**FORMAT FOR SELF APPRAISAL FOR SUB DIVISIONAL OFFICER (ANIMAL HUSBANDRY)**

**FOR THE YEAR** ……………………………..

**REPORTING PERIOD** ………………..................................................................……………..

|  |  |  |  |
| --- | --- | --- | --- |
| **PART – A (General Information)** | | | |
| **1.** | **BIODATA OF APPRISEE** | | |
|  |  | Name | ……………………………………………………….. |
|  |  | Father's Name | ……………………………………………………….. |
|  |  | Designation | ……………………………………………………….. |
|  |  | Date of Entry  into Govt. service | ……………………………………………………….. |
|  |  | Date of present  place of posting | ……………………………………………………….. |
|  |  | Date of Birth | ……………………………………………………….. |
|  |  | Basic Qualification | ……………..Year…………….. University…………….. |
|  |  | Higher Professional Qualification, if any | ……………………………………………………….. |
|  |  | Details of Trainings undertaken  during this year | ………………………………………………………..  ……………………………………………………….. |
|  |  | Special award/ Recognition/ Appreciation Received during the year (if any) ……………………….. | |
| **2.** | **STAFF POSITION IN VARIOUS INSTITUTIONS OF DISTRICT** | | |
|  |  | Govt. Veterinary Hospitals:- | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Number of GVHs | Sanctioned Posts | | | | Vacant Posts | | | | | VS | BLEO | VLDA | A/A | VS | BLEO | VLDA | A/A | |  |  |  |  |  |  |  |  |  | | | | |
|  |  | 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:-** | | |
|  |  | Livestock Population of areas (Based on Last Census)   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Cattle | …… | Buffalo | …… | Sheep | …… | Goat | …… | Pigs | …… | | Poultry | …… | Total | …… |  |  |  |  |  |  | | |
|  |  | Breedable population in the area:-   |  |  |  |  | | --- | --- | --- | --- | | Cattle ……………… | Buffalo……………… |  |  | | |
|  |  | Number of Gaushala/ Nandishala in the area …………………………………………………… | |
| **PART – B (Achievements under Breeding and Animal Health Activities)** | | | |
| **5.** | **Achievement under Breeding Activities:-** | | |
|  |  | Artificial insemination work:-   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Sr. No. | Species | Targets | Achievement | %age | Remarks if any | | 1. | Cow |  |  |  |  | | 2. | Buffalo |  |  |  |  | | |
|  |  | Calves Born:-   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Sr. No. | Species | Targets | Achievement | %age | Remarks if any | | 1. | Cow |  |  |  |  | | 2. | Buffalo |  |  |  |  | | |
|  |  | Scrub Bull Castration (Nos.) …………………... | |
|  |  | No. of Bulls Supplied in the area (if any) …………………... | |
|  |  | Progress under National Dairy Project (only for NDP Areas) …………………... | |
| **6.** | **Achievement under Animal Health:-** | | |
|  |  | **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. |  |  |  |  |  | | |
|  |  | **Treatment:-**   |  |  |  |  | | --- | --- | --- | --- | | Sr. No. | Categories of OPD Cases | No. of Cases | Remarks if any | | 1. | Surgery |  |  | | 2. | Medicine |  |  | | 3. | Gynaecology |  |  | | 4. | Deworming |  |  | |  | Total |  |  | | |
|  |  | Details of any disease Outbreak and its management (if any) | |
|  |  | 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:-** | | |
|  |  | Milk Recording (Murrah) under IMDP:-   |  |  |  | | --- | --- | --- | | Target | No. of Buffaloes recorded during the year | Remarks if any | |  |  |  | | |
|  |  | Milk Recording (Indigenous Cows) under Gau Samvardhan:-   |  |  |  | | --- | --- | --- | | Target | No. of Indigenous recorded during the year | Remarks if any | |  |  |  | | |
|  |  | 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. | Piggery Unit |  |  |  | | 5. | Backyard Poultry |  |  |  | | |
|  |  | 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. | Backyard Poultry |  |  |  | | |
|  |  | 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) |  |  |  | | |
|  |  | Livestock Insurance (Numbers):-   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sr. No. | Types of Insurance | Targets | Achievement | Remarks if any | | 1. | General |  |  |  | | 2. | SCSP |  |  |  | | |
|  |  | 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.** | | |
|  |  | Amount Received……………………………………………….. | |
|  |  | Utilization Certificate pending (Amount) ……………………………………………….. | |
| **13.** | **Redressed of Public Grievance during the year:-** | | |
|  |  | No. of Public Grievances received……………………………………………….. | |
|  |  | No. of Public Grievances redressed……………………………………………….. | |
| **14.** | **Litigation/ Court Cases** | | |
|  |  | No. of Court Cases pending on 31st March (Closing) ……………………………………………….. | |
|  |  | Reply filled during the year……………………………………………….. | |
|  |  | Reply pending for filing as on 31st March (Closing) ……………………………………………….. | |
|  |  | No. of Cases wherein compliance of Court order is pending. ……………………………………… | |
| **15.** | **Disposal of RTI application:-** | | |
|  |  | No. of application received……………………………………………….. | |
|  |  | No. of application disposed off within time frame……………………………………………….. | |
| **16.** | **Audit Paras:-** | | |
|  |  | No. of replies to Audit Para submitted during the year……………………………………………….. | |
|  |  | No. of Audit Paras pending for reply……………………………………………….. | |
|  |  | No. of Audit Paras got dropped……………………………………………….. | |
| **17.** | **Status of updation 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:-** | | |
|  |  | No. of construction developmental works got included i District Development Plan, MNREGA, Area Development Plan GPDP etc. ……………………………………………….. | |
|  |  | Total estimated amount provision of which has been made in (i) above………………………… | |
|  |  | 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 |  | | |