

ई-मेल/तिथि बद्ध

कमांक 13058-13188 गोपनीय शाखा/
प्रेषक

दिनांक 04/04/2024

महानिदेशक, पशुपालन एवं डेयरी विभाग,
हरियाणा, पंचकुला।

प्रेषित

सभी आदान तथा संवितरण अधिकारी,
पशुपालन एवं डेयरिंग विभाग, हरियाणा राज्य।

विषय:- अधिकारियों/कर्मचारियों के वर्ष 2023-24 के वार्षिक गोपनीय कथन लिखने बारे।

यादी:

उपरोक्त वर्णित विषय के सम्बन्ध में अधिकारियों/कर्मचारियों के वर्ष 2023-24 के गोपनीय कथन लिखने सम्बन्धित प्रफॉर्मा तथा स्व-मूल्यांकन विवरण प्रफॉर्मा (ACR Performa & Self-Appraisal Performa) साथ संलग्न करते हुए निर्देश दिये जाते हैं कि आपके अधीन कार्यरत अधिकारियों/कर्मचारियों के वर्ष 2023-24 के गोपनीय कथन निम्न हिदायतों अनुसार लिखते हुए अपनी टिप्पणी सहित दिनांक 10-4-2024 तक निदेशालय को भिजवाना सुनिश्चित करें:-

1- श्रेणी-1 अधिकारियों (संयुक्त निदेशक, उपनिदेशक, उपमण्डल अधिकारी व समकक्ष अधिकारियों) के गोपनीय कथन उनकी सैल्फ अप्रैजल सहित डॉ० बिरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को निर्धारित तिथि 10.04.2024 तक भेजना सुनिश्चित करें।

2- अधीनस्थ कार्यालयों में कार्यरत पशु चिकित्सकों के गोपनीय कथन सैल्फ अप्रैजल सहित सम्बन्धित अधिकारियों द्वारा इनीशिएट करके अपनी टिप्पणी सहित डॉ० सुखदेव राठी, उपनिदेशक (ए०डब्ल्यू) निदेशालय के नाम से उपरोक्त निर्धारित तिथि तक भेजना सुनिश्चित करें ताकि तदोपरान्त प्राप्त गोपनीय कथन डॉ० पुनीता गहलावत, संयुक्त निदेशक, निदेशालय पशुपालन एवं डेयरिंग विभाग, हरियाणा, पंचकुला के माध्यम से डॉ० बिरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को स्वीकार्य हेतु प्रस्तुत किये जा सकें तथा निदेशालय में कार्यरत पशु चिकित्सकों के गोपनीय कथन सैल्फ अप्रैजल सहित उपनिदेशक स्तर के अधिकारी जिनके साथ सम्बन्धित पशु चिकित्सक कार्यरत रहें हैं द्वारा इनीशिएट करके उपनिदेशक (ए०डब्ल्यू) के नाम से निर्धारित तिथि से पूर्व भिजवाना सुनिश्चित करें ताकि उन द्वारा प्रति हस्ताक्षर करके सम्बन्धित गोपनीय कथन डॉ० पुनीता गहलावत, संयुक्त निदेशक, निदेशालय पशुपालन एवं डेयरिंग, हरियाणा, पंचकुला के माध्यम से डॉ० बिरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को अन्तिम राय हेतु निर्धारित तिथि तक भेजना सुनिश्चित करें।

3- अधीनस्थ कार्यालय में कार्यरत श्रेणी-III कर्मचारियों (लिपिक, स्टैनों तथा चालकों को छोड़कर) के गोपनीय कथन सम्बन्धित अधिकारियों द्वारा इनीशिएट करके डॉ० राजेन्द्र सिंह, उपनिदेशक, निदेशालय पशुपालन एवं डेयरिंग, हरियाणा, पंचकुला के नाम से उपरोक्त निर्धारित तिथि तक भेजें। ताकि इन द्वारा गोपनीय कथन इनीशिएट करके अपनी टिप्पणी सहित डॉ० पुनीता गहलावत, संयुक्त निदेशक, निदेशालय पशुपालन एवं डेयरिंग, हरियाणा, पंचकुला के माध्यम से डॉ० बिरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को अन्तिम राय हेतु निर्धारित तिथि तक प्रस्तुत किये जा सकें।

4— अधीनस्थ कार्यालयों में कार्यरत वी0एल0डी0एज/बी0एल0ई0ओ0 के गोपनीय कथन सैल्फ अप्रेजल सहित सम्बन्धित अधिकारी द्वारा इनीशिएट करके अपनी टिप्पणी सहित डॉ0 जसवंत सिंह दहिया, उपनिदेशक, को अग्रेषित किये जायेगे तदोपरान्त सम्बन्धित गोपनीय कथन डॉ0 प्रेम सिंह, संयुक्त निदेशक (योजना), निदेशालय को प्रस्तुत किये जायेंगे, ताकि गोपनीय कथन अधीनस्थ कार्यालय को वापिस भेजे जा सकें।

5— अधीनस्थ कार्यालयों में कार्यरत सांख्यिकीय अमले के गोपनीय कथन सम्बन्धित अधिकारियों द्वारा इनीशिएट करके अपनी टिप्पणी सहित डॉ0 प्रेम सिंह, संयुक्त निदेशक (योजना), निदेशालय, पशुपालन एवं डेयरिंग विभाग, हरियाणा, पंचकुला को भिजवाना सुनिश्चित करें तथा निदेशालय पर कार्यरत सांख्यिकीय अमले के गोपनीय कथन डॉ0 समीर भारद्वाज, पशु चिकित्सक, निदेशालय द्वारा इनीशिएट करके डॉ0 मेजर विरेन्द्र सिंह राठी, क्रेडिट योजना अधिकारी, निदेशालय, पशुपालन एवं डेयरिंग विभाग, हरियाणा, पंचकुला को भिजवाना सुनिश्चित करें ताकि सांख्यिकीय अमले (निदेशालय तथा अधीनस्थ) के गोपनीय कथन अन्तिम राय हेतु डॉ0 विरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को अन्तिम राय हेतु प्रस्तुत किये जा सकें।

6— निदेशालय पर कार्यरत सभी मिनिस्ट्रियल अमले के अधिकारियों/कर्मचारियों के गोपनीय कथन सम्बन्धित शाखाध्यक्ष/अधिकारी द्वारा लिखने उपरान्त निदेशालय कार्यालय अध्यक्ष के माध्यम से डॉ0 विरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को अन्तिम राय हेतु प्रस्तुत किये जायें तथा इसके अतिरिक्त अधीनस्थ कार्यालयों के अधिकारियों को निर्देश दिये जाते हैं कि वह अपने जिला से सम्बन्धित सभी गोपनीय कथन पद संज्ञा अनुसार एकत्रित करके सूची सहित निदेशालय को निर्धारित समयानुसार अग्रषेति किये जायें अन्यथा किसी भी प्रकार की देरी/कोताही के लिए सम्बन्धित अधिकारी/कर्मचारी स्वयं जिम्मेवार होगा।

उपरोक्त अनुसार गोपनीय कथन भेजते समय यह भी प्रमाणित किया जाये कि आपके अधीन कार्यरत सभी अधिकारियों/कर्मचारियों के गोपनीय कथन लिखे जा चुके हैं और किसी भी अधिकारी/कर्मचारी का गोपनीय कथन लिखना शेष नहीं है। यदि किसी भी अधिकारी/कर्मचारी के गोपनीय कथन समय पर नहीं लिखे गये/देरी से लिखे गये हैं तो सम्बन्धित अधिकारी इसके लिए स्वयं जिम्मेवार होंगे। यह भी ध्यान रहे कि जो अधिकारी 90 दिन से कम समय अपनी स्थापना पर पद स्थापित रहे हैं वे स्वयं गोपनीय कथन न लिखकर अपने से पहले पूर्व कार्यरत अधिकारी से ही गोपनीय कथन लिखवाकर निदेशालय को उक्त हिदायतों अनुसार भिजवाना सुनिश्चित करें। गोपनीय कथन लिखते समय निम्नानुसार हरियाणा सरकार की मुख्य हिदायतों की पालना भी सुनिश्चित की जाये:—

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.

3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No.17 and nothing be written alongwith the box-block meant for Grading only. (Group-C)
4. While recording remarks 'Integrity' in column at Sr. No. 16 (Group-C), instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
5. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
6. Signatures in full along with date be put up by the Reporting/ Reviewing/ Accepting Authorities.

यहां यह भी निर्देश दिये जाते हैं कि अपने जिला से सम्बन्धित सभी गोपनीय कथन पद संज्ञा अनुसार एकत्रित करके निर्धारित प्रफॉर्मा अनुसार ही उक्त दिये निर्देशानुसार निदेशालय को निर्धारित समय-सीमा पर मूलरूप में गोपनीय/पंजीकृत डाक अथवा विशेष-वाहक के माध्यम से ही इस कार्यालय को अग्रसर किये जायें अन्यथा किसी भी प्रकार की देरी/कोताही के लिए सम्बन्धित अधिकारी/कर्मचारी स्वयं जिम्मेवार होगा।

उपरोक्त आदेशों की दृढता से पालना की जाये।

संलग्न:- उपरोक्त कथित (पृष्ठ 01 से 28 तक)।

नोट:- अधिकारियों/कर्मचारियों के ACR Performa & Self-Appraisal Performa विभागीय वेबसाईट www.pashudhanharyana.nic.in पर उपलब्ध हैं।

(डॉ० सुखदेव राठी)

उपनिदेशक (पशु कल्याण)

कृते: महानिदेशक पशुपालन एवं डेयरी विभाग,
हरियाणा, पंचकुला। 04/04/24

पृ० क्रमांक 13189-13214 गोपनीय शाखा/
इसकी एक प्रति निम्नलिखित को:-

दिनांक 04/04/2024

- 1- प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला।
 - 1- अधीक्षक स्थापना शाखा-1, 2 व उप अधीक्षक स्थापना शाखा-3, निदेशालय को भेजते हुए निर्देश दिये जाते हैं कि अधिकारियों/कर्मचारियों के गोपनीय कथनों का प्रफॉर्मा सम्बन्धित अधिकारियों/शाखा अध्यक्षों को भेजते समय अधिकारी/कर्मचारी का नाम, पद संज्ञा व समय अवधि अंकित करके ही गोपनीय कथन/ प्रफॉर्मा भेजे जायें।
 - 2- निदेशालय पर कार्यरत सभी अधिकारीगण/शाखाध्यक्ष को एक प्रति आवश्यक कार्यवाही हेतु भेजते हुए अनुरोध है कि आपके अधीन कार्यरत सम्बन्धित पूर्ण अमले के गोपनीय कथन लिखकर सम्बन्धित अधिकारी के माध्यम डा० बिरेन्द्र सिंह लौरा, पूर्व महानिदेशक, अब प्रबन्ध निदेशक, हरियाणा पशुधन विकास बोर्ड, पंचकुला को 10-4-2024 तक अवश्य भिजवाना सुनिश्चित करें।
 - 3- निजी सचिव, महानिदेशक पशुपालन एवं डेयरिंग, हरियाणा, पंचकुला।
 - 4- नोडल ऑफिसर, आई०टी०, निदेशालय।
- सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु प्रेषित है।

(डॉ० सुखदेव राठी)

उपनिदेशक (पशु कल्याण)

कृते: महानिदेशक पशुपालन एवं डेयरी विभाग,
हरियाणा, पंचकुला। 04/04/24

हरियाणा सरकार

राजपत्रित अधिकारियों के कार्य पर गोपनीय रिपोर्ट के लिये प्रोफार्मा

रिपोर्ट : Year _____ (from..... to)

नाम :

पिता का नाम :

पद संज्ञा :

This should contain an overall assessment of the Officer's personality, his/her good qualities and shortcomings and should be particularly in reference to the following points viz. quality of mind (originality, comprehension and knowledge of works), power of expression (on paper and discussion), power of acquiring general information, attention to details, industriousness and consciousness, judgement, speed of disposal, willingness to accept responsibility and to take decisions, relations with subordinates and colleagues, public relations etc.

If Officer has been reprimanded for indifferent work or for any other cause during the period under review, brief particulars should be given. If the officer has done any outstanding notable work, mentioning commendation, brief mention should be made.

Sr. No.	Particular's	Reporting Authority	Reviewing Authority
1	ईमानदारी के लिये ख्याति		
2	क्षमता तथा बुद्धि		
3	कार्य के निपटान में शीघ्रता		
4	समय पाबन्दी तथा नियमितता		
5	लोगों से सम्बन्ध		
6	विकास योजनाओं का परिपालन व सरकार की नीति का परिपालन		
7	आपात स्थिति में प्रतिक्रिया		
8	अतिरिक्त कार्यभार के निपटान में स्वेच्छा		
9	क्या अधिकारी कार्यालय बन्द होने के बाद और छुट्टियों के दिनों में अपने मुख्यालय पर रहता है अथवा नहीं		
	<p style="text-align: center;"><u>“समस्त निर्धारण”</u></p> <p>उत्कृष्ट, बहुत अच्छा, अच्छा, सामान्य, सामान्य से कम</p>	Reporting Authority (Stamp & Signature)	Reviewing Authority (Stamp & Signature)
(Space for Accepting Authority Only)			

FORM OF ANNUAL CONFIDENTIAL REPORT
(For Veterinary Livestock Development Assistant)
Department of Animal Husbandry & Dairying, Haryana

Period under report :

Part-I

- Name of the employee
- Father's Name
- Date of Birth
- Status of Health
- Date of entry into
Govt. Service
- Place of Posting alongwith
the name of District

Part-II

Grade the performance of employee by giving points in the range maximum to the points specified in front of Sr. No. 1 to 12 below:

Sr. No.	Particulars	Maximum Points	Points by Reporting Authority
1.	Artificial Insemination	10	
2.	Livestock Vaccination	10	
3.	OPD (Under supervision of Vety. Surgeon)	10	
4.	Maintenance of record of institutions	10	
5.	Assisted in implementation of Departmental Schemes/ programs	10	
6.	Sample Collection	05	
7.	Castration, De-horning, De-Budding and De-beaking	05	
8.	Punctuality, Regularity and Discipline	10	
9.	Handling of supported ailments	05	
10.	General Intelligence, Hardworker and behavior	10	
11.	Performance recording of cow and buffalo	05	
12.	Timely delivery of services	10	
	Total Points	100	

Part-III

Sr. No.	Particulars	('Yes' or 'No') with justification
13.	Have any things come to your notice which Reflect adversely on the employee's integrity? If yes please give details on separate page.	
14.	Whether there are any adverse remarks on the work and conduct of the employee? If yes please give details on separate page.	
15.	Has the employee done any outstanding or notable work meriting? If yes please give details on separate page.	

Note: The following grading is indicative and not definitive

0-39	40-59	60-75	76- 90	91- 100
Below Average (C)	Average (B)	Good (B+)	Very Good (A+)	Outstanding (A+)

Overall Grading

Signature of the Reporting Authority
Name in block letters:.....
Designation:.....

Remarks

Signature of the Reviewing Authority
Name in block letters:.....
Designation:.....

Remarks

Signature of the Accepting Authority
Name in block letters:.....
Designation:.....

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

- a. 'The Reporting Authority should enter the grading points or use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
- b. While recording remarks on 'Integrity' in column at Sr.No.13, instructions contained in para 4, of 'Consolidated' instructions on confidential reports, read with instructions No. 61/20/85-S (1) dated 12.12.85, must be gone through carefully.
- c. The Reporting Officer should record Adverse Remarks' if any, in column at Sr. No.14 and nothing be written alongwith the box block meant for grading only.
- d. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him during the period under report to give a correct picture of his work and conduct.
- e. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under Repot.
- f. Signatures in full along with date be put up by the Reporting/ Reviewing/ Accepting Authorities.

SELF APPRAISAL
VETERINARY LIVESTOCK DEVELOPMENT ASSISTANT
DEPARTMENT OF ANIMAL HUSBANDRY & DAIRYING, HARYANA
FOR THE YEAR.....

PART-I

1. BIODATA

- i. Name
- ii. Father's Name
- iii. Designation
- iv. Date of Birth
- v. Date of entry into Govt. service
- vi. Date of present place of posting
alongwith the name of District
- vii. Details of Trainings undertaken
during the financial year

2. General Information about livestock in the area:-

- i. Livestock Population of area
 - a) Cattle _____ Buff _____ Sheep _____ Goat _____ Pigs _____ Total _____
 - b) Poultry _____
- ii. Breed able Population in the area:-
Cattle _____ Buffalo _____
- iii. Number of Gaushalas/ Nandishalas in the area _____

3. Achievements under Breeding Activities:-

i. Conventional Semen:-

a. Artificial Insemination work:-

Sr. No.	Species	Targets	Achievement	%age	Remarks if any
1.	Cow				
2.	Buffalo				

b. Calves Born :-

Sr. No.	Species	Targets	Achievement	%age	Remarks if any
1.	Cow				
2.	Buffalo				

ii. Sex Sorted Semen:

a. Artificial Insemination work:-

Sr. No.	Species	Targets	Achievement	%age	Remarks if any
1.	Cow				

b. Calves Born :-

Sr. No.	Species	Targets	Achievement	%age	Remarks if any
1.	Cow				

iii. Scrub Bull Castration (Nos.): - Gaushala _____ Stray _____ Total _____

iv. No. of Bulls Supplied in the area (if any) _____

4. Achievements under Animal Health work:

i) Vaccination:

Sr. No.	Name of Vaccination	Targets	Achievement	%age	Remarks if any
1	HS and FMD Dual Vaccine				
2	Foot & Mouth Disease				
3	Black Quarter				
4	Enterotoxemia				
5	Sheep Pox				
6	Swine Fever				
7	Brucella				
8	Rabies				
9	Any other				

ii) INAPH Updation :

Sr. No.	Name of Vaccination	Eligible Population	Animals Vaccinated	Animals data Uploaded On INAPH	%age Uploaded	Remarks
1	HS and FMD Dual Vaccine					
2	Brucella					
3	Any other					

iii. Veterinary Health Care work performed under supervision of area Veterinary Surgeon:

Sr. No.	Particulars	Outdoor		Health and Infertility Camps		Grand Total Achievement	Remarks if any
		Target	Achievement	Target	Achievement		
1	OPD Cases						
2	De-worming						
Total							

iv. Details of Minor Veterinary Services Provided

Sr.No.	Type of Minor Veterinary Services	No. of Cases

v. Disease Diagnostic and Surveillance Work:-

- i. No. of Sera Samples Collected _____
- ii. No. of Faecal Sample Collected _____
- iii. No. of Blood Sample Collected _____
- iv. No. of Urine Sample Collected _____
- v. No. of Milk Sample Collected _____
- vi. No. of Any Other _____ (Please Specify) Sample Collected _____

5. Assisted in Departmental Developmental Schemes in the area allotted under GVH/GVD:-

Sr. No.	Type of Unit	Target	Achievement	Remarks
1	No. of Buffalo Recorded			
2	No. of Indigenous cow recorded			

ii. Assisted in Establishment of Livestock Units under various departmental schemes for General Category in the area allotted under GVH/GVD:-

Sr. No.	Type of Unit	Target	No. of unit established	Remarks
1	Dairy unit			
2	Sheep unit			
3	Goat unit			
4	Piggery Unit			
5	Backyard Poultry			

iii. Assisted in Establishment of Livestock Units under various departmental schemes under SCSP scheme in the area allotted under GVH/GVD:-

Sr. No.	Type of Unit	Target	No. of unit established	Remarks
1	Dairy unit			
2	Sheep unit			
3	Goat unit			
4	Piggery unit			
5	Backyard Poultry			

6. Assisted in Establishment of Livestock Units under other schemes other than departmental schemes in the area allotted under GVH/GVD:-

Sr. No.	Type of Unit	Name of Scheme/Deptt	No. of unit established	Remarks
1	Dairy unit			
2	Sheep unit			
3	Goat unit			
4	Piggery unit			
5	Backyard Poultry			

7. Assisted in Livestock Insurance scheme in the area allotted under GVH/GVD:

Type of Activity	Animal Insured	Beneficiary	Claim Lodged	Claim Rejected	Claim Amount Disbursed
General					
SCSP					

PART - D (Achievements under Miscellaneous Activities)

8. Assisted in Mukhyamantri Antyodaya Privar Utthan Yojna (MMAPUY) scheme in the area allotted under GVH/GVD:

Applicant applied/Received for AH Schemes	Total Applications processed	Applications sent to bank	Applications Sanctioned by Bank	Total Unit Established	Application Rejected	Remarks/ Reasons for rejection if Any

9. Publicity & Extension Works:-

Sr. No.	Name of activity	Targets	Achievement	Remarks if any
1	Women Awareness Camp			
2	ASCAD Camp			
3	Kisan Gosthis			
4	Participation in Livestock Show/ Pashu Mela/ Agri-summit			
5	PKCC Camps			

10. Tree Plantation:-

- i. No. of Tree in GVH _____
- ii. No. of Tree in GVD _____
- Total tree _____

11. Miscellaneous works:-

Tagging of Animals:-

- a) Total animals tagged in Gaushals/ Nandishala: _____
- b) Total Animals tagged in Area _____

12. NAIP Phase-III Progress Report _____

13. RGM-PT (Buffalo) and RGM-PS (Cow) Report _____

14. Any other relevant special work /Achievement /Duty Assigned that not been covered above.

Certificate by VLDA:

It is certified that all the figures shown in self-appraisal are based on the official record as available in GVH/GVD _____.

(Signature and Name of VLDA with date)

Verification by Veterinary Surgeon:

It is verified that the self-appraisal is verified based on the MPR/Official Record of the GVH /GVD _____, as available in Office.

(Signature and Name of Veterinary Surgeon with date)

FORM OF ANNUAL CONFIDENTIAL REPORT
(For Block Livestock Extension Officer)
Department of Animal Husbandry & Dairying, Haryana

Period under Report :

Part-I

- Name of the employee
- Father's Name
- Date of Birth
- Status of Health
- Date of entry into
Govt. Service
- Place of Posting alongwith
the name of district

Part-II

Grade the performance of employee by giving points in the range maximum to the points specified in front of sr. no 1 to 11 below.

Sr .No.	Particulars	Maximum Points	Points by Reporting Authority
1.	Extension work done of the Departmental schemes	10	
2.	Assisted the concerned V.S in Supervision:- i. Vaccination & Artificial Insemination	10	
3.	Publicity of Department schemes and their progress.	10	
4.	Report of Minikits fodder seeds.	05	
5	Eligible person facilitated for Establishment of Livestock unit	10	
6.	Assisted in Special Livestock Breed Progress.	10	
7.	Assisted in Organizing:- i. Kisan Mela & Livestock Show	10	
8.	Assisted committee in Selection of Animal of Milk recording.	10	
9.	Verification of Census Data	10	
10.	Assisted in NADRS Application	05	
11.	Progress regarding work allotted for day wise progress in the block.	10	
Total Points		100	

Part-III

Sr. No.	Particulars	('Yes' or 'No') with justification
12.	Have any things come to your notice which Reflect adversely on the employee's integrity? If yes please give details on separate page.	
13.	Whether there are any adverse remarks on the work and conduct of the employee? If yes please give details on separate page.	
14.	Has the employee done any outstanding or notable work meriting? If yes please give details on separate page.	

Note: The following grading is indicative and not definitive

0-39	40-59	60-75	76- 90	91- 100
Below Average (C)	Average (B)	Good (B+)	Very Good (A)	Outstanding (A+)

Overall Grading

Signature of the Reporting Authority

Name in block letters:.....

Designation:.....

Remarks

Signature of the Reviewing Authority

Name in block letters:.....

Designation:.....

Remarks

Signature of the Accepting Authority

Name in block letters:.....

Designation:.....

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

- a. The Reporting Authority should enter the grading points or use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
- b. While recording remarks on 'Integrity' in column at Sr.No.12, instructions contained in para 4, of 'Consolidated' instructions on confidential reports, read with instructions No. 61/20/85-S (1) dated 12.12.85, must be gone through carefully
- c. The Reporting Officer should record Adverse Remarks' if any, in column at Sr. No.13 and nothing be written along with the box block meant for Grading only.
- d. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him during the period under report to give a correct picture of his work and conduct.
- e. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under Repot.
- f. Signatures in full along with date be put up by the Reporting/ Reviewing/ Accepting Authorities.

**SELF APPRAISAL OF BLOCK LIVESTOCK EXTENSION OFFICER
DEPARTMENT OF ANIMAL HUSBANDRY & DAIRYING, HARYANA**

PERIOD UNDER REPORT

PART-I

1. BIODATA

- i. Name
- ii. Father's Name
- iii. Date of Birth
- iv. Designation
- v. Date of entry into Govt. service
- vi. Date of present place of posting
alongwith name of District
- vii. Details of Trainings undertaken
during the financial year

PART-II

- 1. Extension work of departmental Schemes in the Block**
- 2. Assisted the concerned V.S in Supervision:-**
 - i. Vaccination
 - ii. Artificial Insemination
 - iii. Any suggestive measures of GVDs
- 3. Publicity of departmental schemes and their progress :-**
 - i. Tagging
 - ii. Insurance
 - iii. Kisan Credit Card
 - iv. Registration
 - v. Sex Sorted Semen
 - vi. MMAPUY

- 4. Report of Minikits fodder seeds
- 5. Eligible person facilitated for establishment of livestock unit
- 6. Assisted in Special Livestock Breed Progress
- 7. Assisted in organising :-
 - i. Kisan Mela
 - ii. Livestock Show
- 8. Assisted committee in Selection of animal for milk recording
- 9. Verification of Census Data
- 10. Assisted in NADRS Application

PART-III

- 11. Progress regarding work allotted for day wise progress in the block
 - i. Detail of work done at Gaushala
 - ii. No. of school visit and education imparted
 - iii. Rabies vaccination and its report
 - iv. Measuring progress of GVDs
 - v. Monitoring of Dairies and their progress
 - vi. Report Regarding organisation of deworming camp

Certificate by BLEO:

It is certified that all the figures shown in self-appraisal are based on the official record as available in GVH/GVD _____.

(Signature and Name of BLEO with date)

Verification by Veterinary Surgeon:

It is verified that the self-appraisal is verified based on the MPR/Official Record of the GVH / GVD _____, as available in Office.

(Signature and Name of Veterinary Surgeon with date)

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT' OF DRIVERS
(Application for Drivers of staff Cars/Jeeps and other official vehicles)

Department of Animal Husbandry & Dairying, Haryana, Panchkula

Office of the _____

Period of Report _____

PART-I

1. Name of the employee _____

2. Father's Name _____

3. Date of continuous appointment on the post of Driver. _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

PART-III

- Important Notes :
1. Before writing the Annual Confidential Report, the Reporting/ Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form.
 2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

1. State of Health _____

2. Punctuality and Devotion to duty _____

3. Ability to get along and behaviour with
i) Superior Officers i) _____
ii) Colleagues ii) _____

4. Whether the employee stays at his head-quarter after closing of office and during holidays (Reply in 'Yes' or 'No'). _____

5. Technical Knowledge about the vehicle which he drives. _____

6. Proficiency in safe driving and maintenance of the vehicle. _____

7. Acquaintance with traffic rules and other road signs. _____

Name & Designation of the official _____

- 8. Does he maintain the log book according to Govt. instructions ?
(Reply in 'Yes' or 'No'). _____
- 9. Assessment of Integrity:
Has anything come to your notice which reflect adversely on the official's integrity. Reply in 'Yes' or 'No'. If Yes, please give details. _____
- 10. Any other comments. _____
- 11. "Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No') _____
- 12. Overall grading based on the assessment made from Sr.No.2 to 10. _____

Signature of the Reporting Authority
 Name in block letters _____
 Designation _____
 Date _____

REMARKS OF THE REVIEWING AUTHORITY

Signature of the Reporting Authority
 Name in block letters _____
 Designation _____
 Date _____

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Steno-typists Junior Scale Stenographer and Senior Scale Stenographers/P.As)**

Department of Animal Husbandry & Dairying, Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

4. Name of the employee : _____

5. Father's Name : _____

6. Designation of the post held : _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part-II

Important Notes : 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form

2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

1.	State of Health	
2	Conduct and Character	
3	Punctuality and Regularity in attendance	
4	Ability to get along and behaviour with	
	(a) Superior Officers	(a)
	(b) Colleagues	(b)
	(c) Public	(c)
5	Amenability of Discipline	
6	Devotion to duty and Hardworking	
7	General Intelligence and keenness to learn	
8	Knowledge about Department, Branch and Office procedure	
9	Proficiency in use of State Language Hindi in his day to day official work.	

Name & Designation of the official _____

10	Whether employee stays at his Headquarters after closing of office and during holidays? Reply in 'Yes' or 'No'	
11	Proficiency in Stenography and typing	
12	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.	
13	Trust worthiness in handling secret and top secret matters and papers	
14	Handling of Dak, Files, record and management and his office	
15	Handling telephones, visitors, tour programmes and engagements etc.	
16	Assistance provided in making his officer more effective (checking on details) follow ups feed back progress etc.	
17	Assessment of Integrity. Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? Reply in 'Yes' or 'No'. If 'Yes', please give details	
18	Whether there are any 'adverse remarks' on the work and conduct of the employee? Reply in 'Yes' or 'No'. If 'Yes', please give details.	
19	Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'. If 'Yes', please give details.	
20	Suitability for promotion or Higher scale of pay (use term 'Fit' or "Not yet 'Fit' or 'Not yet Fit' or 'Not fit')	
21	Whether the official delivers the services or dispose of the case in a given time frame? (Reply in 'Yes' or "No".)	
22	Overall Grading based on the assessment made from Sr. No. 2 to 19 above.	

Signature of the Reporting Authority

Name in block letters : _____

Designation : _____

Date :

Name & Designation of the official _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in columns : _____

Signature of the Reviewing Authority
 Name in block letters : _____
 Designation : _____
 Date :

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY.

Signature of the Accepting Authority
 Name in block letters : _____
 Designation : _____
 Date :

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr.No. 16, instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under repot.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Clerks and other posts of similar nature in Group 'C')
Department of Animal Husbandry & Dairying, Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

1. Name of the employee : _____
2. Father's Name : _____
3. Designation of the post held : _____

Reporting Authority _____	Reviewing Authority _____	Accepting Authority _____
---------------------------	---------------------------	---------------------------

Part-II

- Important Notes :
1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form.
 2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

-
1. Brief of duties assigned _____
 2. State of Health _____
 3. Conduct and Character _____
 4. Punctuality and Regularity in attendance _____
 5. Ability to get along and behavior with

(a) Superior Officers	(a)	_____
(b) Colleagues	(b)	_____
(c) Public	(c)	_____
 6. Amenability to Discipline _____
 7. Devotion to duty and hardworking _____
 8. General Intelligence and keenness to learn _____
 9. Knowledge about Department, Branch and Office procedure _____

Name & Designation of the official _____

10. Proficiency in use of State Language 'Hindi' in his day to day official work. _____

11. Whether the employee stays at his Headquarters after closing of office and during holidays ? _____

12. Proficiency and accuracy in typing _____

13. Proficiency in work of maintenance Of Registers, Files and other record _____

14. Initiative and willingness o perform Any job of responsibility _____

15. Assessment of Integrity: Has any things come to your notice which Reflect adversely on the official's integrity or his ability to honestly execute his duties? Reply in 'Yes' or 'No' _____

If yes please give details.

16. Whether there are any 'adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No' _____

If yes please give details.

17. Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No' _____

If yes please give details.

18. Suitability for promotion or Higher Scale of pay _____

19. "Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No') _____

20. Overall Grading based on the Assessment made from Sr.No. 2 to 13 _____

Signature of the Reporting Authority
Name in block letters : _____
Designation : _____
Date : _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views subject to the following observations.

(c) I do not agree with the above remarks in column : _____

Signature of the Reviewing Authority
 Name in block letters : _____
 Designation : _____
 Date :

Remarks, if any, or countersignatures of the Accepting Authority.

Signature of the Accepting Authority
 Name in block letters : _____
 Designation : _____
 Date :

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr. No. 16, instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Assistants and other posts of similar nature in Group 'C')**

Department of Animal Husbandry & Dairying, Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

- 1. Name of the employee : _____
- 2. Father's Name : _____
- 3. Designation of the post held : _____

Reporting Authority _____	Reviewing Authority _____	Accepting Authority _____
---------------------------	---------------------------	---------------------------

Part-II

- Important Notes :
- 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form
 - 2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

-
- 1. Brief of duties assigned _____
 - 2. State of Health _____
 - 3. Conduct and Character _____
 - 4. Punctuality and Regularity in attendance _____
 - 5. Ability to get along and behaviour with
 - (a) Superior Officers (a) _____
 - (b) Colleagues (b) _____
 - (c) Public (c) _____
 - 6. Amenability to Discipline _____
 - 7. Devotion to duty and hardworking _____
 - 8. General Intelligence and keenness to learn _____
 - 9. Knowledge about Department, Branch and Office procedure _____

Name & Designation of the official _____

- 10. Proficiency in use of State Language 'Hindi' in his day to day official work. _____
- 11. Whether the employee stays at his Headquarters after closing of office and during holidays ? Reply in 'Yes' or 'No'. _____
- 12. Promptness and Accuracy in disposal of work _____
- 13. Knowledge of Rules, Regulations and Instructions in general and with particular reference to the work allotted to him. _____
- 14. Quality of work (Delete the sub-clause(s) which is/are not related to his work).
 - (a) Ability to apply the relevant Rules and Regulations correctly (a) _____
 - (b) Capacity for examining cases thoroughly and comprehensiveness (b) _____
 - (c) Quality of Noting & Drafting (c) _____
 - (d) Proficiency in case handling (d) _____
 - (e) Proficiency in Store Management (e) _____
 - (f) Proficiency in Accounts Matters (f) _____
- 15. Organisation of work :
 - (a) Retrieval of papers/information references (a) _____
 - (b) Keeping the work place tidy and the record systematic (b) _____
- 16. Assessment of Integrity :

Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties ?

Reply in 'Yes' or 'No'.

If 'Yes', please give details. _____
- 17. Whether there are any 'adverse remarks' on the work and conduct of the employee ?

Reply in 'Yes' or 'No'.

If 'Yes', please give details. _____
- 18. Has the official done any outstanding or notable work meriting ?

Reply in 'Yes' or 'No'.

If 'Yes', please give details. _____
- 19. Suitability for promotion or Higher scale of pay (use term 'Fit' or "Not yet Fit' or 'Not Fit')

Name & Designation of the official _____

20. "Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No') _____

21. Overall Grading based on the assessment made from Sr.No. 2 to 18 above. _____

Signature of the Reporting Authority
Name in block letters : _____
Designation : _____
Date : _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in column : _____

Signature of the Reviewing Authority
Name in block letters : _____
Designation : _____
Date : _____

Remarks, if any, or countersignatures of the Accepting Authority.

Signature of the Accepting Authority
Name in block letters : _____
Designation : _____
Date : _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (d) The Reporting Authority must write the report before 15th April;
 - (e) The Reviewing Authority must record its comments before 30th April; and
 - (f) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr. No. 16, instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For the Common Cadre Group 'D' posts)**

Department of Animal Husbandry & Dairying, Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

- 1. Name of the employee : _____
- 2. Father's Name : _____
- 3. Designation of the post held : _____

Reporting Authority _____	Reviewing Authority _____	Accepting Authority _____
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Part-II

- Important Notes :
- 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of this form
 - 2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

- 1. State of Health _____
- 2. Conduct and Character _____
- 3. Punctuality and Regularity in attendance _____
- 4. Amenability to Discipline _____
- 5. Devotion to duty and hardworking _____
- 6. Behaviour & Obedience _____
- (a) Attitude of the Officer/ Official towards other castes and Communities. _____
- 7. Intelligence and fitness to do the assigned tasks. _____
- 8. Whether employee stays at his Head-Quarters after closing of office and during holidays? Reply in 'Yes' or 'No' _____
- 9. Assessment of Integrity : _____
- 10. Adverse remarks on work performance and conduct, if nay. Reply in 'Yes' or 'No' _____

Name & Designation of the official _____

- 11. Suitability for promotion or Higher scale of pay (use term 'Fit' or "Not yet Fit' or 'Not Fit') _____
- 12. "Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No') _____
- 13. Overall Grading based on the assessment made from Sr.No. 2 to 10 above. _____

Signature of the Reporting Authority

Name in block letters : _____

Designation : _____

Date : _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING/ACCEPTING AUTHORITY

Signature of the Reviewing /Accepting Authority

Name in block letters : _____

Designation : _____

Date : _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

- 1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
- 2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
- 3. The Reporting Officer should record 'Adverse Remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
- 4. While recording remarks on 'Integrity' in column at Sr.No. 9, instructions contained in para 4, of 'Consolidated' instructions on confidential reports, read with instructions No. 61/20/85-S(I) dated 12.12.85, must be gone through carefully.
- 5. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him during the period under report to give a correct picture of his work and conduct.
- 6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under Report.
- 7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.