

***DISTRICT HEALTH & FAMILY WELFARE SOCIETY***

**PERFORMANCE REVIEW FORM - Data Entry Operators**

**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		
		From	To	Outcome (Qualitative & Quantitative)

<b>PERFORMANCE REVIEW</b>											
<b>Sl.N O.</b>	<b>Parameters</b>	<b>Self Review</b>					<b>District Program Officer's Assessment</b>				
		<b>Excellent</b>	<b>Very good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>	<b>Excellent</b>	<b>Very good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>	<b>g</b>	<b>h</b>	<b>i</b>	<b>j</b>	<b>k</b>	<b>l</b>
1	<b>Punctuality</b>										
2	<b>Attendance</b>										
3	<b>Team Player</b>										
4	<b>Speedy disposal of files &amp; submission of reports</b>										
5	<b>Maintenance of registers related to Accounts</b>										
6	<b>Timely dissemination of messages to authorities</b>										
7	<b>Managerial Ability(Art of getting things done)</b>										
8	<b>Communication Skills</b>										
9	<b>Intelligence</b>										
10	<b>Initiative &amp; Resourcefulness</b>										
11	<b>Discipline</b>										
12	<b>Co-operation &amp; Human Relations</b>										
13	<b>Interest in the Assignment</b>										
14	<b>Idea/Concept Generation</b>										
15	<b>Dependability</b>										
16	<b>Ability to propagate messages to others</b>										
17	<b>Job Knowledge</b>										
18	<b>Noting, Drafting and Office Procedures</b>										
19	<b>Coordination Skills</b>										
20	<b>Job execution with regards to speed &amp; perfection</b>										

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

## SCORE SHEET

<b>Self Assessment</b>				
<b>Sl.No</b>	<b>Assessment</b>	<b>Score</b>	<b>Points</b>	<b>Total (Col cxd)</b>
<b>a</b>	<b>B</b>	<b>c</b>	<b>d</b>	<b>e</b>
<b>1</b>	<b>Excellent</b>		<b>5</b>	
<b>2</b>	<b>Very Good</b>		<b>4</b>	
<b>3</b>	<b>Good</b>		<b>3</b>	
<b>4</b>	<b>Average</b>		<b>2</b>	
<b>5</b>	<b>Below Average</b>		<b>1</b>	
<b>Total</b>				

<b>District Program Officer's Assessment</b>				
<b>Sl. No</b>	<b>Assessment</b>	<b>Score</b>	<b>Points</b>	<b>Total (Col cxd)</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>E</b>
<b>1</b>	<b>Excellent</b>		<b>5</b>	
<b>2</b>	<b>Very Good</b>		<b>4</b>	
<b>3</b>	<b>Good</b>		<b>3</b>	
<b>4</b>	<b>Average</b>		<b>2</b>	
<b>5</b>	<b>Below Average</b>		<b>1</b>	
<b>Total</b>				

**Signature of the Individual**

**Signature of Program Officer**

**CONFIDENTIAL**

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

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

**Remarks & Signature by the District Programme Manager(NRHM)**