

# **PERFORMANCE MANAGEMENT AND ACCOUNTABILITY TOOLKIT (PMAT)**

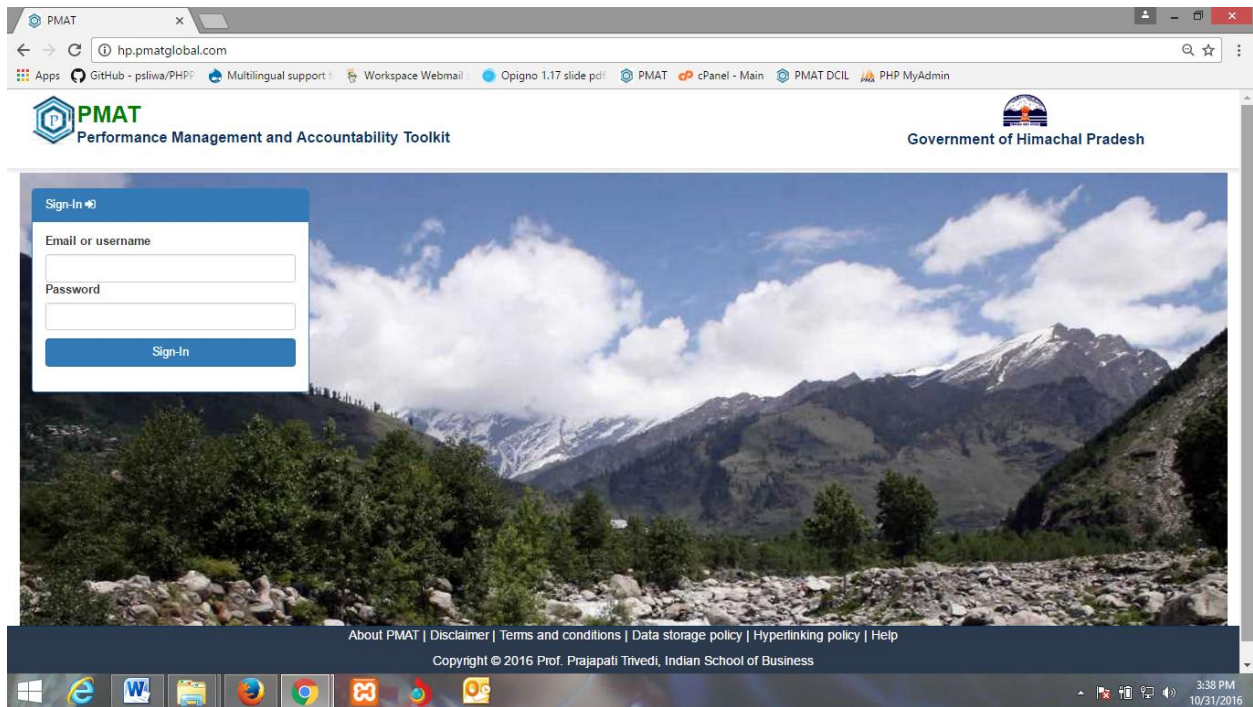


**User Manual  
2.0**

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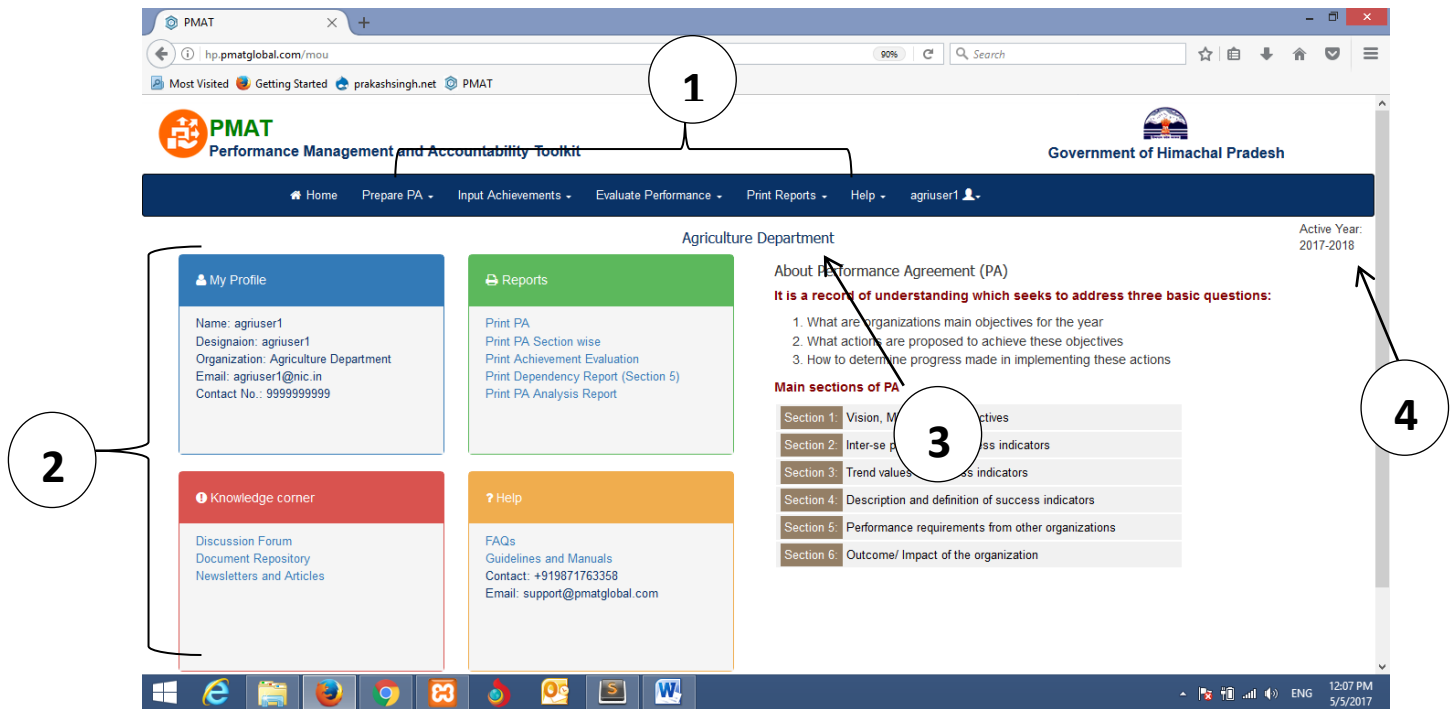
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# 1. Login to PMAT



1. Go to the url <http://hp.pmatglobal.com>
2. Enter the given credentials into the login form and press enter
3. After successful login system will take you to the Dashboard as seen in the next step

## 2. Dashboard



The dashboard gives you access to all options available in the system as follows:

**1. Navigation Bar:** Here you can access different options like Prepare PA , Achievements, Print Reports, and Help etc. You can also change password and logout from the system by using options available under User link in the navigation bar.

**2. Quick links:** It shows the profile of logged-in user, links to various reports, knowledge corner and support information

**3. Organization:** Below the navigation bar you can see the organization name of the logged-in user.

**4. Active Year:** On the right side of the screen you can see the active financial year in which you are working. This is set by the Administrator and common for all organizations.

### 3. Prepare PA

PMAT Performance Management and Accountability Toolkit

Government of Himachal Pradesh

Home Prepare PA Input Achievements Evaluate Performance Print Reports Help agriuser1

My Profile

Name: agriuser1  
Designation: agriuser1  
Organization: Agriculture  
Department  
Email: agriuser1@nic.in  
Contact No.: 9999999999

Section 1: Vision, Mission and Objectives  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6

Submit PA

PA Section wise  
Achievement Evaluation  
Dependency Report  
(Section 5)  
Print PA Analysis Report

Department

Active Year: 2017-2018

About Performance Agreement (PA)

**It is a record of understanding which seeks to address three basic questions:**

1. What are organizations main objectives for the year
2. What actions are proposed to achieve these objectives
3. How to determine progress made in implementing these actions

**Main sections of PA**

Section 1:	Vision, Mission and Objectives
Section 2:	Inter-se priorities of success indicators
Section 3:	Trend values of success indicators
Section 4:	Description and definition of success indicators
Section 5:	Performance requirements from other organizations

Knowledge corner

Discussion Forum  
Document Repository

Help

FAQs  
Guidelines and Manuals

The second tab in navigation bar is “Prepare PA ” which gives you access to the various sections of the PA for entering relevant information.

To start with, just click on Section 1, select Vision, Mission and Objectives.

See the next step.

## 4. Section 1

Department of Health and Family Welfare  
India

You are here: Home / Section 1

Active Year: 2016-2017

Section 1  
Vision, Mission and Objectives for the year 2016-2017

◀ Back (Home) (Key Objectives) Next ▶

**Vision**

Availability of quality healthcare on equitable, accessible and affordable basis across regions and communities with special focus on under-served population and marginalized groups [Add/Edit](#)

**Mission**

1. To establish comprehensive primary healthcare delivery system and well-functioning linkages with secondary and tertiary care health delivery system  
2. To improve maternal and child health outcomes  
3. To reduce the incidence of communicable diseases and putting in place a strategy to reduce the burden of non-communicable diseases  
4. To ensure a reduction in the growth rate of population with a view to achieve population stabilization. [Add/Edit](#)

**Add Objective +**

**Objectives**

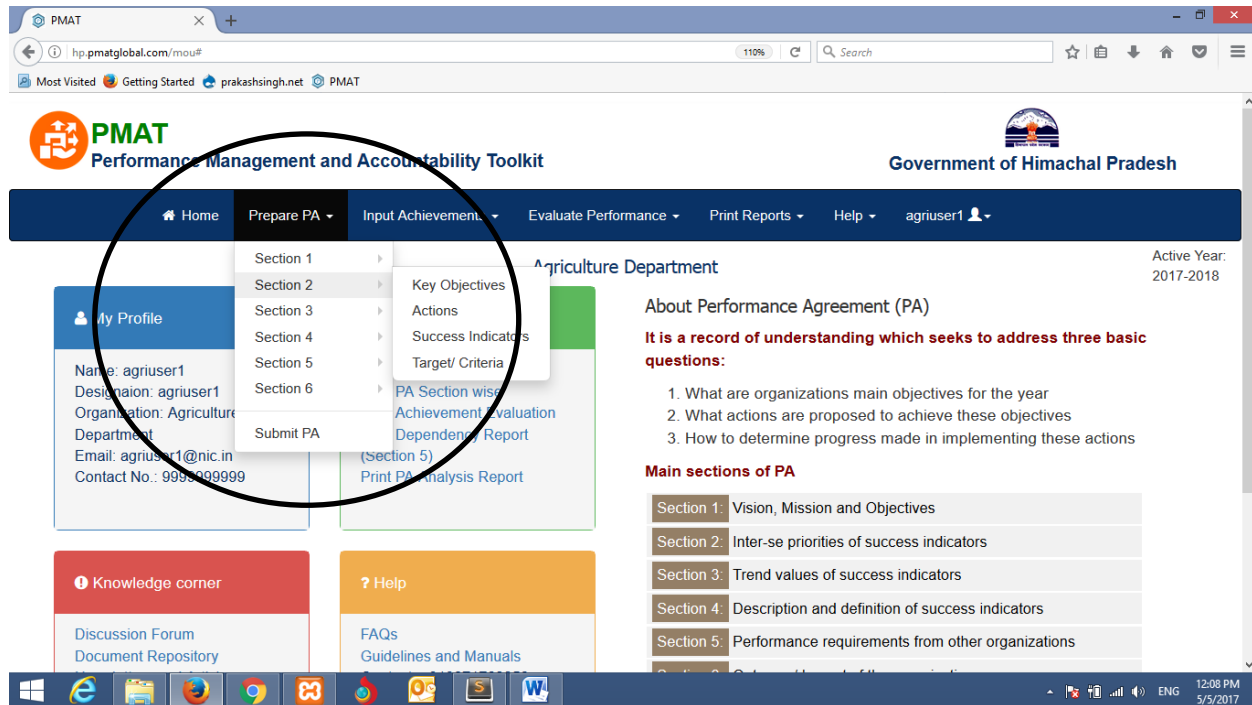
#	Objective	Arrange	
1	Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.	↓	✎ ✕
2	Improving Maternal and Child Health.	↑ ↓	✎ ✕

Windows taskbar: 6:10 PM 10/24/2016

Section 1 captures the vision, mission and objectives of the organization

- 1. Add/Edit Vision:** Click on Add/Edit link which will take you to an editor screen. Just enter your vision statement and click Save button
- 2. Add/Edit Mission:** Click on Add/Edit link which will take you to an editor screen. Just enter your mission statement and click Save button
- 3. Add Objective:** Click on green button (Add Objective) and on the next screen enter one objective at a time and click on save button. When you have entered all objectives click on back button to return to Section 1.
4. You can also Edit / Delete/ Re-arrange list of objectives using the available options
5. On all screens you will options for going back or next which eases the navigation while preparing PA step-by-step and avoids visiting the navigation bar again and again.

## 5. Section 2



As you can see, Section 2 has four steps

- 1. Key Objectives:** Select the key objectives of the year and assign weight to them
  - 2. Actions:** To create actions proposed to be performed for achieving the relevant key objectives
  - 3. Success Indicators:** To measure the success made for relevant action performed
  - 4. Target/ Criteria:** Assign targets to be achieved against each success indicators in a 5-scale
- Click on Key Objectives to go to next step

## 6. Key Objectives

You are here: Home / Section 2 / Key Objectives

Section 2  
Key Objectives for the year  
2016-2017

◀ Back (Section 1) (Actions) Next ▶

#	Objective	IsKey?	Weight
1	Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.	<input checked="" type="checkbox"/> IsKey	30.00
2	Improving Maternal and Child Health.	<input checked="" type="checkbox"/> IsKey	25.00
3	Focusing on Population stabilization in the Country.	<input checked="" type="checkbox"/> IsKey	20.00
4	Developing human resources for health to achieve health goals.	<input checked="" type="checkbox"/> IsKey	15.00
5	Reducing overall disease burden of the society.	<input type="checkbox"/> IsKey	
6	Strengthening Secondary and Tertiary Health Care.	<input type="checkbox"/> IsKey	
<b>Mandatory Objective(s)</b>			
1	Efficient functioning of PA system		5
2	Administrative Reforms		5
		Total Weight:	100
			Save

From this table you have to choose key objectives by clicking on **isKey checkbox** and assigning weight in the next column using the following steps:-

1. List of overall objectives that are entered in Section 1
  2. List of Mandatory objectives that are entered by Administrator and are common across all the organizations preparing PA . User cannot change these objectives and weights assigned to them.
  3. Click this checkbox to make the objective a Key Objective (Key Objective is different from objective in a sense that it is applicable in the current financial year. An organization may have 10 objectives but it may choose make only 6 or 7 of them as key objectives for the current financial year)
  4. After selecting the objective as key objective you have to assign some weight to it as its inter-se priority . The weight cannot be negative or blank.
  5. The total weight of key objectives including mandatory objectives must be equal to 100.
- Click Save. Click on next step and go to Actions.



## 7. Actions

Department of Health and Family Welfare  
India

You are here: Home / Section 2 / Actions

Section 2 - Actions  
Actions for the year  
2016-2017

Active Year: 2016-2017

◀ Back (Key Objectives) (Success Indicators) Next ▶

#	Objective	Weight	Add	Action	Arrange	Edit/ Delete
1	Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.	30	+	[1.1] Strengthening of Health Infrastructure [1.2] Augmentation of availability of Human Resources in identified High Priority Districts [1.3] Capacity Building	↓ ↑	✎ ✕
2	Improving Maternal and Child Health.	25	+	[2.1] Promoting Institutional Deliveries		✎ ✕
3	Focusing on Population stabilization in the Country.	20	+	[3.1] Promoting Post Partum IUCD		✎ ✕
4	Developing human resources for health to achieve health goals.	15	+	[4.1] Strengthening & Upgradation of Govt. Medical Colleges [4.2] Upgrading of Government Medical College for increase in MBBS seats	↓ ↑	✎ ✕
<b>Mandatory Objective(s)</b>						
1	Efficient functioning of PA system	5		[1.1] Timely submission of draft PA for approval [1.2] Timely submission of results		
2	Administrative Reforms	5		[2.1] Prepare an action plan for implementing ISO 9001 [2.2] Identify, design and implement major innovations		

◀ Back (Key Objectives) (Success Indicators) Next ▶

For each key objective you have to create actions proposed to be performed in order to achieve this objective. One objective may have multiple actions.

1. List of Objectives which were made key objectives in the previous step.
2. List of mandatory objectives and their actions set by the administrator. You cannot add/edit actions to mandatory objectives.
3. Weights of the objectives entered in the previous step.
4. Click on the '+' sign to add a new action to the corresponding objective. On the next screen enter one action at a time and click on save.
5. You can also edit / delete/ re-arrange actions using the available options.

Click on next and go to Success Indicators.

## 8. Success Indicators

Performance Management and Accountability Toolkit

Asian Productivity Organization (APO)

Department of Health and India

Active Year: 2016-2017

You are here: Home / Section 2 / Success Indicators

Section 2 - Success Indicators

Success Indicators for the year 2016-2017

#	Objective	Weight	Action	Add SI	Success Indicator	Arrange	Edit/Delete
1	Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.	30	[1.1] Strengthening of Health Infrastructure	+	[1.1.1] Operationalization of 24x7 Facility at PHC level out of the total number of 24000 PHCs [1.1.2] Increase in the number of patients transported over the baseline figure for 2016-2017	⬆ ⬇ ⬇ ⬆	✎ ✕
			[1.2] Augmentation of availability of Human Resources in identified High Priority Districts	+	[1.2.1] Deployment of new ANMs [1.2.2] Deployment of new Doctors/Specialists	⬆ ⬇ ⬇ ⬆	✎ ✕
			[1.3] Capacity Building	+	[1.3.1] ASHA Trained (up to VI th & VI th Module)	⬆ ⬇ ⬇ ⬆	✎ ✕
2	Improving Maternal and Child Health.	25	[2.1] Promoting Institutional Deliveries	+	[2.1.1] Percentage point increase in Institutional Deliveries over the baseline of March 31, 2014 in high priority districts	⬆ ⬇ ⬇ ⬆	✎ ✕
3	Focusing on Population stabilization in the Country.	20	[3.1] Promoting Post Partum IUCD	+	[3.1.1] Increase in IUCD insertions over previous financial year	⬆ ⬇ ⬇ ⬆	✎ ✕
4	Developing human resources for health to achieve health goals.	15	[4.1] Strengthening & Upgradation of Govt. Medical Colleges	+	[4.1.1] Completion of Upgradation of identified Medical Colleges (Post Graduation)	⬆ ⬇ ⬇ ⬆	✎ ✕
			[4.2] Upgradation of Government Medical College for increase in MBBS seats	+	[4.2.1] Completion of upgradation of identified Medical Colleges (MBBS)	⬆ ⬇ ⬇ ⬆	✎ ✕
<b>Mandatory Objective(s)</b>							
1	Efficient functioning of PA system	5	[1.1] Timely submission of draft PA for approval	+	[1.1.1] On-time submission	⬆ ⬇ ⬇ ⬆	✎ ✕
			[1.2] Timely submission of results	+	[1.2.1] On-time submission	⬆ ⬇ ⬇ ⬆	✎ ✕
2	Administrative Reforms	5	[2.1] Prepare an action plan for implementing ISO 9001	+	[2.1.1] Areas of operations covered	⬆ ⬇ ⬇ ⬆	✎ ✕
			[2.2] Identify, design and implement major innovations	+	[2.2.1] Implementation of identified innovations	⬆ ⬇ ⬇ ⬆	✎ ✕

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For measuring the progress made in implementation of the set objectives and actions, we need success indicators. One action may have more than one success indicator.

1. Click on ‘+’ sign to create a new success indicator for the corresponding action and on the next screen enter one success indicator at a time.
2. You can edit/ delete/ re-arrange success indicators using the available options.
3. These are the mandatory indicators set by the Administrator. You cannot change or edit mandatory indicators.

Click on next and go to Target/ Criteria.







## 9. Target/ Criteria

Department of Health and Family Welfare  
India

You are here: Home / Section 2 / Target/Criteria

Section 2 - Target/Criteria  
Target/criteria of success indicators for the year 2016-2017

◀ Back (Success Indicators) (Section 3) Next ▶

Manage Criteria	#	Objective	Weight	Action	Success Indicator	Unit	Weight	Target/ Criteria Value				
								Excellent	Very Good	Good	Fair	Poor
								100%	90%	80%	70%	60%
	1	Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.	30	[1.1] Strengthening of Health Infrastructure	[1.1.1] Operationalization of 24x7 Facility at PHC level out of the total number of 24000 PHCs	%	10	39	38	37	36	35
					[1.1.2] Increase in the number of patients transported over the baseline figure for 2016-2017	%	5	5	4	3	2	1
				[1.2] Augmentation of availability of Human Resources in identified High Priority Districts	[1.2.1] Deployment of new ANMs	Number	5	450	400	350	300	250
					[1.2.2] Deployment of new Doctors/Specialists	Number	5	250	200	150	100	50
				[1.3] Capacity Building	[1.3.1] ASHA Trained (up to VI th & VIII th Module)	Number	5	150000	130000	120000	110000	100000
	2	Improving Maternal and Child Health.	25	[2.1] Promoting Institutional Deliveries	[2.1.1] Percentage point increase in Institutional Deliveries over the baseline of March 31, 2014 in high priority districts	%	25	12	10	8	6	4
	3	Focusing on Population stabilization in the Country.	20	[3.1] Promoting Post Partum IUCD	[3.1.1] Increase in IUCD insertions over previous financial year	%	20	16	15	14	13	12
	4	Developing human resources for health to achieve health goals.	15	[4.1] Strengthening & Upgradation of Govt. Medical Colleges	[4.1.1] Completion of Upgradation of identified Medical Colleges (Post Graduation)	Number	10	12	10	8	6	4
				[4.2] Upgrading of Government Medical College for increase in MBBS seats	[4.2.1] Completion of upgradation of identified Medical Colleges (MBBS)	Number	5	26	24	22	20	18
Mandatory Objective(s)												
	1	Efficient functioning of PA system	5	[1.1] Timely submission of draft PA for approval	[1.1.1] On-time submission	Date	3	01/04/2016	04/04/2016	05/04/2016	06/04/2016	07/04/2016
				[1.2] Timely submission of results	[1.2.1] On-time submission	Date	2	27/03/2017	28/03/2017	29/03/2017	30/03/2017	31/03/2017
	2	Administrative Reforms	5	[2.1] Prepare an action plan for implementing ISO 9001	[2.1.1] Areas of operations covered	%	3	100	90	80	70	60
				[2.2] Identify, design and implement major innovations	[2.2.1] Implementation of identified innovations	Date	2	01/12/2016	07/12/2016	14/12/2016	23/01/2017	31/12/2016

For each success indicator, you have to assign targets to be achieved in 5-point-scale.

1. Click on Manage Criteria icon on the first column from left. It will take on a screen as described on the next page.
2. The already added targets are shown on the right side columns of the table.

# Manage Criteria

The screenshot shows the 'Manage Criteria' interface for the Department of Health and Family Welfare, India. It includes a navigation bar with links like Home, Prepare PA, Achievements, Print Reports, Help, and user1. The main content area displays an objective: 'Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.' with a weight of 30. Below this is a table for managing criteria, with columns for Action, Success Indicator, Yes/No?, IsDate?, Unit, Weight, and Target Criteria (Excellent, Very Good, Good, Fair, Poor). The table lists three actions: Strengthening of Health Infrastructure, Augmentation of availability of Human Resources, and Capacity Building. Numbered callouts point to specific elements: 1 points to the objective, 2 points to the list of actions, 3 points to the 'Yes/No?' checkbox, 4 points to the 'IsDate?' checkbox, 5 points to the 'Unit' field, 6 points to the 'Weight' field, and 7 points to the 'Target Criteria' columns.

On this screen, you have assign Unit, weight and targets to the success indicators of the corresponding objective.

1. Selected objective with weight

2. List of actions along with success indicators of the selected objective

3. In case you don't have 5 targets for the success indicator then click 'YesNo?' Checkbox this will disable all the input fields and you don't have to enter any target/unit for this success indicator. Only at the time of entering achievements you have to give input as either YES or NO.

4. If the unit of the success indicator is Date then click on this check box [isDate?] it will convert the target fields into calendar from which you can easily choose relevant dates.

Note: It will only show dates in a range which falls under current financial year to avoid any errors at the time of saving data.

5. If the unit is not YesNo or Date then enter the unit manually like Number, Days or Months etc.

6. Assign some weight to the success indicator. The total weight of the success indicators must be equal to the weight of their corresponding objective.

7. Enter targets in all 5 columns in either ascending or descending order. All 5 values should be assigned. Note: Only Dates and figures are allowed.

**Note: If unit is not "YesNo" then all 5 target values are mandatory.**

Click save and back to go the previous screen

## 10. Section 3 - Trend Values

You are here: Home / Section 3 / Trend values

### Section 3

Trend Values of success indicators for the year 2016-2017

◀ Back (Target/Criteria)

(Section 4) Next ▶

Assign #	Objective	Weight	Action	Success Indicator	Unit	Weight	Trend Values				
							Actual values 2014-2015	Actual values 2015-2016	Target values 2016-2017	Projected values 2017-2018	Projected values 2018-2019
1	To make forays into the global market through formation of Joint Ventures with reputed international companies and / or chartering vessels	40	[1.1] Maintenance of 2.5 m Least Available Depth (LAD) in Hadla-Farakka stretch of National Waterways-1	[1.1.1] Maintenance of LAD.	Days	25	280	290	315	320	325
			[1.2] Construction of IWT terminal at Allapuzha on NW-3.	[1.2.1] Percentage of work completed.	Days	15	280	285	315		
2	To improve Human Resource capital of the company by sustained programme of training and recruitment	30	[2.1] Capacity Augmentation through PPP / Non-PPP Projects.	[2.1.1] Final approval for capacity addition projects.	MMT	10			35	35	35
			[2.2] Increase in total capacity in Major Ports including capacity addition during the year.	[2.2.1] Total capacity achieved by the end of financial year	MMT	20		700	830	900	900
3	To implement integrated e-governance in all the functional areas of the Company through the DCI FIIT Project	20	[3.1] Recruitment of 64 Faculty Members for various IMU campuses.	[3.1.1] Selection of faculty members.	Date	20			08/12/2016		
Mandatory Objective(s)											
1	Efficient functioning of MOU System	5	[1.1] Timely submission of draft MOU for approval	[1.1.1] On-time submission	Date	3			04/04/2016		
2	Administrative Reforms	5	[1.2] Timely submission of results	[1.2.1] On-time submission	Date	2			27/03/2017		
			[2.1] Prepare an action plan for implementing ISO 9001	[2.1.1] Areas of operations covered	%	3	90	90	90	90	90
			[2.2] Identify, design and implement major innovations	[2.2.1] Implementation of identified innovations	Date	2			08/03/2017		

◀ Back (Target/Criteria)

(Section 4) Next ▶

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Section 3 captures the trend values of success indicators.

1. Click on Pencil button in first column and on the next screen you may assign actual values for last 2 years and projected values for next 2 years for the corresponding success indicators.

2. You may also assign Trend Values for mandatory indicators by the same method.

Note: The values for the current year column are taken from the Very Good column of Section 2.

Click on next and go to Section 4.

## 11. Section 4 – Part (I) Acronyms

PMAT Performance Management and Accountability Toolkit

Asian Productivity Organization (APO)

Home Prepare PA Achievements Print Reports Help user1

Department of Health and Family Welfare India

You are here: Home / Section 4 / Acronyms

Section 4  
Acronyms for the year 2016-2017

Back (Section 3)

1

List of Acronyms

#	Acronym(s)	Expansions	Edit/Delete
1	ANM	Auxiliary Nurse Midwife	<a href="#">Edit</a> <a href="#">Delete</a>
2	ASHA	Accredited Social Health Activist	<a href="#">Edit</a> <a href="#">Delete</a>
3	IUD	Intra Uterine Devices	<a href="#">Edit</a> <a href="#">Delete</a>
4	PHC	Primary Health Centre	<a href="#">Edit</a> <a href="#">Delete</a>

3

Add Acronym(s)

Acronym

Expansion

Save

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Section 4 has two parts i) Acronyms and abbreviations ii) Description, definition and proposed measurement methodology of success indicators

1. List of acronyms already added
2. Add acronym and its expansion and click on save
3. Edit / delete acronyms

Click on next and go to Part (ii) of Section 4 (Description, definition and proposed measurement methodology of success indicators)

## 12. Section 4 – Part (II) Description, definition and proposed measurement methodology of success indicators

PMAT Performance Management and Accountability Toolkit

Asian Productivity Organization (APO)

Department of Health and Family Welfare India

Active Year: 2016-2017

You are here: Home / Section 4 / Description and definition

Section 4  
(Description, definitions and proposed measurement methodologies of Success Indicators)

Success Indicator	Description	Definition	Measurement	Causality
[1.1.1] Operationalization of 24x7 Facility at PHC level out of the total number of 24000 PHCs	OPERATIONALISATION OF 24 X 7 FACILITY AT PHC LEVEL	Under NHM, PHCs are being operationalized for providing 24x7 services in a phased manner in basic Obstetric and Nursing facilities by placing at least 1-2 Medical Officers and more than 3 Staff Nurses in these facilities. All 24x7 PHCs, providing delivery services, would also have newborn care corners and provide basic newborn care services including resuscitation, prevention of infections, provision of warmth and early and exclusively breast feeding	STAFF FOR NEW PRIMARY HEALTH CENTRE: 1. Medical Officer – 1, 2. Pharmacist – 1, 3. Nurse Mid-wife (Staff Nurse)....1 + 2 additional Staff Nurses on contract 4. Health Worker	The PHC provides the primary health aid at ground level thereby implementing universal access to primary health care across all sections of the society
[1.1.2] Increase in the number of patients transported over the baseline figure for 2016-2017	Shows the effectiveness and importance of PTS (PATIENT TRANSPORT SYSTEM)	Transportation from the site of accident or home or any other place to nearest appropriate First Referral Unit hospital in case of medical need, and transportation from a Medical Facility to a higher medical facility	Number of patients transported over the base line figure over 2015-2016	

Add new

Back (Acronyms) (Section 5) Next

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1. Click on Add New button to enter a new description. It will take you to a screen as described below

2. You can edit/ delete entries by using the available options.

(Description and definitions of Success Indicators)

**Add new**

Description is a required field\*. Maximum 500 characters

Success Indicator

[1.2.1] Total capacity achieved by the end of financial year

Description

Definition

Measurement

Causality

Save

3. On this screen you have to select a success indicator from the dropdown and enter its description, definition, measurement and causality in the given fields. Click on save button.

## 13. Section 5 (Specific performance requirements from others)

PMAT Performance Management and Accountability Toolkit Asian Productivity Organization (APO)

Department of Health and Family Welfare India

You are here: Home / Section 5 / Performance requirements

Section 5  
(Specific performance requirements from other organizations)

Back (SI Definitions) (Section 6) Next

Add new

#	Organization	Success Indicators	What is requirement?	Justification for requirement	Quantify your requirement	What if requirement is not met?
1	Department of Bio-Technology	[1.1.1] Operationalization of 24x7 Facility at PHC level out of the total number of 24000 PHCs	Constant monitoring to promote quality Health and Family welfare services in the country.	To strengthen the national response to promote health care of fellow citizens	Full support and commitment	It would hamper the achievement of National targets and programme outcomes

Back (SI Definitions) (Section 6) Next

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Section 5 captures specific performance requirements from other organizations/ departments that are critical in achieving your objectives

1. Click on Add new button to enter a new performance requirement. It will take you to a screen as described below.

2. You can also edit or delete entries by using the available options

You are here: Home / Section 5 / Performance Dependency

Section 5  
(Create new performance requirement from other organizations)

Back

Add new performance requirement

Select Organization: HOD (Dept 1)  
Required field.\*

Select Successindicator(s): Click to select Successindicator  
Required field.\*

What is your requirement?  
Required field. Max 255 characters

Give justification for your requirement  
Required field. Max 255 characters

Quantify your requirement  
Required field. Max 255 characters

What if your requirement is not met?  
Required field. Max 255 characters

Save

3. On this screen you have to select an organization on which you depend. Then select success indicators and make relevant entries in the following fields. Click on save button. **Note: all field are mandatory.**



## 14. Section 6 (Outcome/ Impact)

PMAT Performance Management and Accountability Toolkit

Asian Productivity Organization (APO)

Home Prepare PA Print Reports Help user1

Department of Health and Family Welfare India

Active Year: 2016-2017

You are here: Home / Section 6 / Outcomes

Section 6  
Outcome/Impact of the Organization for 2016-2017

#	Objective(s)	Outcome/Impact of the Organization	Jointly responsible for influencing this outcome/impact with the following Organizations	Edit/ Delete	Add SI	Success Indicator(s)	Unit	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Edit/ Delete
1	Universal access to Primary Health Care services for all sections of society with effective linkages to secondary and tertiary health care.	Improved access to health care services	States / Union Territories			Average number of PHCs per 1000 population	Number	0.0287	0.0289	0.0291	0.0293	0.0295	
2	Improving Maternal and Child Health.	Improvement in maternal health	States / Union Territories			Full immunization (Age group 0 - 12)	%	85	87	88	88	90	
3	Focusing on Population stabilization in the Country.	Reduction in growth rate in population	States / Union Territories			Total Fertility Rate	Children born per woman	2.44	2.3	2.2	2.0	1.92	
4	Developing human resources for health to achieve health goals.	Development of Human Resources	States / Union Territories			Number of doctors per 1000 population	Number	0.85	0.86	0.87	0.88	0.9	
Other Outcomes <a href="#">Add Other Outcome(s)</a>													
1	-	- Reduction in mortality rate	States and Union Territories			Infant Mortality Rate	per 1000 live births	42	37	36	32	30	
						Crude death rate	per 1000 population	7	6.9	6.8	6.7	6.5	

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Section 6 allows entering the Outcome/Impact of the organization/ department.

1. List of key objectives as entered in section 1 and 2. You have define outcome/ impact against these objectives

2. Click on '+' sign and on the next screen enter Outcome/Impact and Jointly responsible for influencing this outcome.

3. Then you have to add success indicator for the added outcome/ impact. Click on '+' sign and enter success indicator, unit and trend values of the outcome.

4. If you have any outcome which is not directly related to any of the objectives then you can add it under the other outcomes.

5. You can edit/ delete/ re-arrange outcomes and success indicators by using the available options.

By this step all sections of PA are complete.

## 15. Submit PA

The screenshot shows the PMAT (Performance Management and Accountability Toolkit) web application. The user is logged in as 'agriuser1' and is viewing the 'Agriculture Department' page. The 'Prepare PA' dropdown menu is open, and the 'Submit PA' option is highlighted. A circled number '1' with an arrow points to this option. The page also displays the user's profile, a list of sections for the PA, and a table of main sections of the PA.

**PMAT**  
Performance Management and Accountability Toolkit  
Government of Himachal Pradesh

Home Prepare PA Input Achievements Evaluate Performance Print Reports Help agriuser1

**1**

**My Profile**  
Name: agriuser1  
Designation: agriuser1  
Organization: Agriculture Department  
Email: agriuser1@nic.in  
Contact No.: 9999999999

**Section 1**  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6  
Submit PA

**Agriculture Department**  
Active Year: 2017-2018

**About Performance Agreement (PA)**  
**It is a record of understanding which seeks to address three basic questions:**  
1. What are organizations main objectives for the year  
2. What actions are proposed to achieve these objectives  
3. How to determine progress made in implementing these actions

**Main sections of PA**

Section	Description
Section 1	Vision, Mission and Objectives
Section 2	Inter-se priorities of success indicators
Section 3	Trend values of success indicators
Section 4	Description and definition of success indicators
Section 5	Performance requirements from other organizations

On completing all the sections you can submit PA . After submission all the data will be locked and no further changes will be allowed until requested via competent authority.

1. Click on Submit PA option available under Prepare PA tab. The system will prompt to confirm whether you want to submit PA . Click on yes.

Your PA for the current financial year is submitted.

## 16. Input Achievements

**1**

**2**

Performance Management and Accountability Toolkit

Home Prepare PA Input Achievements Evaluate Performance Print Reports Help

Monthly Achievements Annual Achievements

My Profile

Name: agriuser1  
Designation: agriuser1  
Organization: Agriculture  
Department  
Email: agriuser1@pmat.in

Print PA  
Print PA Section wise  
Print Achievement Evaluation  
Print Dependency Report  
(Section 5)

Agriculture Department

Performance Agreement

It is a record of understanding with questions:

1. What are organizations main
2. What actions are proposed to
3. How to determine progress m

1. Once you have submitted your PA, you may start entering monthly achievements every month and calculate your monthly composite score. Clicking on monthly achievement option will take you to below screen where you enter achievement figures against the active month.

Performance Management and Accountability Toolkit

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You are here: Home / Print / Monthly achievement index

Agriculture Department

Monthly Achievement Index (2017-2018)

S. No.	Month	Year	Composite score	Status	Action
1	April	2017		Active	<a href="#">Input achievements</a>
2	May	2017		Inactive	
3	June	2017		Inactive	
4	July	2017		Inactive	
5	August	2017		Inactive	
6	September	2017		Inactive	
7	October	2017		Inactive	
8	November	2017		Inactive	
9	December	2017		Inactive	
10	January	2018		Inactive	
11	February	2018		Inactive	
12	March	2018		Inactive	

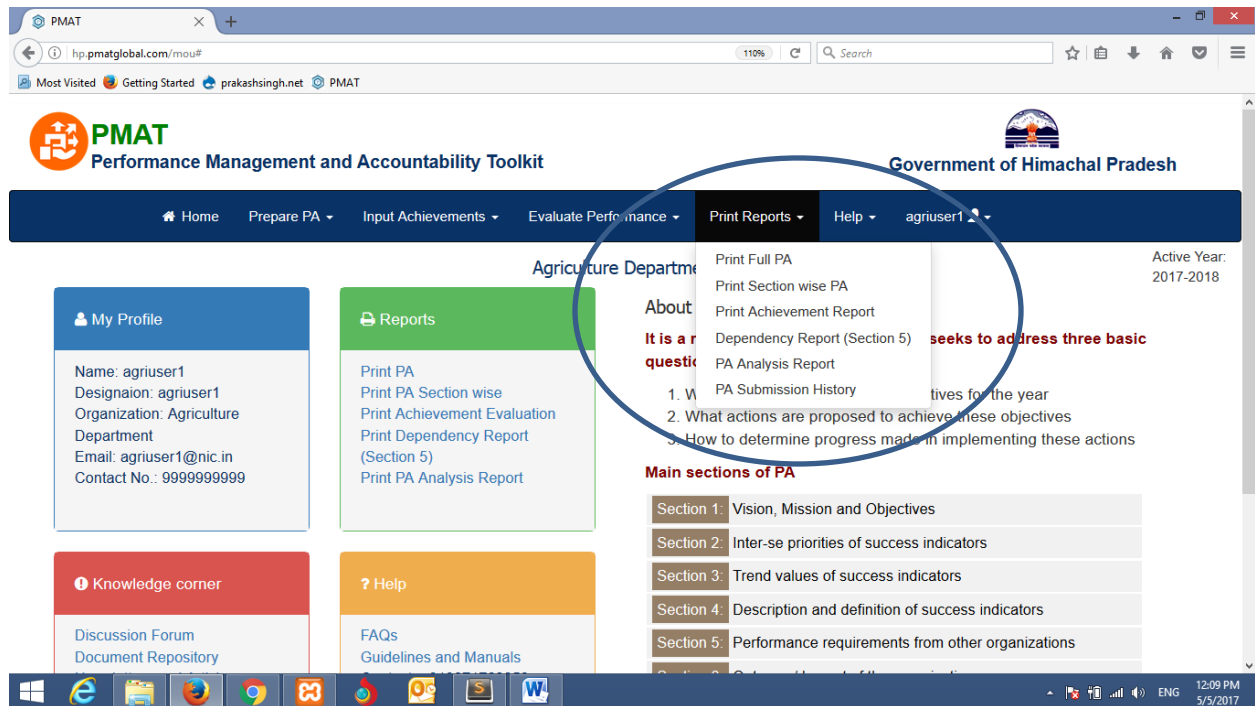
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Active Year: 2017-2018

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2. Annual Achievements should only be entered at the end of the financial year and it gives you the final composite score of the department/ organization.

## 17. Print Reports



At any point of time while preparing PA or after that you can download and print the following reports:-

1. Full PA: Print PA having all 6 sections in a PDF format
2. PA Section wise: Print PA by choosing sections you want to print
3. Achievement Report: Print Achievement Evaluation Report for the selected year
4. Dependency Report: Print Section 5 Dependency Report showing your dependency on other organizations as well as others' dependencies on your organization
5. PA Analysis Report: Print a quick statistics report of the PA
6. PA Submission History: Shows a history of PA submissions and gives you access to the all available versions submitted