per year	3000 nos.of scion woods pers year	2000 no. of scion woods per year	1000 nos, of scion woods per year			
	3.4.Produce and maintained grafted seedling and rootstock seedlings for all times to come	1000 grafted seedlings and 5000 rootstock seedlings per year	500 grafted seedlings and 4000 rootstock seedlings per year	250 grafted seedlings and 3000 rootstock seedlings per year	> 200 grafted seedlings and >3000 rootstock seedlings per year			
4.Implemented anti-corruption study	4.1. All official s in Position level P5 and above made to declare asset on time	Within the deadline	One week after deadline	Two weeks after deadline	three weeks after deadline			

	4.2.Free of audit memos after annual auditing	>0 memos	1-2 memos	3-4 memos	<4 memos			
						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

SECTION C: Competency Behavior (30%)

Potential Assessment Area	Quality & Description	Outstanding [3.00-4.00] Level 4	Very Good [2.00-2.99] Level 3
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</i>	<ul style="list-style-type: none"> · Thinks ahead to anticipate issues, · Exercise imaginations and creativity to generate a range of alternative solutions · Takes strategic perspective when formulating proposals and recommendations 	<ul style="list-style-type: none"> · Takes strategic steps and ways to achieve and enhance the achievement of the target
	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 · Makes sound judgment based on rigorous, independent thinking · Makes good use of background knowledge 	<ul style="list-style-type: none"> · Proposes strong judgmental recommendation towards overall issues for a realistic achievement
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 · Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions. 	<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.
	2.2 Collaboration & Engagement: <i>Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and</i>	<ul style="list-style-type: none"> · Help to keep team performance and morale high even during periods of intense · Actively seeks development opportunities for team 	<ul style="list-style-type: none"> · Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized.
3. Motivation for Excellence	3.1. Achieving Results: <i>Strives hard to achieve agency's five year and annual targets by focusing on national interest to ensure efficiency and high standards of delivery.</i>	<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
	3.2 Commitment and Accountability: <i>Demonstrates personal integrity and commitment to serving Bhutan's national interest</i>	<ul style="list-style-type: none"> · Upholds both explicit and implicit terms and understandings he has with the Royal · 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

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

Particular	Score received	% Allocated	Final Score
D. Performance		700/	

B. Performance		70%	
C. Competency Behaviors		30%	
Total			

Employee's Signature:

Date

Supervisor's Signature:

Date

Overall Rating Table:

Performer category	Definition
1.Outstanding	Achieved exceptionally high level of performance
2. Very Good	Performed at higher level than required
3. Good	Employee fulfilled requirement of the job
4. Needs	Results/Behavior far below performance requirement

ited in the target values.

Good [1.00-1.99] Level 2	Needs Improvement [≤.99] Level 1	Final Rating with Evidence of Behavior
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"> Limited to supervisory directives in tackling the problems and issues and does not provide any strong judgmental recommendation to own issues 	<ul style="list-style-type: none"> Makes assumption based on superficial analysis Spends too long on analysis and deliberating at the expense of responding in a timely fashion 	
<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"> 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. 	
<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 	
<ul style="list-style-type: none"> Upholds the bond 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 Sneak and act in a way that is Do not participate in any extra assignments 	

Supervisor's Comment, if any	Head of Agency's Comment if any.

	Rating scale
	3.00-4.00
	2.00-2.99
	1.00-1.99
	<=0.99