



Punjab State AIDS Control Society
NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
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No: PSACS/Admin/2023/ 287

Dated:- 27/07/2023

To

Ms. Bindu
Counselor
OST Centre, Civil Hospital, Jalandhar.

Subject: Regarding renewal of Contract for the financial year 2023-24 from 02-04-2023 to 30-09-2023 without annual increment.

- Ref:-**
- 1. Annexure 1-ACR (Performance Assessment Year 2022-23)**
 - 2. Annexure 2-NACO performance letter (2023)**
 - 3. Annexure 3- Notice of termination No. PSACS/TI/OST/2021-2022/2253
Dated 03-09-2021**
 - 4. Annexure-4- Cancellation of notice of termination No. PSACS/Admn/2021/450
Dated 21-09-2021**

This is with reference to your performance assessment report for the year 2022-23 **(Annexure-1)** and numerous complaints received against you:-

1. That you have obtained 6.2 overall grading in the assessment report for the year 2022-23.
2. That as per instructions received from NACO vide letter no. A-11011/05/2023 NACO (HR) dated 16-02-2023 **(Annexure-2)**, if an employee scores between 60 to 80%, his or her contract will be renewed for six months and the performance will be monitored by the immediate superior officer-Repeat Assessment after three months.
3. That in the financial year 2020-21, your ACR was received from the Medical Superintendent with a score of 89 (Very Good). However, the said ACR was not signed by the Nodal Officer of the center. Accordingly, the comments were taken from the Nodal Officer which has pointed towards your unpunctuality, irresponsibility and lack in work performance. But, since the OST Centre has high workload and taking lenient view of your medical condition, you were transferred to the ICTC CH Jalandhar which was cancelled later on as per your request.

4. That in the financial year 2021-22, your ACR was received with a score of 61% (Good). The Nodal Officer and Medical Officer have expressed dissatisfaction with your performance. You were not adhering the office timings and the documentation was poor. So, one month notice of termination was served to you vide letter No. PSACS/TI/OST/2021-2022/2253 Dated 03-09-2021 (**Annexure “3”**).
5. That a supervisory tour was performed in Civil Hospital, Jalandhar on 16-09-2021 by undersigned alongwith Team Leader-TSU. The purpose of the visit was to evaluate the functioning of Medical Officer and the Counselor of OST Centre. During the visit, inconsistency, irregularities and poor documentation were found by the supervisory team in your work. Besides this, you were also not punctual, usually reach office late and left early. In addition, there was lack of coordination with Medical Officer as you generally informed Staff Nurse regarding your leave instead of sending it to the Medical Officer.
6. That the said notice of termination was cancelled vide letter No. PSACS/Admn/2021/450 Dated 21-09-2021 (**Annexure “4”**) based on your request considering your long service term with PSACS, physical disability and feedback from OST clients. Additionally, you were also directed to be punctual, perform your duty efficiently & follow the program protocol and in future, if any complaint would be received against you, strict disciplinary action will be taken against you.
7. That your contract was eventually renewed again on your request, physical disability and positive feedback from OST clients.
8. That this is also a matter of concern that only eight (8) HIV tests were conducted at the OST center in Jalandhar during the financial year 2022-23 against the target of 390.

In view of the above said facts, it is apparent that your performance is inconsistent over the years. Despite being renewal of the contracts for the financial year 2020-21, 2021-22 and 2022-23 based on your repeated requests and physical disability, you have shown no improvement in your work and conduct.

Now, as per your performance assessment report (**Annexure “1”**), you have attained 6.2 overall grading in the assessment report for the year 2022-23 and if an employee scores between 60 to 80%, his or her contract will be renewed for six months and the performance will be monitored by the immediate superior officer-Repeat Assessment after three months.

Therefore, in this context:-

1. Your contract is renewed for six months w.e.f. 02-04-2023 to 30-09-2023 without any increment.
2. Your performance will be reviewed by reporting, reviewing and accepting authorities at the end of 6 months. The indicators on which your performance will be monitored are as under:-
 - a. Number of psycho-social follow up conducted in a month (periodicity - once a month) Means of verification - Follow-up form
 - b. Number of individual counseling sessions conducted in a month (periodicity - Active clients to be counseled at least once a quarter)
 - c. Number of field visits per month (Periodicity - once a week)
 - d. Number of clients tested for HIV (All negative active clients to be tested once in 6 months block period)
 - e. 100% treatment initiation of identified PLHIV with ART
 - f. Number of clients linked with social protection schemes
3. Your contract may be terminated after 6 months if you didn't improve your performance. Thus, there is no guarantee that your contract will be extended after 6 months. This 6 months extension is being provided only to give you an opportunity to improve your performance, failing which due process will be followed as per terms and conditions, and your contract will be terminated.

This has the approval of Project Director, PSACS.



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

Copy to following for information & necessary action:-

1. Civil Surgeon, Jalandhar
2. Medical Superintendent, I/c Civil Surgeon, Jalandhar
3. Nodal Officer, OST Centre, Civil Hospital, Jalandhar
4. JD(Prevention), PSACS