

**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

(Counter Signature of Deputy Director)

(Signature and Name of SDO, AH&D)

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

(Counter Signature of Deputy Director)

(Signature and Name of SDO, AH&D)

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. | Piggery Unit | | | |
| 5. | Backyard Poultry | | | |

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. | Backyard Poultry | | | |

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

(Counter Signature of Deputy Director)

(Signature and Name of SDO, AH&D)

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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| | | | | |
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| | | | | |
| | | | | |

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.....

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903. Self Appraisal for SDO

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 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:-

- 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 | |

(Counter Signature of Deputy Director)

(Signature and Name of SDO, AH&D)