

**PERFORMANCE APPRAISAL FORM (RCH/NHM) – 2015-2016**

**Medical Officer (PHC/CHC)**

Employee Name :

Designation & Place of Posting :

Education Qualification :

Date of Joining :

Date of Appraisal :

Period of Appraisal :

**Self declaration**

Self certification for Head Quarter stay	YES/ NO
Self certification for Complaints / Case / Disciplinary Issues.	YES/ NO
Training Attended / Awards and Recognitions.	YES/ NO

**Section-A**

KRAs	Description of KRAs	Measure of verification	Maximum Marks 50	Allotted Marks	Remark
A	B	C	D	E	F
<b>Institution Functioning</b>	A. Organizing OPD / Lab/ Emergency / Referral. B. Allocation of duties of PHC/CHC staff. C. Coordination with referral institute. D. Coordination and facilitation of AYUSH. E. Ensure Adequate supply / storage of drugs / vaccine miscellaneous items.	data/ Records	10		
<b>Field Functioning</b>	A. Visiting each SHC once in a fortnight for preventive & curative services. B. Monitoring of VHND as per RI micro-plan. C. Supportive supervision and monitoring visit (schools/AWC/SC/GAK) D. Roll in Village Health plan . E. Hands on training for LHV/ANM/ASHA/LT.	data/ Records	10		
<b>National Health Program.</b>	Implementation of National Health Programs.	data/ Records	05		
<b>Duties.</b>	A. MCH Services (Providing ANC / INC /PNC Services at PHC/CHC) B. Effective Implementation of Nutrition program and administration of Vitamin	data/ Records	15		

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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	A, Iron Folic and coordination with ICDS. C. Plan and Implementation of Immunization Program D. Family Welfare services E. Reporting of All programs to Block/District. F. MLC / PM G. Emergency duties H. Discharging all financial duties.				
<b>Administrative work</b>	A. Ensure optimum number of Drugs, Diagnostics and proper diet at PHC/CHC. B. Ensuring optimum Cleanliness, Security, and transportation facility. C. Keep up to date inventory and stock register. D. Maintenance of all prescribed records at PHC/CHC. E. Conducting monthly Staff / Sector meeting.	Reports	10		
	<b>Total</b>		<b>50</b>		