

DISTRICT HEALTH & FAMILY WELFARE SOCIETY

PERFORMANCE REVIEW FORM - ACCOUNTANT

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)

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

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

SCORE SHEET

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

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

Signature of the Individual

Signature of Program Officer

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 & Signature by the District Programme Manager(NRHM)