



NATIONAL HEALTH MISSION

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NATIONAL HEALTH MISSION

CIRCULAR

Circular No: NHM/639/ADMIN1/2020/SPMSU

Dated, Thiruvananthapuram, 17.03.2020

Sub:- NHM- Detailed Guidelines for the termination & reappointment of contractual staff deployed at State / District level – directions issued – reg

Ref :- 1. NHM/1109/ADMIN1/2019/SPMSU , Dated,22.03.2019.

2. Circular No. NHM/1109/ADMIN1/2019/SPMSU , Dated,17.05.2019.

As per the agreement executed between the employees and the State / District Health & Family Welfare Society, the tenure of all contractual employees under the society ends on 31st March 2020. Before reappointing eligible employees, the self appraisal report of each employee is to be appraised by the District Programme Manager and Chief Executive Officer using the performance appraisal format forwarded from this office. For the effective streamlining execution of the above activity, the following guidelines are issued for strict compliance.

- The tenure of all contractual employees under the District Health & Family Welfare Societies ends on 31st March 2020.
- Each employee should be appraised by the District Programme Manager and Chief Executive Officer using the performance appraisal tool forwarded from the State Programme Monitoring Support Unit (SPMSU).
- The maximum score for appraisal is 125 points / marks. In order to give reappointment, a minimum overall score of 60% in aggregate with 50% score each in General format and Performance score card subject to 80% of attendance {(i.e. Total no. of days worked/Total working days)x100. Upto 182 days of maternity leave (26 weeks) can be considered as duty for this purpose} during the contract period is required. Those not having attendance more than 70% but less than 80% this year should be given only 3 months extension and their service evaluated based on their work as well as presence in the office. Extension may be granted for the remaining portion of the year, provided their service is satisfactory with reference to work as well as attendance.
- The Chief Executive Officer / District Programme Manager should offer specific remarks particularly with reference to memo given/disciplinary action initiated.
- After doing the performance appraisal using the structured appraisal system, the eligible persons shall be reappointed under the District Health & Family Welfare Society with effect from 2nd April 2020 F/N.
- The District Programme Manager (NHM) is authorized to issue appointment orders to all employees under different Disease Control Programmes in consultation with the Chief Executive Officers of the District Health Societies.
- Those who score above 75% (out of 125 marks) are eligible for 1 year contract (from 2nd April

2020 to 31st March 2021). Those individuals who are scoring between 60% and 74.99% marks (out of 125 marks) shall be given re-posting orders for a period of three months, after which reappraisal with the same tool will be done by the District Programme Manager. Only those who score above 75% in the second round will be retained. Others should be terminated.

- In case of AYUSH Doctors, the performance appraisal shall be jointly done by DMO (ISM/ Homoeo), DPM AYUSH (where available) along with DPM and the final decision regarding the reappointment will be taken based on the scoring by them.
- These Guideline will be applicable to all the contract employees working under different Disease Control Programmes under the umbrella of NHM in District Health and Family Welfare Society of National Health Mission.
- All the employees who get re-posting should enter into contract with the District Health & Family Welfare Society for a period of 1 year / 3 months as applicable.
- "Contract extended from 2nd April 2020 to _____".
- The agreement is to be entered into / extended between the employee on one part and the State Mission Director / District Program Manager on the other part. Unless otherwise authorised, no one else on behalf of the official side should sign the agreement.

The details of appraisal shall be forwarded to the State Headquarters on or before 30th March 2020. The above order is also applicable to all staff in Head Quarters.

Dr.Rathan U. Kelkar IAS

State Mission Director

To

- PS to Honorable Minister for Health and FW
- CA to Additional Chief Secretary Health
- CA to Principle Secretary Health
- All District Collectors with CL
- DHS
- All State Program Managers/State Nodal Officers
- ED, SHSRC
- Chief Executive Officers/DPMs
- CA to SMD
- Office Files

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