

**FORM OF CONFIDENTIAL REPORTS OF ASSISTANT EXTRA ASSISTANT
ENGINEER/JUNIOR ENGINEER/CIRCLE HEAD DRAFTSMAN/ ASSISTANT
DRAFTSMAN/SURVEYOR/TRACERS IN THE DEPARTMENT OF
AGRICULTURE, H.P. 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 & achievements as per Annexure I enclosed.													
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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	General 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

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 distribution 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 PT. DD KBSY- targets & achievements.

3. TRANSFER OF TECHNOLOGY

1. Training organized.
2. Demonstrations laid out.
3. Area diversified.
4. Projects identified to create water potential.
5. Vermi 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 vermi compost/ organic manure in the area of operation of extension functionary.
11. Number of farmers 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 major 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 PERT.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/fert./insecticides by each dealer.