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Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 20130802827

Name: Tshering Dorji

Position Title: Agriculture Supervisor I

Position Level: S1

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	Acti
Technologies on water harvesting, springshed revival, and water management evaluated, generated, demonstrated, and disseminated	Construct water reservoir with the capacity of 100,000 litres to irrigate paddy field of 15 acres during dry season.	Completed by Mid November 2019	Completed by end November 2019	Completed by Dec 2019	Completed by Jan 2020			Enter Score	Enter Remark/Justification	Drop
Technologies on sustainable land management (SLM) practices demonstrated, promoted, and supported	Manage consolidated terrace through stone collection, sow legumes and leveling to be used for paddy transplanting in 2020 season	Complete 6 acres	Complete 5.5 acres	Complete 5 acres	Complete 4.5 acres			Enter Score	Enter Remark/Justification	Drop
Technologies on organic agriculture generated, demonstrated, and supported	Manage and collect data of 5.3 acres organic rice production demonstration block cultivated with rice and soybean. Utilise for winter wheat and mustard production	Complete by first week October 2019	Complete by mid-October 2019	Complete data collection and analysis by Oct 2019	Complete by November 2019			Enter Score	Enter Remark/Justification	Drop
Technologies	Develop	Complete	Complete	Complete	Complete			Enter Score	Enter	Drop

for floriculture and landscaping development evaluated, demonstrated, and supported	flower garden, landscape and plantation of tree species around the water reservoir in organic block for aesthetic value	by the first week of August 2019	by mid August 2019	by the end August 2019	by mid September 2019					Remark/Justification	
Technologies to reduce crop loss, processing, and value addition evaluated, demonstrated, and supported	Collaborate with AMC in designing the soybean drier and compost sieve machine through basic research recommended by Japanese Expert	Complete by the end January 2020	Complete by mid February 2020	Complete by end of Feb 2020.	Complete by mid March 2020				Enter Score	Enter Remark/Justification	Drop
Agriculture R&D related infrastructure built, maintained, and utilized	Electrify, set up water tap and other infrastructure such as shelf, tools, rack and window glass	Complete by the end of August 2019	Complete by the first week of September 2019	Complete by mid of Sept 2019	Complete by mid October 2019				Enter Score	Enter Remark/Justification	Drop
Selected crop germ plasm maintained, preserved, and shared	Manage and harvest paddy from 25 acres which was focus on high yielding for production and native varieties for germplasm maintenance.	Harvest 16 MT	Harvest 15 MT	Harvest 14 MT	Less than 14 MT				Enter Score	Enter Remark/Justification	Drop
Selected crop germ plasm maintained, preserved, and shared	Prepare field for paddy transplanting in 35 acres with high yielding and native varieties. Mechanized system of framing will be initiated in 15 acres	Complete by April 2020	Complete by May 2020	Complete by June 2020	Complete by July 2020				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	Makes critical judgment on her/his contribution to	Makes strong judgements based on the work experiences upon	Makes judgements by using limited work knowledge and timely	Carries out work activities without critical judgement and	0

	one's work to meet organizational objectives and results	organization based on independent thinking by making good use of background knowledge	receiving the guidance from supervisor to carry the work activities	supervision required to carry the work activities	not putting the work knowledge in use	
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		

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