



Government of West Bengal
Health & Family Welfare Department
National Health Mission



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Memo No: HFW/NHM-154/2021/ 2431

Date: 19.08.2021

ORDER

To facilitate the Annual Performance Report (APR) process of all employees of NHM and coordinate with the Assessing Authorities, for timely assessment, an APR Cell is formed at State HQ as a separate wing of the existing HR Cell. The composition of the Cell will be as follows:

I. Administrative Issues:

SI No	Name and Designation of the Person(s)	Contact No.
1	Smt. Srabani Majumder, State Consultant (Monitoring & Evaluation)	9831014006
2	Sri. Subhasis Biswas, Sr. Executive Assistant (Establishment)	9433127633
3	Sr. Neelanjana Das, Sr. Executive Assistant (Establishment)	8013067494

II. Technical Issues:

SI No	Name and Designation of the Person(s)	Contact No.
1	Sri. Surajit Kundu, State Programme Manager (Planning and HR)	9932230461
2	Sri. Kuntal Paul, Executive Assistant (SPMU)	9831506545
3	Sri. Jeet Saha, Software Developer	9046759363
4.	Safayet Ali Sardar, Software Support Personnel	9088132803

III. Role of APR Cell at State HQ:


1. To follow up and monitor all APR related issues (Online and Offline) at all levels.
2. Coordinating and completion of the entire process of appraisal for all such employees on detailment/transferred for less than 3 months/ deployed at various branches of this Department, whose assessment will be done in offline mode. This should be done by maintaining strict confidentiality.
3. For such cases as mentioned in point 2 above, the APR Cell will collect the assessment of the concerned assessing officer in offline mode. On receipt of the APRs in offline mode, the APR Cell will act as "Reporting Officer" and /or "Reviewing Officer" in online mode as per hierarchy.
4. To coordinate with NIC for development and designing of APR module in HRMIS portal.
5. To provide technical support and assistance to the districts on functionality of online APR module.
6. To facilitate reports regarding APR.
7. To support districts to resolve entry, mapping, assessment and other APR related issues.

All concerned are being informed accordingly for necessary action.

Dr. Saumitra Mohan, IAS
Mission Director, NHM & Secretary
Dept. of Health & FW
Govt. of West Bengal

Copy forwarded for kind information to:

1. Director of Health Services, Dept of H &FW, Govt of West Bengal
2. Director of Medical Education, Dept of H &FW, Govt of West Bengal
3. Commissioner, Food Safety, Dept of H &FW, Govt of West Bengal
4. Advisor, WBSH&FW Samiti
5. Director, IHFW Kolkata
6. Director, SBHI
7. Financial Advisor, Dept of H &FW, Govt of West Bengal
8. Special Secretary, Vigilance, Dept of H &FW, Govt of West Bengal
9. Joint Secretary, MA, Dept of H &FW, Govt of West Bengal
10. Financial Advisor, WBSH&FW Samiti
11. Director (IPGME&R/ CMS/ BIN/ STM / IBTM/ STDC/ IHTM / B.C. Roy PGIPS)
12. Principal of all Medical Colleges & Hospital
13. MSVP of all Medical Colleges & Hospital and Medical Colleges
14. Director Finance, State FMG
15. Programme Officer-I, NHM, & Dy. Secretary, Dept. of H & FW, Govt. of WB
16. Programme Officer-II, NHM, & Dy. Secretary, Dept. of H & FW, Govt. of WB
17. State Family Welfare Officer, Dept. of H & FW, Govt. of WB
18. Jt. DHS, PH&CD, Dept. of H & FW, Govt. of WB
19. Jt. DHS (Malaria), Dept. of H & FW, Govt. of WB
20. Jt. DHS, TB, Dept. of H & FW, Govt. of WB
21. Jt. DHS, Leprosy, Dept. of H & FW, Govt. of WB
22. Jt. DHS, NCD, Dept. of H & FW, Govt. of WB
23. State Programme Officers (All)
24. State Nodal Officer NUHM, Dept. of H & FW, Govt. of WB
25. Senior Accounts Officer, NHM West Bengal
26. Chief Medical Officer of Health (All Districts including Health Districts)
27. CMHO, Kolkata Municipal Corporation
28. Superintendent (IDBG Hospital / SN Pandit / Lady Dufferin Hospital / Abinash Dutta Maternity Home/ Chittaranjan Seva Sadan / Ramrik Hospital/ Garden Reach State General Hospital / B.C. Roy PGIPS)
29. DFWO, Kolkata
30. CTO, NTEP Kolkata
31. MSO, KMC IDSP Society
32. Sri / Smt _____
33. IT Cell, Swasthya Bhavan. For uploading in the website.
34. HR Cell, State HQ


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