



Circular

NRHM/ADMN/2013/SPMSU

Dated 19/03/ 2013

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

Reference:

- 1) 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 31st, 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 2nd 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 31st 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 2nd 2013 F/N.
- All the above activities (termination of the employee, performance appraisal & reappointment of the employee) should be ratified in the 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 so that the final decision regarding the termination will be done by the SMD (NRHM) after getting the recommendations from the concerned Executive Committee of the District Health & Family Welfare Societies.

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Copy to:-

- All District Collectors with CL
- Ca to Principal Secretary Health
- State HR manager
- Director Finance
- Chief Engineer
- Senior Consultant M& E
- Chief Executive Officers/DPMs
- CA to SMD
- Office Files