

[Back to Employee List](#)

Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 9508011**Name:** Tanka Maya Pulami**Position Title:** Sr. Agriculture Officer**Position Level:** P3**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	Ac
Technologies on water harvesting, springshed revival, and water management evaluated, generated, demonstrated, and disseminated	Assist in promotion of low-cost water harvesting technology in FSAP project areas	50 household supported	40 household supported	30 household supported	20 household supported			Enter Score	Enter Remark/Justification	Dr
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Provide guided tour to visitors/guests visiting the Centre's facilities and activities	40 groups	30 groups	20 groups	< 20 groups			Enter Score	Enter Remark/Justification	Dr
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Coordinate and conduct write-up workshops, seminar, training, regional review and planning meeting and project support (PST) meetings	10 events coordinated	8 events coordinated	6 events coordinated	4 events coordinated			Enter Score	Enter Remark/Justification	Dr
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Assist in providing farmer training on improved technologies in FSAP Project areas	200 farmers trained	150 farmers trained	100 farmers trained	< 100 farmers trained			Enter Score	Enter Remark/Justification	Dr

Relevant data collected, information generated, and reports written and submitted	Coordinate, compile, format and publish annual report-2018-19	last week of July, 2019	first week of August, 2019	third week of August, 2019	Last week of August, 2019			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Update and upload news and articles on relevant activities in the websites	50 information uploaded	40 information uploaded	30 information uploaded	20 information uploaded			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Compile and submit progress reports	4 times	3 times	2 times	1 time			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Preparation and submission of APA 2019-20 for the Centre	100% achieved	90% achieved	80% achieved	<80% achieved			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Carry out cataloging of new arrival books in library	100% achieved	90% achieved	80% achieved	70% achieved			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Facilitate in publishing journal papers, technical, papers and extension materials	8 nos of publications	6 nos of publications	4 nos of publications	<4 nos of publications			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Update and maintain agriculture production database for West-Central Regional	100%	90%	80%	<80%			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Coordinate and conduct survey on Cost of Production of important crops in the region	Completed by end of September, 2019	Completed by first week of October, 2019	Completed by second week of October, 2019	Completed after second week of October, 2019			Enter Score	Enter Remark/Justification	Dr
Relevant data collected, information generated, and reports written and submitted	Consolidate the authentic field related to FSAPP and submit to PMU	100% achieved	90% achieved	80% achieved	<80% achieved			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	<p>1.1. Sense of Perspective</p> <p>Demonstrates intellectual flexibility, 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"> Thinks ahead to anticipate issues, identifies opportunities and appreciates implications Exercise imaginations and creativity to generate a range of alternative solutions Takes strategic perspective when formulating proposals and recommendations 	<ul style="list-style-type: none"> Takes strategic steps and ways to achieve and enhance the achievement of the target 	<ul style="list-style-type: none"> Need guidance in identifying the opportunities and solutions to solve work towards achieving the target 	<ul style="list-style-type: none"> Is hasty in formatting opinions and judgment taking action before assessing implications and Focuses on day to day problems at the expense of longer tern planning 	0
1. Analytical and Intellectual Capacity	<p>1.2 Analysis and Judgment</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"> Analyses situations and problems in a systematic and logical manner to identify key issues Makes sound judgment based on rigorous, independent thinking Makes good use of background knowledge 	<ul style="list-style-type: none"> Proposes strong judgmental recommendation towards overall issues for a realistic achievement 	<ul style="list-style-type: none"> Limited to supervisory directives in tackling the problems and issues and does not provide any strong judgmental recommendation to own issues 	<ul style="list-style-type: none"> Makes assumption based on superficial analysis Spends too long on analysis and deliberating at the expense of responding in a timely fashion 	0
2. Influence & Collaboration	<p>2.1. Influencing and Inspiring</p> <p>Persuades, motivates and inspires others, developing a sense of purpose and unity</p>	<ul style="list-style-type: none"> Put team's success ahead of personal success Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others. 	<ul style="list-style-type: none"> Blame others for mistakes and/or setbacks that negatively affect team results 	0
2. Influence & Collaboration	<p>2.2 Collaboration & Engagement</p> <p>Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division,</p>	<ul style="list-style-type: none"> Help to keep team performance and morale high even during periods of intense pressure or heavy workload. Actively seeks development opportunities for team 	<ul style="list-style-type: none"> Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized. 	<ul style="list-style-type: none"> confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team. 	<ul style="list-style-type: none"> Work only to serve self-interests and meet personal goals Blame others for mistakes and/or setbacks that negatively affect team results. 	0

	department, and agencies.					
3. Motivation for Excellence	<p>3.1. Achieving Results</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"> • Achieves all targets set within the allocated resources without compromising on the quality • Minimizes waste of his Agency and nation's resources 	<ul style="list-style-type: none"> • Always look towards achieving the result with best quality within the resources under his/her control 	<ul style="list-style-type: none"> • Hard working towards achieving the results but needs extra resources to achieve it 	<ul style="list-style-type: none"> • Do not deliver as per the set targets and budget allocated • Wastes his Agency and nation's resources 	0
3. Motivation for Excellence	<p>3.2 Commitment and Accountability</p> <p>Demonstrates personal integrity and commitment to serving Bhutan's national interest</p>	<ul style="list-style-type: none"> • Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients • Ready and willing to take additional responsibility by one's own initiatives 	<ul style="list-style-type: none"> • Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the initiatives 	<ul style="list-style-type: none"> • Upholds the blondness towards one public family as and when required only and resistance to take initiatives 	<ul style="list-style-type: none"> • Breach the norms and values of the society • 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. • Do not participate n any extra assignments 	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			

Submit Final Assesment

Download as PDF