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# Appraisal Form

Five Year Plan:

Financial Year:

## Section A: Employee Details

Employee No.: 9507118

Name: Legjay

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	Act
Promising crop cultivars and varieties evaluated and released	Monitor, collect data and submit report at weekly interval for 3 varieties of on-station wheat trials	7 days	14 days	21 days	36 days			Enter Score	Enter Remark/Justification	Dro
Promising crop cultivars and varieties evaluated and released	Assist in characterization of released varieties of wheat Gumasokha Kaa, Bajosokha Kaa and Bumthang Kaa Drukchu on 10 parameters	10 parameters	20 parameters	30 parameters	40 parameters			Enter Score	Enter Remark/Justification	Dro
Promising crop cultivars and varieties evaluated and released	Conduct trial on affect of planting time on wheat yield of released varieties	oct 2019	nov 2019	dec 2019	jan 2020			Enter Score	Enter Remark/Justification	Dro
Promising crop cultivars and varieties evaluated and released	Set up initial evaluation of bio fortified wheat (CIMMYT)	Oct-2019	nov 2019	dec 2019	jan 2020			Enter Score	Enter Remark/Justification	Dro
Promising crop cultivars and varieties evaluated and released	Conduct 5 trials to demonstrate significance of recommended nutrient management in wheat	oct 2019	nov 2019	dec 2019	jan 2020			Enter Score	Enter Remark/Justification	Dro
Promising	Conduct initial	oct 2019	nov 2019	dec 2019	jan 2020			Enter Score	Enter	Dro

crop cultivars and varieties evaluated and released	evaluation of recently introduced Indian wheat lines								Remark/Justification	
Quality seeds and seedlings produced, maintained and distributed	Produce and maintain basic seed of released varieties of wheat crops	oct 2019	nov 2019	dec 2019	jan2020			Enter Score	Enter Remark/Justification	Dro
Quality seeds and seedlings produced, maintained and distributed	set up of trial for initial evaluation of bio-fortified wheat (CIMMYT) on station.	oct 2019	nov 2019	dec 2019	jan 2020			Enter Score	Enter Remark/Justification	Dro
Technologies on organic agriculture generated, demonstrated, and supported	paddy weed control trials on station ARDC, Bajo and farmers field using azolla (wangdue and punakha)	june2020	july 2020	august 2020	sept 2020			Enter Score	Enter Remark/Justification	Dro
Technologies to reduce crop loss, processing, and value addition evaluated, demonstrated, and supported	Set up trial and monitor SARRC traps nursery 20 lines on station and farmers field Wangdue and Punakha	oct 2019	nov 2019	dec 2019	jan 2020			Enter Score	Enter Remark/Justification	Dro
Selected crop germ plasm maintained, preserved, and shared	Azolla Seeds maintain in ARDC, Bajo for supply to the others research centres and to the farmers fields(wangdue, punakha, Dagana and Tsirang)	Feb 2020	March 2020	April 2020	May 2020			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 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 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. <input type="button" value="v"/>	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

