

PERFORMANCE APPRAISAL REPORT (PAR)

For the period ending 10th month on

Name of Employee :
(In Block letter)

Designation :

Place of posting :
(If posted in Sub-Centre, mention Controlling PHC/CHC/SDH)

Date of commencement of Present contractual term :
(Enclose order copy)

Assigned Job :
(Enclose separate Sheet if required)

Evaluation of Performance :

Assessment Level	Evaluation Rate * (as per rate indicated below the table)	Signature with date
1. Self		
2. District Magistrate & Collector (for the staff posted in DM's office) OR Medical Superintendent (for the staff posted in State & District Hospitals) OR Chief Medical Officer (for all staff posted in CMO's Office) OR Sub Divisional Medical Officer (for the staff posted in SDHs/ SCs under his control) OR Branch Officer ,AYUSH (for the staff of Programme Management Unit of AYUSH) OR Medical Officer in charge (for the staff posted in N.S.S Homeopath Hospital) OR Medical Officer In charge (for the staff posted in CHCs / PHCs / SCs under his control)		

* Outstanding- 1, Very good -2, Good- 3, Average -4, Poor -5. (Rating Scale: 1 – 5)

Comments with specific recommendation of Member Secretary, State Health & Family Welfare Society, Tripura in regard to continuation / engagement for next terms as the case may be:

Instruction:

1. Performance Appraisal Report (PAR) to be submitted by each of the contractual staff during existing contractual period of 11 (eleven) months to his Controlling Officer within 5 (five) days after completion of 10th month of the current tenure.
2. Respective Controlling Officer (Assessing Authority) that is District Magistrate & Collector/ Medical Superintendent / Member Secretary, SHFWS, Tripura/ Chief Medical Officer / Branch Officer, AYUSH/ Sub-Divisional Medical Officer / Medical Officer, In-Charge, NSS Hospital and PHC & CHC should record his/ her evaluation rate and submit the same to the next Assessing Authority in the below mentioned way within 10(ten) days of completion of 10th month as the case may be:

Sl. no.	Staff posted in	PAR should be routed through
1	O/o the District Magistrate & Collector	Self → District Magistrate & Collector → Mission Director, NRHM
2	State & District Hospitals	Self → Medical Superintendent → Member Secretary, SHFWS, Tripura
3	O/o the Chief Medical Officer	Self → CMO → Member Secretary, SHFWS, Tripura
4	Sub-Divisional Hospitals/ SCs (run under SDHs)	Self → SDMO → Member Secretary, SHFWS, Tripura
5	Staff posted in CHCs / PHCs / SCs	Self → MO I/c → Member Secretary, SHFWS, Tripura
6	Staff posted in the O/o the Mission Director, NRHM, Tripura	Self → Member Secretary, SHFWS, Tripura

3. This way the PAR to reach the Mission Directorate within 15 (fifteen) days of completion of 10th month of the current tenure as the case may be.
4. Member Secretary, State Health & Family Welfare Society, Tripura (NRHM) will record his rating & give recommendation in the PAR regarding the fitness for continuation/ engagement for the next term of the staff and submit the same to MD, NRHM, Tripura within 20 days of completion of 10th month for consideration of MD, NRHM, Tripura.