

**DISTRICT HEALTH & FAMILY WELFARE SOCIETY**

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**PERFORMANCE REVIEW FORM for Junior Consultant/Consultant BME**

**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.NO	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)

<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 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 calibration /condemnation guidelines in a time bound manner to Institutions, planning & implementation of Equipment audit 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 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 equipment management(inventory, Calibration, AMC & condemnation)

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 )for the proper equipment management system

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 /need analysis & convincing the authorities through regular periodic Institution visits , planning corrective measures, proper follow up for implementing proper Institutional equipment management system & BMW

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

- 5) Documentation of physical achievements & reporting to DMO,DPM & SPMSU wherever applicable.

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 1<sup>st</sup> 2013.**

**Name of District**

**Skill Development & trainings**

<b>Activity</b>	<b>Number of training programme attended</b>	<b>Number of training programme conducted</b>
Calibration		
KASH/NABH		
Infection Control		
Documentation		
Equipment Audit		

**PHYSICAL ACHIEVMENTS assessment:-**

<b>Number of FRUs in the district</b>	<b>Total number of KASH ,NABH,NABL selected institution in the district</b>	<b>Total Institutions completed calibration</b>	<b>Total Institutional visits done in the current FLY</b>	<b>Total Institutional FOLLOW UP visits done in the current FLY</b>	<b>Number of district level Equipment inventory/audit/ Condemnation meetings attended during the current FLY</b>

**Remarks with signature of District Programme Manager**