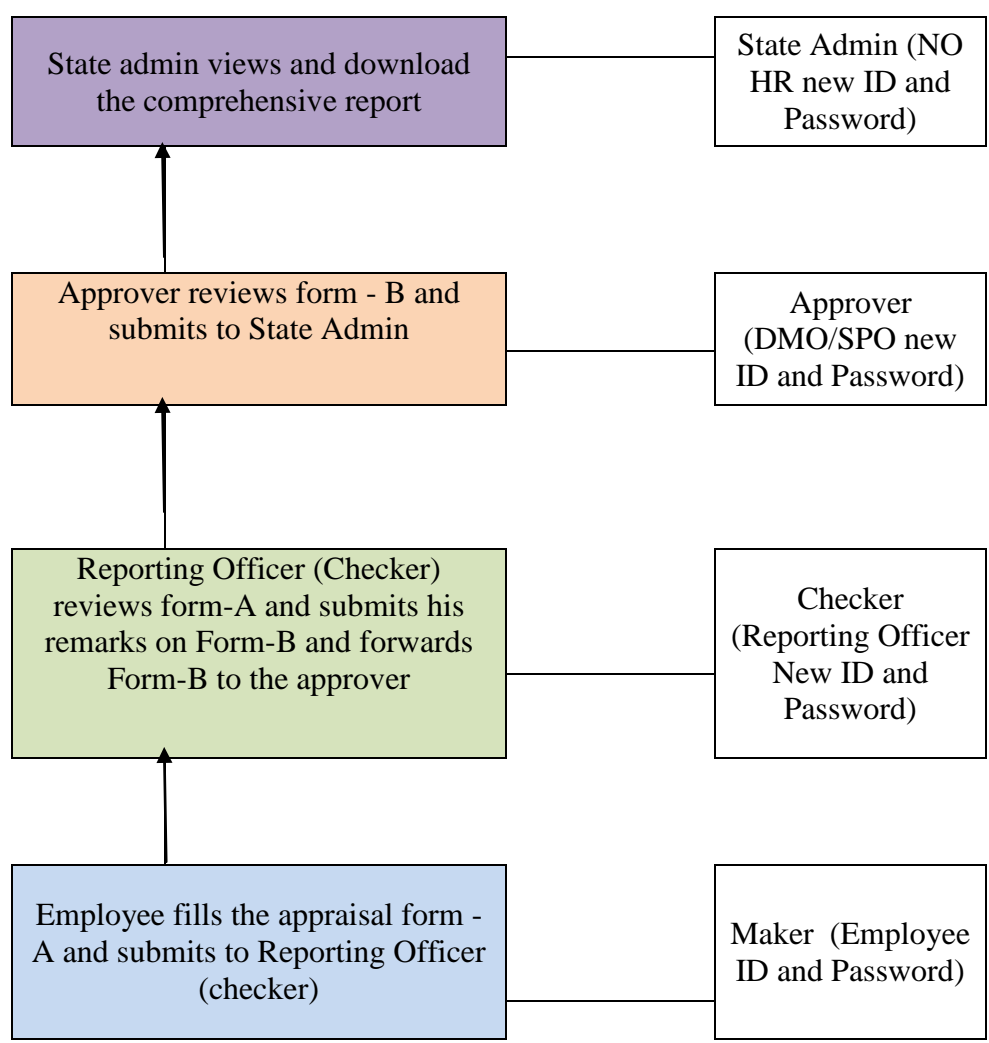


HRMIS

E-Appraisal

Flowchart



Login by employee (Maker) with his ID and Password

Form –A appears by default

FORM-A

Form A Part-I

Name	:	By default
Designation	:	By default
Date of Birth	:	By default
Qualification	:	By default
Date of appointment	:	By default
Date of joining	:	By default
Appointment Order No.	:	enter
Appointment Order date	:	enter
District	:	By default
Place of present posting	:	By default
Programme	:	By default
Name and Designation of reporting Officer	:	Drop Down
Upload Passport size photograph		Enter
Details Correct? If Yes click Proceed If No Click Edit and update		
Save and Proceed to Form A Part-II	Edit and update	

Form A Part-II

Please read carefully the instruction before filling the entries

1	Brief description of duties (Objectives of the position you hold and the task you are required to perform, in about 100 words)

2	Please specify important items of work in order of priority (where ever applicable) wherein quantitative/physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year.		
2.1	Item of works	Physical or financial target/objective gal	Achievement
Add row if required			

3	During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extraordinary challenging task or major systematic improvement (resulting in significant benefits to the NRHM in time and cost)? If so, please give a vertical description (within 50 words):
Add row if required	

4	In case of shortfall of expected quality/quantity of performance please state the reasons.
Add row if required	

5	Please specify the number of inspections conducted/tours performed (only in case of filed officers)		
	No. of inspections/tour expected to be performed in a year.	No. of inspections/tour actually performed with reasons for shortfall if any	Remarks
Add row if required			

6	Please indicate instances if any of delinquency among your subordinates and action taken in such cases (if applicable).
Add row if required	

7	Please indicate specific areas in which you feel the need to upgrade your skills through training programs for better implementation of the programmes.
Add row if required	

Upload signature :

Date of submission :

Upload
By default current date

View your form	Print your form	Save and submit
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Form –B Part-I

(To be filled by the Reporting Officer)

Login by employee (Checker) with his new ID and Password

1	Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled by employee in form A. If not, please furnish factual details	
	Agree (Check box)	Disagree (Check box)
		If Disagree furnish factual details here

2	Please comment on the claim (if made) of exceptional contribution by the official/officer reported upon.

3	Do you agree with the skill up-gradation needs as identified by the official/officer?	
	Agree (Check box)	Disagree (Check box)
	If Disagree furnish factual details here	

Upload signature	:	Upload
Date of submission	:	By default current date

View your comments	Save and proceed to Form-B Part-II
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Form –B Part-II

A. Assessment of Personal Attributes (Average / Good / Very good / Excellent / Outstanding).				
Sl.No.	Assessment on	Max. Score	Reporting Authority	Scoring
1	Attitude to work towards Mission	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
2	Sense of responsibility	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
3	Interpersonal relation	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
4	Maintenance of discipline	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
5	Overall bearing and personality	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
6	Emotional stability	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
7	Communications skills	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
8	Moral courage and willingness to take a professional stand	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
9	Leadership qualities	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
10	Capacity to work in time limit	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
Overall Grading on Personal Attributes (Average-2 / Good -4 / Very good-6 / Excellent 8 / Outstanding 10)				Default calculation

B. Assessment of Functional Competency. (Average / Good / very good / Excellent / Outstanding).				
Sl.No.	Assessment on	Max. Score	Reporting Authority	Scoring
1	Knowledge of rules/procedures/IT skills and awareness of the local norms in the relevant area.	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
2	Strategic planning ability	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
3	Decision making ability	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
4	Initiative	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
5	Coordination ability with the stakeholders in the Mission	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
6	Ability to motivate and develop subordinates/work in a team	10	Average / Good / Very good / Excellent / Outstanding (Drop Down)	Default calculation
Overall Grading on Personal Attributes (Average-2 / Good -4 / Very good-6 / Excellent 8 / Outstanding 10)				Default calculation

Save

Employee Performance Card

Name of the Employee :
Designation :

Overall Grading	% Scored	Grade	% Calculation
A. Personal Attributes			Total score/10
B. Functional competency			Total score/6
Total Grade			Total score/2
Do you recommend for renewal of his/her contractual service?	Recommended/ Not Recommended		Remarks

Upload signature

:

Upload

Date of submission

:

By default current date

View your comments

Save and Submit to DMO

Login by District Approver with new ID and Password

Sl. No.	District	Name of the employee	Designation	Programme	Date of Appointment	Place of Posting	Appraisal % Score	Name of reporting Officer	Recommendati on by the reporting Officer	Photo	Do You approve the recommendation of the reporting Officer	Remarks If any
1											Approve/Disapprove (Drop Down)	
2											Approve/Disapprove (Drop Down)	
3											Approve/Disapprove (Drop Down)	

Upload Signature	Save and Submit to MD (NHM)
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Login by State Admin

Sl. No.	District	Name of the employee	Designation	Programme	Date of Appointment	Place of Posting	Appraisal % Score	Name of reporting Officer	Recommendation by the reporting Officer	Recommendation by the DMO	Photo	Service Continue/Terminate	Generate Extension/Termination Order
1												Continue/Terminate	
2												Continue/Terminate	
3												Continue/Terminate	

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