

[Back to Employee List](#)

Appraisal Form

Five Year Plan:

Financial Year:

Section A: Employee Details

Employee No.: 9608041

Name: Karma Dema

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	Raise nursery for promising cultivars, collection of seed for promotion at farmers' field	Six crops	Five crops	Four crops	Three crops			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro
Promising crop cultivars and varieties evaluated and released	Evaluate promising cultivars, collection of seed for promotion at farmers' field	Six crops	Five crops	Four crops	Three crops			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro
Quality seeds and seedlings produced, maintained and distributed	Promotion of summer vegetables for income generation and addition of nutrition value at the household level.	60 h/holds	50 h/holds	45 h/holds	35 h/holds			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro
Quality seeds and seedlings produced, maintained and distributed	Promote winter vegetables for income generation and addition of nutrition value at the household level.	65 h/holds	55 h/holds	45 h/holds	35 h/holds			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro
Quality seeds and seedlings produced, maintained and distributed	Promote and produce quality (mixed grafted) temperate fruit seedlings.	250 Nos.	200 Nos.	150 Nos.	100 Nos.			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro
Quality seeds and seedlings produced, maintained and distributed	Promote and provide quality (mixed grafted) temperate fruit seedlings to farmers.	550 Nos.	500 Nos.	450 Nos.	350 Nos.			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro
Establishment of	Provide technical support and timely monitoring to	Once in fortnight	Once in one	Once in two	Once in three			<input type="text" value="Enter Score"/>	<input type="text" value="Enter Remark/Justification"/>	Dro

demonstration farms for selected crops supported	Research Outreach Program established sites in Tsirang Dzongkhag		month	months	months				ation	
Establishment of demonstration farms for selected crops supported	Establish on-farm mixed fruits demo-orchard for income and nutrition at the house hold levels.	8 h/holds	6 h/holds	4 h/holds	2 h/holds			Enter Score	Enter Remark/Justification	Dro
Establishment of demonstration farms for selected crops supported	Establish (mixed crops) focus village based on farmers interest	15 holds	10 h/holds	7 h/holds	4 h/holds			Enter Score	Enter Remark/Justification	Dro
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Promote, demonstrate and conduct the field days for any visitors at station.	10 Nos.	7 Nos.	5 Nos.	2 Nos.			Enter Score	Enter Remark/Justification	Dro
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Attend Monthly meetings/Seminar/Others	20 Nos.	15 Nos.	10 Nos.	5 Nos.			Enter Score	Enter Remark/Justification	Dro
Relevant data collected, information generated, and reports written and submitted	Collect data on promising vegetables. Write and submit reports	10 Nos.	8 Nos.	6 Nos.	3 Nos.			Enter Score	Enter Remark/Justification	Dro
								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	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

		objectives by using available resources optimally to meet work activities without 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 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	Enter Comments	Select Cat. ▼	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

Submit Final Assesment

