

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
WBSAP&CS

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


Memo No. ACS/1E-02-09(Part-II)/2301

Date: 21/02/2018

NOTICE

1. The Performance Assessment Report of the all Contractual personnel engaged at Head Quarter and District / Facility level under WBSAP&CS, may submit on the attached format, duly filled up by the contractual personnel (Part-I & II) along with a prayer letter for renewal of contract, to their reporting officer for onward transmission to the Divisional Head of WBSAP&CS, by speed post/registered post so as to reach this office within 12th March, 2018, positively, for consideration of further renewal w.e.f. 1st April, 2018.
2. The completely filled-up format should be sent to the Divisional Heads as follows:
 - For the staffs of DAPCU: To The State Nodal Officer DAPCU, WBSAP&CS
 - For the staffs of ICTC / ICTC (ANC): To The Joint Director (BSD), WBSAP&CS
 - For the staffs of Blood Banks & NRL / SRL : To The Joint Director (Blood Safety), WBSAP&CS
 - For the staffs of Suraksha Clinic (STI) : To The Deputy Director (STI), WBSAP&CS
 - For the staffs of ART Centres: To The Joint Director (CST), WBSAP&CS
 - For the Officers / Staffs 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 of one year from 1st April, 2018 to 31st March, 2019 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. The concerned authorities are requested to take necessary action in the process of performance assessment so that it reaches the respective Divisional Head of WBSAP&CS within 12th March, 2018.

Enlco : Performance Assessment Form

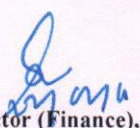

Joint Director (Finance),
WBSAP&CS

Date: 21/02/2018

Memo No. ACS/1E-02-09(Part-II)/2301/1(16)

Copy forwarded for information and necessary action to:

1. The Principal Secretary to the Govt. of West Bengal, Deptt. of H&FW and President, WBSAP&CS.
2. The Secretary, Deptt. of H&FW & Project Director, WBSAP&CS.
3. The Joint Director (All), WBSAP&CS.
4. The Dy. Director (All), WBSAP&CS.
5. The Asst. Director (All), WBSAP&CS.
6. The Dy. CMOH -II / DACO _____ District (All).
7. The MSVP/Principal, _____ Medical College & Hospital (All).
8. The Director (NICED/ RBTC/STM), _____ District (All).
9. The Superintendent, _____ Hospital(All).
10. The Nodal Officer, ART Centre, _____ Hospital (All).
11. The Programme Director (COE/PCOE), Kolkata Medical College
12. The HoD, NRL/ SRL, _____.
13. The BMOH, _____ BPHC / PHC / RH (Having ICTCs).
14. Dr. / Shri / Smt. _____ (Staffs of WBSAP&CS).
15. Office Copy.
16. A copy uploaded in the Website of this Society and another copy displayed in the notice board.


Joint Director (Finance),
WBSAP&CS