

A.11011/20/16-17 NACO (HR)
Govt. of India
Ministry of Health & Family Welfare
National AIDS Control Organisation

9th Floor, Chandralok Building,
36, Janpath, New Delhi-110001
Dated: 28th February 2017

To,
The Project Directors
All State AIDS Control Societies

Subject : Communication to SACS to start the performance appraisal exercise of the contractual staff for the year 2016-2017.

Dear All,

As a part of regular exercise of Performance Assessment, all the SACS may initiate the process of performance appraisal for the contractual Staff.



(Alka Ahuja)

Deputy Secretary to Govt. of India

Government of India
 Ministry of Health & Family Welfare
National AIDS Control Organization

Part I

PERFORMANCE ASSESSMENT OF CONTRACTUAL PERSONNEL

for the year/period _____)

Name:		
Current Designation:	Division:	
Monthly Remuneration :		
Period of Contract:	From	Till
Date of joining :		
Educational Qualifications:		
Experience:		
SELF APPRAISAL(Key Job Responsibilities performed during the assessment period):		

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Part II

What are the activities which you carried out which were outside the scope of your key responsibilities:

Factors which hinder your performance during the assessment period:

Please mention any special achievements or outstanding work done during the current appraisal period:

Signature of Contractual Personnel _____

Name _____

Date _____

Confidential

Assessment by Reporting Officer

for the year/period _____

Name: _____ Designation: _____

S. No.	Key Assessment Indicators	Maximum Marks	Marks awarded by Controlling Officer
1	<i>Fulfillment of tasks assigned as per guidelines and timeline</i>	15	
2	<i>Quality of output</i>	15	
3	<i>Takes initiative to perform beyond normal course of responsibilities</i>	15	
4	<i>Analytical Ability</i>	15	
5	<i>Attitude towards work and sense of responsibility</i>	10	
6	<i>Inter personal relations with superiors/ colleagues/teams/stakeholders</i>	10	
7	<i>Knowledge of rules/regulations/procedure of the function and ability to apply them correctly</i>	10	
8	<i>Maintenance of discipline/attendance & punctuality</i>	10	
	TOTAL SCORE	100	

Rating Descriptions:

Excellent (Above 90): Commendable job, far exceeded the set goals

Very Good (81-90): Exceeded the targets and demonstrated positive attitude and team work

Good (61-80): Met most goals but was lacking in proactive planning, attitude and teamwork

Average (51-60): Met a few goals, needs to improve job knowledge, taking initiative, respect for colleagues, organization rules, punctuality and teamwork

Inadequate(less than 50): Hardly met any goals and seems to lack the drive, job knowledge, skills, respect for colleagues, organization rules, attendance, punctuality and teamwork

Areas of Development/Training: _____

Recommendations: _____

Signature of Reporting Officer

Assessment by HOD: _____

Signature of HOD