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Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 9908301

Name: Sherub Dorji

Position Title: Accounts 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
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Coordinate for preparation of budget proposal as per the budget call notification and guide lines	within January	Within February	After February	beyond time			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Compile the budget proposal of the sector through using MYRB system and submit to AFD, DoA, MoAF and DNB, MoA, Thimphu	January	February	March	Later			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Distribution and discussion of approved budget with the sector heads for preparation of work plan and budget utilization plan.	2nd week of July	3rd week of July	4th week of July	August			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Compilation and submission of budget utilization plan to DNB, DPA, MoF through MYRB and PEMS system.	2nd week of July	3rd week of July	4th week of July	later			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Incorporate re-appropriation, supplementary, transfer In and out fund through MYRB system as and when needed	within a week after request	within 10 days after request	within two weeks after request	after two weeks			Enter Score	Enter Remark/Justification
Efficiency	Ensure all the funds	weekly	monthly	quarterly	yearly			Enter Score	Enter

and effectiveness of agriculture R&D service deliveries enhanced	are used as per the Budget utilization plan on monthly, quarterly as well as yearly.								Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Recoveries are affected and statement for remittances to the concerned agencies/beneficiaries are prepared and submitted as	within a week after recoveries	within two weeks after recoveries	within three weeks after recoveries	after three weeks of deduction			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Prepare and generate bank statement and bank reconciliation within the time.	1st week of next month	2nd week of next month	3rd week of next month	later			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Ensure that Non-Revenue and Refundable fund are deposited and releases are requested on time as per the requirement.	within a day of request	within two days of request	within three days of request	after a week			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Ensures that all the contractors and agencies are being informed and acquisition of their outstanding on time.	Monthly	quarterly	Half yearly	Annually			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Ascertain the cash balance at the end of financial year is surrender to Department of Public Accounts on time.	1st week of July	2nd week of July	3rd week of July	Later			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Submit annual financial and Physical report on time to the concerned agencies.	Monthly	Quarterly	Half Yearly	Annually			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Prepare and submit bank statement and reconciliation on time	1st week of next month	2nd week of next month	3rd week of next month	later			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	All construction activities of the contractors and suppliers monitored and complete on time	Handling/Taking over of the work done within the contract period	within a week after completion	within two weeks after completion	later			Enter Score	Enter Remark/Justification

Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Provide monthly expenditure statement to the concerned sector heads as well to the concerned agencies	monthly	quarterly	half yearly	Annually			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Co-ordinate and facilitate auditing through production of all records and evidence.	within an hour	after an hour	after a day	within a week			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Free of Audit memos after Annual auditing	0	1-10	11-20	21-30			Enter Score	Enter Remark/Justification
Allocated budget fully and judiciously used	Advice management on financial rules, procedure and guidelines to ensure that development activities are managed within the parameters of budget provision and financial rules and regulation	weekly	monthly	quarterly	Annually			Enter Score	Enter Remark/Justification
Allocated budget fully and judiciously used	Process for settlement of all claims and other types of expenditure in line with the broad financial guidelines with due diligence and care	within a week after submission	within two weeks after submission	within three weeks after submission	after three weeks			Enter Score	Enter Remark/Justification
Allocated budget fully and judiciously used	Restrict ineligible and admissible claims and enforce the financial discipline rigorously.	Effectively	less effectively	careless	not bother at all			Enter Score	Enter Remark/Justification
								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 solicit 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			

