

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
WBSAP&CS [Establishment Div.]

Swasthya Bhawan, 1st Floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-700 091

Memo No.ACS/1E-02-09(part-I)/

2083

Dated, the 24th February, 2016

NOTICE

1. The Performance Assessment Report of all the Contractual personnel engaged at District/Facility level under WBSAP&CS, may submit on the attached format, duly filled up by the contractual personnel, to their reporting officer for onward transmission to the Divisional Heads of WBSAP&CS as mentioned in the next para., by speed post/registered post so as to reach this office within 29th February, 2016, positively, for consideration of further renewal w.e.f. 1st April, 2016.
2. The completely filled-up format should be sent to the Divisional Heads as follows:
 - for the staff of DAPCU : To The Nodal Officer, DAPCU, WBSAP&CS
 - for the staff of ICTC / ICTC (ANC) : To The Joint Director (BSD), WBSAP&CS
 - for the staff of Blood Banks & NRL/SRL : To The Deputy Director (Blood Safety), WBSAP&CS
 - for the staff of Suraksha Clinic (STI) : To The Deputy Director (STI), WBSAP&CS
 - for the staff of ART Centre : To The Joint Director (CST), WBSAP&CS
 - for the Officers/staff of Head Quarter: To the respective Divisional Head
3. It is expected that the controlling officer measures each staff member's performance on the following key indicators:
 - Fulfilment of tasks/ Quality of output
 - Initiative/ Analytical ability
 - Effective use of IT
 - Attitude & sense of responsibility/ Inter-personal relations
 - Discipline/ Attitude & Punctuality
4. The assessment should be fair and focus on the indicators mentioned in Para.3 above. The contract may be executed for a further period one year – 1st April'16 – 31st March'17 for all those contractual personnel where overall score is 70 or above.
5. For cases where the contractual staff has scored less than "7" on punctuality/ attendance irrespective of overall score being 70, a short term contract extension up to 6 months is to be executed.
6. All the concerned authorities are requested to take necessary action in the process of performance assessment so that it reaches the respective Divisional Heads of WBSAP&CS within 29th February, 2016.

This has the approval of the Project Director, WBSAP&CS.

Encl. : Performance Assessment Form

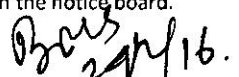

Jt. Secy, DoH&FW &

Addl. Project Director, WBSAP&CS

Memo No.ACS/1E-02-09(part-I)/ 2083/1(14)
Copy forwarded for information and necessary action to:

Dated, the 24th February, 2016

1. The Principal Secretary to the Govt. of West Bengal, Deptt. of H&FW and President, WBSAP&CS.
2. The Project Director, WBSAP&CS.
3. The Joint Director (BSD/CST/IEC), WBSAP&CS.
4. The Dy. Director (Blood Safety/STI), WBSAP&CS.
5. The Asst. Director (Finance/ICTC), WBSAP&CS.
6. The Dy. CMOH –II/DACO, District (All)
7. The MSVP, Medical College & Hospital (all)
8. The Superintendent, Hospital (all)
9. The Nodal Officer, ART Centre, Hospital (all)
10. The HoD, NRL/SRL,
11. The BMOH, BPHC/PHC/RH (having ICTCs)
12. Dr/Shri/Smt. (staff of WBSAP&CS)
13. Office Copy.
14. A copy should also be uploaded in the Website of this Society and another copy should be displayed in the notice board.


Jt.. Secy, DoH&FW &
Addl. Project Director, WBSAP&CS