

**Government of Jammu & Kashmir**  
**Directorate of Rural Development Kashmir**

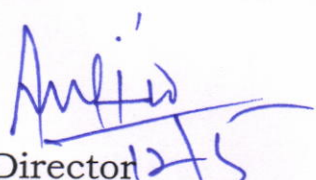
Subject:- Performance appraisal of Programme Officers  
(Contractual) under MGNREGA

**CIRCULAR**

Vide Government order No. 136-DR&PR of 2013 dated 23-05-2013, Programme Officer (Contractual) under MGNREGA were engaged for a period of one year. In the same order it was laid down that the extension of the contract period shall be subject to the requirement and performance of the incumbent. Since the term of one year contract is likely to expire by the end of May 2014, it is necessary that if the requirement of extension of contract period is felt then performance appraisal should be ready, so that extension is granted on their performance.

As such, it is impressed upon all the BDOs to furnish performance appraisal of their respective Programme Officers to this Directorate duly initiated by BDO and reviewed by District Programme Coordinator MGNREGA (ACD). The ACDs shall forward the performance appraisals in sealed covers to this Directorate before 25<sup>th</sup> of May 2014.

The format of the performance appraisal is appended with the circular.

  
Director  
Rural Development Department  
Kashmir

No:-DRDK/Estt/16/Jan/10/43246-3345 Dated:- 13 - 05 - 2014

Copy to the:-

1. Secretary to Government, Rural Development & Panchayati Raj Department, J&K, Srinagar for favour of information.
2. Project Officer Wage Employment (ACD) \_\_\_\_\_ (All) for information and necessary action.
3. Block Development Officer \_\_\_\_\_ (All) for information and necessary action.
4. Programme Officer \_\_\_\_\_ (All) for information and necessary action.
5. Office copy.

**PERFORMANCE APPRAISAL OF PROGRAMME OFFICERS (PO) CONTRACTUAL  
UNDER MGNREGA For Extension Of Contract**

**Personal Data**

**( To be filled in by the Programme Officer )**

1	Name of the Programme Officer	
2	Date of Birth	
3	Present place of posting	
4	Date of Contractual engagement	
5	Qualification :  (a) Academic :  (b) Professional :	

Please specify the quantitative / financial targets set in respect of items of work, in order of priority, and your achievements against each target.

Targets	Achievements

(a) Please indicate the number of days / nights spent on : Please indicate

Activity		Days
Nights		
(a) Tours		
(b) Attending public grievances and redressal thereof		

**Signature of the Programme Officer**

**( To be filled in by the BDO )  
Initiating Officer**

6	Ensuring baseline surveys to assess work demand	Has the PO monitor the base line survey to assess work demand at GP level? (If yes, mention the mandays demanded and generated during the year	
7	Consolidating, after scrutiny, all project proposals received from GPs into the Block Plan and submitting it to the District Panchayat for scrutiny and consolidation	Has the PO scrutinized and consolidated the employment demand and number of works to be executed?	
		Has the PO submitted the consolidated labour budget before 2 <sup>nd</sup> October of the financial year? (If no, mention the date of submission)	
8	Matching employment opportunities arising from works within the Block Plan with the demand for work at each GP in the Block	Has the PO matched the employment demand and number of works to be executed?	
9	Maintaining proper accounts of the resources received, released and utilized	Has the PO monitored the fund availability at the GP level? If any irregularity has been noticed, please mention.	
		Has the PO maintained proper accounts of the fund received, and utilized at the GP level? (If yes, mention the name of the GPs having more-than one lakh parked funds)	
10	Monitoring and supervising implementation of works taken up by GPs and other implementing agencies within the Block	Has the PO monitored the works executed by the GP? (If yes, mention the No. of works cross checked by the BDO and discrepancies noted, if any)	Implementation of works taken up by GPs and other agencies
		Has the PO monitored the quality of the materials used. The defects in quality, if any, may be mentioned.	

	Ensuring prompt and fair payment of wages to all labourers and payment of unemployment allowance in case employment is not provided on time	Has the PO supervised timely measurement and payment of wages? (If no, mention delays in wage payment & reasons)	
11	Liaison with Banks and Post Offices in opening up of new accounts and making regular and timely payments to labour. Liaison between GPs and Block as also between Block and District for all correspondence and communication	Has the PO liasoned with banks/ post offices for opening new accounts and timely payment of wages? (If yes, mention nature of work)	
12	Redressing grievances in the Block	Has the PO redressed complaints at block level? ( If yes, mention about the speed of disposal of the complaints.)	
13	Ensuring conduct of social audits and following up on required actions	Has the PO monitored the process of social audit?	
14	Subordination and relationship with the staff	Give a general account of the subordination given by the PO to the BDO and his relation with general public and staff	
15	<b>Grading :</b> (An officer should not be graded outstanding unless exceptional qualities and performance has been noticed. Grounds for giving such a grading should be clearly brought out).		Outstanding. Very Good. Good. Average. Below average.

General assessment about the Programme Officer, special mention should be made about the integrity of the officer (separate sheet may be used)

Place : \_\_\_\_\_

Signature of the BDO

Date : \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

**( To be filled in by the DPC (ACD )  
Reviewing Officer**

16. Is the Reviewing Authority satisfied that the Reporting Authority has made his / her report with due care and attention and after taking into account all the relevant material ?


17. Is the Reviewing Authority in agreement with the assessment of the initiating officer?  
*(In case of disagreement, please specify the reasons: Is there anything you wish to modify or add? ).*


Place : \_\_\_\_\_

Signature of the ACD

Date : \_\_\_\_\_

**Remarks of the Accepting Authority.**  
*(Director Rural Development Kashmir)*


Signature