**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 undertakenduring 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. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |
| **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 |  |

 |