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| **PERFORMANCE APPRAISAL FORM**  **State Programme officer (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | State |  | | Name of SPO |  | | Joining Date |  | | Review Period |  | | Place of Posting |  | | 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 | Ability to prepare Programme Implementation Plan |  |  |  |  |
| 2 | Organizing State level review meetings and orientation workshops |  |  |  |  |
| 3 | Organizing training program for Medical Officers including AYUSH Practitioners,  nurses and health workers |  |  |  |  |
| 4 | Visiting districts to monitor the NCD activities |  |  |  |  |
| 5 | Reviewing program implementation at district and below district levels |  |  |  |  |
| 6 | Collaborating with Centre, Medical colleges, Districts, NGOs and other sectors |  |  |  |  |
| 7 | Preparing and submitting quarterly progress report for NPCDCS & NPHCE to SNO (NCD) |  |  |  |  |
| 8 | Attendance |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **State Finance cum Logistics officer (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | State |  | | Name of SFCLO |  | | Joining Date |  | | Review Period |  | | Place of Posting |  | | 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 | Financials Procedure Understanding |  |  |  |  |
| 2 | Ensuring that adequate internal controls are in place to support the payments and receipts |  |  |  |  |
| 3 | Ensuring timely consolidation of accounts/financial statements at the State/ District |  |  |  |  |
| 4 | Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the District |  |  |  |  |
| 5 | Coordinating with District and below to address the audit objection/internal control, weaknesses, issues of disallowances, if any |  |  |  |  |
| 6 | Attendance |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **State Programme Assistant (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | State |  | | Name of Programme Assistant |  | | Joining Date |  | | Review Period |  | | Place of Posting |  | | 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 | Assistance to State/District Programme coordinator in all his job responsibilities |  |  |  |  |
| 2 | Correspondence with District NCD Unit, State Government, Govt. of India |  |  |  |  |
| 3 | Assistance in organizing review meetings and official tours |  |  |  |  |
| 4 | Maintenance of files and correspondence |  |  |  |  |
| 5 | Assistance in preparation of reports |  |  |  |  |
| 6 | Attendance |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **State Data Entry Operator (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | State |  | | 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 pertaining to various aspects of NCD in a systematic manner to 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 | Ensures data entry of NCD, quarterly report in Epicentre and timely |  |  |  |  |
| 5 | Handles e-mail correspondences, maintain the files on communications etc |  |  |  |  |
| 6 | Attendance |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **District Programme officer (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | District |  | | Name of DPO |  | | Joining Date |  | | Review Period |  | | Place of Posting |  | | 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 | Ability to prepare Programme Implementation Plan |  |  |  |  |
| 2 | Organizing State level review meetings and orientation workshops |  |  |  |  |
| 3 | Organizing training program for Medical Officers including AYUSH Practitioners,  nurses and health workers |  |  |  |  |
| 4 | Visiting CHC/PHC/SUB CENTRE to monitor the NCD activities |  |  |  |  |
| 5 | Reviewing program implementation at district levels |  |  |  |  |
| 6 | Preparing and submitting quarterly progress report for NPCDCS & NPHCE to SPO (NCD) |  |  |  |  |
| 7 | Attendance |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **District Finance cum Logistics officer (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | District |  | | Name of DFCLO |  | | Joining Date |  | | Review Period |  | | Place of Posting |  | | 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 | Financials Procedure Understanding |  |  |  |  |
| 2 | Ensuring that adequate internal controls are in place to support the payments and receipts |  |  |  |  |
| 3 | Ensuring timely consolidation of accounts/financial statements at the District |  |  |  |  |
| 4 | Monitoring expenditure and receipt of Utilization Certificate (UC) & preparation Statement of Expenditure (SOE) of the District |  |  |  |  |
| 5 | Coordinating with below the District to address the audit objection/internal control, weaknesses, issues of disallowances, if any |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **District Programme Assistant (NCD)**   |  |  | | --- | --- | | **To be completed by the Assessee** | | | District |  | | Name of Programme Assistant |  | | Joining Date |  | | Review Period |  | | Place of Posting |  | | 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 | Assistance to District Programme coordinator in all his job responsibilities |  |  |  |  |
| 2 | Correspondence with District NCD Unit, State NCD CELL |  |  |  |  |
| 3 | Assistance in organizing review meetings and official tours |  |  |  |  |
| 4 | Maintenance of files and correspondence |  |  |  |  |
| 5 | Assistance in preparation of reports |  |  |  |  |

Comments from Nodal officer:

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| **PERFORMANCE APPRAISAL FORM**  **District Data Entry Operator(NCD)**   |  |  | | --- | --- | | **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. |  | | | | | |
|  | | | | |
| **B. ASSESSMENT OF COMPETENCE**  Score competence or knowledge/skills in terms of the current role requirements of the Assessee. Score on a 1 to 10 scale (1-3 for poor, 4-6 for satisfactory, 7-9 for good and 10 for excellent. | | | | |
| Technical/programme knowledge | Poor  (1-3)Marks | Satisfactory  (4-6)Marks | Good  (7-9)Marks | Excellent  (10)Marks |
| Ability to work under pressure |  |  |  |  |
| Listening skills |  |  |  |  |
| Communication skills |  |  |  |  |
| Hindi and English Typing |  |  |  |  |

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| **C.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 pertaining to various aspects of NCD in a systematic manner to 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 |  |  |  |  |

Comments from Nodal officer:

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Signature

Name:

Designation

State