

**PROCEDURES FOR CONTRACTUAL EMPLOYMENT
OF STAFF FOR ECHS POLYCLINICS**

1. Further to Govt of India, MOD letter No 24 (6)/03/US(WE)/D (Res) dated 22 Sep 2003.
2. The employment of the staff is entirely contractual in nature and is likely to be for a maximum of two years subject to review of their conduct and performance after eleven months. In view of this, there is a requirement to assess the performance of the staff after eleven months. The criteria of assessment of staff are placed at Appx.
3. The assessment will be done based on the performance of the staff which can be assessed in terms of 'Satisfactory' or 'Non Satisfactory'. If the particular employee is 'Satisfactory' in all the criteria listed in the Appx then only may he/she be employed for 11 months at a time.
4. Every employee should be given a break from employment for at least one day after every 11 months of service. The extension of service beyond two tenures of 11 months would be subject to the following:-
 - (a) Continued satisfactory conduct and performance.
 - (b) Eleven month at a time.
 - (c) One day's break after every eleven months service.
5. The assessing authorities will be as under :-
 - (a) **OIC Polyclinic**
 - (i) IO - Stn Cdr
 - (ii) RO - Sub Area Cdr
 - (b) **Medical Offrs Employed in the Polyclinics**
 - (i) IO - SEMO
 - (ii) RO - Stn Cdr in consultation with OIC Polyclinic.
 - (c) **Technical Staff**
 - (i) IO - OIC Polyclinic in consultation with Medical Offrs employed in the clinic
 - (ii) RO - Stn Cdr
 - (d) **Non Technical Staff**
 - (i) IO - OIC Polyclinic
 - (ii) RO - Stn Cdr

MD ECHS

Authority: Central Organisation ECHS DO letter No B/49764/AG/ECHS/R dt 08 Feb 2005.