

FORMAT FOR SELF APPRAISAL FOR SUB DIVISIONAL OFFICER (ANIMAL HUSBANDRY)
FOR THE YEAR

REPORTING PERIOD

PART – A (General Information)

1. BIODATA OF APPRISEE

- i Name
- ii Father's Name
- iii Designation
- iv Date of Entry
into Govt. service
- v Date of present
place of posting
- vi Date of Birth
- vii Basic Qualification Year..... University.....
- viii Higher Professional Qualification, if any
- ix Details of Trainings undertaken
during this year
- x Special award/ Recognition/ Appreciation Received during the year (if any)

2. STAFF POSITION IN VARIOUS INSTITUTIONS OF DISTRICT

i Govt. Veterinary Hospitals:-

Number of GVHs	Sanctioned Posts				Vacant Posts			
	VS	BLEO	VLDA	A/A	VS	BLEO	VLDA	A/A

ii Govt. Veterinary Dispensaries:-

Number of GVDs	Sanctioned Posts				Vacant Posts			
	VS	BLEO	VLDA	A/A	VS	BLEO	VLDA	A/A

Note- if a post occupied through contractual engagement, then it should be considered as filled.

3. Details of any additional charge/ duties assigned during the year with record:-

4. General Information about livestock in the area:-

- i Livestock Population of areas (Based on Last Census)
- Cattle Buffalo Sheep Goat Pigs
- Poultry Total
- ii Breedable population in the area:-
- Cattle Buffalo.....
- iii Number of Gaushala/ Nandishala in the area

PART – B (Achievements under Breeding and Animal Health Activities)

5. Achievement under Breeding Activities:-

i Artificial insemination work:-

Sr. No.	Species	Targets	Achievement	%age	Remarks if any
1.	Cow				
2.	Buffalo				

ii Calves Born:-

Sr. No.	Species	Targets	Achievement	%age	Remarks if any
1.	Cow				
2.	Buffalo				

iii Scrub Bull Castration (Nos.)

iv No. of Bulls Supplied in the area (if any)

v Progress under National Dairy Project (only for NDP Areas)

6. Achievement under Animal Health:-

i Vaccination

Sr. No.	Name of Vaccination	Targets	Achievement	%age	Remarks if any
1.	Haemorrhagic Septicaemia				
2.	Foot & Mouth Disease				
3.	Black Quarter				
4.	Enterotoxemia				
5.	Sheep Pox				
6.	Swine Fever				
7.	Brucella				
8.	Rabies				
9.	Any Other				
10.					

ii Treatment:-

Sr. No.	Categories of OPD Cases	No. of Cases	Remarks if any
1.	Surgery		
2.	Medicine		
3.	Gynaecology		
4.	Deworming		
	Total		

iii Details of any disease Outbreak and its management (if any)

iv Disease Diagnostic and Surveillance Work:-

a. No. of Sera Samples Collected/ Tested

b. No. of Blood Samples Collected/ Tested

c. No. of Urine Samples Collected/ Tested

d. No. of Milk Samples Collected/ Tested

e. No. of Any Other (Please Specify) Sample Collected/ Tested

PART – C (Achievements under Departmental Schemes)**7. Achievement under Departmental Developmental Schemes:-**

i Milk Recording (Murrah) under IMDP:-

Target	No. of Buffaloes recorded during the year	Remarks if any

ii Milk Recording (Indigenous Cows) under Gau Samvardhan:-

Target	No. of Indigenous recorded during the year	Remarks if any

iii Establishment of Livestock Units under various departmental schemes for General Category:-

Sr. No.	Type of Unit	Target	No. of Unit established	Remarks if any
1.	Dairy unit			
2.	Sheep Unit			
3.	Goat Unit			
4.				
5.				

iv Establishment of Livestock Units under various departmental schemes SCSP:-

Sr. No.	Type of Unit	Target	No. of Unit established	Remarks if any
1.	Dairy unit			
2.	Sheep Unit			
3.	Goat Unit			
4.	Piggery Unit			
5.				

v Achievements under various components of Rashtriya Krishi Vikas Yojana (RKVY) applicable during the year:-

Sr. No.	Component	Target	Achievements (in Nos.)	Remarks
1.	Infertility Management/ Deworming Camps			
2.	Haudi (Water Trough)			

vi Livestock Insurance (Numbers):-

Sr. No.	Types of Insurance	Targets	Achievement	Remarks if any
1.	General			
2.	SCSP			

vii Fodder Development works (Number)

- a. Rabi
- b. Kharif

PART – D (Achievements under Miscellaneous Activities)**8. Publicity & Extension Work:-**

Sr. No.	Name of activity	Targets	Achievement	Remarks if any
1.	Women Awareness Camp (No.)			
2.	Kisan Gosthi (No.)			
3.	Number of farmers participated in livestock show and agri summit			
4.	No. of Animals participated in livestock show and agri summit			

9. No. of trees planted with place:-

10. Achievements under General Animal Welfare Work:-

(Please provide information in paragraph form for works related to General Welfare/ Wellbeing of Livestock including work related to Gaushala/ Nandishalas n the area.)

PART – E (Achievements under General Administrative/ Financial Work)

11. Financial achievements under various Development Schemes:-

Sr. No.	Name of Scheme	Allocated Budget	Utilization	% age Utilization
1.				
2.				
3.				

12. Submission of utilization certificate under various schemes like SPCA, RKVY etc.

- i Amount Received.....
- ii Utilization Certificate pending (Amount)

13. Redressed of Public Grievance during the year:-

- i No. of Public Grievances received.....
- ii No. of Public Grievances redressed.....

14. Litigation/ Court Cases

- i No. of Court Cases pending on 31st March (Closing)
- ii Reply filled during the year.....
- iii Reply pending for filing as on 31st March (Closing)
- iv No. of Cases wherein compliance of Court order is pending.

15. Disposal of RTI application:-

- i No. of application received.....
- ii No. of application disposed off within time frame.....

16. Audit Paras:-

- i No. of replies to Audit Para submitted during the year.....
- ii No. of Audit Paras pending for reply.....
- iii No. of Audit Paras got dropped.....

17. Status of up-dation of Human Resource Management System (HRMS):-

(Whether information of all the employees has been updated? Yes or No.)

18. Developmental works with assistance from local authorities:-

- i No. of construction developmental works got included i District Development Plan, MNREGA, Area Development Plan GPDP etc.
- ii Total estimated amount provision of which has been made in (i) above.....
- iii Funds generated under GSR (Corporate Social Responsibilities)

19. Efficiency in disposed of Service matter of subordinate officers/ employees:-**20. Livestock Census:-**

Target	Achievement

21. Any other work which needs mention and has not been covered above:-**PART – F (Self Assessment Scoring)****22. Self Assessment Scoring on efforts made to achieve optimum level of progress on following parameters in Veterinary Institution:-**

Sr. No.	Particulars	Self Scoring (Marks out of 10)
1.	Good Breeding Practices	
2.	Good Animal Hygiene (Ext. Activities)	
3.	Good Diagnostics	
4.	Good Health Care	
5.	Good Nutrition Including EVP	
6.	Good Livestock Census	
7.	Good Processing Efforts	
8.	Training people to create jobs in the sector	
9.	Getting rid of stray cattle	
10.	Good institutional Hygiene and Presentation of offices	

(Signature and Name of SDO, AH)

(Counter Signature of Deputy Director)