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Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 9002023**Name:** Mahesh Ghimiray**Position Title:** Specialist II**Position Level:** ES2**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	Liaison and obtain new rice germplasm from IRRI for evaluation in research centres (Bajo, Bhur, Wengkhar)	N/A	N/A	April 2020	N/A			Enter Score	Enter Remark/Justification	Drop
Technologies on climate smart and resilient agriculture practices evaluated, generated, demonstrated, and disseminated.	Evaluation of climate resilient technologies such as rice direct seeding, upland rice cultivation and evaluation of drought tolerant germplasm	N/A	N/A	3 nos	N/A			Enter Score	Enter Remark/Justification	Drop
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Provide oversight and technical guidance to field staff in implementing field activities	N/A	N/A	Fortnightly	N/A			Enter Score	Enter Remark/Justification	Drop
Capacities of agriculture staff, farmers, and interested	Provide training on rice vars and production	N/A	N/A	2 nos	N/A			Enter Score	Enter Remark/Justification	Drop

people built and or strengthened	management to research and extension staff									
Relevant data collected, information generated, and reports written and submitted	Synthesize, edit and finalize Annual Technical Report of the centre	N/A	N/A	1 no	N/A			Enter Score	Enter Remark/Justification	Drop
Relevant data collected, information generated, and reports written and submitted	Provide expert advice and facilitation with IRRI and other partners for enhancing rice research and development in Bhutan	N/A	N/A	Quarterly	N/A			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	As appointed by DoA and MoAF, serve as the Technical Working Group member for developing RNR Vision for 2045	N/A	N/A	Monthly	N/A			Enter Score	Enter Remark/Justification	Drop
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Visit major rice growing dzongkhags to monitor progress and provide technical advice on rice farming , including spring rice	N/A	N/A	Quarterly	N/A			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	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

		of background knowledge				
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 work activities and solicitssupport.	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			

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