

DISTRICT HEALTH & FAMILY WELFARE SOCIETY

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PERFORMANCE REVIEW FORM for District HQ PRO

For the period April 2012 to March 2013

Name (in Block Letters)	
Designation & Programme	
Age & Date of Birth	
Date of Entry in NRHM	
Date of entry in the present post	
Consolidated Pay	
List of activities / Programmes dealt with	

EDUCATIONAL QUALIFICATIONS

1.
2.
3.
4.
5.

EXPERIENCE

Department	Nature of Work / Programmes	Period		Outcome (Qualitative & Quantitative)
		From	To	

Sl.N O.	Parameters	Self Review				
		Excellent	Very good	Good	Average	Below Average
1	Punctuality					
2	Attendance					
3	Team Player					
4	Implementation of Programmes					
5	Managerial Ability(Art of getting things done)					
6	Communication Skills					
7	Intelligence					
8	Initiative & Resourcefulness					
9	Discipline					
10	Co-operation & Human Relations					
11	Interest in the Assignment					
12	Idea/Concept Generation					
13	Dependability					
14	Ability to communicate and receptivity of ideas of others					
15	Job Knowledge					
16	Documentation skills					
17	Noting, Drafting & Office Procedures					
18	Feedback from the community/other departments					
19	Coordination Skills					
20	Compliance with Office regulations					

Scores : **Excellent (5) >90%** **Very good (4) 90-80%** **Good (3) 70-80%**
 Average (2) 50-70% **below Average (1) < 50%**

CONFIDENTIAL

(not to be shown to the Officer reported up on)

Sl.No	Factors	Yes	No
1.	Suitability for assignment of sensitive duties		
2.	Has anything been noticed which reflects adversely on the Officer's Loyalty		
3.	Has there been any complaint/other adverse remarks		
4.	Whether officer sincerely execute his duties		
5.	Whether showing any favoritism in discharging his/her duties		
6.	Whether any preliminary finding regarding corrupt practices of the officer		
7	Whether the Officer requires any training for his present job		
8	Whether the Officer is capable of doing better work		
9	Whether the Officer is competent to do the work		
10	Whether the Officer is to be repatriated to his/her parent department/Terminated		
11	Details of the Disciplinary actions if any		

Remarks and signature of Chief Executive Officer/District Programme Manager

The performance of the Individual will be assessed on a scale of 01 to 05 with Grade-1 corresponds to 04 points & Grade 05 corresponds to 20 points.

- 1) Punctuality of the officer with respect to passing information to various levels, correspondence from & to DPMSU,DMO(H) & Peripheral Institutions, completion of assignments ,Report collection, compilation & submission

Grading by the DPM(NRHM)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 2) Job Knowledge with respect to various programmes under NRHM -in planning, programming & coordination, forming strategies for sorting out hurdles during implementation of programmes in consultation with different stake holders.

Grading by the DPM(NRHM)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 3) Involvement of the officer in the process of making CHP & other new Initiatives [Trainings (coordination, organizing & documentation), Follow up, scrutiny, Compilation, & forwarding to State Head Quarters.]

Grading by the DPM(NRHM)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 4) Ensure the maintenance of appropriate files & documentation of functions, preparation of monthly/quarterly reports on, RSBY , HRM & ASHA coordination of different trainings at District level & sub district levels

Grading by the DPM(NRHM)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 5) Documentation of physical achievements .

Grading by the DPM(NRHM)				
G(1)	G(2)	G(3)	G(4)	G(5)

Remarks and signature of Chief Executive Officer/District Programme Manager