

Annual Performance Appraisal Report
 Department of Animal Husbandry
 Himachal Pradesh

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

1. Name of the Officer reported upon.....
2. Designation.....
3. Cadre.....
4. Year of Joining Service.....
5. Date of Birth.....
6. Date of promotion/placement to present designation.....
7. Present Post.....
8. Date of Appointment to the present post.....

9. Reporting, Reviewing and Accepting Authorities:

	Name and Designation	Period
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11. Training Programs attended

Date from	Date to	Institute	Subject

12. Awards / Honours

13. Details of the APARs for previous two years not written by the present reporting / reviewing officer

14. Date of filing the property return for year ending December.....

Date:

Signature of the Officer

Section II—Self Appraisal

1. 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

* 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

	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. Please state whether you agree with the response relating to accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details:

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon

3. Has the officer reported upon with any significant failures in respect of his work? If yes, please furnish factual details:—

4. Do you agree with the skill up-gradation needs as identified by the officer:

5. **Assessment of work output** (This assessment should rate the officer *vis-à-vis* his peers and not the general population. Grades should be assigned on the scale 1—10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this section will be 40%):

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Accomplishment of planned work			
(ii) Quality of output			
(iii) Accomplishment of exceptional work/ unforeseen tasks			
Overall Grading of Work Output			

6. **Assessment of Personal Attributes** (on a scale 1—10, weightage to this section will be 30%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility			
(iii) Overall bearing and personality			
(iv) Emotional Stability			
(v) Communication skills			
(vi) Moral courage and willingness to take professional stand.			
(vii) Leadership qualities			
(viii) Capacity to meet deadlines			
Overall Grading on Personal Attributes			

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			
(iv) Initiative			
(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:

10. Recommendation relating to domain assignment (Please tick mark if satisfied as per the requirement of the job assigned to the officer).

		Tick mark here
For Officers posted in Hospitals/Polyclinics	Delivery of Veterinary medical services	
	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	
	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	
	New livestock addition on farm	
	Innovation/introduction of novel practices	
For Officers posted in Sheep Farms	Meeting the norms for Sheep Farm as defined in the annexure	
	General health management of the livestock in good condition	
	Achieving disease prevention and low mortality	
	New livestock addition on farm	
	Innovation/introduction of novel practices	
For Officers posted in Hatcheries/poultry farms	Achieving the norms defined for the farm/hatchery in terms of bird/egg production.	
	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 lab	Production of expected number of good quality semen straws/Embryos flushed/Calves produced through ETT.	
	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 ETT lab.	
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 Administrative Posts (i.e. Directorate and District Offices)	Implementation of projects	
	Training and skill up-gradation	
	Co-ordination with and facilitation for field institutions	
	Extension of Animal Husbandry Activities	
	Administrative/Drawing & Disbursing	

11. Overall grade (on a score of 1—10).....

Date :

Signature of Reporting Authority.....

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).

Yes	No.
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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 posted in Hospitals/ Polyclinics	Delivery of Veterinary medical services	
	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	
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	
	New livestock addition on farm	
	Innovation/introduction of novel practices	
For Officers posted in Sheep Farms	Meeting the norms for Sheep Farm as defined in the annexure	
	General health management of the livestock in good condition	
	Achieving disease prevention and low mortality	
	New livestock addition on farm	
	Innovation/introduction of novel practices	
For Officers posted in Hatcheries/ poultry farms	Achieving the norms defined for the farm/hatchery in terms of bird/egg production.	
	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 Stations/ ETT Lab.	Production of expected number of good quality semen straws/Embryos flushed/Calves produced through ETT.	
	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 Administrative Posts (i.e. Directorate and District Offices)	Implementation of projects	
	Training and skill up-gradation	
	Co-ordination with and facilitation for field institutions	
	Extension of Animal Husbandry Activities	
	Administrative / Drawing & Disbursing	

5. Overall Grade on a scale of 0—10 _____

Date :

Signature of Reviewing Authority

Section-V—Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given:

3. Overall Grade (on a score 1—10).....

Date :

Signature of Accepting Authority.....

ANNEXURE-1

1. The officers posted in Veterinary Polyclinics/Hospitals/CVDs must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work plan and achievement:
 - A) Artificial Insemination Targets fixed and achieved.
 - B) Treatment work performed in field institutions and farmers doorstep.
 - C) Challenging cases attended (Surgeries performed, containment of disease outbreaks etc.)
 - D) Disease prevention work (Vaccination, Surveillance etc.)
 - E) Holding of camps, Implementation of projects etc.

2. The officers posted in Cattle Farms must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
 - A) Average milk yield of the, wet average, herd average.
 - B) Age at first oestrus, Inter-calving interval and dry period.
 - C) Number of cows brought under MSP and number of male calves supplied to sperm stations as per MSP.
 - D) Fodder production.
 - E) Disease prevention if any.
 - F) Innovative practice if any introduced on the farm.

3. The officers posted in Sheep farms must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
 - A) Average wool production per animal.
 - B) Lambing Percentage.
 - C) Disease prevention and low mortality.
 - D) Number of rams/lambs sold to shepherds.
 - E) Pasture management and Innovative practices.

4. Officers posted in Poultry Farms/Hatcheries must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
 - A) Number of Birds maintained in the farm as per capacity.
 - B) Hatchability/Chicks produced.
 - C) General Management conditions of the farm as per norms.
 - D) Hatches distributed under various schemes.
 - E) Low mortality and optimum production levels.

5. Officers posted in Sperm Stations must mention the following domains related to their Self Appraisal Section-II Table 2. Annual work Plan and achievement:
 - A) Number of semen straws produced as per the capacity of the sperm station per bull and in total.

- B) Viability percentage and discard percentage.
 - C) Collections made bull wise and in total.
 - D) 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.

