

Table-1.4: Employee Category wise Appraisal Forms

SN	Employee Category	Category level	Grade
1	<i>Executive</i>	<i>Category-I</i>	<i>Employees in Grades - E₃ and above</i>
2	<i>Managerial</i>	<i>Category-II</i>	<i>Employees in Grades - M₃ to M₁</i>
3	<i>Supervisory</i>	<i>Category-III</i>	<i>Employees in Grades - S₃ to S₁</i>
4	<i>Operational</i>	<i>Category-IV</i>	<i>Employees in Grades - O₇ to O₁</i>
5	GSC	<i>Category-V</i>	<i>Employees in Grades - GSC_I & GSC_{II}</i>

PART-I: EMPLOYEE PERSONAL DETAILS		
NAME:	EMP. No:	DESIGNATION:
GRADE:	OFFICE:	
DATE OF JOINING IN DGPC: (DD/MM/YYYY)	APPRAISAL CYCLE (please tick): JANUARY () / JULY ()	
	APPRAISAL PERIOD	
	FROM: (DD/MM/YYYY)	TO: (DD/MM/YYYY)
BRIEF DESCRIPTION OF DUTIES:		
DETAILS OF TRAINING ATTENDED:		
COURSE TITLE	DATE (FROM- TO) (DD/MM)	LOCATION/COUNTRY
1.	(DD/MM)-(DD/MM)	
2.	(DD/MM)-(DD/MM)	
3.	(DD/MM)-(DD/MM)	
4.	(DD/MM)-(DD/MM)	
NAME OF IMMEDIATE SUPERVISOR:		DESIGNATION:
NAME OF ACCEPTING OFFICER:		DESIGNATION:

Note:

1. Please use Block Letters & Date format as given above.
2. While filling up the form, please be as legible as possible. Keep the form clean. Avoid overwriting and cutting as much as possible.
3. The supervising official has the rights to add/delete targets depending upon business requirements.

PART –II: PERFORMANCE PLANNING FORM:			
The performance targets to be set jointly by the supervisor and the employee at the beginning of the year. Please specify all major tasks of the position in order of their priority. The achievement assessment should also be completed jointly during the appraisal period (during both the review and the final appraisal).			
SN	Targets (x)- Weightage-30% (to be set and completed by the beginning of the appraisal period)	Target Weightage (to be set out of 100% at the beginning of the appraisal period)	Target Achievement (to assessed during MPR and rated during final appraisal)
(x) is the summation of targets achieved			(x)
Total (A)= [(x) * 30%]		%	

(Please attach additional sheet if required)

Tick as appropriate below:

- ☐ I have discussed and understood the Performance Plan as above and agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period.
- ☐ The Performance Plan as above has not been understood by me, and I do not agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period. The same may be forwarded to the Reviewer for consideration and appropriate modification.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

☐ The above Performance Plan was discussed with the employee and modified as initialed above and the same has been understood and agreed by the employee to the Activities / Targets on which his performance would be evaluated during the Appraisal Period.

Signature of Employee		Signature of Supervisor		Date: (DD/MM/YYYY)	
PART – III: APPRAISAL RATING <i>(to be completed by the supervising official sitting face-to-face with appraisee)</i>					
SN	Competency (y) - Weightage (70%)				Rating
1	Leadership Skills (15) Ability to motivate, empower, inspire, collaborate and encourage others to work; Develop a culture where employees feel ownership in what they do and continually improve the business; Ability to build consensus when appropriate; Role model appropriate behaviours; Ability to provide others with clear direction; Encourages others to pursue development opportunities and create learning opportunities for associates; Ability to push autonomy and empowerment of staff; Ability to inspire enthusiasm and positive attitude in people about their work and their contribution to success of DGPC.				
2	Integrity (15) Maintains high ethical standards; Does not compromise ethics to advance personal or even organizational agenda and gains; Acts without consideration of personal gains; Does not deliberately mislead others and keep promises; Takes clear ethical stands even if they are unpopular; Immediately addresses any situation in which a peer, staff member etc. is acting in an untrustworthy or dishonest manner; Does not abuse authority; Displays a fair, sincere and honest attitude to all people and openly admits mistakes and takes action to correct them.				
3	Human Resource Management (10) The ability of appraisee to motivate and train employees and also their ability to optimally utilize human resources in achievement of company goals. Also measures the ability of the appraisee to develop his subordinates and enhance their skills.				

4	<i>Financial Management (10)</i> Ability to identify, monitor and reallocate financial and material resources in the most optimal manner. Ability to take decisive steps to avoid or correct instances of potential fraud, waste and/or abuse; Ability to measure the cost consciousness and ability to handle costs well and optimally.	
5	<i>Change Management (10)</i> Ability to easily integrate changes in work practice to accommodate constantly fluctuating demands, implementation of new technology or process, and staff shortages, etc.; Through personal example and communication with others, adapts easily to changes and helps to minimize or resolve concerns that could negatively impact successful work accomplishments; Accepts new ideas and approaches to work and respond appropriately constructive criticism and to suggestions for improvement.	
6	<i>Interpersonal & External Relationships (10)</i> Ability to establish and maintain positive and productive working relationships; Ability to create wide network of good relationships with peers, subordinates, supervisors and customers; Ability to generate trust and cooperation amongst these groups; Ability to effectively articulate and promote the organization's purposes and programs to outside groups; Ability to meet regularly with clients, stakeholders and his ability to institutionalize such relationships in order to engender their cooperation and support.	
7	<i>Communication Skills (10)</i> Communicates well both in verbal and written (both Dzongkha and English); Effectively conveys and shares information and ideas to others; Ability to listen carefully and understand various viewpoints; Presents ideas clearly and concisely and understand relevant details as presented; Ability to promote communication within organization and with other stakeholders as well as external agencies; Speaks clearly and audibly at appropriate pace (both Dzongkha and English); Ability to clearly explain information in details; Ability to quickly get to points, effectively presenting the key points of arguments while separating the important from trivial; and Ability to cascade	

	the relevant information to the grassroots on time.	
8	Team Development and Cooperation (10) Ability to work co-operatively with others to meet DGPC objectives; Readily shares information and offers assistance whenever possible; Easily establish and maintain harmonious and productive work relationship with peers, management, and internal and external agencies; Demonstrate by words and actions positive approach to co-operative working environment.	
9	Work Quality (10) Work produce are thorough, accurate and good quality work; Mistakes are infrequent and inconsequential; Decisions made are reasonable and within established guidelines and delegated authority; Within the scope of responsibility, recognize and take action to avoid problems appropriately.	
Total		y
Total (B)= [y x 70%]		%

Absolute Rating [(A)+(B)]	%
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PART – IV: OTHER SPECIAL ACHIEVEMENTS, IF ANY <i>(Please specify any other specific achievement during Appraisal Period that is not covered above)</i>
Employee Comment:
Supervisor Comment:

PART – V: IMPEDEMENTS TO PERFORMANCE(if any)*(Please specify any factors that may have impeded performance during the Appraisal Period)*

Employee Comment:

Supervisor Comment:

PART – VI: KNOWLEDGE, SKILLS AND OTHER COMPETENCIES*(Please specify the knowledge, skills and other competencies that may not have been covered above or utilized during the Appraisal Period)*

Employee Comment:

Supervisor Comment:

PART – VII: FEEDBACK ON TRAINING AND DEVELOPMENT ATTENDED BY THE APPRAISEE

DURING THE CURRENT APPRAISAL PERIOD*(Please indicate your progress against Training & Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal & External both.)*

Training & Development Areas	Progress	Special Achievements and Outcomes (Including personal initiatives)
1.		
2.		
3.		
4.		

PART – VIII: IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS FOR THE NEXT

APPRAISAL PERIOD*(Supervisor to fill in consultation with the employee)*

Priorities	Plan for Achievement (What suggestions / Steps are felt necessary to address these development priorities e.g. On the Job Training, Job rotation, Training, Coaching etc.)
1.	
2.	
3.	
4.	

PART – IX: CONFIRMATION OF PERFORMANCE EVALUATION COMPLETION *(Please sign and date to signify that the Review/Evaluation has been completed along with dialogue and discussion).*

Employee Signature	Date: (DD/MM/YYYY)
Appraiser Signature	Date: (DD/MM/YYYY)

APPRAISAL FORM

Category – II

PART-I: EMPLOYEE PERSONAL DETAILS		
NAME:	EMP. No: XXXX	DESIGNATION:
GRADE:	OFFICE:	
	APPRAISAL CYCLE (please tick): JANUARY () / JULY ()	
DATE OF JOINING IN DGPC: (DD/MM/YYYY)	APPRAISAL PERIOD	
	FROM: (DD/MM/YYYY)	TO: (DD/MM/YYYY)
BRIEF DESCRIPTION OF DUTIES:		
<div></div>		
DETAILS OF TRAINING ATTENDED:		
COURSE TITLE:	DATE (FROM- TO) (DD/MM)	LOCATION/COUNTRY
1.	(DD/MM)- (DD/MM)	
2.	(DD/MM)- (DD/MM)	
3.	(DD/MM)- (DD/MM)	
4.	(DD/MM)- (DD/MM)	
NAME OF IMMEDIATE SUPERVISOR:		DESIGNATION:
NAME OF ACCEPTING OFFICER:		DESIGNATION:

Note:

1. Please use Block Letters & Date format as given above.
2. While filling up the form, please be as legible as possible. Keep the form clean. Avoid overwriting and cutting as much as possible.
3. The supervising official has the rights to add/delete targets depending upon business requirements.

PART –II: PERFORMANCE PLANNING FORM:			
The performance targets to be set jointly by the supervisor and the employee at the beginning of the year. Please specify all major tasks of the position in order of their priority. The achievement assessment should also be completed jointly during the appraisal period (during both the review and the final appraisal).			
SN	Targets (X)- Weightage-30% (to be set and completed by the beginning of the appraisal period)	Targets Weightage (to be set out of 100% at the beginning of the appraisal period)	Targets Achievement (to assessed during MPR and rated during final appraisal)
(x) is the summation of targets achieved			(x)
Total (A)= [(x) * 30%]			%

(Please attach additional sheet if required)

Tick as appropriate below:

☐ I have discussed and understood the Performance Plan as above and agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period.

☐ The Performance Plan as above has not been understood by me, and I do not agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period. The same may be forwarded to the Reviewer for consideration and appropriate modification.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

☐ The above Performance Plan was discussed with the employee and modified as initialed above and the same has been understood and agreed by the employee to the Activities / Targets on which his performance would be evaluated during the Appraisal Period.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

PART – III: APPRAISAL RATING

(to be completed by the supervising official sitting face-to-face with appraisee)

SN	Competency (y) - Weightage (70%)	Rating
1	Human Resource Management (15) The ability of appraisee to motivate and train employees and also their ability to optimally utilize human resources in achievement of company goals. Also measures the ability of the appraisee to develop his subordinates and enhance their skills.	
2	Integrity (10) Maintains high ethical standards; Does not compromise ethics to advance personal or even organizational agenda and gains; Acts without consideration of personal gains; Does not deliberately mislead others and keep promises; Takes clear ethical stands even if they are unpopular; Immediately addresses any situation in which a peer, staff member etc. is acting in an untrustworthy or dishonest manner; Does not abuse authority; Displays a fair, sincere and honest attitude to all people and openly admits mistakes and takes action to correct them.	
3	Delegation (10) Ability to direct others in accomplishing works; Ability to effectively select and motivate staff, define assignments and oversee the works of subordinates.	

4	<p>Change Management (10)</p> <p>Ability to easily integrate changes in work practice to accommodate constantly fluctuating demands, implementation of new technology or process and staff shortages, etc.; Through personal example and communication with others, adapts easily to changes and helps to minimize or resolve concerns that could negatively impact successful work accomplishments; Accepts new ideas and approaches to work and respond appropriately constructive criticism and to suggestions for improvement.</p>	
5	<p>Interpersonal & External Relationships (10)</p> <p>Ability to establish and maintain positive and productive working relationships; Ability to create wide network of good relationships with peers, subordinates, supervisors and customers; Ability to generate trust and cooperation amongst these groups; Ability to effectively articulate and promote the organization's purposes and programs to outside groups; Ability to meet regularly with clients, stakeholders and his ability to institutionalize such relationships in order to engender their cooperation and support.</p>	
6	<p>Communication Skills- (10)</p> <p>Communicates well both in verbal and written (both Dzongkha and English); Effectively conveys and shares information and ideas to others; Ability to listen carefully and understand various viewpoints; Presents ideas clearly and concisely and understand relevant details as presented; Ability to promote communication within organization and with other stakeholders as well as external agencies; Speaks clearly and audibly at appropriate pace (both Dzongkha and English); Ability to clearly explain information in details; Ability to quickly get to points, effectively presenting the key points of arguments while separating the important from trivial; and Ability to cascade the relevant information to the grassroots on time.</p>	

7	Leadership Skills (10) Ability to motivate, empower, inspire, collaborate and encourage others to work; Develop a culture where employees feel ownership in what they do and continually improve the business; Ability to build consensus when appropriate; Role model appropriate behaviours; Ability to provide others with clear direction; Encourages others to pursue development opportunities and create learning opportunities for associates; Ability to push autonomy and empowerment of staff; Ability to inspire enthusiasm and positive attitude in people about their work and their contribution to success of DGPC.	
8	Team Development and Cooperation (10) Ability to work co-operatively with others to meet DGPC objectives; Readily shares information and offers assistance whenever possible; Easily establish and maintain harmonious and productive work relationship with peers, management, and internal and external agencies; Demonstrate by words and actions positive approach to co-operative working environment.	
9	Initiative (10) Be consistently self-motivated and willing to lead by example; Requires minimal guidance to achieve goals; Actively seeks outside additional responsibility or assignments when schedule and workload permits; Seeks ways to continuously improve processes and services provided and implements and /or recommends implementing as appropriate.	
10	Work Quality (5) Work produce are thorough, accurate and good quality work; Mistakes are infrequent and inconsequential; Decisions made are reasonable and within established guidelines and delegated authority; Within the scope of responsibility, recognize and take action to avoid problems appropriately.	
Total		y
Total (B)=[y x 70%]		%

Absolute Rating[(A)+(B)]	%
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PART – IV: OTHER SPECIAL ACHIEVEMENTS, IF ANY

(Please specify any other specific achievement during Appraisal Period that is not covered above)

Employee Comment:

Supervisor Comment:

PART – V: IMPEDEMENTS TO PERFORMANCE(if any)

(Please specify any factors that may have impeded performance during the Appraisal Period)

Employee Comment:

Supervisor Comment:

PART – VI: KNOWLEDGE, SKILLS AND OTHER COMPETENCIES*(Please specify the knowledge, skills and other competencies that may not have been covered above or utilized during the Appraisal Period)*

Employee Comment:

Supervisor Comment:

PART – VII: FEEDBACK ON TRAINING AND DEVELOPMENT ATTENDED BY THE APPRAISEE DURING THE CURRENT APPRAISAL PERIOD*(Please indicate your progress against Training & Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal & External both.)*

Training & Development Areas	Progress	Special Achievements and Outcomes (Including personal initiatives)
1.		
2.		
3.		
4.		

PART – VIII: IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS FOR THE NEXT APPRAISAL PERIOD *(Supervisor to fill in consultation with the employee)*

Priorities	Plan for Achievement <i>(What suggestions / Steps are felt necessary to address these development priorities e.g. On the Job Training, Job rotation, Training, Coaching etc.)</i>
1.	
2.	
3.	
4.	

PART – IX: CONFIRMATION OF PERFORMANCE EVALUATION COMPLETION *(Please sign and date to signify that the Review/Evaluation has been completed along with dialogue and discussion).*

Employee Signature	Dated: (DD/MM/YYYY)
Appraiser Signature	Date:(DD/MM/YYYY)

APPRAISAL FORM

Category – III

PART-I: EMPLOYEE PERSONAL DETAILS		
NAME:	EMP. No: XXXX	DESIGNATION:
GRADE:	OFFICE:	
DATE OF JOINING IN DGPC: (DD/MM/YYYY)	APPRAISAL CYCLE (please tick): JANUARY () / JULY ()	
	APPRAISAL PERIOD	
	FROM: (DD/MM/YYYY)	TO: (DD/MM/YYYY)
BRIEF DESCRIPTION OF DUTIES:		
<div></div>		
DETAILS OF TRAINING ATTENDED:		
COURSE TITLE:	DATE (FROM- TO) (DD/MM)	LOCATION/COUNTRY
1.	(DD/MM)-(DD/MM)	
2.	(DD/MM)-(DD/MM)	
3.	(DD/MM)-(DD/MM)	
4.	(DD/MM)-(DD/MM)	
NAME OF IMMEDIATE SUPERVISOR:		DESIGNATION:
NAME OF ACCEPTING OFFICER:		DESIGNATION:

Note:

1. Please use Block Letters & Date format as given above.
2. While filling up the form, please be as legible as possible. Keep the form clean. Avoid overwriting and cutting as much as possible.
3. The supervising official has the rights to add/delete targets depending upon business requirements.

PART –II: PERFORMANCE PLANNING FORM:			
The performance targets to be set jointly by the supervisor and the employee at the beginning of the year. Please specify all major tasks of the position in order of their priority. The achievement assessment should also be completed jointly during the appraisal period (during both the review and the final appraisal).			
SN	Targets (X)- Weightage-30% (to be set and completed by the beginning of the appraisal period)	Targets Weightage (to be set out of 100% at the beginning of the appraisal period)	Targets Achievement (to be assessed during MPR and rated during final appraisal)
(x) is the summation of targets achieved			(x)
Total (A)= [(x) * 30%]		%	

(Please attach additional sheet if required)

Tick as appropriate below:

- ☐ I have discussed and understood the Performance Plan as above and agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period.
- ☐ The Performance Plan as above has not been understood by me, and I do not agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period. The same may be forwarded to the Reviewer for consideration and appropriate modification.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

☐ The above Performance Plan was discussed with the employee and modified as initialed above and the same has been understood and agreed by the employee to the Activities / Targets on which his performance would be evaluated during the Appraisal Period.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

PART – III: APPRAISAL RATING (to be completed by the supervising official sitting face-to- face)		
SN	Competency (y) - (Weightage: 70%)	Rating
1	Supervisory Skills (15) Ability to motivate, empower, inspire, collaborate and encourage others to work; Develop a culture where employees feel ownership in what they do and continually improve the business; Ability to build consensus when appropriate; Role model appropriate behaviours; Ability to provide others with clear direction; Encourages others to pursue development opportunities and create learning opportunities for associates; Ability to push autonomy and empowerment of staff; Ability to inspire enthusiasm and positive attitude in people about their work and their contribution to success of DGPC.	
2	Team Development and Cooperation (15) Ability to work co-operatively with others to meet DGPC objectives; Readily shares information and offers assistance whenever possible; Easily establish and maintain harmonious and productive work relationship with peers, management, and internal and external agencies; Demonstrate by words and actions positive approach to co-operative working environment.	
3	Integrity (10) Maintains high ethical standards; Does not compromise ethics to advance personal or even organizational agenda and gains; Acts without consideration of personal gains; Does not deliberately mislead others and keep promises; Takes clear ethical stands even if they are unpopular; Immediately addresses any situation in which a peer, staff member etc. is acting in an untrustworthy or dishonest manner; Does not abuse authority; Displays a fair, sincere and honest attitude to all people and openly admits mistakes and takes action to correct them.	

4	Change Management (10) Ability to easily integrate changes in work practice to accommodate constantly fluctuating demands, implementation of new technology or process and staff shortages, etc.; Through personal example and communication with others, adapts easily to changes and helps to minimize or resolve concerns that could negatively impact successful work accomplishments; Accepts new ideas and approaches to work and respond appropriately constructive criticism and to suggestions for improvement.	
5	Reliability and Dependability (10) Can be counted upon to work when needed; Does his work without supervision; Does not talk about his work or co-workers outside the office or to unauthorized persons; Does not spread rumours and gossip about DGPC, or co-workers, Protects all DGPC records, documents and information.	
6	Interpersonal Skills (10) Ability to establish and maintain positive and productive working relationships; Ability to create wide network of good relationships with peers, subordinates, supervisors and customers; Ability to generate trust and cooperation amongst these groups; Ability to effectively articulate and promote the organization's purposes and programs to outside groups; Ability to meet regularly with clients, stakeholders and his ability to institutionalize such relationships in order to engender their cooperation and support.	

7	Communication Skills (10) Communicates well both in verbal and written (both Dzongkha and English); Effectively conveys and shares information and ideas to others; Ability to listen carefully and understand various viewpoints; Presents ideas clearly and concisely and understand relevant details as presented; Ability to promote communication within organization and with other stakeholders as well as external agencies; Speaks clearly and audibly at appropriate pace (both Dzongkha and English); Ability to clearly explain information in details; Ability to quickly get to points, effectively presenting the key points of arguments while separating the important from trivial; and Ability to cascade the relevant information to the grassroots on time.	
8	Problem Solving Ability (10) Effectively identifies and resolve problems that impede or prevent goal/work accomplishment; Thoroughly investigate and analyse situations; Ensures necessary information is considered in order to make appropriate decisions before proposing, coordinating or implementing corrective action.	
9	Work Quality (10) Work produce are thorough, accurate and good quality work; Mistakes are infrequent and inconsequential; Decisions made are reasonable and within established guidelines and delegated authority; Within the scope of responsibility, recognize and take action to avoid problems appropriately.	
Total		<i>y</i>
Total (B)=[y x 70%]		%

Absolute Rating[(A)+(B)]	%
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PART – IV: OTHER SPECIAL ACHIEVEMENTS, IF ANY*(Please specify any other specific achievement*

during Appraisal Period that is not covered above)

Employee Comment:

Supervisor Comment:

PART – V: IMPEDEMENTS TO PERFORMANCE (if any)(Please specify any factors that may have impeded performance during the Appraisal Period)

Employee Comment:

Supervisor Comment:

PART – VI: KNOWLEDGE, SKILLS AND OTHER COMPETENCIES(Please specify the knowledge, skills and other competencies that may not have been covered above or utilized during the Appraisal Period)

Employee Comment:

Supervisor Comment:

PART– VII: FEEDBACK ON TRAINING AND DEVELOPMENT ATTENDED BY THE APPRAISEE

DURING THE CURRENT APPRAISAL PERIOD*(Please indicate your progress against Training & Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal & External both.)*

Development Areas	Progress	Special Training/ Courses (including personal initiatives)
1.		
2.		
3.		
4.		

PART – VIII: IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS FOR THE NEXT APPRAISAL PERIOD*(Supervisor to fill in consultation with the employee)*

Priorities	Plan for Achievement (What suggestions / Steps are felt necessary to address these development priorities e.g. On the Job Training, Job rotation, Training, Coaching etc.)
1.	
2.	
3.	
4.	

PART – IX: CONFIRMATION OF PERFORMANCE EVALUATION COMPLETION

(Please sign and date to signify that the Review/Evaluation has been completed along with dialogue and discussion).

Employee Signature	Date: (DD/MM/YYYY)
Appraiser Signature	Date: (DD/MM/YYYY)
Accepting Officer's Signature	Date: (DD/MM/YYYY)

APPRAISAL FORM
Category – IV
PART-I: EMPLOYEE PERSONAL DETAILS

NAME:	EMP. No: XXXX	DESIGNATION:
GRADE:	OFFICE:	
DATE OF JOINING IN DGPC: (DD/MM/YYYY)	APPRAISAL CYCLE <i>(please tick)</i> : JANUARY () / JULY ()	
	APPRAISAL PERIOD	
	FROM: (DD/MM/YYYY)	TO: (DD/MM/YYYY)

BRIEF DESCRIPTION OF DUTIES:
DETAILS OF TRAINING ATTENDED:

COURSE TITLE:	DATE (FROM- TO) (DD/MM)	LOCATION/COUNTRY
1.	(DD/MM)- (DD/MM)	
2.	(DD/MM)- (DD/MM)	
3.	(DD/MM)- (DD/MM)	
4.	(DD/MM)- (DD/MM)	

NAME OF IMMEDIATE SUPERVISOR:
DESIGNATION:
NAME OF ACCEPTING OFFICER:
DESIGNATION:

Note:

1. Please use Block Letters & Date format as given above.
2. While filling up the form, please be as legible as possible. Keep the form clean. Avoid overwriting and cutting as much as possible.
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(x) is the summation of targets achieved			(x)
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(Please attach additional sheet if required)

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- ☐ The Performance Plan as above has not been understood by me, and I do not agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period. The same may be forwarded to the Reviewer for consideration and appropriate modification.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

☐ The above Performance Plan was discussed with the employee and modified as initialed above and the same has been understood and agreed by the employee to the Activities / Targets on which his/her performance would be evaluated during the Appraisal Period.

Signature of Employee

Signature of Supervisor

Date: (DD/MM/YYYY)

PART – III: APPRAISAL RATING(to be completed by the supervising official sitting face-to-face with appraisee)

SN	Competency (y) - Weightage (70%)	Rating
1	Technical Orientation (15) Ability to apply technical knowledge in the field to arrive at solutions to problems and foster the use of resources in optimal way; Ability to open to ideas in the technical area and his learning capability for newer technologies to achieve organizational goals.	
2	Maintenance Orientation (15) Ability to maintain tools and equipment of DGPC and its customers in top order and with care, diligence and honesty. Follows maintenance procedures as laid down; Ability to take initiative to involve others in the same and train peers and subordinates in the same way.	
3	Commitment and Ownership (10) Hold DGPC in high esteem; Rejoice and take pride in belonging to DGPC; Demonstrate loyalty and commitment to DGPC and concern for its long term future; Takes ownership of DGPC; Demonstrate commitment to DGPC; Presents a positive image of DGPC in daily activities and behaviours; Stands by decisions that are in the DGPC's interest, even if they are unpopular; Seek out new challenges, assignments and responsibilities; Takes care of DGPC property as if they were owned by the individual; Be accountable for one's actions, no-actions, interactions and use of company's resources; Be responsible for success as well as failures of the DGPC; and be accountable for one's own conduct and behaviour.	
4	Integrity (10) Maintains high ethical standards; Does not compromise ethics to advance personal or even organizational agenda and gains; Acts without consideration of personal gains; Does not deliberately mislead others and keep promises; Takes clear ethical stands even if they are unpopular; Immediately addresses any situation in which a peer, staff member etc. is acting in an untrustworthy or dishonest manner; Does not abuse authority; Displays a fair, sincere and honest attitude to all people and openly admits mistakes and takes action to correct them.	
5	Work Quality (10) Quality of work done is measured by the achievement of desired output of	

	work with minimum or avoidable errors and problems.	
6	Occupational Safety (10) Ability to follow correct practices and concern the health and safety of colleagues and public at large as well as one's own safety; Ability to bring a sense of discipline, sound management and his ability to follow correct procedures for all safety related activities and encourages the use of safety procedures across the organization.	
7	Team Work (10) Values and fosters teamwork, cooperation, and trust in day-to-day operations and in pursuing solutions to cross-departmental organizational issues; Establishes, actively participates in, champions, and/or makes constructive contributions to teams in day to day working.	
8	Punctuality (10) Reports to work on time and makes sure assignments are completed; Complies fully with DGPC attendance policy, including being available for overtime/working beyond scheduled hours when called upon to do so or work load requires; Recognize that DGPC employees are on 24/7 on duties.	
9	Communication (5) Ability to express both in oral & written communication (both Dzongkha and English); Ability as an active listener and his ability to foster open, two-way information exchange; Ability to provide written and oral information in a clear, concise, and timely manner; and Ability to promote communication within the organization and with the organization's customers.	
10	Interpersonal Relationships (5) Ability to identify customer needs, and their expectations and the to continuously foster their participation, feedback, and satisfaction; Ability to establish and maintain positive and productive working relationships with peers, subordinates, supervisors and customers; and Ability to generate trust and cooperation amongst these groups.	
Total		<i>y</i>
Total (B)=[y x 70%]		%

Absolute Rating[(A)+(B)]	%
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PART – IV: OTHER SPECIAL ACHIEVEMENTS, IF ANY *(Please specify any other specific achievement during Appraisal Period that is not covered above)*

Employee Comment:

Supervisor Comment:

PART – V: IMPEDEMENTS TO PERFORMANCE(if any)

(Please specify any factors that may have impeded performance during the Appraisal Period)

Employee Comment:

Supervisor Comment:

PART – VI: KNOWLEDGE, SKILLS AND OTHER COMPETENCIES*(Please specify the knowledge, skills and other competencies that may not have been covered above or utilized during the Appraisal Period)*

Employee Comment:

Supervisor Comment:

PART – VII: FEEDBACK ON TRAINING AND DEVELOPMENT ATTENDED BY THE APPRAISEE

DURING THE CURRENT APPRAISAL PERIOD*(Please indicate your progress against Training & Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal & External both.)*

Training & Development Areas	Progress	Special Achievements and Outcomes (Including personal initiatives)
1.		
2.		
3.		
4.		

PART – VIII: IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS FOR THE NEXT

APPRAISAL PERIOD*(Supervisor to fill in consultation with the employee)*

Priorities	Plan for Achievement (What suggestions / Steps are felt necessary to address these development priorities e.g. On the Job Training, Job rotation, Training, Coaching etc.)
1.	
2.	
3.	
4.	

PART – IX: CONFIRMATION OF PERFORMANCE EVALUATION COMPLETION *(Please sign and date to signify that the Review/Evaluation has been completed along with dialogue and discussion).*

Employee Signature

Dated: (DD/MM/YYYY)

Appraiser Signature

Date: (DD/MM/YYYY)

APPRAISAL FORM
LEVEL – V

PART-I: EMPLOYEE PERSONAL DETAILS		
NAME:	EMP. No: XXXX	DESIGNATION:
GRADE:	OFFICE:	
DATE OF JOINING IN DGPC: (DD/MM/YYYY)	APPRAISAL CYCLE (please tick): JANUARY () / JULY ()	
	APPRAISAL PERIOD	
	FROM: (DD/MM/YYYY)	TO: (DD/MM/YYYY)
BRIEF DESCRIPTION OF DUTIES:		
DETAILS OF TRAINING ATTENDED:		
COURSE TITLE:	DATE (FROM- TO) (DD/MM)	LOCATION/COUNTRY
1.	(DD/MM)-(DD/MM)	
2.	(DD/MM)-(DD/MM)	
3.	(DD/MM)-(DD/MM)	
4.	(DD/MM)-(DD/MM)	
NAME OF IMMEDIATE SUPERVISOR:		DESIGNATION:
NAME OF ACCEPTING OFFICER:		DESIGNATION:

Note:

1. Please use Block Letters & Date format as given above.

2. While filling up the form, please be as legible as possible. Keep the form clean. Avoid overwriting and cutting as much as possible.
3. The supervising official has the rights to add/delete targets depending upon business requirements.

PART –II: PERFORMANCE PLANNING FORM:			
The performance targets to be set jointly by the supervisor and the employee at the beginning of the year. Please specify all major tasks of the position in order of their priority. The achievement assessment should also be completed jointly during the appraisal period (during both the review and the final appraisal).			
SN	Targets (X)- Weightage-30% (to be set and completed by the beginning of the appraisal period)	Targets Weightage (to be set out of 100% at the beginning of the appraisal period)	Targets Achievement (to assessed during MPR and rated during final appraisal)
(x) is the summation of targets achieved			(x)
Total (A)= [(x) * 30%]		%	

(Please attach additional sheet if required)

Tick as appropriate below:

- ☐ I have discussed and understood the Performance Plan as above and agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period.
- ☐ The Performance Plan as above has not been understood by me, and I do not agree to the Activities / Targets on which my performance would be evaluated during the Appraisal Period. The same may be forwarded to the Reviewer for consideration and appropriate modification.

Signature of Employee

Signature of Supervisor

Date:(DD/MM/YYYY)

☐ The above Performance Plan was discussed with the employee and modified as initialed above and the same has been understood and agreed by the employee to the Activities / Targets on which his/her performance would be evaluated during the Appraisal Period.

Signature of Employee

Signature of Supervisor

Date:(DD/MM/YYYY)

PART – III: APPRAISAL RATING(to be completed by the supervising official sitting face-to-face with appraise)

SN	Competency (y) - Weightage (70%)	Rating
1	Attendance and Punctuality (15) Reports to work on time and makes sure assignments are completed; Complies fully with DGPC attendance policy, including being available for overtime/working beyond scheduled hours when called upon to do so or work load requires; Recognize that DGPC employees are on 24/7 on duties; Employee is usually not absent from work for any reason, and employee is never absent without permission for reason beyond his control.	
2	Discipline (15) Ability of to understand, observe and adhere to the DGPC code of conduct and behaviour, and other code of conduct expected of employees in DGPC.	
3	Commitment and Ownership (15) Hold DGPC in high esteem; Rejoice and take pride in belonging to DGPC; Demonstrate loyalty and commitment to DGPC and concern for its long term future; Takes ownership of DGPC; Demonstrate commitment to DGPC; Presents a positive image of DGPC in daily activities and behaviors; Stands by decisions that are in the DGPC's interest, even if they are unpopular; Seek out new challenges, assignments and responsibilities; Takes care of DGPC property as if they were owned by the individual; Be accountable for one's actions, no-actions, interactions and use of company's resources; Be responsible for success as well as failures of the DGPC; and be accountable for one's own conduct and behavior.	
4	Attitude (10) Ability to take initiative to work beyond normal hours of duty and his willingness to take on assigned tasks with zest and vigour; Ability take	

	initiative to complete assigned jobs on time and with discipline	
5	Integrity (10) Maintains high ethical standards; Does not compromise ethics to advance personal or even organizational agenda and gains; Acts without consideration of personal gains; Does not deliberately mislead others and keep promises; Takes clear ethical stands even if they are unpopular; Immediately addresses any situation in which a peer, staff member etc. is acting in an untrustworthy or dishonest manner; Does not abuse authority; Displays a fair, sincere and honest attitude to all people and openly admits mistakes and takes action to correct them.	
6	Work Quality (5) Quality of work done is measured by the achievement of desired output of work with minimum or avoidable errors and problems.	
7	Technical Orientation (10) The ability of the Appraisee to apply technical knowledge in the field to arrive at solutions to problems and foster the use of resources in optimal way. Also the appraisee's ability to open to ideas in the technical area and his learning capability for newer technologies to achieve organizational goals.	
8	Interpersonal Relationships (5) Ability to identify customer needs, and their expectations; Ability to continuously foster their participation, feedback, and satisfaction; Ability to establish and maintain positive and productive working relationships with peers, supervisors and customers; and Ability to generate trust and cooperation amongst these groups.	
9	Communication (5) Ability to communicate in oral & written communication (both in English and Dzongkha); Ability as an active listener and his ability to foster open, two-way information exchange; Ability to provide written and oral information in a clear, concise, and timely manner; Ability to promote communication within the organization and with the organization's customers.	
10	Team Work (10) Values and fosters teamwork, cooperation, and trust in day-to-day operations and in pursuing solutions to cross-departmental organizational issues. Actively participates in constructive contributions to teams in day to day working.	

Total	<i>y</i>
Total (B)=[<i>y</i> x 70%]	%

Absolute Rating[(A)+ (B)]	%
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PART – IV: OTHER SPECIAL ACHIEVEMENTS, IF ANY

(Please specify any other specific achievement during Appraisal Period that is not covered above)

Employee Comment:

Supervisor Comment:

PART – V: IMPEDEMENTS TO PERFORMANCE(if any)

(Please specify any factors that may have impeded performance during the Appraisal Period)

Employee Comment:

Supervisor Comment:

PART – VI: KNOWLEDGE, SKILLS AND OTHER COMPETENCIES*(Please specify the knowledge, skills and other competencies that may not have been covered above or utilized during the Appraisal Period)*

Employee Comment:

Supervisor Comment:

PART – VII: FEEDBACK ON TRAINING AND DEVELOPMENT ATTENDED BY THE APPRAISEE

DURING THE CURRENT APPRAISAL PERIOD *(Please indicate your progress against Training & Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal & External both.)*

Training & Development Areas	Progress	Special Achievements and Outcomes (Including personal initiatives)
1.		
2.		
3.		
4.		

PART – VIII: IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS FOR THE NEXT APPRAISAL PERIOD *(Supervisor to fill in consultation with the employee)*

Priorities	Plan for Achievement (What suggestions / Steps are felt necessary to address these development priorities e.g. On the Job Training, Job rotation, Training, Coaching etc.)
1.	
2.	
3.	
4.	

PART – IX: CONFIRMATION OF PERFORMANCE EVALUATION COMPLETION *(Please sign and date to signify that the Review/Evaluation has been completed along with dialogue and discussion).*

Employee Signature	Dated:(DD/MM/YYYY)
Appraiser Signature	Date: (DD/MM/YYYY)

