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EMPLOYEES' STATE INSURANCE CORPORATION  
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Dated : 13.06.2011

**OFFICE MEMORANDUM**

**Subject: Assessment of work performance of Senior Residents appointed on regular and contract basis.**

All the Medical Superintendents are advised to assess the work performance of senior residents appointed on regular/ contract basis before renewing their tenures. In this regard a proforma has been devised (format given as under) for the purpose of assessing their suitability.

**Objective Evaluation Sheet of Work Performance of Senior Residents'**

1. Name	:
2. Department/ Specialty	:
3. Period of Assessment	:
4. Ability to work as team member	:
5. Maintenance of discipline & punctuality	:
6. Communication skills & attitude with patients	:
7. Initiative to take responsibility	:
8. Communication/ interaction/ coordination with senior & junior colleagues	:
9. Knowledge & ability to apply procedures/ rules in area of function	:
10. Ability of strategic planning & decision making in case of need	:
11. Temperament while performing exception/ unforeseen professional tasks	:
12. Accomplishment of planned/ allotted work as per subject & schedule	:
13. Analytical ability & work output	:
14. Participation in CME programme/Seminars/Academic activities	:
Name of assessee (Dr.) _____ HOD/ Specialist In-charge/ GDMO who is controlling the Department (affix Official seal)	

The Director General has desired that senior residents' terms should be renewed after taking into account this evaluation sheet.

  
**(Manju Swaminathan)**  
**Dy. Director (Medical)**

To,

1. All the Medical Superintendents/ Director of ESIC Hospitals
2. System Branch, ESIC Hqrs. Office for uploading on ESIC Website