# Annual Performance Appraisal Report Department of Animal Husbandry Himachal Pradesh

# Section-I—Basic Information (To be filled in by the Officer)

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	Designation				
Cadre					
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Yea	ar of Joining Ser	vice			
Dat	te of Birth	A de Caralle Congregion (S. )	e de la compania de la compaña		
Dat	te of promotior	n/placement to pre	esent designation		
	sent Post		actoria เป็นสัญลักและ	1	boble se z čard
Dat	te of Appointm	ent to the present	post		Ministra in Perguptica.
				January College	idhaylarday ayadh
Rep	porting, Review	ring and Accepting			
-			Name and Design	ation	Period
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-	eviewing Autho				
A	ccepting Autho	rity			
Per	riod of absence	on leave, etc.			
			Period	Туре	Remarks
0	n Leave (specif	y type)			
0	thers (specify)				
Trai	ning Programs	attended			
	Date from	Date to	Institute	Subject	
-					
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	urus / Horiours				
-					4
		•			M. Burn Kontae (*)
De	tails of the APA	ARs for previous tw	o years not written by t	the present reporting	ng / reviewing office

#### Section II—Self Appraisal

Brief description of duties:
 (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual work plan and achievement: (To be filled as per annexure-I relating to work domain assignment).

Tasks to be performed	Deliverables 🐇	Achievements
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<sup>\*</sup> Deliverables refer to quantitative OR financial OR Verbal description of expected outputs.

- 3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so please give a verbal description (within 100 words).
- 4. What are the factors that hindered your performance?
- 5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment:

For your future career

Please Note: You should send an updated CV, including additional qualifications acquired/training programs attended/special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

athropic: The Sody of Franklin of the damping of the second	Yes / No	Date
Have you set the annual work plan/targets for yourself and all officers of whom you are the reporting authority, for current year.	Yes / No	
Have you filed your immovable property return, as due. If yes, please mention the date	Yes / No.	

Date:

Signature of Officer reported upon

# Section-III—Appraisal

1.	unforeseen tasks as filled out in Section II. If not please	iui iisii iactua	i actans.	
2.	Please comment on the claim (if made) of exceptional	contribution b	y the officer repo	orted upon
				- 195 - 1969 - 1
3.	Has the officer reported upon with any significant failu factual details:	res in respect	of his work? If ye	es, please furnis
	(1975), produce in a constant of the order of the order.	- 28% (16% ) 10 - 10		
				AN PATTO
5.	Assessment of work output (This assessment should general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.	the scale 1	-10, in whole r	numbers, with
5.	general population. Grades should be assigned on	the scale 1	-10, in whole r	numbers, with be 40%): Initials of Reviewing
5.	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.	the scale 1—Weightage to	-10, in whole r this section will Reviewing	numbers, with be 40%): Initials of
5.	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.	the scale 1—Weightage to	-10, in whole r this section will Reviewing	numbers, with be 40%): Initials of Reviewing
5.	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.  (i) Accomplishment of planned work  (ii) Quality of output  (iii) Accomplishment of exceptional work/	the scale 1—Weightage to	-10, in whole r this section will Reviewing	numbers, with be 40%): Initials of Reviewing
5.	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.  (i) Accomplishment of planned work  (ii) Quality of output  (iii) Accomplishment of exceptional work/unforeseen tasks	the scale 1—Weightage to	-10, in whole r this section will Reviewing	numbers, with be 40%): Initials of Reviewing
	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.  (i) Accomplishment of planned work  (ii) Quality of output  (iii) Accomplishment of exceptional work/ unforeseen tasks  Overall Grading of Work Output	the scale 1— Weightage to Reporting Authority	-10, in whole r this section will Reviewing Authority	numbers, with be 40%): Initials of Reviewing Authority
	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.  (i) Accomplishment of planned work  (ii) Quality of output  (iii) Accomplishment of exceptional work/unforeseen tasks	the scale 1— Weightage to Reporting Authority	-10, in whole r this section will Reviewing Authority	numbers, with be 40%): Initials of Reviewing Authority  De 30%) Initials of Reviewing
	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.  (i) Accomplishment of planned work  (ii) Quality of output  (iii) Accomplishment of exceptional work/ unforeseen tasks  Overall Grading of Work Output	the scale 1— Weightage to Reporting Authority  weightage to 1 Reporting	-10, in whole rethis section will Reviewing Authority	numbers, with be 40%): Initials of Reviewing Authority be 30%) Initials of
<b>5</b> .	general population. Grades should be assigned on referring to the lowest grade and 10 to the best grade.  (i) Accomplishment of planned work  (ii) Quality of output  (iii) Accomplishment of exceptional work/ unforeseen tasks  Overall Grading of Work Output  Assessment of Personal Attributes (on a scale 1—10,	the scale 1— Weightage to Reporting Authority  weightage to 1 Reporting	-10, in whole rethis section will Reviewing Authority	numbers, with be 40%): Initials of Reviewing Authority  De 30%) Initials of Reviewing

(iv)

(v)

Emotional Stability
Communication skills

professional stand.
(vii) Leadership qualities

(viii) Capacity to meet deadlines
Overall Grading on Personal Attributes

(vi) Moral courage and willingness to take

7. Assessment of Functional Competency (on a scale 1—10, weightage to this section will be 30%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Professional skills and knowledge.			
(ii) Strategic planning ability			
(iii) Decision making ability		Carlotte Company	
(iv) Initiative	De De (Programme)	fall Mann and	sakga esise Y
(v) Co-ordination ability			
(vi) Ability to motivate subordinates/work in a team.			
Overall Grading on Functional Competency			

- 8. Integrity
- 9. Pen picture by the Reporting Officer: Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections:
- Recommendation relating to domain assignment (Please tick mark if satisfied as per the requirement of the job assigned to the officer).

	ant e vinde sine skill up - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Tick mark here
For Officers posted in	Delivery of Veterinary medical services	
Hospitals/Polyclinics	Livestock Health Care and Management through Extension Activities.	
A Section of the second section of the second section of the section of the second section of the se	Artificial Insemination Programme	
of the second	Disease prevention work (Effective implementation of vaccination Programme).	
	Professional skill up-gradation	
	Implementation of Departmental Schemes	
VProvince	Performance in delivery of Public Service Guarantee Services	
For Officers posted in Cattle Farm	Significant contribution towards improvement/ management of the farm.	
	Meeting the norms for Cattle Farm as defined in the annexure	
	Achieving disease prevention and low mortality	1120
	New livestock addition on farm	
	Innovation/introduction of novel practices	and the second
For Officers posted in	Meeting the norms for Sheep Farm as defined in the annexure	
Sheep Farms	General health management of the livestock in good condition	
	Achieving disease prevention and low mortality	A H
	New livestock addition on farm	· · · · · · · · · · · · · · · · · · ·
	Innovation/introduction of novel practices	
For Officers posted in Hatcheries/poultry	Achieving the norms defined for the farm/hatchery in terms of bird/egg production.	
farms	Maintenance of good management/feeding practices and achieving desired egg size/live weight/hatchability.	
	General health management of the birds in good condition	
	Disease prevention and low mortality	

		Tick mark here
For Officers posted in Sperm Stations/ ETT	Production of expected number of good quality semen straws/Embryos flushed/Calves produced through ETT.	
lab	Health care and good management of breeding bulls/Elite Cowsmaintained for flushing embryos.	
4	Maintenance of efficient supply chain of semen straws	
	Significant contribution towards capacity building of the sperm station ETT lab.	Press in
For Officers posted in Laboratories	Satisfactory Analysis/collection and dispatch of samples for the purpose of disease diagnosis.	
	Disease outbreaks attended when required	
	Implementation of projects	s. be
	Screening of govt. farms for diseases	Tomas School of Section 1999 and 1999
	Co-ordination with and facilitation for field institutions	
For Officers on	Implementation of projects	
Administrative Posts	Training and skill up-gradation	
(i.e. Directorate and	Co-ordination with and facilitation for field institutions	
District Offices)	Extension of Animal Husbandry Activities	-
	Administrative/Drawing & Disbursing	

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11. Overall g	rade (on a score of	1-10)		in the State of the	Section 1		
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Date:		•		degree i	Signature	of Repor	rting
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## Section-IV-Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section-III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon? (In case you do not agree with any of the numerical assessments of the attributes please record your assessment in the column provided for you in that section and initial your entries).

Vec	NO	
103	140.	

- 2. In case of difference of opinion details and reasons for the same may be given:
- 3. Comments if any on the pen picture written by the Reporting Authority
- 4. Recommendation relating to domain assignment

		Tick mark here	
For Officers	Delivery of Veterinary medical services		
posted in Hospitals/ Polyclinics	Livestock Health Care and Management through Extension Activities.		
	Artificial Insemination Programme		
	Disease prevention work (Effective implementation of vaccination Programme).		
	Professional skill up-gradation		
	Implementation of Departmental Schemes	easa segual in	
For Officers posted in Cattle	Significant contribution towards improvement/ management of the farm.		
Farm	Meeting the norms for Cattle Farm as defined in the annexure	n Mari	
	Achieving disease prevention and low mortality		
	New livestock addition on farm		
Carl Scanning	Innovation/introduction of novel practices		
For Officers	Meeting the norms for Sheep Farm as defined in the annexure		
posted in Sheep	General health management of the livestock in good condition		
Farms	Achieving disease prevention and low mortality		
	New livestock addition on farm		
	Innovation/introduction of novel practices		
For Officers posted in	Achieving the norms defined for the farm/hatchery in terms of bird/egg production.		
Hatcheries/ poultry farms	Maintenance of good management/feeding practices and achieving desired egg size/live weight/hatchability.		
	General health management of the birds in good condition		
	Disease prevention and low mortality		
For Officers posted in Sperm	Production of expected number of good quality semen straws/Embryos flushed/Calves produced through ETT.		
Stations/ ETT Lab.	Health care and good management of breeding bulls Elite cows maintained for flushing embryos.		
	Maintenance of efficient supply chain of semen straws.		
	Significant contribution towards capacity building of the sperm station.		

		Tick mark here
For Officers posted in Laboratories	Satisfactory Analysis/collection and dispatch of samples for the purpose of disease diagnosis.	
	Disease outbreaks attended when required	
	Implementation of projects	
	Screening of govt. farms for diseases	
	Co-ordination with and facilitation for field institutions	
For Officers on	Implementation of projects	
Administrative	Training and skill up-gradation	
Posts (i.e.	Co-ordination with and facilitation for field institutions	
Directorate and District Offices)	Extension of Animal Husbandry Activities	
	Administrative / Drawing & Disbursing	

Directorate and	Extension of Animal Husbandry Activities
District Offices)	Administrative / Drawing & Disbursing
	Coys to December 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
<ol><li>Overall Grade</li></ol>	e on a scale of 0—10
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Date:	Signature of Reviewing Authority
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## Section-V—Acceptance

1.	Do you agree with the remarks of the reporting/reviewing authorities?
	Yes No
2.	n case of difference of opinion details and reasons for the same may be given:
	그런 그 사람이 되었다.
3.	Overall Grade (on a score 1—10)
	그는 보다 뭐하는 생활을 가장 먹었다. 그렇게 하는 얼마는 생활이 되는 사람이 되었다.
D-4	
Dat	Signature of Accepting Authority
	Annexure-1
1.	The officers posted in Veterinary Polyclinics/Hospitals/CVDs must mention the following domain
	elated to their Self Appraisal Section-II Table 2. Annual work plan and achievement:
	A) Artificial Insemination Targets fixed and achieved.
	3) Treatment work performed in field institutions and farmers doorstep.
1	C) Challenging cases attended (Surgeries performed, containment of disease outbreaks etc.)
	D) Disease prevention work (Vaccination, Surveillance etc.)
	Holding of camps, Implementation of projects etc.
2.	The officers posted in Cattle Farms must mention the following domains related to their Self Appraisa
	Section-II Table 2. Annual work Plan and achievement:
	A) Average milk yield of the, wet average, herd average.
	Age at first oestrus, Inter-calving interval and dry period.
	Number of cows brought under MSP and number of male calves supplied to sperm stations a
	per MSP.
	D) Fodder production.
	E) Disease prevention if any.
	Innovative practice if any introduced on the farm.
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3.	The officers posted in Sheep farms must mention the following domains related to their Self Appraisa
	Section-II Table 2. Annual work Plan and achievement:
	A) Average wool production per animal.
	B) Lambing Percentage.
	C) Disease prevention and low mortality.
	O) Number of rams/lambs sold to shepherds.
,	Pasture management and Innovative practices.
4.	Officers posted in Poultry Farms/Hatcheries must mention the following domains related to their Se
٠	Appraisal Section-II Table 2. Annual work Plan and achievement:
	A) Number of Birds maintained in the farm as per capacity.
	Hatchability/Chicks produced.
	C) General Management conditions of the farm as per norms.  D) Hatches distributed under various schemes.
	D) Hatches distributed under various schemes. E) Low mortality and optimum production levels.
5.	of the control of the
٦.	Sincers hoster in sherin stations must mention the following domains telated to their Self Apprais

Number of semen straws produced as per the capacity of the sperm station per bull and in total.

Section-II Table 2. Annual work Plan and achievement:

- B) Viability percentage and discard percentage.
- C) Collections made bull wise and in total.
- Quality control tests and grade achieved in Central Monitoring Unit/GOI evaluation/ISO certification.
- E) Random testing of straws performed in field institutions.
- F) Maintenance of regular supply chain of straws and LN2 in the field institutions.
- G) Cost of Liquid Nitrogen and Semen straws.
- H) General health, disease prevention and management of breeding bulls.
- 6. Officers posted in ETT Lab must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
  - A) Elite cows selected/procured/maintained at the mother farm as per the capacity and norms of the farm.
  - B) Embryos successfully flushed/purchased.
  - C) Embryos implanted and conceptions achieved.
  - D) Calves born through ETT.
  - E) Successful implementation of the ETT programme as per DPR.
- 7. Officers posted in Epidemiology and Disease Investigation Laboratories must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
  - A) Analysis/Collection and dispatch/of various samples in satisfactory manner and diagnosis of diseases achieved.
  - B) Control measures suggested for effective control/containment of diseases.
  - C) Effective implementation of various projects.
  - D) Surveillance and disease prevention and control work.
  - E) Co-ordination and facilitation for field institutions for effective disease prevention and control programmes.
  - F) Attending disease outbreaks.
  - G) Screening of Government farms for various diseases.
- 8. Officers posted in the Directorate and District Offices on Administrative posts must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
  - A) Implementation of Projects.
  - B) Training and skill upgradation.
  - C) Co-ordination with and facilitation for field institutions.
  - D) Extension of Animal Husbandry activities.
  - E) Administrative/Drawing and Disbursing duties performed.