**IDSP**

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| **PERFORMANCE APPRAISAL FORM**  District Epidemiologist   |  |  | | --- | --- | | **To be completed by the Assessee** | | | District |  | | Name of District Epidemiologist |  | | Joining Date |  | | Review Period |  | | Date of Completion of Contract: |  | | Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  | | Total leave taken during the year.  Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  | |
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| **ASSESSMENT OF WORK** | | | | | |
| **Sl.No**  **Activities** | | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. | | | |
| Poor  (1-3)Marks | Satisfactory  (4-6)Marks | Good  (7-9)Marks | Excellent  (10)Marks |
| 1 | Analyses surveillance data and prepare weekly surveillance graphs and charts. |  |  |  |  |
| 2 | Provides oversight for data collation, reporting, analysis and local action including outbreak investigation. |  |  |  |  |
| 3 | Liaisons with other departments(Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) |  |  |  |  |
| 4 | Initiates outbreak investigations promptly following the standard operating guidelines of IDSP. |  |  |  |  |
| 5 | Coordinates movement of Rapid Response Team & participate in all outbreak investigations. |  |  |  |  |
| 6 | Coordinates involvement of Medical Colleges, Private sector, Community and media in surveillance activities. |  |  |  |  |
| 7 | Organizes, coordinates & monitor training of districts staff under IDSP. |  |  |  |  |
| 8 | Coordinates regular meetings of District Surveillance Committee and assist in inter sectoral coordination for effective IDSP implementation. |  |  |  |  |
| 9 | Makes supervisory visits to reporting units to monitor implementation of Project activity. |  |  |  |  |
| 10 | Attendance |  |  |  |  |

Comments from DSO:

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Comments from CMO:

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Name:

Designation: Signature

District: Date

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| **PERFORMANCE APPRAISAL FORM**  District Data Manager (IDSP)   |  |  | | --- | --- | | **To be completed by the Assessee** | | | District |  | | Name of District Data Manager |  | | Joining Date |  | | Review Period |  | | Date of Completion of Contract: |  | | Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  | | Total leave taken during the year.  Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  | |
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| **ASSESSMENT OF WORK** | | | | | |
| Sl.No  Activities | | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. | | | |
| Poor  (1-3)Marks | Satisfactory  (4-6)Marks | Good  (7-9)Marks | Excellent  (10)Marks |
| 1 | Assists State Surveillance Officer/District Surveillance Officer and other officials in carrying out the IDSP activities. |  |  |  |  |
| 2 | Supervises functioning of MIS unit of Integrated Disease Surveillance Project and IDSP Portal. |  |  |  |  |
| 3 | Supervises functioning of Data Entry operators. |  |  |  |  |
| 4 | Organize information received from District Surveillance Units. |  |  |  |  |
| 5 | Prepares of reports required under the project. |  |  |  |  |
| 6 | Organizes maintenance of IT hardware, software and WAN. |  |  |  |  |
| 7 | Analyzes S, P, L date for time/place in spreadsheet for identifying Rising Trend of Disease over time  / Early Warning Signals. |  |  |  |  |
| 8 | Prepares Periodic and Annual Reports. |  |  |  |  |
| 9 | Attendance |  |  |  |  |

Comments from DSO:

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Comments from CMO:

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Name:

Designation: Signature

District: Date

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| **PERFORMANCE APPRAISAL FORM**  **Data Entry Operator(IDSP)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | District |  | | Name of Data Entry Operator |  | | Joining Date |  | | Review Period |  | | Date of Completion of Contract: |  | | Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  | | Total leave taken during the year.  Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  | |
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| **ASSESSMENT OF WORK** | | | | | |
| **Sl.No**  **Activities** | | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. | | | |
| Poor  (1-3)Marks | Satisfactory  (4-6)Marks | Good  (7-9)Marks | Excellent  (10)Marks |
| 1 | Ensures regular entry of all relevant data in the computer and facilitate its analysis. |  |  |  |  |
| 2 | Analyses data and compiles report of the district. |  |  |  |  |
| 3 | Maintains and up keeps computer and its  Accessories including virus defense. |  |  |  |  |
| 4 | Handles e-mail correspondences, maintain the files on communications etc |  |  |  |  |
| 5 | Attendance |  |  |  |  |

Comments from DSO:

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Comments from CMO:

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Name:

Designation: Signature

District: Date

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| **PERFORMANCE APPRAISAL FORM**  State Data Manager (IDSP)   |  |  | | --- | --- | | **To be completed by the Assessee** | | | Name of Data Manager |  | | Joining Date |  | | Review Period |  | | Date of Completion of Contract: |  | | Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  | | Total leave taken during the year.  Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  | |
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| **ASSESSMENT OF WORK** | | | | | |
| **Sl.No**  **Activities** | | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. | | | |
| Poor  (1-3)Marks | Satisfactory  (4-6)Marks | Good  (7-9)Marks | Excellent  (10)Marks |
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| 2 | Supervises functioning of MIS unit of Integrated Disease Surveillance Project and IDSP Portal. |  |  |  |  |
| 3 | Supervises functioning of Data Entry operators. |  |  |  |  |
| 4 | Organize information received from District Surveillance Units. |  |  |  |  |
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| 7 | Analyzes S, P, L date for time/place in spreadsheet for identifying Rising Trend of Disease over time  / Early Warning Signals. |  |  |  |  |
| 8 | Prepares Periodic and Annual Reports. |  |  |  |  |
| 9 | Attendance |  |  |  |  |

Comments from SSO:

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Comments from Director Communicable Disease:

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Comments from Director National progrrame :

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| **PERFORMANCE APPRAISAL FORM**  **State Data Entry Operator(IDSP)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | Name of Data Entry Operator |  | | Joining Date |  | | Review Period |  | | Date of Completion of Contract: |  | | Details of Trainings Attended, Dates, Duration, Venue and Organizing Institution |  | | Total leave taken during the year.  Did you take leave for more than 7 days at a stretch? If yes, give purpose. |  | |
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| **ASSESSMENT OF WORK** | | | | | |
| **Sl.No**  **Activities** | | Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. | | | |
| Poor  (1-3)Marks | Satisfactory  (4-6)Marks | Good  (7-9)Marks | Excellent  (10)Marks |
| 1 | Ensures regular entry of all relevant data in the computer and facilitate its analysis. |  |  |  |  |
| 2 | Analyses data and compiles report of the district. |  |  |  |  |
| 3 | Maintains and up keeps computer and its  Accessories including virus defense. |  |  |  |  |
| 4 | Handles e-mail correspondences, maintain the files on communications etc |  |  |  |  |
| 5 | Attendance |  |  |  |  |

Comments from SSO:

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Comments from Director Communicable Diseases:

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Comments from Director National progrrame :

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