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# Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

## Section A: Employee Details

Employee No.: 9507112

Name: Sonam Chophel

Position Title: Sr. Agriculture Officer

Position Level: P3

Working Agency: RNR R &amp; 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	A
Quality seeds and seedlings produced, maintained and distributed	Promote high yielding and quality vegetable seeds for income generation in Punakha Dzongkhag through IHPP program	8 kgs	5 kgs	2 kgs	Less than 2 kgs			Enter Score	Enter Remark/Justification	Dr
Quality seeds and seedlings produced, maintained and distributed	Coordinate and supply seedlings of superior traits fruit crops to the farmers of Punakha Dzongkhag through IHPP program for income generation	800 nos.	600 nos.	200 nos.	<200 nos.			Enter Score	Enter Remark/Justification	Dr
Technologies to increase crop productivity evaluated, generated and disseminated	Evaluate grapes variety through on-station trial (1st season -data collection)	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Technologies to increase crop productivity evaluated, generated and disseminated	Evaluate kiwi varieties through on-station trials( 1st season-data collection)	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Technologies to increase crop productivity evaluated, generated and disseminated	Improve 300 nos of local inferior fruit crop varieties through top-working with superior varieties by March 2020.	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Technologies	Conduct 2 nos. of	100%	50%	25%	< 25%			Enter Score	Enter	Dr

to increase crop productivity evaluated, generated and disseminated	citrus variety performance evaluation trial in different agro-ecological zone of Punakha and Wanngdue Dzongkhag								Remark/Justification	
Technologies on climate smart and resilient agriculture practices evaluated, generated, demonstrated, and disseminated.	Coordinate and conduct survey for development of climate smart irrigation system for National Citrus repository by August 2019	July-August 2019	September-October 2019	November-December 2019	January-February 2020			Enter Score	Enter Remark/Justification	Dr
Technologies on water harvesting, springshed revival, and water management evaluated, generated, demonstrated, and disseminated	Promote silpaulin sheet for water harvesting pond construction in the water shortage citrus orchards	15 nos.	10 nos.	5 nos.	1 no.			Enter Score	Enter Remark/Justification	Dr
Establishment of demonstration farms for selected crops supported	Promote demonstration orchards in Punakha Dzongkhag through ROP with support from IHPP	6 nos.	4 nos.	2 nos.	1 no.			Enter Score	Enter Remark/Justification	Dr
Establishment of demonstration farms for selected crops supported	Establish 10 orchards under focus village orchard program in Punakha Dzongkhag through ROP with support from IHPP.	10 nos.	7 nos.	4 nos.	1 no.			Enter Score	Enter Remark/Justification	Dr
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Coordinate and conduct training on highland, winter and summer vegetable production for the farmers and extension officers of Punakha Dzongkhag	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Coordinate and conduct systematic training on orchard development under IHPP program	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Coordinate and conduct training on Bokashi preparation, soil sterilization through natural approach for crop cultivation.	July-September 2019	October-December 2019	January - March 2020	April-June 2020			Enter Score	Enter Remark/Justification	Dr

Capacities of agriculture staff, farmers, and interested people built and or strengthened	Coordinate and conduct area-wide citrus canopy management	15 acres	10 acres	5 acres	<5 acres			Enter Score	Enter Remark/Justification	Dr
Agriculture R&D related goods and services procured and effectively used	Coordinate and distribute citrus fruit drop collection container for 20 nos. of citrus orchards for the control of fruit flies	100 %	50 %	25 %	< 25 %			Enter Score	Enter Remark/Justification	Dr
Agriculture R&D related goods and services procured and effectively used	Distribute orchard management tools and implements to 20 orchards owner for smooth management of the citrus trees	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Coordinate and conduct National citrus decline survey in the selected gewogs of main citrus growing Dzongkhags	16 gewogs	8 gewogs	4 gewogs	2 gewogs			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Produce reports in the form of annual report, BTOR etc after implementing the activities	12 nos.	6 nos.	3 nos.	1 no.			Enter Score	Enter Remark/Justification	Dr
Selected crop germ plasm maintained, preserved, and shared	Maintenance of germplasm of promising fruit varieties in the station(kiwi, grapes, pear, peach, persimmon,apricot, walnut, citrus)	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
Selected crop germ plasm maintained, preserved, and shared	Conduct survey and identify one clean citrus orchard for germplasm and multiplication.	100%	50%	25%	<25%			Enter Score	Enter Remark/Justification	Dr
								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 and Intellectual Capacity	<b>1.1. Sense of Perspective</b>  Demonstrates intellectual flexibility,	<ul style="list-style-type: none"> <li>Thinks ahead to anticipate issues, identifies opportunities and appreciates implications</li> </ul>	<ul style="list-style-type: none"> <li>Takes strategic steps and ways to achieve and enhance the achievement of the target</li> </ul>	<ul style="list-style-type: none"> <li>Need guidance in identifying the opportunities and solutions to solve work towards</li> </ul>	<ul style="list-style-type: none"> <li>Is hasty in formatting opinions and judgment taking action before</li> </ul>	0

	<p>imagination and socio political sensitivity in developing a holistic appreciation of the situation and in generating innovative ideas and solutions that bring practical benefit</p>	<ul style="list-style-type: none"> <li>• Exercise imaginations and creativity to generate a range of alternative solutions</li> <li>• Takes strategic perspective when formulating proposals and recommendations</li> </ul>		<p>achieving the target</p>	<p>assessing implications and Focuses on day to day problems at the expense of longer term planning</p>	
<p>1. Analytical and Intellectual Capacity</p>	<p><b>1.2 Analysis and Judgment</b></p> <p>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions</p>	<ul style="list-style-type: none"> <li>• Analyses situations and problems in a systematic and logical manner to identify key issues</li> <li>• Makes sound judgment based on rigorous, independent thinking</li> <li>• Makes good use of background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Proposes strong judgmental recommendation towards overall issues for a realistic achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to supervisory directives in tackling the problems and issues and does not provide any strong judgmental recommendation to own issues</li> </ul>	<ul style="list-style-type: none"> <li>• Makes assumption based on superficial analysis</li> <li>• Spends too long on analysis and deliberating at the expense of responding in a timely fashion</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">0</div>
<p>2. Influence &amp; Collaboration</p>	<p><b>2.1. Influencing and Inspiring</b></p> <p>Persuades, motivates and inspires others, developing a sense of purpose and unity</p>	<ul style="list-style-type: none"> <li>• Put team's success ahead of personal success</li> <li>• Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to generate trust and co-operation to foster positive and productive team spirit.</li> </ul>	<ul style="list-style-type: none"> <li>• Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others.</li> </ul>	<ul style="list-style-type: none"> <li>• Blame others for mistakes and/or setbacks that negatively affect team results</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">0</div>
<p>2. Influence &amp; Collaboration</p>	<p><b>2.2 Collaboration &amp; Engagement</b></p> <p>Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.</p>	<ul style="list-style-type: none"> <li>• Help to keep team performance and morale high even during periods of intense pressure or heavy workload.</li> <li>• Actively seeks development opportunities for team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Work only to serve self-interests and meet personal goals</li> <li>• Blame others for mistakes and/or setbacks that negatively affect team results.</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">0</div>
<p>3. Motivation for Excellence</p>	<p><b>3.1. Achieving Results</b></p> <p>Strives hard to achieve agency's five year and annual targets by focusing on national interest to ensure efficiency and high standards of delivery.</p>	<ul style="list-style-type: none"> <li>• Achieves all targets set within the allocated resources without compromising on the quality</li> <li>• Minimizes waste of his Agency and nation's resources</li> </ul>	<ul style="list-style-type: none"> <li>• Always look towards achieving the result with best quality within the resources under his/her control</li> </ul>	<ul style="list-style-type: none"> <li>• Hard working towards achieving the results but needs extra resources to achieve it</li> </ul>	<ul style="list-style-type: none"> <li>• Do not deliver as per the set targets and budget allocated</li> <li>• Wastes his Agency and nation's resources</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">0</div>

3. Motivation for Excellence	<b>3.2 Commitment and Accountability</b>  Demonstrates personal integrity and commitment to serving Bhutan's national interest	<ul style="list-style-type: none"> <li>Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients</li> <li>Ready and willing to take additional responsibility by one's own initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Upholds the blondness towards one public family as and when required only and resistance to take initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Breach the norms and values of the society</li> <li>Speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership.</li> <li>Do not participate n any extra assignments</li> </ul>	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	<input type="text" value="Enter Comments"/>	Select Cat. <input type="button" value="v"/>	<input type="text" value="Enter Comments"/>
C. Competency Behaviors	0	30%	0	<input type="text" value="Enter Comments"/>		
		Total Score:	0			