

**CIRCULAR**

Sub:- NRHM – Detailed Guidelines for the termination & reappointment of contractual staffs deployed at various level (SPMSU & DPMSU) issued

Ref :- Decision by the State Mission Director NRHM during the monthly review Meeting of DPMs & DAOs dated 19th March 2013

As per the reference (01) directions for terminating all the contractual employees by March 31<sup>st</sup>, 2013 was issued by the State Mission Director NRHM during the monthly review meeting of District Programme Managers & District Accounts officers of all Districts. After termination each employee should be appraised by the District Programme Manager along with the Hospital Authorities (**in selected groups only**) using the performance appraisal tool forwarded from this office. Subsequent to the structured appraisal system the competent officers shall be reappointed under the District Health & Family Welfare Society with effect from April 2<sup>nd</sup> 2013. For the effective streamlined execution of the above activity the following guidelines are herewith issued for strict compliance.

- All the contractual employees under District Health & Family Welfare Society should be terminated on 31<sup>st</sup> March 2013 A/N
- Each employee should be appraised by the District Programme Manager along with the Hospital Authorities (**in selected groups only**) using the performance appraisal tool forwarded from the SPMSU.
- The maximum Total score for appraisal is 100 points/marks so that in order to give reappointment a minimum overall score of 70% along with individual minimum score of 50 % under each sub activity/monitoring head is mandatory.
- Apart from the General Tool specific appraisal should be made using the Tool formats in selected Groups as per the directions in the Appraisal formats.
- The Chief Executive Officer /District Programme Manager may give specific remarks in cases wherever flexibility of Appraisal tools is needed.
- After doing the performance appraisal using the structured appraisal system the competent officers shall be reappointed under the District Health & Family Welfare Society with effect from April 2<sup>nd</sup> 2013 F/N.
- All the above activities (termination of the employee, performance appraisal & reappointment of the employee) should be ratified in the next Executive Committee of the District Health & Family Welfare Societies.
- These Guideline will be applicable to all the staffs working under different Disease Control Programmes under the umbrella of NRHM.
- In case AYUSH Doctors the performance appraisal shall be jointly done by DMO(ISM/Homoeo) along with DPM and the final decision regarding the reappointment

