

**PERFORMANCE APPRAISAL for MIS cum Data Asst. Of NUHM**

Employee Name : \_\_\_\_\_  
Designation & Place of Posting : \_\_\_\_\_  
Education Qualification : \_\_\_\_\_  
Date of Joining as MIS cum Data Asst. : \_\_\_\_\_  
Date of Appraisal : \_\_\_\_\_  
Period of Appraisal : \_\_\_\_\_  
Training Status : \_\_\_\_\_  
Signature of Employee : \_\_\_\_\_

For each area of performance following marking scheme to be adopted (Table 1) :

<b>(A) Written Self Declaration</b>	
Self certification for Head Quarter stay	Yes/ No
Self certification for complain/cases	Yes/ No
Training	Yes/ No

<b>(B)</b>	<b>Performance Reports</b>	<b>Level of Achievement</b>	<b>Marks Obtained</b>	<b>Weightage System</b>
1	<ul style="list-style-type: none"><li>• NUHM कार्यक्रम से संबंधित रिपोर्ट्स का संकलन</li><li>• निर्धारित समयसीमा में रिपोर्ट्स का प्रेषण</li><li>• Support in community processes- ASHA/MAS selection /Training/ handholding support to ASHA/ MAS</li></ul>	5+5+20=30		Reports & Records
2	अन्य ऑफलाइन रिपोर्टिंग का संकलन	10		Reports & Records
3	अन्य लिपिकीय कार्य एवं पत्राचार	10		Reports & Records
4	Reporting in HMIS	10		HMIS entries
5	Support in organising Health camps/ MSS	10		Feedback from MO UPHC/ CPM/CCO/DPM regarding their contribution in camps/ MSS.
<b>Total Marks</b>		<b>70</b>		
<b>(C)</b>	<b>Practical Skill Test</b>	<b>Level of Achievement</b>	<b>Marks Obtained</b>	
1	इन्टरनेट की दक्षता	<b>10</b>		
2	कम्प्यूटर संचालन की दक्षता	<b>10</b>		
3	ई-मेल संचालन की दक्षता	<b>10</b>		
<b>Total Marks</b>		<b>30</b>		
<b>Grand Total</b>		<b>100</b>		

Remarks by Appraisal team : \_\_\_\_\_  
\_\_\_\_\_

Signature of Appraisal Team: \_\_\_\_\_ Date: \_\_\_\_\_

Certified by CMHO : \_\_\_\_\_ Date: \_\_\_\_\_