

## **Develop and Maintain an Online Performance Appraisal & Review System**

Kudumbashree Mission has around 1000 staff under its State and 14 District Offices. The performance appraisal and review of these staff are being done through a physical/manual process every year. Kudumbashree wishes to make it an automated process with required process re-engineering.

A note on the details of staff and the appraisal protocol is appended .

### The Appraisal Procedure Of Kudumbashree Contract Employees

Kudumbashree- the State Poverty Eradication Mission (SPEM) established as a society registered under the Travancore- Kochi Charitable Societies Registration Act, 1955, for the implementation, monitoring and evaluation of poverty eradication- livelihood programs/projects/schemes in the state under the administrative control of Local Self Government Development Department, Government of Kerala. The administrative structure of Kudumbashree is a two-tier structure including State Mission office at Thiruvananthapuram and 14 District Mission offices. Officials of Kudumbashree include officers from Govt. service on deputation and contract employees. The contract tenure of the employees on contract is renewed after every financial year based on appraisal & review of their performance.

The details of employees are given below:

<b>State Mission Office</b>		
<b>Name of Post</b>	<b>Type</b>	<b>Appraisal Protocol</b>
Executive Director (ED)	IAS Officer	NA
Director (DIR)	On Deputation	NA
Chief Finance Officer (CFO)	On Deputation	NA
Accounts Officer (ACO)	On Deputation	NA
Administrative Officer (AO)	On Deputation	NA
Chief Operating Officers (COO)	On Deputation	NA
Programme Officers (PO)	On Deputation	NA
Office Secretarial Staff (OSS)	On Deputation/Daily Wages	NA
State Programme Managers (SPM)	On Contract	PO-AO-DIR-ED
State Assistant Programme Managers (SAPM)	On Contract	PO-AO-DIR-ED
State Mission Managers (SMM) (For NULM)	On Contract	PO-AO-DIR-ED
Finance Manager (FM)	On Contract	ACO-AO-DIR-ED
Accountant	On Contract	ACO-AO-DIR-ED

<b>District Mission Offices</b>		
District Mission Co-ordinator (DMC)	On Deputation	NA
Assistant District Mission Co-ordinator (ADMC)	On Deputation	NA
Office Secretarial Staff (OSS)	On Deputation/Daily Wages	NA
District Programme Managers (DPM)	On Contract	ADMC-DMC-PO-AO-DIR-ED
<b><u>Snehitha staff</u></b>		
Snehitha Counsellor	On Contract	ADMC-DMC-PO-AO-DIR-ED
Snehitha Service Provider	On Contract	ADMC-DMC-PO-AO-DIR-ED
<b><u>Block level staff</u></b>		
Block Co-ordinators	On Contract	DPM-ADMC-DMC
<b><u>Special Project staff</u></b>		
Special Project Co-ordinator	On Contract	ADMC-DMC
Assistant Project Co-ordinator/Counsellor	On Contract	ADMC-DMC
Accountant	On Contract	ADMC-DMC
<b><u>CDS staff</u></b>		
CDS Accountant	On Contract	CP*-MBC*-ADMC-DMC
<b><u>PMAY (U) Staff (Prime Minister's Awas Yojana)</u></b>		

Social Development Specialist (SDS)	On Contract	MS*-ADMC-DMC-PO-AO-DIR-ED
Municipal Finance Specialist (MFS)	On Contract	MS*-ADMC-DMC-PO-AO-DIR-ED
Urban Infra Structure Specialist (UIS)	On Contract	MS*-ADMC-DMC-PO-AO-DIR-ED
<b>NULM Staff (National Urban Livelihood Mission)</b>		
City Mission Managers (CMM)	On Contract	MS*-ADMC-DMC-PO-AO-DIR-ED
Multi Task Personnel (MTP)	On Contract	MS*-ADMC-DMC-PO-AO-DIR-ED
Community Organiser (CO)	On Contract	MS*-ADMC-DMC

\*MS-Municipal Secretary, \*CP-CDS Chairperson, \*MBC- CDS Member Secretary

<b>Attappady Tribal Special Project</b>		
Assistant Project Officer (APO)	On Deputation	NA
Project Co-ordinator	On Contract	APO-PO-ACO-AO-DIR-ED
Young Professionals	On Contract	APO-PO-ACO-AO-DIR-ED
Consultants	On Contract	APO-PO-ACO-AO-DIR-ED
Finance Manager	On Contract	APO-PO-ACO-AO-DIR-ED
Accountant	On Contract	APO
Animator	On Contract	APO
Youth Co-ordinator	On Contract	APO
Panchayath Samithi Co-ordinator	On Contract	APO
Panchayath Samithi Accountant	On Contract	APO
Snehitha Service Provider	On Contract	APO-PO-AO-DIR-ED
Snehitha Counsellor	On Contract	APO-PO-AO-DIR-ED

<b>KIBS Staff (Kudumbashree Initiative for Business Solution)</b>		
HR Manager	On Contract	COO*-PO-AO-DIR-ED
Multi Task Personnel (MTP)	On Contract	COO*-PO-AO-DIR-ED
Accountant	On Contract	COO*-PO-AO-DIR-ED
Senior Assistant Manager	On Contract	COO*-PO-AO-DIR-ED
Assistant Managers	On Contract	COO*-PO-AO-DIR-ED

\*COO- Chief Operating Officer (KIBS)-DMC Ernakulam

The procedure for the performance appraisal & review of staff on contract is detailed below.

1. At the end of every financial year, State Mission issues Circular regarding contract renewal for Professionals who are working on annual contract basis in Kudumbashree State and District Mission offices.
2. Professionals working under the District Mission submit the application and filled up Performance Appraisal & Review Form to the ADMC concerned within the specified date and time.
3. Professionals working in Municipal Corporations under the District Mission shall submit the application along with the recommendation of the Municipal Secretary/ official concerned and filled up Performance Appraisal & Review Form to the ADMC concerned in the District Mission within the specified date and time.
4. ADMCs who receive the applications and Performance Appraisal & Review Forms from the professionals, after assessing the efficiency of the employees based on the performance of the professionals, evaluate them on the basis of merit and submit the report to the DMC within the due date.
5. The DMCs assess the efficiency of the employees based on the performance of the professionals and recommend for the extension of tenure based on merit and make the Performance Appraisal & Review Form available to the State Mission within the due date.
6. In "Part B" of the Performance Appraisal & Review Form issued for extension of contract period of employees working in Kudumbashree District Missions, Assistant District Mission Coordinators need to appraise. In the absence of Assistant District Mission Coordinators, this portion also should be appraised by the District Mission Coordinators themselves.
7. On expiry of the contract period of employees in various posts like Block Co-ordinators, ST/Elderly animators, coordinators, community organizer etc. appointed by District Missions on the instructions of the State Mission expires, DMCs should complete the contract extension process by the specified date by accepting the application for extension of contract period and performance appraisal form from the employees.
8. Based on the decision of the Governing Body held on 13/12/2021, the contract of the employees who decide to extend the contract period shall be renewed after a break of one day.