

**DISTRICT HEALTH & FAMILY WELFARE SOCIETY**

**PERFORMANCE REVIEW FORM - District Accounts Officer(NRHM & NCD)**

**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 State					
5	Maintenance of registers related to Accounts					
6	Timely dissemination of messages to peripheral Institutions & Subordinates					
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%

**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 & Signature by the 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 passing information to various Institution, correspondence from & to all Institutions & BPMSU staffs regarding FMR Head changes, fund release**

<b>Grading by the DPM(NRHM)</b>				
G(1)	G(2)	G(3)	G(4)	G(5)

- 2) **Job Knowledge with respect to selection of concurrent auditors & execution of audit process in the time frame with Tally updation. Coordinating different office transactions by safeguarding IT rules & regulations**

<b>Grading by the DPM(NRHM)</b>				
G(1)	G(2)	G(3)	G(4)	G(5)

- 3) **The ability of the Officer with respect to record keeping, organizing dissemination workshops for finance strengthening & CPSMS implementation.**

<b>Grading by the DPM(NRHM)</b>				
G(1)	G(2)	G(3)	G(4)	G(5)

- 4) **Involvement of the officer with respect to financial aspects like checking fund availability, timely fund request to state Head Quarters ,propagation of message on fund receipt from SPMSU to the District , time-bound redistribution of funds to the vendors , follow up & Statement of Expenditure(SOE) reporting to the state Head quarters**

<b>Grading by the DPM(NRHM)</b>				
G(1)	G(2)	G(3)	G(4)	G(5)

- 5) **Coordinating different activities at District Head Quarters & Ministerial wing for effective financial strengthening. Steps for strengthening the institutional account management by periodic visits to peripheral institution**

<b>Grading by the DPM(NRHM)</b>				
G(1)	G(2)	G(3)	G(4)	G(5)

**Physical Achievements**

<b>Number of Health Blocks</b>	<b>Number of Health Blocks visited during the current FLY</b>	<b>% of Institutional visits</b>	<b>%achievements of concurrent audit</b>	<b>Number of trainings attended</b>	<b>Number of trainings conducted during the current FLY</b>	<b>% Of expenditure under the Head Financial strengthening.</b>