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Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 200501193

Name: Karma Yoezer

Position Title: Sr. Laboratory Asst. III

Position Level: SS4

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	Conduct tissue culture for oyster mushroom mother spawn and further distribute to Central Region Dzongkhag for further multiplication.	200 bottles	180 bottles	150 bottles	120 bottles			Enter Score	Enter Remark/Justification	Drop
Quality seeds and seedlings produced, maintained and distributed	Multiply and supply of quality oyster spawn to farmers for production	2000 bottles	1800 bottles	1600 bottles	1500 bottles			Enter Score	Enter Remark/Justification	Drop
Quality seeds and seedlings produced, maintained and distributed	Facilitate in getting shiitake spawn from NMC and supply to the farmers of Dagana, Tsirang, Gasa, Punakha and Wangdiphodrang	25 house holds	22 house holds	20 house holds	18 house holds			Enter Score	Enter Remark/Justification	Drop
Quality seeds and seedlings produced, maintained and distributed	Promote straw mushroom cultivation	50 HH	45 HH	40 HH	35 HH			Enter Score	Enter Remark/Justification	Drop
Quality seeds and seedlings produced, maintained	Promote small scale shiitake mushroom cultivation in west central	25 HH	20 HH	15 HH	10 HH			Enter Score	Enter Remark/Justification	Drop

and distributed	region									
Basic soil, water, and plant analytical services provided	Carry out seed quality test for cereal, vegetable and oil seed from our Research Centres, RDSC, Tsirang and seed producers like NSC and farmers (all dzongkhags) for quality test.	150 sample	120 sample	110 sample	100 sample			Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related goods and services procured and effectively used	Purchase of substrate (wheat and paddy seed) for oyster spawn multiplication.	November 2019	December 2019	January 2020	February 2020			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain detail record of seed test carried out until test results are dispatched.	Records updated every week	Records updated every after 2 weeks	Record updated every after 3 weeks	Record updated every after 1 month			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain detail record of spawn produced and supplied.	Records updated to the current week.	Records updated every 2nd week	Record updated every after 3 weeks	One month after the completion			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain detail record of tissue culture and mother spawn produced and supplied.	Records updated in the current week.	Records updated every 2nd week	Record updated every after 3 weeks	One month after the completion			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Maintain details of mushroom promoted and household supported Records updated to the current week.	Records updated to the current week.	Records updated every 2nd week	Record updated every after 3 weeks	One month after the support			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Submit quarterly, semi-annual, annual reports and other progress report.	One week after the completion of every quarter	Two weeks after the completion of every quarter	Three weeks after the completion of every quarter	One month after the completion of every quarter			Enter Score	Enter Remark/Justification	Drop
Relevant	Submit data for	April, 2020	May, 2020	June,	July, 2020			Enter Score	Enter	Drop

data collected, information generated, and reports written and submitted	annual report writing.			2020					Remark/Justification	
Relevant data collected, information generated, and reports written and submitted	Cost of Productions data collection from west central region	July 2019	August 2019	September 2019	October 2019			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 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	Initiates assigned works proactively, identifies and tries to solve	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

	work activities and solicittssupport.	bottlenecks in his/her own area of work				
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			

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