

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS(D) & IDHSs UNDER DSHM**

PROFORMA No. ____ (FOR THE POST OF ACCOUNTS ASSISTANT- DISTRICT)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done :

i) Whether bills/ Vouchers received, Scrutinised and processed in time as per GFR guidelines against total bill received, if not mention constraints if any:

Comments	Constraints

ii) Whether Petty Cash Book/Cash Book maintain on daily basis, if not mention constraints if any

Comments	Constraints

iii) Whether financial approvals were taken timely to release the funds against demand if not mention constraints if any:

Comments	Constraints

- iv) Whether funds were released timely after approval of Competent Authority by cash/ cheque/ RTGS/ECS, if not mention constraints if any:

Comments	Constraints

- v) Whether timely assistance was provided to Accounts Manager for auditing of account records and preparing account audit replies.

Comments	Constraints

- vi) Whether expenditure is booked regularly on Tally System:

Comments	Constraints

- viii) Whether the record of each bill voucher is maintained:

Comments	Constraints

- ix) Whether monthly reconciliation is done for balances with bank, district and facilities:

Comments	Constraints

- x) Whether FMR, SOE, UC to SPMU were submitted timely, if not mention constraints if any

Comments	Constraints

xi) Whether Challans were submitted timely after deduction of TDS, if not mention constraints if any :

Comments	Constraints

xii) Whether no. of bills/vouchers prepared and pending

Comments	Constraints

xii) Whether cheque issue register was maintained up to date:

Comments	Constraints

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1	% of bills/Vouchers processed against received for Processing					
2	Whether maintaining Petty Cash Book/Cash Book on daily basis					
3	% of times financial approval was taken in time to release the funds against demand letters					
4	% of timely release of fund after approval of Competent Authority by cash/cheque/RTGS/ECS					
5	% of vouchers/bills (of expenditure) scrutinised as per GFR guidelines against total bills received.					
6	To assist Accounts Manager for auditing of account records and preparing account audit replies.					
7	Whether expenditure is booked regularly on Tally System					
8	Whether each bill voucher is maintained					
9	Whether monthly reconciliation is done for balances with bank, district and facilities					
10	% of timely submission of FMR, SOE, UC to SPMU					
11	Timely deduction of TDS and submission of challans					
12	No. of bills/vouchers prepared and Pending					
	Total Score on Performance					

PART-2 (B) Assessment of personal /functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general			

and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40 % & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF ACCOUNTS ASSISTANT, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.
5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS (D) & IDHSs UNDER DSHM**

PROFORMA No. ____ (FOR THE POST OF ANM)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	ELA	Achievement	Constraints	Not applicable
[1]	[2]	[3]	[4]	[5]	
1	No. of households surveyed (Out of total house hold assigned to ANM) (approx 2000 households)				
2	No. of ANCs registered or tracked by the ANM (expected no. of Pregnant Women in 10,000 popu. is 200 approx.)				
3	% of patient received JSY fund against beneficiaries registered for JSY				
4	% of ANCs uploaded in MCTS portal.				
5	% of 1 st trimester registration against new ANC registered				
6	% of full ANC package received (Four ANC visits, 100/200 tabs IFA, 2 doses of TT with BP, weight, Haemoglobin & P/A every visit)				
7	% of full post natal care provided against total deliveries(Institutional + Home) in her area				
8	% of high risk pregnant women tracked (identified + referred + got managed and followed up) successfully during the contract period.				
9	% of children fully immunised at the age of				

	12 months.				
10	No. of severely malnourished/ anaemic/ children tracked and managed successfully during the contract period.				
11	% of infants breast fed within one hour of birth.				
12	No. of times the ANM has done early reporting of unusual events/clustering of cases with similar signs and symptoms/ VPD/ maternal and infant death from her area.				
13	% of monthly meetings attended for ground level convergence.				
14	% of ASHAs receiving timely payment or other beneficiary payments facilitated				
15	% of VHNDs/Outreach sessions conducted versus planned				
16	% of timely submission of monthly reports (by 2 nd of every month).				
17	Ability to upload data on portals				

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity Performed	Assessment Score Tool			Score	Not applicable
		1	2	3		
(1)	(2)	(3)	(4)	(5)	(6)	
1	No. of households surveyed (Out of total house hold assigned to ANM) (approx 2000 households)	999 or less	1000-1399	1400 to 2000		
2.	No. of ANCs registered or tracked by the ANM (expected no. of Pregnant Women in 10,000 popu. is 200 approx.)	99 or less	100-139	140 & above		
3.	% of patient received JSY fund against beneficiaries registered for JSY	Less than 50%	50-69%	70-100%		
4.	% of ANCs uploaded in MCTS portal.	70% or less	71-89%	90% & above		
5.	% of 1 st trimester registration against new ANC registered	50% or less	51-69%	70% & above		
6.	% of full ANC package received (Four ANC visits, 100/200 tabs IFA, 2 doses of TT with BP, weight, Haemoglobin & P/A every visit)	50% or less	51-69%	70% & above		
7.	% of full post natal care provided against total deliveries(Institutional + Home) in her area	50% or less	51-69%	70% & above		
8	% of high risk pregnant women tracked (identified + referred + got managed and followed up) successfully during the contract period.	50% or less	51-69%	70% & above		
9	% of children fully immunised at the age of 12 months.	70% or less	71-89%	90% & above		
10	No. of severely malnourished/ anaemic/ children tracked and managed successfully during the contract period.	50% or less	51-69%	70% & above		
11	% of infants breast fed within one hour of birth.	50% or less	51-69%	70% & above		
12	No. of times the ANM has done early reporting of unusual events/clustering of cases with similar signs and symptoms/ VPD/ maternal and infant death from her area.	50% or less	51-69%	70% & above		
13	% of monthly meetings attended for ground level convergence.	50% or less	51-69%	70% & above		
14	% of ASHAs receiving timely payment or other beneficiary payments facilitated	70% or less	71-89%	90% & above		
15	% of VHNDs/Outreach sessions conducted versus planned	50% or less	51-69%	70% & above		
16	% of timely submission of monthly reports (by 2 nd of every month).	70% or less	71-89%	90% & above		
17	Ability to upload data on portals					
	Total Score on Performance					

PART-2 (B) Assessment of personal / functional attributes & functional competency (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50 - 60%)
- (d) Average (41- 49%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date.....

Designation..... Stamp.....

PART-3: (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

*: Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

*:Reviewing Officer(to complete Part-3):- MS, CDMO

(*): This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF ANM

1. **Part-1:** of the Performa will be filled by the concerned employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given, where employee will fill his work output related parameters.
 - a) In column no. 2, activity being performed by the employee, is given.
 - b) In column no. 3 expected level of achievement (ELA) will be filled up by employee as per population of her allotted area.
 - c) In column no. 4 the actual achievement by the employee will be filled up.
 - d) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - e) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.

4. **Part-2** to be filled by the Reporting officer: It has two parts:

The Part 2-A: is showing activities to be performed by employee in the table at column no. 2 and Score Assessment Tool is given in next three columns (column no. 3 to 5) and depending upon the level of the activity achieved the Reporting officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in column no. 6. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where (as the case may be) score 1 is the lowest and 5 is the highest score and mark accordingly in the column no. 2 against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41- 50%)
- (e) Unsatisfactory (below 40%)

7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall gradings are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own

review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA No. __ (FOR THE POST OF COMPUTER DATA ENTRY OPERATOR NRHM)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Performance	Constraints if any	Not applicable
1.	% of MCTS/HMIS entries and data updation relevant at the place of posting			
2.	Date of submission of monthly/quarterly/annually report compilation (as relevant to the place of posting)			
3	% of monthly work plan generated for each ANM of the facility from MCTS portal			
4	% of reports uploaded in various portal timely			
5	Duration of down time of Hardware & Software			
	a) CPU			
	b) Monitor			
	c) Keyboard			
	d) Mouse			
	e) UPS			
	f) Printer and cartridge			
	g) Scanner, if available			
	h) Internet Connectivity			
	i) Anti Virus			
	j) Pen Drive			

6	% of timely payment to ASHA			
7	Present level of Professional skill as appears to officer			
8	Team work with ANMs & other staff members at place of posting.			
9	Knowledge and skill of System maintenance including Software, Hardware, troubleshooting & Antivirus etc.			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1.	% of MCTS/HMIS entries and data updation relevant at the place of posting	<70%	71-90%	>90%		
2.	Date of submission of monthly/quarterly/annually report compilation	5th of the month	4 th of the month	Up to 3 rd of the month		
3	% of monthly work plan generated for each ANM of the facility from MCT's portal	<70%	71-90%	>90%		
4	% of reports uploaded in various portal timely	<70%	71-90%	>90%		
5	Duration of down time of Hardware & Software a) CPU b) Monitor c) Keyboard d) Mouse e) UPS f) Printer and cartridge g) Scanner, if available h) Internet Connectivity i) Anti Virus j) Pen Drive	More than 3 weeks	Upto 3 weeks	Upto 2 weeks		
6	% of timely payment to ASHA	5th of the month	4 th of the month	Up to 3 rd of the month		
7	Present level of Professional skill as appears to officer	Average	Good	Very Good		
8	Team work with ANMs & other staff members at place of posting.	Average	Good	Very Good		
9	Knowledge and skill of System maintenance including Software, Hardware, troubleshooting & Antivirus etc.	Average	Good	Very Good		
Total Score on Performance						

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of			

responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF CDEO, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)

7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory" and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS(D) & IDHSs UNDER DSHM**

PROFORMA No. ___ (FOR THE POST OF DISTRICT ACCOUNTS MANAGER)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____

7. Resume of the work done :
 - (i) Whether proposal for DHAP of various programmes have been prepared with the coordination with DPM and timely submission to the SPMU.

Comments	Constraints

- ii) Whether ROP and Budget allocations from SPMU was timely analysed and put up to CDMO through DPM:

Comments	Constraints

- iii) Whether timely disbursement of fund to implementing agencies and other stake holders was done.

Comments	Constraints

iv) Whether timely submission of FMR, SOE, UC to SPMU is ensured, if not, mention constraints.

Comments	Constraints

v) Whether financial records of IDHS are maintained.

Comments	Constraints

vi) Number of monitoring visits done in the Implementing Units.

Comments	Constraints

vii) Whether Income Tax Returns and TDS Challans/ Certificates were submitted timely.

Comments	Constraints

viii) Whether timely and adequate assistance was provided to DPM to assess the financial progress amongst implementing agencies.

Comments	Constraints

ix) Whether IDHS has been assisted in operation and implementation of E-Banking initiatives. Whether facing any constraints please explain:

Comments	Constraints

(x) Whether codal formalities have been completed timely for award of Auditors' job i.e. Concurrent and Statutory Audit.

Comments	Constraints

(xi) Whether timely assisted DPM on financial matters in preparing NIT (tender documents):

Comments	Constraints

(xii) Whether audit paras submitted by Chartered Accountant, Director of Audit and AGCR have been properly replied to:

Comments	Constraints

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1	Whether assistance SPM in finalizing PIP for planning and budgeting and submitted to GOI in time.					
2	Whether ROP and Budget allocation from GoI was timely analyse and put up to SFM					
3	Whether timely disbursement of fund to IDHS and other stake holders was done.					
4	Whether timely submission of FMR, SOE, UC to Govt. of India is achieved/done.					
5	Whether financial records of State Health Society (Delhi) are maintained.					
6	Number of monitoring visits done in the Districts.					
7	% of times timely submission of TDS challan done and issued Form-16.					
	Total Score on Performance					

PART-2 (B) Assessment of personal attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....Stamp.....

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer

Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF DISTRICT ACCOUNTS MANAGER, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory" and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS(D) & IDHSs UNDER DSHM**

PROFORMA No. ____ (FOR THE POST OF DISTRICT BCC OFFICER)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints If any
1.	Date of submission of monthly BCC plan for district by 5 th of every month		
2.	% monthly activities conducted against planned		
3	Date of submission of monthly/quarterly/annual BCC reports		
4	% of IEC activities supervised against planned		
5	Submission of SOE within three weeks of completion of IEC activities conducted		
6	% of feedback given to the units after analysing activities.		
7	Date of submission of FMR to DAM (related to IEC/BCC activities) by 5 th of every month.		
8	Ability to make communication need assessment in the district and prepare strategic plan based on the same		
9	Liaison with all stake holders		

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score
		1	2	3	
1.	Date of submission of monthly BCC plan for district by 5 th of every month				
2.	% monthly activities conducted against planned				
3	Date of submission of monthly/quarterly/annual BCC reports				
4	% of IEC activities supervised against planned				
5	Submission of SOE within three weeks of completion of IEC activities conducted				
6	% of feedback given to the units after analysing activities.				
7	Date of submission of FMR to DAM (related to IEC/BCC activities) by 5 th of every month.				
8	Ability to make communication need assessment in the district and prepare strategic plan based on the same				
9	Liaison with all stake holders				
	Total Score on Performance				

PART-2 (B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) No. of times & days unauthorized leave availed			
ix) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer (to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF DISTRICT BCC OFFICER, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and 'Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3: (To be filled in by reviewing officer):** While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS(D) & IDHSs UNDER DSHM**

PROFORMA No. ___ (FOR THE POST OF DISTRICT TRAINING COORDINATOR)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints If any	Not applicable
1.	No. of employees in the district whose TNA is done.			
2.	No. of training organised against planned.			
3.	% of training session monitored			
4.	Date of submission of SOE by 5 th of every month.			
5.	Date of submission of monthly training report to DPO by 5 th of every month.			
6.	% of employees evaluated after Training			
7.	HR mapping of trained employees			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1.	No. of employees in the district whose TNA is done.	60%	60-90%	90-100%		
2.	No. of traing organised against planned.	60%	60-90%	90-100%		
3	% of training session monitored	60%	60-90%	90-100%		
4	Date of submission of SOE by 5 th of every month.	60%	60-90%	90-100%		
5	Date of submission of monthly training report to DPO by 5 th of every month.	60%	60-90%	90-100%		
6.	% of employees evaluated after Training	60%	60-90%	90-100%		
7.	HR mapping of trained employees	60%	60-90%	90-100%		
	Total Score on Performance					

PART-2 (B) Assessment of personal /functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50 - 60%)
- (d) Average (41- 49%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... tamp.....

PART-3: (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF DISTRICT TRAINING COORDINATOR, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory" and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS(D) & IDHSs UNDER DSHM**

PROFORMA No. ___ (FOR THE POST OF DPM)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1	Date of submission of DHAP to DPO for approval through proper channel.			
2	% of meetings conducted against planned.			
3	% of funds disbursed against sanctioned to all the stake holders			
4	% of physical achievement against planned activity.			
5	% of funds utilized in procurement against planned			
6	% of FMR monthly report submitted by 5 th of every month.			
7	% of Monthly disbursement of remuneration to IDHS Employees by 5 th of every month.			
8	Ability to manage DPMU staff			
9	Knowledge of society(IDHS) bye laws			
10	Ability to liaise with all stake holders			
11	Communication skills for all correspondence and preparation of minutes of meetings organised or attended			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not Applicable
		1	2	3		
1	Date of submission of DHAP to DPO for approval through proper channel.	More than 1 week	Delayed by 1 week	On date		
2	% of meetings conducted against planned.	50% or less	51-69%	70% & above		
3	% of funds disbursed against sanctioned to all the stake holders	50% or less	51-69%	70% & above		
4	% of physical achievement against planned activity.	50% or less	51-69%	70% & above		
5	% of funds utilized in procurement against planned					
6	% of FMR monthly report submitted by 5 th of every month.	50% or less	51-69%	70% & above		
7	% of Monthly disbursement of remuneration to IDHS Employees by 5 th of every month.	60% or less	61-80%	More than 80%		
8	Ability to manage DPMU staff					
9	Knowledge of society(IDHS) bye laws					
10	Ability to liaise with all stake holders					
11	Communication skills for all correspondence and preparation of minutes of meetings organised or attended					
	Total Score on Performance					

PART-2 (B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules			

& procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)
Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/
Head of Deptt.
Reviewing Officer(to complete Part-3):- MS, CDMO
* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF DPM, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA No.____ (FOR THE POST OF DRESSER)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1.	No. of injured Patients provided First aid			
2	No. of cases assisted in wound stitch/FB removal			
3	*Knowledge of autoclaving			
4	*Knowledge of BMW disposal			
5	*Knowledge of universal precaution			
6	*Knowledge of drugs used for dressing			
7	*Knowledge of record keeping			

* If the Employee feels requirement of training for himself/herself on any of the above mentioned areas same may be indicated in Constraints column against that activity.

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date: _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)
Assessment Tool Score Key: 1= Unsatisfactory, 2=Average, 3= Good, 4= Very Good, 5= Outstanding

Sr. No.	Activity	Score	Not applicable
1.	No. of injured Patients provided First aid		
2	No. of cases assisted in wound stitch/FB removal		
3	Knowledge of autoclaving		
4	Knowledge of BMW disposal		
5	Knowledge of universal precaution		
6	Knowledge of drugs used for dressing		
7	Knowledge of record keeping		
	Total Score on Performance		

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF DRESSER, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given above the table and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 5 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory" and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL STAFF
RECRUITED UNDER NRHM**

PROFORMA No.____ (FOR THE POST OF LAB ASSISTANT)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1	* No. of tests done at Health Facility give details as: Name of test - , No. - , Name of test - , No. -			
2	*Knowledge , skills and competency to carry out test mandated at the facility,			
3	*Knowledge and skill to handle and maintain the lab equipments of the facility			
4	*Knowledge & practice of disposal of Bio Medical Waste as per the guidelines			
5	*Timely recording and reporting of the tests, to the Medical Officer			
6	*Timely indent & safe storage of reagents and logistics for laboratory tests			
7	*Knowledge and practice of universal precaution			

* If the Employee feels requirement of training for himself/herself on any of the above mentioned areas same may be indicated in Constraints column against that activity.

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date: _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)
Assessment Tool Score Key: 1= Unsatisfactory, 2=Average, 3= Good, 4= Very Good, 5= Outstanding

Sr. No.	Activity	Score	Not applicable
1.	No. of tests done at Health Facility give details as: Name of test - , No. - , Name of test - , No. -.....		
2	Knowledge , skills and competency to carry out test mandated at the facility,		
3	Knowledge and skill to handle and maintain the lab equipments of the facility		
4	Knowledge & practice of disposal of Bio Medical Waste as per the guidelines		
5	Timely recording and reporting of the tests, to the Medical Officer		
6	Timely indent & safe storage of reagents and logistics for laboratory tests		
7	Knowledge and practice of universal precaution		
	Total Score on Performance		

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to			

the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)
Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/
Head of Deptt.
Reviewing Officer(to complete Part-3):- MS, CDMO
* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF LAB ASSISTANT, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given above the table and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 5 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)

7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory" and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA No.____ (FOR THE POST OF LAB TECHNICIAN)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1	* No. of tests done at Health Facility give details as: Name of test - , No. - , Name of test - , No. -			
2	*Knowledge , skills and competency to carry out test mandated at the facility,			
3	*Knowledge and skill to handle and maintain the lab equipments of the facility			
4	*Knowledge & practice of disposal of Bio Medical Waste as per the guidelines			
5	*Timely recording and reporting of the tests, to the Medical Officer			
6	*Timely indent & safe storage of reagents and logistics for laboratory tests			
7	*Knowledge and practice of universal precaution			

* If the Employee feels requirement of training for himself/herself on any of the above mentioned areas same may be indicated in Constraints column against that activity.

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date: _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)
Assessment Tool Score Key: 1= Unsatisfactory, 2=Average, 3= Good, 4= Very Good, 5= Outstanding

Sr. No.	Activity	Score	Not Applicable
1.	No. of tests done at Health Facility give details as: Name of test - , No. - , Name of test - , No. -.....		
2	Knowledge , skills and competency to carry out test mandated at the facility,		
3	Knowledge and skill to handle and maintain the lab equipments of the facility		
4	Knowledge & practice of disposal of Bio Medical Waste as per the guidelines		
5	Timely recording and reporting of the tests, to the Medical Officer		
6	Timely indent & safe storage of reagents and logistics for laboratory tests		
7	Knowledge and practice of universal precaution		
	Total Score on Performance		

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period.			

If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....Stamp.....

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF LAB ASSISTANT, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given above the table and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 5 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and 'Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3: (To be filled in by reviewing officer):** While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA NO. __ (FOR THE POST OF MEDICAL OFFICER POSTED AT MATERNITY HOME)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1	No. of Ante Natal Clinics Held			
2	Total No. of cases provided with ANC			
3	No. of high risk pregnancies Identified,			
4	No. of high risk pregnancies managed			
5	No. of high risk pregnancies referred			
6	No. of deliveries conducted as per BMoc Protocol including specific emphasis on active management of 3 rd stage of Labour			
7	No. of PPIUCD inserted			
8	% of deliveries covered by PPIUCD			
9	No. of cases provided or referred with safe abortion services			
10	No. of cases referred for safe abortion services			
11	Total Family Planning Performance including IUCD, Tubectomy, Vasectomy done or facilitated			
12	No. of Newborns provided with essential Newborn care			
13	Timely submission of monthly HMIS reports to DPMU by 3 rd of every month			
14	Timely submission of SOE to the Mty. Home Incharge			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1	No. of Ante Natal Clinics Held					
2	Total No. of cases provided with ANC					
3	No. of high risk pregnancies Identified,					
4	No. of high risk pregnancies managed					
5	No. of high risk pregnancies referred					
6	No. of deliveries conducted as per BMoc Protocol including specific emphasis on active management of 3 rd stage of Labour					
7	No. of PPIUCD inserted					
8	% of deliveries covered by PPIUCD	50% or less	51-69%	70% & above		
9	No. of cases provided or referred with safe abortion services					
10	No. of cases referred for safe abortion services					
11	Total Family Planning Performance including IUCD, Tubectomy, Vasectomy done or facilitated	50% or less	51-69%	70% & above		
12	No. of Newborns provided with essential Newborn care	50% or less	51-69%	70% & above		
13	Timely submission of monthly HMIS reports to DPMU by 3 rd of every month	50% or less	51-69%	70% & above		
14	Timely submission of SOE to the Mty. Home Incharge					
	Total Score on Performance					

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			

Part- 2(B) Continued.

x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)
Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.
Reviewing Officer(to complete Part-3):- MS, CDMO
* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF MEDICAL OFFICER MATERNITY HOME, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.
5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
5. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA NO. __ (FOR THE POST OF MEDICAL OFFICER FOR PHCs)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1.	No. of high risk pregnancies Identified against expected (15% of Total ANC Registered)			
2	No. of high risk pregnancy referred, followed up and ensured institutional delivery against identified			
3	No. of IUCD inserted/facilitated			
4	Total Contraceptives provided (IUCD, No. of Women for OCs, Tubectomy, Men for Vasectomy)			
5	No. of Adolescent Clinics conducted against Planned			
6	% of fully immunized children at the age of 13 month in the area (only those children who are under the ANMs working under the officer)			
7	Ensured % of household survey completed by ANM of PUHCs			
8	Timely disbursal of funds to ASHA, JSY beneficiaries and IEC, BCC activity			
9	% of MCTs uploaded against target of ANMs working under the officer.			
10	No. of ASHA refresher Trainings conducted/ participated against scheduled			
11	No. of ASHA Modular Trainings conducted against scheduled			
12	Timely submission of monthly HMIS reports to DPMU by 3 rd of every month			
13	Timely submission of SOE to the DPMU in a month			
14	No. of children less than 5 yrs detected with malnutrition and followed up through IYCF and AWC.			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not Applicable
		1	2	3		
1.	No. of high risk pregnancies Identified against expected (15% of Total ANC Registered)	50%	50-70%	>70%		
2.	No. of high risk pregnancy referred, followed up and ensured institutional delivery against identified	50%	50-70%	>70%		
3	No. of IUCD inserted/facilitated	50%	50-70%	>70%		
4	Total Contraceptives provided (IUCD, No. of Women for OCs, Tubectomy, Men for Vasectomy)	50%	50-70%	>70%		
5	No. of Adolescent Clinics conducted against Planned	50%	50-80%	80-100%		
6	% of fully immunized children at the age of 13 month in the area (only those children who are under the ANMs working under the officer)	<75%	75-90%	>90%		
7	Ensured % of household survey completed by ANM of PUHCs	6/12	10/12	11/12		
8	Timely disbursement of funds to ASHA, JSY beneficiaries and IEC, BCC activity					
9	% of MCTs uploaded against target of ANMs working under the officer.	>7 th	4 th -7 th	Upto 3rd		
10	No. of ASHA refresher Trainings conducted/ participated against scheduled	>9th	5th-9th	Upto 5th		
11	No. of ASHA Modular Trainings conducted against scheduled					
12	Timely submission of monthly HMIS reports to DPMU by 3 rd of every month					
13	Timely submission of SOE to the DPMU in a month					
14	No. of children less than 5 yrs detected with malnutrition and followed up through IYCF and AWC.					
	Total Score on Performance					

PART-2 B Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			

Part 2 (B) Continued:

v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50 - 60%)
- (d) Average (41- 49%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date.....

Designation..... Stamp.....

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2)- MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF MEDICAL OFFICER PUHC, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.
5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PROFORMA FOR WORK AND CONDUCT REPORT OF CONTRACTUAL STAFF
RECRUITED UNDER DSHM**

Part-I (Personal data)

1. Name of the officer/official
(Full Name in Block Letters) :
2. Designation :
3. Qualification :
4. Data of Initial appointment
on contract basis :
5. Period of absence from duty :
 - a. Sanctioned Leave :
 - b. Any other reason :
6. Performance and Achievements (Please comment on the major achievements during the review period):

Sr. No	Activities / Work allocated	Achievement	Shortfalls, if any	Steps taken to improve performance
1				
2				
3				
4				
5				

7. Any steps taken for
 - a) Strengthening programme implementation

 - b) Strengthening monitoring: (Pl specify field visits, if any both quantitatively and qualitative)
(DPMs MIS Expert, Training Co-ordinators, BCC/IEC Consultants/MD Incharges)

c) Strengthening data collection/compilation and reporting mechanism:

(DPMs, MIS Expert, Training Co-ordinators, BCC/IEC Consultants/MO Incharges)

d) Designing of formats, maintaining of database and developing of any customized software

8. Innovative steps taken on implementation of programmes as per PIP including other programmes/PPP (for DPM, SPM, NGO Co-ordinator, Maternal Health Consultant, IEC Consultant only):

9. Steps taken for strengthening of financial management systems, timely collection and submission of UCs, SoEs and preparation of FMR as well as streamlining of FMG at district/state level (including all the for : DPM/SFM/DAM/SAM):

10. Details Regarding the Field Visits:

Sr. No.	Particulars	No.	Specify details with outcomes
a)	No. of districts/dispensaries/any other agencies visited during the year (agency wise)		

Part-II (to be filled in by the HOD)

1. Brief description of duties: _____

2. Clinical (Patient Care)/Laboratory work done during the period

- a. OPD
- b. Indoor Patients
- c. OT (No. of OT days and average no. of surgery performed)
- d. Laboratory work
- e. Administrative work

Part-III (General Assessment)

- 1. Punctually
- 2. Attitude towards patients/Seniors/Colleagues
- 3. State of Health
- 4. Reliability
- 5. Integrity
- 6. General work and conduct

Part-IV (Assessment of officer's overall work in his/her particular position):

Part-V (Grading for performance)

- (a) Outstanding
- (b) Very Good
- (c) Good
- (d) Average

Signature of HOD/Addl, Ms/DMS (M)/NRHM Nodal Officer/RCH Nodal

(Name of HOD)

Stamp

Review comments of Medical Superintendent /CDMO

**Signature of SPO / MS /CDMO
(Name in block letters)
with Stamp**

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA NO. __ FOR THE POST OF PHARMACIST

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1.	Indents drugs and material rationally and timely from Stores (to avoid stock out, expiry, pilferage, damage)			
2.	Maintains and updates stock register periodically (consumable & non consumable)			
3	Updation of daily consumption register			
4	Explains doses and mode of administration of drugs to the beneficiaries prescribed by the Medical Officer.			
5.	Timely payments of facility bills.			
6.	Timely repair/AMC of equipments			
7.	Preparing list for condemnation once a year			
8.	Inform and update the stock position periodically to the prescribing doctors and Program Officers			
9	Timeliness in caretaking issues of facility infrastructure			
10	Knowledge of pharmacology of all drugs (dispensed) at dispensary and included in EDL			
11	Knowledge of pharmacology of drugs under all Nation Health Programmes			
12	Dispenses drugs as per prescription without substituting the drugs on his own.			
13	Working knowledge of computer.			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer(weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1.	Indents rationally and timely, drugs and material from Stores (to avoid stock out, expiry, pilferage, damage)	Average	Good	Very Good		
2.	Maintains and updates stock register(consumable & non consumable)	Average	Good	Very Good		
3	Updation of daily consumption register	Average	Good	Very Good		
4	Explains doses and mode of administration of drugs to the beneficiaries prescribed by the Medial Officer.	Average	Good	Very Good		
5.	Timely payments of dispensary/facility bills.	Average	Good	Very Good		
6.	Timely repair/AMC of equipments	Average	Good	Very Good		
7.	Preparing list for condemnation once a year	Average	Good	Very Good		
8.	Inform/update the stock position periodically to the prescribing doctors or Program Officers.	Average	Good	Very Good		
9	Timeliness in caretaking issues of facility infrastructure	Average	Good	Very Good		
10	Knowledge of pharmacology of all drugs (dispensed) at dispensary and included in EDL	Average	Good	Very Good		
11	Knowledge of pharmacology of drugs under all Nation Health Programmes	Average	Good	Very Good		
12	Dispenses drugs as per prescription without substituting the drugs on his own.	Average	Good	Very Good		
13	Working knowledge of computer.	Average	Good	Very Good		
Total Score on Performance						

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi)Accuracy and quality of output			

vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40 % & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2)- MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF PHARMACIST, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.
5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
5. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED UNDER NRHM**

PROFORMA No. __ (FOR THE POST OF PUBLIC HEALTH NURSE)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code _____
2. Name of Spouse/Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints if any	Not applicable
1	Health Education Activities(including HE Activity in case of any incidence reported)done against planned Name of activity e.g. Health Talk, FGD, GD etc. - , No. -			
2	No. of Children under 5 yrs Screened and referred (for malnutrition) and followed up			
3	No. of Adolescent Counselling, Screened, referred and followed up			
4	% of 'on job' trainings (ANC/PNC/Immu/ORT/EBF/FP) imparted to ANMs against planned.			
5	% of BCC activities organized/attended including Workshops & Seminars against planned during the reporting period.			
6	Whether Community Need Assessment was done for the area under the facility and targets given to each ANM of the facility			
7	No. of field visits done against planned (for monitoring ANMs field activities)			
8	No. of ground level meetings organised/attended (involving ICDS, ASHA, ANM, RKS etc.) against planned.			

9	No. of immunization sessions supervised against conducted			
10	Validation of Monthly HMIS data of the facility before reporting			
11	No. of ASHA trainings organized/attended against planned(modular & refresher)			
12	Takes special initiative in running of ORT/ Family Planning / Nutrition Counselling corners alongwith IEC display at the centre.			
13	Effective management of referral linkage			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2(A) To be filled in by the reporting officer (weightage to this section would be 70%)

Sr. No.	Activity	Assessment Tool			Score	Not applicable
		1	2	3		
1.	Health Education Activities(including HE Activity in case of any incidence reported) done against planned Name of activity e.g. Health Talk, FGD, GD etc. - , No. -	50% or less	51-69%	>70%		
2	No. of Children under 5 yrs Screened and referred (for malnutrition) and followed up					
3	No. of Adolescent Counselling, Screened, referred and followed up					
4	% of 'on job' trainings (ANC/PNC/Immu/ORT/EBF/FP) imparted to ANMs against planned.	50% or less	51-69%	>70%		
5	% of BCC activities organized/attended including Workshops & Seminars against planned during the reporting period.	50% or less	51-69%	>70%		
6	Whether Community Need Assessment was done for the area under the facility and targets given to each ANM of the facility					
7	No. of field visits done against planned (for monitoring ANMs field activities)	50% or less	51-69%	>70%		
8	No. of ground level meetings organised/attended (involving ICDS, ASHA, ANM, RKS etc.) against planned.	50% or less	51-69%	>70%		
9	No. of immunization session supervised against conducted	50% or less	51-69%	>70%		
10	Validation of Monthly HMIS data of the facility before reporting					
11	No. of ASHA trainings organized/attended against planned(modular & refresher)	50% or less	51-69%	>70%		
12	Takes special initiative in running of ORT/ Family Planning / Nutrition Counselling corners alongwith IEC display at the centre.					
13	Effective management of referral linkage					
	Total Score on Performance					

PART-2(B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			

d) Subordinate			
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Part-2 (B) Continued:

iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:..... Stamp

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

(B) Comments of Reviewing Officer:

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-2) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer(to complete Part-3):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF PHN, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.
4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given in next three columns and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 3 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.
 - (a) Outstanding (75% or above)
 - (b) Very Good (61-74%)
 - (c) Good (50-60%)
 - (d) Average (41- 50%)
 - (e) Unsatisfactory (40% & below)
7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own

review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.

**PERFORMANCE APPRAISAL PERFORMA FOR CONTRACTUAL
STAFF RECRUITED FOR SHS(D) & IDHSs UNDER DSHM**

PROFORMA No. ____ (FOR THE POST OF SPECIALISTS)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
and Employee Code
2. Name of Spouse/ Parent : _____
3. Designation : _____
4. Qualification : _____
5. Date of Initial appointment : _____
on contract basis:
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 7. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Date : _____

Signature of Employee

Part II: Self Assessment of Employee (As applicable)

a). For Gynecologist

S.No.	Activity Performed	Achievements	Constraints	Not applicable
(1)	High risk pregnancies managed /referred			
(2)	Complicated delivery managed and /or number of LSCS (as relevant)			
(3)	Number of PPIUCD inserted/facilitated /supervised			
(4)	Counseling and motivational skills in family planning (total Family planning performance including IUCD + Tubectomy + NSV referred/got done)			
(5)	Number of MTP/spontaneous abortions managed			

b). For Anesthetist

S.No.	Activity	Achievements	Constraints	Not applicable
(1)	Number of obstetric cases got done			
(2)	Number of family planning cases got done.			
(3)	Other cases including MTP/ Gynae surgeries/ any other (specify)			
(4)	Number of cases resuscitated (obstetric cases)			
(5)	Number of resuscitated (newborn cases)			

c). For Paediatrician

S.No.	Activity	Achievements	Constraints	Not applicable
(1)	Total Number of Newborn Babies attended			
(2)	Number of high risk deliveries or LSCS attended			
(3)	Number of Babies followed up in Post Natal Ward			
(4)	Number of Sick Newborns admitted in SNCU during duty periods (give breakup of inborn & outborn referred)			
(5)	Number of parents counselled at the time of Discharge			

Signature:

Name of Employee:

Part III (A1). Common Assessment Performa for Specialists: (To be filled by the reporting officer)

(weightage to this section (Both Part III A1 and A2) would be 70%)

		Assessment (Tick Mark)				Scores Obtained	Not applicable
		1	2	3	4		
A.	Clinical Skills						
1.	Quality of Patient Care including diagnosis and Management						
2.	Practical skills						
3.	Rate of complicated cases						
B.	RCH related activities						
1.	Knowledge & implementation of schemes						
2.	Pro active approach in promotion of programme related scheme						
C.	Supervision Activities						
1.	Co-ordination & On job training of subordinate staff						
2.	Problem solving skills						
D.	Recording and reporting activities						
1.	Documentation of activities including register maintenance and authentication						
2.	Timeliness in submission of reports(Particularly HMIS) and SOEs to concerned Officers						
3.	Compilation and validation of reports						
Score Sub Total: A1							

Part III (A2). Specific Assessment Performa (As applicable)

a). For Gynecologist

S.No.	Activity Performed	Assessment (On basis of Monthly Average achieved)				Scores Obtained	Not applicable
		1	2	3	4		
(1)	High risk pregnancies managed /referred						
(2)	Complicated delivery managed and /or number of LSCS (as relevant)						
(3)	Number of PPIUCD inserted/facilitated /supervised						
(4)	Counseling and motivational skills in family planning (total Family planning performance including IUCD + Tubectomy + NSV referred/got done)						
(5)	Number of MTP/spontaneous abortions managed						

b). For Anesthetist

S.No.	Activity	Assessment (On basis of Monthly Average achieved)				Scores Obtained	Not applicable
		1	2	3	4		
(1)	Number of obstetric cases got done						
(2)	Number of family planning cases got done.						
(3)	Other cases including MTP/ Gynae surgeries/ any other (specify)						
(4)	Number of cases resuscitated (obstetric cases)						
(5)	Number of resuscitated (newborn cases)						

c). For Paediatrician

S.No.	Activity	Assessment (On basis of Monthly Average achieved)				Scores Obtained	Not applicable
		1	2	3	4		
(1)	Total Number of Newborn Babies attended						
(2)	Number of high risk deliveries or LSCS attended						
(3)	Number of Babies followed up in Post Natal Ward						
(4)	Number of Sick Newborns admitted in SNCU during duty periods (give breakup of inborn & outborn referred)						
(5)	Number of parents counselled at the time of Discharge						

Sub Total A2

Grand Total Part III (A1 + A2)

Note for Reporting Officer: Score should be as follows:

4: Out Standing 3: Very Good 2: Good 1: Average

Signature and Name of reporting officer

PART-III (B) Assessment of personal / functional attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) No. of times & days unauthorized leave availed			
ix) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
x) Knowledge level in the area of work			
xi) Level of technical skill in the area of work			
xii) Knowledge level of govt. rules & procedures related in general and in the area of work.			
Score on 'Personal Attributes'			

PART III C.

Overall numerical grading of employee: Weightage to Performance (Part-III A1 & A2) is 70% and Personal attributes (Part-III B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

PART III D

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

(Signature of Reporting Officer)

Place:.....
Date:.....

Name in Block Letters:.....
Designation:..... Stamp

PART-IV: (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer

(B) Comments of Reviewing Officer

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Date : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-III) - MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer (to complete Part-IV):- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF SPESILAISTS DOCTORS

1. Part-I & Part II of the Performa will be filled by the Concerned Employee. where in Part I from Point 1 to 6 are covering personal details and may be filled initially and resume part will be covered in point no. 7.
2. Then for convenience and clarity employee may fill up Part No. II that is specialty wise respective assessment table where his / her work output related parameters in the achievement column may be given. If any employee feels there was bottleneck/constraint in achieving the desired output in any activity which is beyond his/her control the same may be mentioned in the constraint column against that activity. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column
3. Then employee may revert back and complete point no. 8 A & B where employee can write briefly shortfalls etc. at point No.8-A (which could not be mentioned in Part II) and any special contribution/achievement may be mentioned in Point 8-B respectively.
4. III. A1 & A2 to be filled by the Reporting officer. This Part is showing activities to be performed by Employee, Score Assessment Tool is given in next four columns and depending upon the level of the activity achieved, the Reporting officer will assess the performance of the employee on the scale of 1 to 4. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
5. Part-III B will be filled by the reporting officer which is covering personal attributes of the employee. Reporting officer will assess the employee on a scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score.
6. **Weightage Criteria:** Weightage for the Part-III A1 & A2 is 70% and Part-III B is 30%.
7. **OVERALL GRADING:**
 - a. Outstanding (75% or above)
 - b. Very Good (61-74%)
 - c. Good (50-60%)
 - d. Average (41- 50%)
 - e. Unsatisfactory (40% and below)
8. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall gradings are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
9. **PART-3:** To be filled in by reviewing officer: While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space.

WORK AND CONDUCT REPORT OF CONTRACTUAL STAFF
RECRUITED UNDER NRHM

PROFORMA-___ (FOR THE POST OF STAFF NURSE)

(Duration of the period reported upon: from _____ to _____)

Part-I to be filled in by the Employee:

1. Name of the officer/official
(Full Name in Block Letters) : _____
2. Designation : _____
3. Qualification : _____
4. Date of Initial appointment : _____
on contract basis:
5. Duration of the period Reported upon: _____
6. Period of absence from duty : _____
 - a. Sanctioned Leave _____
 - b. Any other reason _____
7. Resume of the work done : _____
(To be filled in by the employee)

Sr. No.	Activity	Achievement	Constraints	N.A.
1.	No. of women provided comprehensive care during			
	a) Pregnancy including TT, IFA, BP and weight check up			
	b) labor			
	c) PNC			
2.	No. of cases where personally involved in promoting various Govt. of India schemes –			
	a) IYCF			
	b) JSY,			
	c) JSSK			
3	No. of cases where personally involved in promoting Family welfare activities			
	a) PPIUCD			
	b) Tubectomy assisted			
	c) NSV assisted			
4	d) Any other contraceptive measures by cafeteria approach.			
	No. of Newborns provided New born Care (including resuscitation, maintenance of temperature)			
	No. of Newborns initiated Breast Feeding within one hour of birth.			
	No. of Newborns provided immunization			
7	No. of Children provided immunization			

8 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

8.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

PART-2 (A) To be filled in by the reporting officer

Assessment Tool Score Key: 1= Unsatisfactory, 2=Average, 3= Good, 4= Very Good, 5= Outstanding

Sr. No.	Activity	Score	N.A.
1	No. of women provided comprehensive care during a) Pregnancy including TT, IFA, BP and weight check up b) labor c) PNC		
2	No. of cases where personally involved in promoting various Govt. of India schemes – a) IYCF b) JSY, c) JSSK d) PPTC (Prevention of parents to child transmission of AIDS) etc.		
3	No. of cases where personally involved in promoting Family welfare activities a) PPIUCD b) Tubectomy assisted c) NSV assisted d) Any other contraceptive measures by cafeteria approach.		
4	No. of Newborns provided New born Care (including resuscitation, maintenance of temperature)		
5	No. of Newborns initiated Breast Feeding within one hour of birth.		
6	No. of Newborns provided immunization		
7	No. of Children provided immunization		
8	How she/he manages handing over and taking over of patients from bed to bed in each shift including drug, equipment etc.		
9	How she/he manages admission and discharge of patients, escorting patients to and from departments, maintenance of patient records and imparting health education to patients and the relatives. (Recording of exact date and time of the admission of the patient's along with his complete address will be maintained in Central register in the ward and at the time of discharge / death similar entries would be made in the register by the staff nurse).		
10	How does she/he assist doctors and senior nursing officers in rounds, assisting doctors in medical examination and treatment, informs the doctor on duty urgently about any problem of the indoor ward patient.		
11	How she/he identifies nursing needs of the patients and implements its. Provides bed-side care to patients as assigned to her by the doctor/ nursing sister and maintains personal hygiene and comfort of the patients, providing clean and safe environment for the patients and assess and maintains nutrition need of patients.		
12	How does she/he perform technical tasks- Recording of vital signs and maintain intake-output charts, Administration of medication, oxygen etc., starting IV line, administering Magnesium Sulphate, Ergometrine, and Syntocinon.		
13	How does she/he collects samples in specific bottle duly signed by		

	doctors e.g. for blood grouping and cross matching etc.		
14	How does she/he manages preparation and administration of tube feeds, giving of the stomach wash, giving enema, bowel-wash, catheterization of a female patient etc.		
15	How does she/he provides care of breast and perineum for female patient and changing position of the patient to prevent bedsores, application of surgical dressings for all		
16	How does she/he provide pre and post operative care.		
17	How does she/he provides care of eye, ear and after tracheotomy.		
18	How she/he manages terminally sick patients- like not leaving sick patient alone, providing nursing care, carrying out of treatment instructions/ procedures etc.		
19	Assisting in physiotherapy.		
20	How does she/he provides care to dying and death: preparation/ wrapping etc. of the dead body and to accompany the dead body for its keeping in the dead house after making proper entries in the mortuary register. Handing over of the correct dead body along with the proper death form / summary etc. to the attendants of the deceased or the police in case of Medico legal cases and ensured by the staff nurse that no dead body of the medico legal case is handed over to the relations directly.		
21	Assisting the Ward Sister/ Ward Master to carry out her work and assisting in maintaining the attendance of Group-D staff.		
22	Reporting of the defective equipments to the Nursing Sister/ Assistant Nursing Superintendent		
23	Assisting ward in-charge in maintaining inventories, ensuring adequate supplies for nursing care round the clock and maintenance of accounts of narcotics and poisonous drugs		
24	How does she/he provides care to baby.		
25	Any other job assigned by competent authority, Carrying out any other assignment given by the senior personnel from time to time.		
	Total Score		

Part-2 (B)Assessment of personal attributes (weightage to this section would be 30%)

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) patients/public			
b) Seniors			
c) Colleagues			
d) Subordinate			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi)Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			

ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee: Weightage to Performance (Part-2A) is 70% and Personal attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50 - 60%)
- (d) Average (41- 49%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Signature of Reporting Officer
(Name of Officer)
Stamp

Place:.....
Date.....

Name in Block Letters:.....
Designation.....

PART-3 (To be filled in by reviewing officer)

(A) Length of service under the Reviewing Officer:

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(B) Comments of Reviewing Officer

Final Grading of Employee: Weightage to Performance (Part-2A) is 70% and Personal / functional attributes (Part-2B) is 30%.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41-50%)
- (e) Unsatisfactory (40% & below)

Signature of Reviewing Officer

**(Name in block letters)
with Stamp**

Dated : _____

Note: (Guidelines for Reporting/ Reviewing Officer)

Reporting Officer (to complete Part-II)- MOI/C, In-Charge Mty. Home/Prog./ Nodal Officer/ Head of Deptt.

Reviewing Officer:- MS, CDMO

* This is indicative list (may not be exhaustive).

HOW TO DO ASSESSMENT FOR POINTWISE SCORE AND OVERALL GRADING FOR THE POST OF STAFF NURSE, NRHM

1. **Part-1:** of the Performa will be filled by the Concerned Employee, where from **Point 1 to 6**, personal details will be filled up.
2. **In Point No. 7:** A table is given where employee will fill his work output related parameters.
 - a) In activity column, activities being performed by the employee are given.
 - b) In next column performance achieved by the employee will be filled up, some of the responses are date specific and may be dealt accordingly.
 - c) If any employee feels there was bottleneck / constraint in achieving the desired output in any activity which is beyond his / her control the same may be mentioned in the constraint column against that activity.
 - d) If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.
3. **Point No. 8 (A & B):** The employee can write briefly about shortfalls etc. which could not be mentioned in the table at Point No. 7 above, at **point no. 8-A** and any special contribution / achievement may be mentioned in at **point no. 8-B** respectively.

4. **Part-2** to be filled up by the Reporting officer: It has two parts:

The Part 2-A: Activity column is showing activities to be performed by employee and Score Assessment Tool is given above the table and depending upon the level of the activity achieved the Reporting Officer will assess the performance of the employee on the score scale of 1 to 5 and mark accordingly in score column. If any of the activity is not being performed by the employee N.A. may be mentioned in not applicable column.

The Part 2-B: will be filled by the reporting officer and is covering the personal & functional attributes of the employee. Reporting officer will assess the employee on a score scale of 1 to 5 for every attribute and sub-attribute where 1 is the lowest and 5 is the highest score and mark accordingly in the column of reporting against each attribute.

5. **Weightage Criteria:** Weightage for the Part-2 A is 70% and Part-2 B is 30%.
6. **Grading of performance:** Overall Grading to be given by Reporting Officer & Final Grading to be given by Reviewing Officer. In case Reviewing Officer disagrees with the overall grading of Reporting Officer the same may be changed in final grading giving appropriate comments in the provided space.

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50-60%)
- (d) Average (41- 50%)
- (e) Unsatisfactory (40% & below)

7. **Recommendations:-** The Controlling Officer is requested to recommend renewal of the employee whose overall grading are Outstanding, Very Good and Good. If grading is average or unsatisfactory and Controlling Officer is convinced that the reasons for poor performance are beyond the control of the concerned employee (Highlighted in the bottlenecks/constraints by the employee) he can recommend for renewal of contract or otherwise giving justification. If the overall grading is 'Average' and "Unsatisfactory' and there were no constraints then reporting officer will communicate to the employee for improving the performance in writing and employee may again be reviewed after sometime or may not recommend for renewal of contract.
8. **PART-3:** (To be filled in by reviewing officer): While reviewing, if the officer thinks otherwise with the assessment scoring of reporting officer of the employee given in Part-2 B (above), may give own review scoring in the column no. 3 accordingly. The comments may be given in the provided space. Final grading will be made after reviewing.