



ཨ་མི་རྒྱལ་གྱི་འབྲུག་ལོ་རྒྱུས་ལྷན་ཁག་གི་ལས་ཁུངས་ལྷན་ཁག་།།

BHUTAN BOARD PRODUCTS LTD

(A Royal Govt. of Bhutan Undertaking, BIS licensed & ISO 9001:2008 Certified Company)
Post Box No. 91, Phuentsholing Bhutan

PART I: PERSONAL DATA

1. NAME :
2. DESIGNATION :
3. GRADE :
4. DEPARTMENT :
5. DATE OF JOINING :
6. PAYSACLE :
7. BASIC PAY:

Increment/Up-gradation & Promotion in previous years:

a) 2014 :

b) 2015 :

c) 2016 :

d) 2017 :

E) 2018 :

PART II :ASSESSMENT

PERFORMANCE CRITERIA:

For each of the factors listed below, place a check mark by the description that most closely represents your overall judgment of the individual's performance. Comments are helpful and encouraged.

N.B: HOD= Head of Department, HOS= Head of Section, INC= In charge

A. Job Knowledge:(4)

HOD	HOS	INC	AVERAGE SCORE	
				Outstanding/Excellent
				Good
				Satisfactory
				Needs Improvement/Poor

B. Work Output:(4)

HOD	HOS	INC	AVERAGE SCORE	
				Outstanding/Excellent
				Good
				Satisfactory
				Needs Improvement/Poor

C. Quality of work :(4)

HOD	HOS	INC	AVERAGE SCORE	
				Outstanding/Excellent
				Good
				Satisfactory
				Needs Improvement/Poor

D. Dependability :(4)

Phone: +975 252675/252703/253576/252672/252673 Fax: 252676 E-mail: info@bhutanboard.com

Website: <http://www.bhutanboard.com>



ཨ།འབྲུག་ཤིང་བཅོམ་འཕྲོད་བསྐྱེད་འཆར་གུལ་ཚད།།

BHUTAN BOARD PRODUCTS LTD

(A Royal Govt. of Bhutan Undertaking, BIS licensed & ISO 9001:2008 Certified Company)

Post Box No. 91, Phuentsholing Bhutan

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor

E. Staff Management/Relation : (4)

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor

F. Discipline: (4)

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor

G. Attendance (4)

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor

H. Communication: (4)

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor

I. Work Attitude: (4)

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor



ཨ།འབྲུག་ཤིང་བཅོ་འཕྲོན་བསྐྱེད་འཆར་གུལ་ཚད།ཨ།

BHUTAN BOARD PRODUCTS LTD

(A Royal Govt. of Bhutan Undertaking, BIS licensed & ISO 9001:2008 Certified Company)
Post Box No. 91, Phuentsholing Bhutan

J. Initiative:(4)

HOD	HOS	INC	AVERAGE SCORE

Outstanding/Excellent
Good
Satisfactory
Needs Improvement/Poor

Signature of HOD (1)_____

Date_____

Signature of HOS (2)_____

Date_____

Signature of INC (3)_____

Date_____

Reviewers by HOD

Signature of Department Head

Designation

Date

Management Committee's Comments