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Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 9608034**Name:** Gyeltshen Tshering**Position Title:** Sr. Horticulture Officer**Position Level:** P3**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
Quality seeds and seedlings produced, maintained and distributed	Collect local fruits and nuts and extract seeds; establish root stock nursery; maintain and propagate through grafting at the station	4500 numbers	2500-4999	1000-2499	<999			Enter Score	Enter Remark/Justification	Drop
Quality seeds and seedlings produced, maintained and distributed	Coordinate and facilitate vegetable seed and seedling production at the station, and promote winter, summer and highland vegetable cultivation in the region	100 Acres	70-99	30-69	<29			Enter Score	Enter Remark/Justification	Drop
Establishment of crop nurseries demonstrated, promoted, and supported	Collect promising fruit and nut scion woods; wax; pack; store; and make available for nursery grafting both onstation and on-farm	4000 Numbers	2500-3999	1000-2499	<999			Enter Score	Enter Remark/Justification	Drop
Establishment of crop nurseries demonstrated, promoted, and supported	Produce quality and quantity grafted seedlings for outreach activities in the region	3000 Numbers	2000-2999	1000-1999	<999			Enter Score	Enter Remark/Justification	Drop
Capacities of agriculture staff, farmers, and interested	Coordinate and identify interested farmers for development of	25 Numbers	20-24	15-19	<14			Enter Score	Enter Remark/Justification	Drop

people built and or strengthened	demonstration orchards (fruits and nuts) in the region in collaboration with the IHPPJICA Experts and Dzongkhag DAOs (Gasa, Dagana, Punakha, Tsirang and Wangdue)									
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Coordinate and facilitate in providing three rounds of systematic training on management of fruit crops and vegetable crops to the farmers of the region	3 Times	2	1	0			Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related goods and services procured and effectively used	Coordinate and facilitate field activities through proper utilization of horticulture sector budget	100%	50-99%	35-49%	<34%			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Coordinate in carrying out survey on cost of production for horticulture crops in the region	500 HH	300-499HH	100-299HH	<99HH			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain up to date data of all the horticulture activities of both onstation and out reach, and made available for annual report. submit annual report.	100 %	50-99%	30-49%	<29%			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Coordinate and identify feasible village for establishment of fruits and nuts focus villages in the region (Gasa, Dagana, Punakha, Tsirang and Wangdue) in collaboration with the IHPPJICA Experts and Dzongkhag DAOs.	8 Villages	7	5	<4			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate meetings, training and workshops related to horticulture research and development activities	8-100%	60-79%	45-59%	<44%			Enter Score	Enter Remark/Justification	Drop
Selected crop germ plasm maintained, preserved, and shared	Coordinate and facilitate in maintaining fruit and nut germplasm collection, and	30	20-29	10-19	<9			Enter Score	Enter Remark/Justification	Drop

vegetable basic seeds at the station

Final Score: 0

Adhoc Activities

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 and Intellectual Capacity	<p>1.1. Sense of Perspective</p> <p>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</p>	<ul style="list-style-type: none"> • Thinks ahead to anticipate issues, identifies opportunities and appreciates implications • 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 	<ul style="list-style-type: none"> • 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 tern planning 	0
1. Analytical and Intellectual Capacity	<p>1.2 Analysis and Judgment</p> <p>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions</p>	<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 	<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 • Spends too long on analysis and deliberating at the expense of responding in a timely fashion 	0
2. Influence & Collaboration	<p>2.1. Influencing and Inspiring</p> <p>Persuades, motivates and inspires others, developing a sense of purpose and unity</p>	<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. 	<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 	0
2. Influence & Collaboration	<p>2.2 Collaboration & Engagement</p>	<ul style="list-style-type: none"> • Help to keep team performance and morale high even 	<ul style="list-style-type: none"> • Demonstrate to work in a team and foster sharing of 	<ul style="list-style-type: none"> • confines to his/her own assigned task and does not 	<ul style="list-style-type: none"> • Work only to serve self-interests and meet personal 	0

	Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.	during periods of intense pressure or heavy workload. <ul style="list-style-type: none"> Actively seeks development opportunities for team 	workloads while he/she is not utilized.	extend and seeks support to collaborate and engage in a team.	goals <ul style="list-style-type: none"> Blame others for mistakes and/or setbacks that negatively affect team results. 	
3. Motivation for Excellence	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.	<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 	0
3. Motivation for Excellence	3.2 Commitment and Accountability Demonstrates personal integrity and commitment to serving Bhutan's national interest	<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 	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	Enter Comments	Select Cat. ▾	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

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