

DISTRICT HEALTH & FAMILY WELFARE SOCIETY

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PERFORMANCE REVIEW FORM for District Coordinator GBVMC

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	Interdepartmental liaisoning					
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 organizing meetings, dissemination of information to different stake holders with in the hospital & outside, attending the clinic, monthly/quarterly submission of reports through superintendents /Head of the Institutions to the Head Quarters.

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

- 2) The ability of the person in coordinating, planning programmes after discussing with the authorities for improving the programmes, maintaining after case registers, counseling registers, client register, report drafting & documentation.

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

- 3) The skill of the person as coordinator & counselor with respect to interacting with clients, follow up, maintaining confidentiality, liaisoning with other department like education, police, social justice & others

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

- 4) Job knowledge of the person with regards to the programme, specifically organizing different programmes as per the Govt. directions, attending the clinic as per the prescribed schedule in the Institution.

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

- 5) Quality of reports & suggestions by the different officials regarding the programme for improving the implementation/scaling up of programme in Istitution/District.

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

FINANCIAL ACHIEVMENTS assessment:-

Name of District

Activity	Funds received during the FLY	Total Expenditure till 2013 March 15th	Percentage

- Expenditure of more than 80 % is mandatory for getting reappointment after termination.

Physical performance evaluation

Activity	Number of trainings attended	Number of trainings conducted				Number of Institutional meeting during current FLY	Number of District level meeting during current FLY
		Doctors	Staff Nurse	Other Health Staffs	Other Department officials		

Remarks of DPM if any