

DISTRICT HEALTH & FAMILY WELFARE SOCIETY

PERFORMANCE REVIEW FORM - AYUSH Doctors

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)

Sl.NO.	Parameters	Self Review				
		Excellent	Very good	Good	Average	Below Average
a	b	c	d	e	f	g
1	Punctuality					
2	Attendance					
3	Team Player					
4	Speedy disposal of files & submission of reports to District					
5	Maintenance of registers related to OPD & Stock					
6	Timely dissemination of messages to supportive staffs & public					
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 of Laisoning					
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%

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 Medical Officer(ISM/Homoeo)

Remarks & Signature by District Programme Manager(NRHM)

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 regular timely conduction of OPD, attendance in the monthly meetings & trainings, passing information to subordinate staffs, panchayaths authorities & public in a time lined manner

Grading by the DMO(ISM/HOMOEO)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 2) Job Knowledge with respect to provision of correct line of treatment to the beneficiary within the state regulations, sticking on to the state treatment protocols, reporting the out breaks to the authorities, rapid response wherever needed with the concurrence of District /Local authorities.

Grading by the DMO(ISM/HOMOEO)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 3) The ability of the Officer with respect to organizing outreach activities, doing home based care & Laisoning with the District Officials so as to deliver good quality services to the beneficiary

Grading by the DMO(ISM/HOMOEO)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 4) Involvement of the officer with respect to record keeping, drug & OP register maintenance, reporting of monthly/quarterly data to the districts, participation in the different planning processes of the Govt/ LSGD

Grading by the DMO(ISM/HOMOEO)				
G(1)	G(2)	G(3)	G(4)	G(5)

- 5) Coordinating different activities at District Head Quarters & Local self Govt for ensuring continuous drug supply, continuous OPD & outreach services.

Grading by the DMO(ISM/HOMOEO)				
G(1)	G(2)	G(3)	G(4)	G(5)

Physical Achievements

Name of Panchayaths	Population of the Panchayaths	Average monthly OPD	Number of out reach programmes attended /coordinated	Number of trainings attended during the current FLY	Number of LSGD meeting attended during the current FLY	Total amount kept by the LSGD for medicines & logistics during the current FLY