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Appraisal Form

Five Year Plan:

Financial Year:

Section A: Employee Details

Employee No.: 200607019

Name: Indra Bahadur Raika

Position Title: Sr. Technician II

Position Level: S1

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
Agriculture R&D related infrastructure built, maintained, and utilized	Carry out maintenance of electrification works of RDC, Bajo, ARDSC Tsirang and Royal Project Chimmipang, Punakha	Service delivered within one week	Service delivered within two weeks	Service delivered within three weeks	Service delivered within more than three weeks			Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related infrastructure built, maintained, and utilized	Carry out routine maintenance of water pumps for irrigation of research fields of ARDC, Bajo.	Service delivered within one week	Service delivered within two weeks	Service delivered within three weeks	Service delivered within more than three weeks			Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related infrastructure built, maintained, and utilized	Carry out routine maintenance of drinking water supply of office building and research fields of ARDC, Bajo	Service delivered within one week	Service delivered within two weeks	Service delivered within three weeks	Service delivered within more than three weeks			Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related infrastructure built, maintained, and utilized	Preparation of estimate, drawing and monitoring for electrification	July 2020	June 2020	May 2020	April 2020			Enter Score	Enter Remark/Justification	Drop

	of 4 unit ESP Quarter in Royal Project Chimipang Lobesa, Punakha									
Agriculture R&D related infrastructure built, maintained, and utilized	Electrification of oil expeller at Royal Project Chimmipang	January 2020	December 2019	November 2019	October 2019			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit quarterly progress report in time	Two weeks before dateline	One week before dateline	On set dateline	One week after dateline			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit annual report on time, combine with quarter reports	Two weeks before dateline	One week before dateline	On set dateline	One week after dateline			Enter Score	Enter Remark/Justification	Drop
								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 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	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

		compromising the quality of the work output				
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 proactively takes lead in assigned work activities and solicits support.	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 into 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	Enter Comments	Select Cat. ▼	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

Submit Final Assessment

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