

GOVERNMENT OF HIMACHAL PRADESH

हिमाचल प्रदेश सरकार



Department of Agriculture

कृषि विभाग

Year (वर्ष): 20 - 20

ANNUAL PERFORMANCE ASSESSMENT REPORT

OF

GAZETTED OFFICER CLASS-I & II

राजपत्रित अधिकारी श्रेणी-I व II का वार्षिक कार्यनिष्पादन मुल्यांकन प्रतिवेदन

**FORM OF ANNUAL PERFORMANCE
ASSESSMENT REPORT OF CLASS-I AND II OFFICERS**

Report for the year/ period from to Department/
Office of

PART-I

(TO BE FILLED BY OFFICE)

SECTION-I (BASIC INFORMATION)

1. Name of officer and Designation :
2. Date of Birth :
3. Date of first appointment in :
service
4. Date of appointment to the present :
post
5. Period of absence on leave during :
the reporting year/ period
6. Training received during the :
reporting year/ period, indicating
the course attended, duration of
the course and the Institution
where attended

PART-II

(SELF APPRISAL)

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (objectives of the position you hold and the tasks you are required to perform, in about 100 words):

--

2. Please specify important items of work in order of priority wherein quantitative physical or financial targets/ objectives/ goals were set for you or set by yourself for the reporting year :

Item of work	Physical or financial target/ objective/ goal	Achievements
1.		
2.		
3.		
4.		
5.		
6.		

3. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extraordinarily 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):

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4. What are the factors that hindered your performance?

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5. Declaration

Have you filed your immovable property return, as due, if yes, please mention date	Yes / No	Date
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes / No	

Date :

Signature of officer reported upon

PART-III

(TO BE FILLED BY REPORTING OFFICER)

Note :- Every answer shall be given in a narrative form using unambiguous and simple languages. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average', 'poor' while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

- Please comment on Part-II as filled in by the Officer especially on the self assessment of his/ her performance.
 - Please give your assessment commenting upon the following traits/ attributes of the Officer
1. 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 a scale of 1-10, in whole numbers with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 70%.

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
I. Accomplishment of Planned work				
II. Quality of output				
III. Accomplishment of exceptional work/ unforeseen tasks performed				
III. Knowledge of Law and Rules				
Overall Grading on "work Output"				

2. Overall gradingX.7=

3. Assessment of Personal Attributes
(on a scale of 1-10, weightage to this Section will be 30%)

		Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Ability to coordinate with superiors and subordinates				
ii	Sense of responsibility				
iii	Communication skills				
iv	Sincerity and devotion to duty				
v	Behavior with general public				
	Overall Grading on personal attributes				

4. Overall gradingX.3=

5. (i) Please state with details if the Officer has been punished during the period under report.

- (ii) Please state with details if the Officer has received any commendation during the period under report.

6. Please comment on the Officer's integrity :

7. Overall grading : (Automatic 2+4)

(Please put a ring round the appropriate and strike out other grading)

:

Good

Very Good

Outstanding

Note :- An officer should not be graded outstanding unless exceptional qualities and performance have been noticed : grounds for giving such a grading should be clearly brought out.

Signature of Reporting Officer,

Name in block letters

Place:

Designation

Date:

(During the period of Report)

PART –IV

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the :
Reviewing Authority
2. Do you agree with assessment :
of the Officer given by the
Reporting Officer? If not,
indicate the items/ aspection
which you disagree and give
your own assessment on those
aspects/ items.
3. General remarks with specific :
comments about the general
remarks given by the Reporting
Officer including grading.
4. Overall grading :

Signature of Reviewing Officer

Name in Block letters

Place:

Designation

Date:

(During the period of Review)

PART -V

REMARKS OF THE ACCEPTING AUTHORITY
(Authority next superior to the Reviewing Authority)

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

100

- ### 3. Overall grading

Signature of Accepting Authority

Name in Block letters

Designation

Date:

(During the period of Report)

Annexure-I

(Attach separate sheet of targets and achievements as per activities indicated below relevant to the respective category)

1. ACHIEVEMENT OF TARGETS BLOCK-WISE AS PER KHARIF AND RABI PRODUCTION PROGRAMMES (FOR SMSs)
 1. Area and production targets and likely achievements crop-wise based on crop cutting experiments and area sown under each crop.
 2. Target and achievement with regard to distributing of HYV seeds and replacement rate achieved (crop-wise)
 3. Target and achievement with respect to Soil Testing Programme, distribution of Implement, Machinery, Plant Protection Material.
2. FLAGSHIP PROGRAMME -targets & achievements.
3. TRANSFER OF TECHNOLOGY
 1. Training organized.
 2. Demonstration laid out.
 3. Area diversified.
 4. Projects identified to create water potential.
 5. Vermin compost units established.
 6. Soil Health Cards issued to the farmers.
 7. Crop cutting experiments conducted.
 8. Improvement in productivity of crops achieved through crop demonstrations.
 9. Innovative technologies introduced i.e. INM, IPM & organic farming.
 10. Total production of vermin compost/organic manure in the area of operation of extension functionary.
 11. Number of farmer motivated in villages who changed from traditional system of agriculture to vegetable cultivation.
4. SEED FARMS
 1. Area got registered for production of seed during the year (Crop-wise)
 2. Production of different seeds during the year.
 3. Total demand and supply of seed during the year.
 4. Production of foundation seed Developmental farms against the breeder seed sown at the farms.
5. SOIL TESTING
 1. Soil Testing Campaign launched in Distt. /Block and outcome of Campaign.
 2. No. of samples received, analyzed for manor and micro nutrients & deficiency status of nutrients.
 3. Recommendations issued crop-wise/area-wise on prescribed Soil Health Cards.
 4. Overall fertility status of district and general trend over the years based on PH, Soil texture and available contents of major nutrients i.e. N,P,K.
6. SOIL CONSERVATION:
 1. Micro irrigation units set up and area irrigated.
 2. New farmers motivated.
 3. Soil conservation scheme identified.
 4. Nos of estimates/DPRs prepared.
 5. Extension activities taken up to diversify cropping pattern irrigated area.
 6. Achievement under RIDF.
 7. Project identified prepared for creation of water potential.
 8. Lift/gravity irrigations schemes/prepared in area where water potential is available/already created through water harvesting.
7. SMSs/ADOs/WORKING AS FERTILIZER/SEED/ INSECTICIDES INSPECTORS
 - a. No. of dealers fert./seeds/insecticides having valid licences.
 - b. No. of samples drawn.
 - c. No. of samples found sub standard.
 - d. Total sale of seeds/fertilizer/insecticides by each dealer.

कृषि विभाग हिमाचल प्रदेश

अधीक्षक वर्ग-I/अधीक्षक वर्ग-II/वरिष्ठ सहायक का वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन रिपोर्ट

मन्त्रालय/विभाग/कार्यालय.....

.....की समाप्त होने वाले वर्ष की अवधि की रिपोर्ट.....

भाग-1 (निजि ब्यौरा) (मन्त्रालय/विभाग/कार्यालय के प्रशासनिक अनुभाग द्वारा भरा जाना है।)

1.	अधिकारी/कर्मचारी का नाम	
2.	जन्म तिथि	
3.	पदनाम/पारित पद	
4.	वर्तमान वेतन में निरन्तर नियुक्ति की तिथि	
5.	क्या स्थाई/अस्थायी है।	
6.	रिपोर्ट अधीन वर्ष में किन-किन अनुभागों में और कब कार्य किया।	
7.	<p>वर्ष के दौरान छुट्टी, प्रशिक्षण आदि पर होने पर कार्य से अनुपस्थित रहने की अवधि.....</p> <p>.....</p> <p>भाग-2 (वर्ष के दौरान रिपोर्टाधीन अवधि में कर्मचारी द्वारा किये गये कार्य का संक्षिप्त विवरण)</p> <p>(रिपोर्ट लिखने वाले अधिकारी द्वारा भरा जाये)</p> <p>टिप्पणी:- प्रस्तुत रिपोर्ट में यह दर्शाना चाहिये कि क्या प्रतिवेदन अधिकारी ऐसे कार्य में नियुक्त है जिसमें कि प्रारम्भिक निर्णय लेने या नियमों और अधिनियमों के प्रयोग का ज्ञान रखने या व्यवसायिक कार्य की प्रतिधित्ता या साधारण प्रकृति एवं सभी प्रकार के कार्यों पर नियुक्त हैं।</p> <p>भाग-II (रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन)</p>	
8.	स्वास्थ्य की स्थिति	
9.	सामान्य बुद्धिमत्ता तथा कार्य सीखने की उत्सुकता:	

10.	<p>टिप्पणी:- खाना 10-13 के अन्तर्गत किया गया मूल्यांकन रेखांकन द्वारा नहीं दर्शाया जाना चाहिये अपितु इसे उपयुक्त शब्दों द्वारा अभिव्यक्त किया जाना चाहिए। दैनिक/नेमीकार्यो पहलुओं की ओर ध्यान तथा सहायक की दैनिक डायरी बनाए, गार्ड फाईल की अनुक्रमणिका और छंटाई:</p> <p>अ) क्या इन सभी पहलुओं पर व्यापक ध्यान देता है?</p> <p>ब) क्या उन सभी पहलुओं की ओर विमुख है:?</p> <p>स) क्या निरंतर प्रेषित या व्यवस्थित करना पड़ता है?</p>	
11.	<p>कार्यालय किया विधिज्ञान</p> <p>अ) उत्कृष्ट:</p> <p>ब) अत्युत्तम:</p> <p>स) उत्तम:</p> <p>द) औसत:</p> <p>ई) निकृष्ट:</p>	
12.	<p>विशेष संदर्भ में उसे सौंपे गये कार्य के सामान्य रूप से नियमों, विनियमों, अनुदेशों का ज्ञान:</p> <p>अ) उत्कृष्ट:</p> <p>ब) अत्युत्तम:</p> <p>स) उत्तम:</p> <p>द) औसत:</p> <p>ई) निकृष्ट:</p>	
13.	<p>कार्यालय का स्तर:</p> <p>(I) सम्बन्धित नियमों तथा अधिनियमों को ठीक तरह से व्यवहार में लाने की योग्यता:</p> <p>अ) उत्कृष्ट:</p> <p>ब) अत्युत्तम:</p> <p>स) उत्तम:</p> <p>द) औसत:</p> <p>ई) निकृष्ट:</p>	
	<p>(II) मामलों की पूर्णरूपेण तथा व्यापक रूप से निरीक्षण करने की क्षमता:</p> <p>अ) उत्कृष्ट:</p> <p>ब) अत्युत्तम:</p> <p>स) उत्तम:</p> <p>द) औसत:</p> <p>ई) निकृष्ट:</p>	
	<p>(III) प्रारूपण एवं टिप्पणी की योग्यता:</p> <p>अ) उत्कृष्ट:</p> <p>ब) अत्युत्तम:</p> <p>स) उत्तम:</p> <p>द) औसत:</p> <p>ई) निकृष्ट:</p>	

	(IV) कार्य निपटाने में: अ) बहुत चुस्त: ब) उपयुक्त रूप से चुस्त: स) सुस्त और विलम्ब करता है:	
14	अनुशासन परायणता	
15	उपस्थिति से सत्यानिष्ठा से कार्य निपटाने का सामग्र रूप से उत्तरदायित्व ग्रहण की क्षमता जिसमें हिन्दी एवं अंग्रेजी की टंकण कला में निपुणता टिप्पणी ग्रहणता आधार पर दें।	
16	सभी कर्मचारी के साथ सम्बन्ध:	
17	सत्यानिष्ठा: (यह सतम्भ गृह मन्त्रालय के कार्यालय ज्ञापन संख्या 51 / 4 / 64-स्थापना) (क) दिनांक 21 जून 1965 में दिये गए अनुदेशों के अनुसार भरना चाहिए।	
18	क्या अधिकारी की रिपोर्टाधीन अवधि में कार्य के प्रति उदासीनता तथा अन्य किसी कारण से भर्त्सना तो नहीं की गई यदि ऐसा है तो संक्षेप में ब्यौरा दें।	
19	क्या अधिकारी ने उत्कृष्ट या उल्लेखनीय कार्य किये हैं जो प्रशंसनीय है। उनका संक्षिप्त रूप में वर्णन करें।	
20	प्रक्रम: गुणोत्कृष्ट / बहुत अच्छा / अच्छा / सामान्य / निकृष्ट	
21	रिपोर्ट लिखने वाले अधिकारी के पूरे हस्ताक्षर तथा स्पष्ट अक्षरों में नाम: पद: दिनांक:	
	भाग-4 पुनरीक्षण अधिकारी द्वारा विशेष कथन।	
22	पुनरीक्षण अधिकारी के अधीन सेवा की अवधि:	
23	क्या आप रिपोर्ट लिखने वाले अधिकारी की उपरोक्त भागों में दिये गए कथनों से सहमत हैं यदि न हो तो असहमति की सीमा लिखें। यदि आप कर्मचारी/अधिकारी के कार्य और चरित्र के सम्बन्ध में रिपोर्ट लिखने वाले अधिकारी द्वारा वर्णित कथन से अतिरिक्त कोई विशिष्ट विवरण करना चाहते हैं, तो उसका उल्लेख करें। आप यहां अपने विचारों को भी संक्षेप रूप में दीजिये।	

24	क्या अधिकारी कोई उल्लेखनीय विशिष्टतायें रखता है और या कोई उत्कृष्टतम या योग्यतायें जिनके कारण उनकी अग्रता बिना पारी के पदोन्नति और उच्च पद की नियुक्ति के लिये विशेष चयन को सिद्ध होती है। यदि ऐसा है तो उन विशेषताओं की संक्षेप में वर्णन करें।	
25	क्या कर्मचारी/अधिकारी ने विभागीय भाषा (हिन्दी) में रुचि दर्शाई है।	
26	गुणोत्कृष्ट/ बहुत अच्छा/ अच्छा/ सामान्य/ निकृष्ट	

दिनांक:

पुनरीक्षण अधिकारी के हस्ताक्षर

पूरे तथा स्पष्ट अक्षरों में नाम

पदनाम.....

विभागाध्यक्ष की टिप्पणी/ अभियुक्तियां

कृषि विभाग हिमाचल प्रदेश

कनिष्ठ सहायक/लिपिक की वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन रिपोर्ट

वर्ष.....

कार्यालय.....को
समाप्त होने वाले वर्ष की अवधि की रिपोर्ट।

1.	नाम	
2.	जन्म तिथि	
3.	वर्तमान ग्रेड की नियुक्ति की लगातार तिथि	
4.	स्थाई अथवा अस्थाई	
5.	जिस वर्ग की रिपोर्ट लिखी गई है उस दौरान किस-किस अनुभाग में कितने समय तक कार्य किया।	
	रिपोर्ट लिखने वाले अधिकारी का मुल्यांकन।	
6.	किस काम पर सेवायुक्त है।	
7.	निर्धारित खाते इत्यादि का उचित संधारण:	
8.	कम्प्यूटर परिशिक्षित है या नहीं:	
9.	टंकण में शुद्धता और गति:	
10.	अपने आपको अपनी टिप्पणी और प्रारूपों में स्वच्छता और जानकारी के बारे में अभिव्यक्त करने की क्षमता। यदि उसे यह कार्य करने का अवसर दिया हो:	

11.	अनुशासन प्रायणता:	
12.	कार्यालय में ठीक समय पर उपस्थित:	
13.	सभी कर्मचारियों के साथ व्यावहार:	
14.	पदोन्नति के लिये योग्यता:	
15.	अच्छे और बुरे गुणों का सामान्य समाहार:	
16.	सरकारी कार्य में हिन्दी के प्रयोग में रुचि:	
17.	प्रक्रम:	

गुणोत्कृष्ट/बहुत अच्छा/अच्छा/सामान्य/निकृष्ट

तारीख.....

रिपोर्ट लिखने वाले अधिकारी का नाम
स्पष्ट अक्षरों में

पदनाम.....

...

विभागाध्यक्ष की टिप्पणी/ अभियुक्तियां

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

**FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT
(TECHNICAL STAFF) MECHANIC/CLEANER ETC. FOR THE YEAR
ENDING-----**

1. Name & Designation.
2. Date of Birth.
3. Scale of Pay.
4. Date of continuous appointment
to the present grade.
5. Section in which served during
the year under report.

6. OBSERVATIONS:

- i) Intelligence, Keeness & integrity.
 - ii) Efficiency in the grade.
 - iii) Technical Knowledge.
 - iv) Readiness to accept responsibility.
 - v) Amenability to discipline.
 - vi) Punctual in attendance.
 - vii) Integrity.
 - viii) Relation with fellow workers.
 - ix) Behavior towards public.
 - x) Any other observations, points of special
significance to be specified in the relation
to the work on which employed.
 - Xi) Courtesy towards superiors.
7. Has he been reprimanded for indifferent
Work or for other causes during the year under
Report, if so, give brief particulars.
 8. Remarks as to defect in character, ineffectiveness etc.
which may be initiate against efficiency and
suitability for particulars of works.

9. Fitness for promotion to the next higher grade.

10. General assessment of personality,

Character and temperament.

11. Knowledge in Hindi.

12. GRADING:

“Outstanding” “Very Good” “Good” “Fair” “Poor”

Signature of the Reporting Officer

Designation:

Remarks of the Head of the Department

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT OF ASSISTANT EXTRA ASSISTANT ENGINEER/JUNIOR ENGINEER/CIRCLE HEAD DRAFTSMAN/ASSISTANT DRAFTSMAN/SURVEYOR/TRACERS IN THE FOR THE YEAR -----

1.	Name:													
2.	Date of Birth:													
3.	Present Grade:													
4.	Date of continuous Appointments to the present grade:													
5.	Section/Office in which employed during the yer under report:													
6.	Brief summary of duties, responsibilities & achievements as per Annexure I enclosed.													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1.</td></tr> <tr><td>2.</td></tr> <tr><td>3.</td></tr> <tr><td>4.</td></tr> <tr><td>5.</td></tr> <tr><td>6.</td></tr> <tr><td>7.</td></tr> <tr><td>8.</td></tr> <tr><td>9.</td></tr> <tr><td>10.</td></tr> <tr><td>11.</td></tr> <tr><td>12.</td></tr> </table>		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
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	ASSESSMENT OF REPORTING OFFICER													
7.	Do you agree with the progress achieved by the officer.													
8.	Particulars/kind of class of work on which the individual was employed during the period under report:													
9.	Regularity and punctuality in attendance.													
10.	Knowledge of the job in which employed and ability of work													
11.	Conduct & behaviors with the public:													
12.	Whether touring is systematic and adequate:													

13.	Brief mention of any outstanding or notable work if any special recommendations.	
14.	Fitness for promotion.	
15.	Genral assessment of Integrity, character and temperament including relation with fellow employees amenability and discipline etc.	
16.	Grading	Outstanding Very good Good Fair Poor

Signature of Reporting Officer

Name in Block letters-----
Designation/Seal

Countersigned

Remarks of the Head of the Department

Annexure-I

(Attach separate sheet of targets and achievements as per activities indicated below relevant to the respective category)

1. ACHIEVEMENT OF TARGETS BLOCK-WISE AS PER KHARIF AND RABI PRODUCTION PROGRAMMES (FOR SMSs)
 1. Area and production targets and likely achievements crop-wise based on crop cutting experiments and area sown under each crop.
 2. Target and achievement with regard to distributing of HYV seeds and replacement rate achieved (crop-wise)
 3. Target and achievement with respect to Soil Testing Programme, distribution of Implement, Machinery, Plant Protection Material.
2. FLAGSHIP PROGRAMME -targets & achievements.
3. TRANSFER OF TECHNOLOGY
 1. Training organized.
 2. Demonstration laid out.
 3. Area diversified.
 4. Projects identified to create water potential.
 5. Vermin compost units established.
 6. Soil Health Cards issued to the farmers.
 7. Crop cutting experiments conducted.
 8. Improvement in productivity of crops achieved through crop demonstrations.
 9. Innovative technologies introduced i.e. INM, IPM & organic farming.
 10. Total production of vermin compost/organic manure in the area of operation of extension functionary.
 11. Number of farmer motivated in villages who changed from traditional system of agriculture to vegetable cultivation.
4. SEED FARMS
 1. Area got registered for production of seed during the year (Crop-wise)
 2. Production of different seeds during the year.
 3. Total demand and supply of seed during the year.
 4. Production of foundation seed Developmental farms against the breeder seed sown at the farms.
5. SOIL TESTING
 1. Soil Testing Campaign launched in Distt. /Block and outcome of Campaign.
 2. No. of samples received, analyzed for manor and micro nutrients & deficiency status of nutrients.
 3. Recommendations issued crop-wise/area-wise on prescribed Soil Health Cards.
 4. Overall fertility status of district and general trend over the years based on PH, Soil texture and available contents of major nutrients i.e. N,P,K.
5. SOIL CONSERVATION:
 1. Micro irrigation units set up and area irrigated.
 2. New farmers motivated.
 3. Soil conservation scheme identified.
 4. Nos of estimates/DPRs prepared.
 5. Extension activities taken up to diversify cropping pattern irrigated area.
 6. Achievement under RIDF.
 7. Project identified prepared for creation of water potential.
 8. Lift/gravity irrigations schemes/prepared in area where water potential is available/already created through water harvesting.
6. SMSs/ADOs/WORKING AS FERTILIZER/SEED/ INSECTICIDES INSPECTORS
 - a. No. of dealers fert./seeds/insecticides having valid licences.
 - b. No. of samples drawn.
 - c. No. of samples found sub standard.
 - d. Total sale of seeds/fertilizer/insecticides by each dealer.

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT OF ASSISTANT AGRICULTURE DEVELOPMENT OFFICER/AGRICULTURE EXTENSION OFFICER FOR THE YEAR-----

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of continuous appointments to the present grade	
5.	Section/Office in which employed during the year under report.	
6.	Brief summary of duties, responsibilities, target & achievements as per annexure I enclosed.	
ASSESSMENT OF REPORTING OFFICER		
7.	Do you agree the progress achieved by the Officer	
8.	Particulars/kind of class of work on which the individual was employed during the period under report.	
9.	Regularity and punctuality in attendance.	
10.	Knowledge of the job in which employed and ability of work.	
11.	Conduct & behaviors with public.	
12.	Whether touring is systematic and adequate.	
13.	Brief mention of any outstanding or notable work if any special recommendation.	
14.	Fitness for promotion.	
15.	General assessment of integrity character and temperament including relation with fellow employees amenability and discipline etc.	

16.	APARs under Public Service Guarantee Act/Rules, 2011						
	Sr. No	Name of Service	Accepting Authority for application	Designation of Designated Officer	Time limit for providing services	Designation of Appellate Authority	
	1	Soil Testing (Sample)	ADO/AEO of Soil Testing Lab. of the area concerned	Soil Testing Officer	60 days after receipt of sample in the Office of Designated Officer	DDA(concerned) DAO	State Information Commission, HP
17.	GRADING “Outstanding” “Very Good” “Good” “Fair” “Poor”						

Signature of Reporting Officer

Name in Block letter.....

Designation/Seal

Remarks of the Head of the Department

Annexure-I

(Attach separate sheet of targets and achievements as per activities indicated below relevant to the respective category)

1. ACHIEVEMENT OF TARGETS BLOCK-WISE AS PER KHARIF AND RABI PRODUCTION PROGRAMMES (FOR SMSs)
 1. Area and production targets and likely achievements crop-wise based on crop cutting experiments and area sown under each crop.
 2. Target and achievement with regard to distributing of HYV seeds and replacement rate achieved (crop-wise)
 3. Target and achievement with respect to Soil Testing Programme, distribution of Implement, Machinery, Plant Protection Material.
2. FLAGSHIP PROGRAMMES: targets & achievements.
3. TRANSFER OF TECHNOLOGY
 1. Training organized.
 2. Demonstration laid out.
 3. Area diversified.
 4. Projects identified to create water potential.
 5. Vermin compost units established.
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 1. Micro irrigation units set up and area irrigated.
 2. New farmers motivated.
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 4. Nos of estimates/DPRs prepared.
 5. Extension activities taken up to diversify cropping pattern irrigated area.
 6. Achievement under RIDF.
 7. Project identified prepared for creation of water potential.
 8. Lift/gravity irrigations schemes/prepared in area where water potential is available/already created through water harvesting.
6. SMSs/ADOs/WORKING AS FERTILIZER/SEED/ INSECTICIDES INSPECTORS
 - a. No. of dealers fert./seeds/insecticides having valid licences.
 - b. No. of samples drawn.
 - c. No. of samples found sub standard.
 - d. Total sale of seeds/fertilizer/insecticides by each dealer.

DEPARTMENT OF AGRICULTURE HIMACHAL PRADESH

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT OF PERSONAL ASSISTANT / STENOGRAPHERS/ STENO TYPIST

Report for the year/Period ending.....

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of appointment to the present Grade	
5.	Name of Officer with whom employed during the year & the period served with each	
ASSESSMENT BY THE REPORTING OFFICER		
(If any of the item mentioned below do not apply, the Reporting Officer should mention this fact against the relevant column)		
6.	Regularity and punctuality in attendance	
7.	Proficiency & accuracy in stenographic work	
8.	Intelligence, keenness & Integrity	
9.	Trust worthiness in handling secret and top secret matters and papers	
10.	maintenance of engagement diary and timely submission of necessary papers for meeting/ interview	
11.	General assistance in ensuring that matter requiring attention or not lost sight of	
12.	Interview and tact in handling with telephone calls and visitor	
13.	Nature of other duties if any, on wholly employed & whether carried them out satisfactorily	

14.	Fitness for promotion	
15.	Brief mention of any outstanding or notable work, if any mentioning special recommendations	
16.	Has he been reprimanded for indifferent work or for other cause during the period	
17.	Remarks as to defects in character indebttness etc. which may militate against efficiency & suitability	
18.	General assessment of integrity, character & temperament including relation with fellow employees, amenability to discipline etc	
19.	Has the official shown interest in use of Official (Hindi) language	
20.	GRADING: “Outstanding” “Very Good” “ Good” “Fair” “Poor”	

Signature of Reporting Officer

Name in Block Letters.....

Designation.....

REMARKS OF THE HEAD OF DEPARTMENT

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

ANNUAL PERFORMANCE ASSESSMENT REPORT OF CLASS-IV STAFF OF OFFICE OF THE.....

Report for the year ending.....

1.	Name & Father's Name	
2.	Date of Birth	
3.	Post held	
4.	Present Pay	
5.	Educational Qualification	
6.	Branch to which/Office to whom attached	
7.	Date of present posting	
8.	Can he/she read and write Hindi/English	
9.	OBSERVATIONS:	
i)	Intelligence	
ii)	Amenability to discipline	
iii)	Honesty and Integrity	
iv)	Punctuality	
V)	Devotion to duty	
10.	Is he/she fit for {promotion to the Grade of Jamadar/Daftri/Record Sorter)	
11.	Are you prepare to retain him under you	
12.	Any other remarks	
13.	GRADING: "Outstanding" "Very Good" " Good" "Fair" "Poor"	

Signature of Reporting Officer

Name & Designation

Dated:

REMARKS OF THE HEAD OF DEPARTMENT

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT OF LABORATORY ATTENDANTS

Report for the year.....ending 31st March.....

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of continuous appointment to the present Grade	
5.	Section/Office in which employed during the year under report and period of service.	
ASSESSMENT BY THE REPORTING OFFICER		
6.	Particulars, kind or class of work on which the individual was employed during the period under report.	
7.	Regularity and punctuality in attendance.	
8.	Knowledge of the job on which employed and quality of work.	
9.	Contact & behavior with the public.	
10.	Maintenance of Laboratory and Lab wares for upkeep and cleanliness, give comments activity-wise.	
11.	Brief mention of any outstanding or notable work if any, mentioning special recommendations	
12.	Fitness for promotion	
13.	General assessment of integrity character and temperament including relation with fellow employees amenability discipline etc.	
14.	Knowledge in Hindi	

GRADING:

“Outstanding” “Very Good” “ Good” “Fair” “Poor”

Signature of Reporting Officer

Name in Block Letters.....

Designation.....

REMARKS OF THE HEAD OF DEPARTMENT

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

FORM OF ANNUAL PERFORMANCE ASSESMENT REPORT OF ASSISTANT STATISTICAL OFFICER/ TECHNICAL ASSISTANT/ STATISTICAL ASSISTANT REPORT FOR THE YEAR/PERIOD ENDING.....

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of appointment to the present Grade	
5.	Section/Office in which employed.	
ASSESSMENT BY THE REPORTING OFFICER		
6.	Particulars, kind or class of work on which the individual was employed during the period of report.	
7.	Regularity and punctuality	
8.	Knowledge of the latest technique	
9.	Knowledge of the job on which employed and quality of work	
10.	Capacity to produce results	
11.	Ability to manage office/extension work etc. in which engaged	
12.	Contact & behavior with the people	
13.	Whether touring is systematic & adequate	
14.	Brief mention of any outstanding or notable work if any, mentioning special recommendations	
15.	Fitness for promotion	

16.	General assessment of integrity, character and temperament including relation with fellow employees amenability discipline etc..	
17.	Has the official shown interest in use of official (Hindi) language	

GRADING:

“Outstanding” “Very Good” “ Good” “Fair” “Poor”

Signature of Reporting Officer

Name in Block Letters.....

Designation.....

REMARKS OF THE HEAD OF DEPARTMENT

DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH
FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT OF STAFF CAR/TRACTOR
DRIVER/DRIVERS FOR THE YEAR ENDING

1	Name in full:	
2	Date of Birth:	
3	Scale of Pay:	
4	Present Pay:	
5	Total Service	
6	Date of continuous appointment to present Grade:	
7	Educational & Technical qualification:	
8	OBSERVATIONS:	
i	Intelligence:	
ii	Energy & reliability:	
iii	Punctual of attendance:	
iv	Behavior: Does he how proper curtsey, good manner toward all person:	
v	Amenability to discipline:	
vi	Technical Knowledge & ability:	
vii	Does he keep the car clean and tidy:	
viii	Is he capable of attending to party, Repair to the Car/Tractor/Machine:	
ix	Is he economical in the use of petrol, lubricating oil etc.	
x	Does he take timely action for getting proper entries made in the log book:	
xi	Adherence to the traffic regulations civil laws:	
xii	Number of accidents, if any, in year: a) Minor	b)Major
9	Has he been responsible for any outstanding work or other cause, if so, brief particulars	
10	Has he recommended for indifferent work during the period under review meeting special commendation, brief particulars may be given.	
11	Assessment of integrity: (if anything adverse has come to your notice, please specify it also)	

Remarks of the Controlling Officer.

Signature of Reporting Officer.

REMARKS OF THE HEAD OF DEPARTMENT