



## **PERFORMANCE APPRAISAL OF SPMU STAFF**

### **ANNEXURE-A**

#### **OBJECTIVES:**

1. To evaluate the performance of the State Programme Management Unit Member by the Reporting Officer (herein after called as Appraiser) and appraise by the Mission Director (N.R.H.M.) on the basis of target achieved and to plan for better performance in future.

The system of appraisal is designed to facilitate an open system of review of the Assessee. Please follow the same for the following exercise.

2. To identify the gap between the skill levels possessed by the State Programme Management Unit Member and the job responsibilities being performed by him. This gap can be filled by planned training activities.

3. The Self-Appraisal format gives an opportunity to the State Programme Management Unit Member (called as appraise) to highlight his achievements and will be rated by the appraiser and reviewed by the Mission Director (NRHM). The overall assessment of the State Programme Management Unit Member has to be made by the Appraiser (Reporting Officer of appraise) and reviewed by the Mission Director (SHM) in consultation with the State HR Review Committee.

#### **GUIDELINES FOR THE APPRAISER:**

1. Rate your State Programme Management Unit Member in the present position. The judgments are to be based on the performance for the entire Review Period and not on isolated events.

2. Judgments should be objective solely based on performance. Avoid introducing personal prejudice as far as possible.

3. Guard against the tendency to over-rate or under-rate.

4. Renewal and raise in remuneration will be on basis of followings criteria.

Score on 1 to 10 scale (1-3 for poor, 4-6 for good 7-8 Very good and 9-10 for Out- standing.)

- a) 1 - 3 scale – Not recommended for next contract.
- b) 4 - 6 scale – Consideration for New contract without any Raise in current Remuneration.
- c) 7 - 8 scale – Consideration for New contract with 7.5 % Raise in current Remuneration.
- d) 9 - 10 scale – Consideration for New contract with 12.5 % Raise in current Remuneration.

# PERFORMANCE APPRAISAL FORM for Hardware Engineer –IT Cell

**Review Period:** .....

**Name of Office:**

**Address of Office:**

## (GENERAL INFORMATION)

To be completed by the Assesse	
Name of Assesse	
Designation	
Date of Birth	
Date of Joining of Current contract	
Contract Completion Date	
Current Salary Drawn	
Total leave taken during the year.(Availed/Sanctioned)	

### PART-I

#### (SELF-APPRAISAL BY THE APPRAISEE)

**1. Major responsibilities assigned to you during the review period: (Not more than 100 words)**

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## 2. Performance & Achievements

(For the contract period) (YES / NO)

S. No.	Activities	Achievement
1	OS installation, all types of software installation and Updating of anti-virus programs and utility, applications	
2	Hardware troubleshooting and manage all the computers of CoH And state and Health Minister Office	
3	Proper maintenance of Physical records and Hardware related files	
4	Manage Local Area Network (LAN approx Port-375) and Network Switches-CoH	
5	Co-ordination with Vendor employee regarding Hardware and Network problems	

### 3. Any extraordinary achievement made during the Contract period:

### 4. Shortfall in performance if any and reasons thereof:

### 5. Any Training Taken during the Contract period:

### 6. Training/Support required, if any with proper justification:

**7. Tried to bring political pressure or other influence especially for serviceable affairs transfer and appointment Issues? If Yes so Give Details :**

**Signature of Appraisee:**

**Designation of Appraisee:**

**PART II**

**PERFORMANCE APPRAISAL BY THE REPORTING AUTHORITY**

1. Period of Contract: \_\_\_\_\_ to \_\_\_\_\_

2. Duration within which the appraise was there, out of the above period: \_\_\_\_\_ to \_\_\_\_\_

3. Do you agree with the self- assessment of his performance done by the **Appraise** ? if not give reasons why you do not agree.

4. Achievements by appraise apart from assigned responsibilities that has contributed by adding value to the Project/Task assigned.

5. Detail of reprehendmand or disciplinary action, if any, during the contract period.

6. Has H/She tried to bring political pressure or other influence especially for serviceable affairs transfer and appointment Issues? If Yes so Give Details :

## ASSESSMENT OF COMPETENCE

Score competence or knowledge/skills in terms of the current role requirements of the Assesse. Score on 1 to 10 scale (1-3 for poor, 4-6 for good 7-8 Very good and 9-10 for Out- standing.)		
S. No.	Attributes	Appraisal by Assessor Score
1	Technical/Programme knowledge	
2	Time management, Planning, budgeting, monitoring and evaluation skills	
3	Coordination skills	
4	Documentation skills & IT Skills	
5	Intra- and inter-team working <i>(Interest taken in developing team through empowerment and delegation)</i>	
6	Meeting deadlines/commitments	
7	Problem-solving and decision making ability	
8	Ability to work under pressure	
9	Communication skills	
10	Integrity and Honesty <i>( keeping in mind both his/her financial integrity and his moral integrity )</i>	

### SECTION II: FEEDBACK FORM (By Reporting officer)

1. Overall assessment of the appraisal (Score competence or knowledge/skills in terms of the current role requirements of the Assesses. Score on 1 to 10 scale  
**(1-3 for poor, 4-6 for good 7-8 Very good and 9-10 for Out- standing.)**)

Overall grade (On a score of 1-10)

**Signature and Stamp of Reporting Officer**

## **PART III**

**REMARKS OF THE REVIEWING AUTHORITY(Additional Director M.S.)**

1. Do you agree with the assessment of the Reporting officer? If not please give your remarks on the appraise.
2. Do you agree with the assessment of the Reporting Officer about Integrity of appraise? If not please give your remarks.
3. Has H/She tried to bring political pressure or other influence especially for serviceable affairs transfer and appointment Issues? If Yes please give your remarks on that :
4. Overall assessment of the appraise (Score competence or knowledge/skills in terms of the current role requirements of the Assesses. Score on 1 to 10 scale.)

**(1-3 for poor, 4-5 for satisfactory, 5-6 for good 7-8 Very good and 9-10 for Out- standing.)**

Overall grade (On a score of 1-10)

Name:

Designation:

Date:

Signature: