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# Appraisal Form

**Five Year Plan:**

**Financial Year:**

## Section A: Employee Details

**Employee No.: 9808057**

**Name: Doley**

**Position Title: Sr. Agriculture Supervisor I**

**Position Level: SS2**

**Working Agency: RNR R & DC - Bajo,Department of Agriculture,Ministry of Agriculture and Forests**

## Section B: Performance

Output	Activity	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Target Achieved	Justification	Final Score	Remark / Justification	Action
Promising crop cultivars and varieties evaluated and released	Conduct pre-production evaluation trials in farmers' field with Vietnam rice	4 site	3 site	2 site	1 site			Enter Score	Enter Remark/Justification	Dro
Quality seeds and seedlings produced, maintained and distributed	Produce and maintain the Barley seed.	50 kgs	40 kgs	30 kgs	20 kgs			Enter Score	Enter Remark/Justification	Dro
Quality seeds and seedlings produced, maintained and distributed	Produce and maintain released seed of wheat varieties (Bumthang Kaa Drukchu and NL-1073)	400 kgs	300 kgs	200 kgs	100 kgs			Enter Score	Enter Remark/Justification	Dro
Quality seeds and seedlings produced, maintained and distributed	Produce and maintain seeds of released rice varieties ( Wangkhar Ray Kaap II,Khangma Maap and Wangkhar kamja-II) and IR-28	700 kgs	600 kgs	500 kgs	400 kgs			Enter Score	Enter Remark/Justification	Dro
Technologies to increase crop productivity evaluated, generated and disseminated	Upscale spring paddy cultivation at Sergithang gewog in Dagana Dzongkhag	5 acres	4 acres	3 acres	2 acres			Enter Score	Enter Remark/Justification	Dro
Technologies to increase crop productivity evaluated, generated and disseminated	Conduct upland rice production evaluation trials for Wengkhar Kamja I,Machapuchary,Chandinath III,Lumang local,Chandinath I,Zangtey,Khangma Maap in the farmers field.	4 site	3 site	2 site	1 site			Enter Score	Enter Remark/Justification	Dro

Technologies to increase crop productivity evaluated, generated and disseminated	Conduct direct seeding trials using drum seeder in our on-station	4 terrace	3 terrace	2	1			Enter Score	Enter Remark/Justification	Dro
Technologies to increase crop productivity evaluated, generated and disseminated	Conduct wheat demonstration with NL-1073.	4 Nos	3 Nos	2 Nos	1 Nos			Enter Score	Enter Remark/Justification	Dro
Technologies on climate smart and resilient agriculture practices evaluated, generated, demonstrated, and disseminated.	Conduct demonstration on direct seeding for paddy in the farmers field .	4 location	3	2	1			Enter Score	Enter Remark/Justification	Dro
Technologies on climate smart and resilient agriculture practices evaluated, generated, demonstrated, and disseminated.	Carry out phenotypic characterisation of local rice varieties of National Biodiversity Center.	20 entry	15 entry	10 entry	5 entry			Enter Score	Enter Remark/Justification	Dro
Technologies on climate smart and resilient agriculture practices evaluated, generated, demonstrated, and disseminated.	Conduct evolutionary plant breeding trials on beans at Tsangkha, Dagana and Mendrelgang in Tsirang.	6 entry	5 entry	4 entry	3 entry			Enter Score	Enter Remark/Justification	Dro
Technologies on climate smart and resilient agriculture practices evaluated, generated, demonstrated, and disseminated.	Carry out evolutionary plant breeding trial on paddy at Mendrelgang, Tsirang	6 entry	5 entry	4 entry	3 entry			Enter Score	Enter Remark/Justification	Dro
Relevant data collected, information generated, and reports written and submitted	Coordinate and organize rice, wheat barley and millet crop cut in Tsirang and Dagana Dzongkhag to Augment the Department/National Annual Agriculture Statistics	20 Nos	15 Nos	10 Nos	5 Nos			Enter Score	Enter Remark/Justification	Dro
								Final Score:	0	

Section C: Competency Behavior

Potential Assessment Area	Quality & Description	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Final Score
1.Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge	Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities	Makes judgements by using limited work knowledge and timely supervision required to carry the work activities	Carries out work activities without critical judgement and not putting the work knowledge in use	0
2. Planning & Organizing	Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time	Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet agency's objectives by using available resources optimally to meet work activities without compromising the quality of the work output	Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work	Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised	Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality	0
3.Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to appropriate authority	Submits problems and recommended solutions before time for supervisory intervention.	Submits problems and recommended solutions on time for supervisory advice	Submits problems without recommendation on time	Waits for supervisory intervention to resolve issues	0
4.Leadership & Influencing Skills	Demonstrates urgency and proactivelytakes lead in assigned work activities and solicitsupport.	Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work	Work assigned are taken with strong responsibility to be completed	Any assigned work are done but requiring a minimum supervision	Initiates assigned work with reminder only	0
5.Interpersonal Skill	Demonstrates ability to work in teams and garner supports, built relationship and develop congenial work environment	Achieves individual performance targets while maintaining friendly relationship within and outside agency	Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency	Achieves individual performance with limited relationship within and outside agency	works only to serve self-interest and meet personal goals	0
6.Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly and concisely both in oral and in writing	Articulates information to others in language that is clear, concise and easy to understand	Articulates information to other in languages that is understandable	Articulates information to other in limited language limited unto his/her level of understanding	Does not articulate information that is clear and concise	0
					Final Score:	0

## Section D: Evaluation

Particular	Score Received	% Allocated	Final Score	Supervisor's Comments	Moderation Exercise Cat.	Agency Head's Comment
B. Performance	0	70%	0	<input type="text" value="Enter Comments"/>	<input type="text" value="Select Cat."/> ▼	<input type="text" value="Enter Comments"/>
C. Competency Behaviors	0	30%	0	<input type="text" value="Enter Comments"/>		
		Total Score:	0			