

DISTRICT HEALTH & FAMILY WELFARE SOCIETY

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PERFORMANCE REVIEW FORM for Junior Consultant/Consultant QA

For the period from 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/customer					
19	Coordination Skills					
20	Compliance with Hospital 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 financial guidelines in a time bound manner to Institutions, planning & implementation of Quality related programmes for ensuring Quality services in regards to RMNCH services in selected Institutions & the attitude of the officer towards the existing health system & health staffs while implementing the Quality standards

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

- 2) Training skill & competency of the officer with respect to dissemination of correct informations to the peripheral staffs & hospital authorities for better implementation of Quality standards & achievements.

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

- 3) The ability of the Officer with respect to Laisoning of needs of the Institutions & difficulties in implementation to the concerned authorities(PRI Members, other Department officials , District Administration etc.

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

- 4) Involvement of the officer with respect to facility survey, gap analysis & convincing the authorities through regular periodic Institution visits , planning corrective measures, proper follow up for implementing Quality standards.

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

- 5) Documentation of physical achievements over financial expenditure.

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

- **Maximum scoring is 100. Marks**
- **An overall scoring of 70 %with a minimum scoring of 50 %in each category of assessments is mandatory for reappointment after April 1st 2013.**

Name of District

Skill Development & trainings

Activity	Number of training programme attended	Number of programme conducted
NABH		
KASH		
Lab programme		
Infection Control		
Documentation		
Equipment Audit		

FINANCIAL ACHIEVMENTS assessment:-

Serial Number	Activity	Total fund received in current FY	Total Expenditure	% of achievement	Physical			
					Completed (05 marks)	Final assessment (03 marks)	Preliminary assessment (02 marks)	In progress (01 mark)
01	NABH							
02	KASH							
03	Lab Programme							
04	Others including IMEP							

Score of the Officer :-

- The maximum score in the financial achievements shall be 20
- An overall scoring of minimum 12 with a minimum scoring of 03 in each sub activities of NABH, KASH & LAB Programmes are mandatory.

Remarks with signature of District Programme Manager