



**Punjab State AIDS Control Society**  
**NATIONAL AIDS CONTROL PROGRAMME**  
(Department of Health & Family Welfare)  
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No: PSACS/Admin/2023/ 439

Dated:- 26.9.23

To

Head Office and Field Staff  
PSACS

**Subject: Annual Performance Appraisal Report (APAR) concerning contractual staff of PSACS for the year 2023-24.**

**Ref :- NACO Annual performance Appraisal Form (2023-24)**

1. The contract of the staff of PSACS is renewed every year based on Annual Performance Appraisal Report sent by NACO (Annexure-1). As per NACO guidelines there are three stages for annual performance appraisal report i.e. Self-evaluation, Supervisor evaluation and reviewer evaluation. It includes the average scores of only two evaluator's i.e. Supervisor and Reviewer to assess the caliber of work production, individual attributes, and functional competency. Consequently, it is unable to assess employees' output and performance. So, as per the direction of Competent Authority the APAR proforma of NACO has been revised in respect of Government of India's performance evaluation system, which is used by all Central Health Services Officers.
2. There are three stages to analyse the Annual Performance Appraisal Report (APAR).
  - a. Reporting
  - b. Reviewing
  - c. Accepting Authority
3. Grading (Numerical) will be awarded by reporting officer, reviewing officer and accepting authority on the basis of employee work, conduct & personal attributes on a scale of 1-10.

**The following are the Reporting/Reviewing/Accepting authority for the contractual staff of PSACS Head Office**

S. No.	Name of post	Name of the authority	Designated officer
1	AD, DD and Assistant	Reporting	Division Head
		Reviewing	APD, PSACS
		Accepting	PD, PSACS
2	JD/Division Head	Reporting	APD, PSACS
		Reviewing	APD, PSACS
		Accepting	PD, PSACS

**The following are the Reporting/Reviewing/Accepting authority of the contractual staff of PSACS peripheral units (ICTCs/ART Centres/OST Centres/Blood Centres/DSRCs/DAPCU/DISHA)**

**CST Division**

S.No.	Name of the post	Name of the authority	Designated officer
1	Senior Medical Officer	Reporting	Nodal Officer, ART Centre (CH/DH/ Govt Medical College)
		Reviewing	Principal/Medical Superintendent/SMO Incharge (Govt. Medical Colleges/CH/DH)
		Accepting	Division Head, PSACS
2	Medical Officer	Reporting	SMO (contractual) If SMO (contractual) not appointed than Nodal Officer, ART Centre (Govt. Medical Colleges/CH/DH)
		Reviewing	Principal/Medical Superintendent/SMO Incharge (Govt. Medical Colleges/CH/DH)
		Accepting	Division Head, PSACS
3	MLT, Staff Nurse, Pharmacist, Data Manager, Counsellor, Care Coordinator	Reporting	Medical Officer (Contractual)
		Reviewing	Nodal Officer, ART Centre (Govt Medical College/CH/DH/)
		Accepting	Division Head, PSACS

**STI Division**

S.No.	Name of the post	Name of the authority	Designated officer
1	Counsellor	Reporting	Prof & Head/ Incharge STI/RTI Clinic (Govt. Medical Colleges/CH/DH/SDH)
		Reviewing	Principal/Medical Superintendent/SMO Incharge (Govt. Medical Colleges/CH/DH/SDH)
		Accepting	Division Head, PSACS



**Prevention Division**

S.No.	Name of the post	Name of the authority	Designated officer
1	Medical Officer	Reporting	Nodal Officer, OST Centre (Govt Medical College/CH/DH/SDH)
		Reviewing	Principal/Medical Superintendent/SMO Incharge (Govt. Medical Colleges/CH/DH/SDH)
		Accepting	Division Head, PSACS
2	Staff Nurse, Data Manager, Counsellor	Reporting	Medical Officer (Contractual)
		Reviewing	Nodal Officer, OST Centre (Govt Medical College/CH/DH/SDH)
		Accepting	Division Head, PSACS

**BSD Division**

S.No.	Name of the post	Name of the authority	Designated officer
1	MLT, Counsellor	Reporting	Prof & Head (Gynae and Micro) /Incharge ICTC Centre/ (Govt. Medical Colleges/CH/DH/SDH)
		Reviewing	Principal/Medical Superintendent/SMO Incharge (Govt. Medical Colleges/CH/DH/SDH)
		Accepting	Division Head, PSACS

**BTS Division**

S.No.	Name of the post	Name of the authority	Designated officer
1	MLT, Counsellor, Data Manager	Reporting	Prof & Head (Department of Transfusion Medicine/ BTO) (Govt. Medical College/CH/DH/SDH)
		Reviewing	Principal/Medical Superintendent/SMO Incharge (Govt. Medical Colleges/CH/DH/SDH)
		Accepting	Division Head, PSACS

**Lab services**

1	Technical Officer	Reporting	Incharge / Assistant Prof., Department of Microbiology, Govt. Medical College
		Reviewing	Prof & Head Department of Microbiology, Govt. Medical College
		Accepting	Division Head, PSACS
2	LT	Reporting	Incharge / Assistant Prof., Department of Microbiology.
		Reviewing	Prof & Head Department of Microbiology, Govt. Medical College
		Accepting	Division Head, PSACS

**DISHA/DAPCU**

S.No.	Name of the post	Name of the authority	Designated officer
1	Cluster Programme Manager (CPM), Clinical Services Officer (CSO), Data Monitoring and Documentation Officer (DMDO)	Reporting	District AIDS Control Officer (DACO)
		Reviewing	Division Head, PSACS
		Accepting	APD, PSACS
2	DPM, District Assistant (M&E), District Assistant (Accounts) District Assistant (Programme)	Reporting	District AIDS Control Officer (DACO)
		Reviewing	Division Head, PSACS
		Accepting	APD, PSACS

Subsequently, all the contractual staff of PSACS will follow the below mentioned timeline to initiate and complete the Annual Performance Appraisal Report.

**TIME SCHEDULE FOR PREPARATION OF APAR**  
**(Reporting year- Financial year)**

Sr. No.	Nature of Action	Date by which to be completed
1.	Submission of self-appraisal with date of submission to the reporting officer by the concerned employee to be reported upon (where applicable)	15 <sup>th</sup> Jan
2.	Submission of report by Reporting officer to Reviewing officer	30 <sup>th</sup> Jan
3.	Report to be completed by Reviewing Officer	15 <sup>th</sup> Feb
4.	Submission of report by Reviewing officer to Accepting/Competent authority	28 <sup>th</sup> Feb
5.	Report to be completed by Accepting/competent authority	15 <sup>th</sup> March
6.	Submission of final APAR by the reporting/reviewing officer to accepting/competent authority for approval of contract renewal	30 <sup>th</sup> March
7.	Issue contract renew letter to the staff	15 <sup>th</sup> April



#### 4. General instructions

- 4.1 Where the Reporting Officer retires or otherwise demits office, he/she may be allowed to give the report on his subordinates within a period of one month of his retirement or demission of office.
- 4.2 Where a Reporting officer is not available to initiate a report, and if the Reviewing officer is available during the period of report, then the report may be initiated by the Reviewing Officer. If this is not possible, then the report may be initiated by the next officiating Reviewing officer and submit the same to the Competent/Accepting authority.
- 4.3 The name and the designation in block letters of the Reporting and Reviewing officer under whose charge the officer is working should be written and stamped properly. The date on which reporting/reviewing was done should also be indicated invariably (APAR format attached at Annexure 1).
- 4.4 The employee must have worked under the Reporting/Reviewing officer for atleast three months to enable the Reporting/Reviewing officer to write the report of the employee.
- 4.5 It is the duty of the Reporting/Reviewing officer to forward the duly filled ACRs to the Accepting/competent authority for approval of contract renewal within the prescribed time schedule.
- 4.6 After approval by the Accepting/Competent authority the contract renewal letters will be issued to all the employees within the prescribed time period.
- 4.7 This issue with the approval of the Competent authority.



**Additional Project Director  
Punjab State AIDS Control Society**

Copy to following for information and necessary action:-

1. All Program/division heads.

**Performance Appraisal Form**  
**[Assessment Year \_\_\_\_\_]**

Name (Capital Letter) :

Designation :

Initial Date of Joining in NACP :

Date of Joining under current contract :

Validity of Current Contract :

**PART-A**

**SELF EVALUATION**

- Please list your key deliverables for the year as specified in the annual work plan initiatives. Against each deliverable, mention your actual achievements (and constraints,if any).
- Also. mention other deliverables that were assigned / taken up during the course of the year.
- The below mention format is to be used, but as space wouldbe inadequate, take as many sheets as required.

<b>Sr. No.</b>	<b>Key Deliverables</b>	<b>Achievements</b>

**Additional Responsibilities & Other Area of Contribution (Area which are not covered above)**

**Please mention constraints in your work during the review period, if any.**

**Signature of Appraisee:**

**Date:**

**B.A- TO BE FILLED IN BY REPORTING OFFICER****I. PERFORMANCE SUMMARY AND TREND**

(Summarize your view on appraisee's accomplishment and comment on performance trend during the year of assessment)

**II. STRENGTHS**

(Describe appraisee's strengths and how they have contributed to the current assignments)

**III. ACTION FOR PERFORMANCE ENHANCEMENT**

(Specify the areas which require improvement by the appraisee)

**Rating point on performance by Reporting officer (Maximum 10)**

**[B.A.]:**

**B.B.- REVIEWER'S COMMENTS ON OVERALL PERFROMANCE & POTENTIAL**

**Rating point on performance by Reviewing Officer (Maximum 10) [B.B]:**

**Name of the Reporting officer  
(in block letters)**

**Name of the Reviewing officer  
(in block letters)**

**Designation of the Reporting officer  
(in block letters)**

**Designation of the Reviewing officer  
(in block letters)**

**Signature with stamp of Reporting  
officer**

**Signature with stamp of Reviewer officer**

## PART-C

## KNOWLEDGE AND COMPETENCY BASED ASSESMENT

S. No.	Description	C.A Reporting Officer	C.B Reviewing Officer	C.C Accepting Authority
		<b>(Each attribute is to be marked: Max Marks- 10 for each attribute)</b>		
1.	Quality of Deliverables			
2.	Application of Professional Knowledge			
3.	Timeliness of Deliverables			
4.	Initiatives taken			
5.	Willingness to take extra responsibility			
6.	Attitude towards goal set for assigned work			
7.	Interpersonal Relations & Team Work, Co-operation with Supervisors & Colleagues, Peer Support			
8.	Communication Skills (Written & Spoken)			
9.	Punctuality, discipline and contribution to other tasks (beyond Division's work).			
10.	Efforts undertaken to improve knowledge and its application towards accomplishment of work assigned (papers, presentations, conferences etc.)			
	<b>Aggerate Marks (Max. 100)</b>			
	<b>Average of Marks (Aggerate Marks/10)</b>	<b>C.A=</b>	<b>C.B=</b>	<b>C.C=</b>

Signature of Reporting Officer	Signature of Reviewing Officer	Signature of Accepting Authority

**Overall Grading :**

**(Aggregate of Reporting officer,  
Reviewing officer and Accepting Authority)**

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