

**Britain Nepal Medical Trust
Monthly Performance Monitoring Checklist**

Name of District:

Name of OP NGO:

Period of Monitoring/Month: (From:.....To.....)

Particulars	Yes	No	System not existed	Remarks
1. Did the NGO follow Terms and Condition?				
2. Did the NGO follow Human Resource Policy?				
3. Did the NGO follow Financial Policy?				
4. Did the NGO train own human resource on health issues?				
5. Did the NGO carry out staff Performance Appraisal Review?				
6. Did the Executive members meet and made decisions?				
7. Did the Executive members participate in programme implementation as volunteers?				
8. Did the NGO Staff hold staff meeting and made decisions?				
9. Did the NGO follow periodic programme plan?				
10. Did the NGO follow periodic finance plan?				
11. Did the NGO carry out programme monitoring visit?				
12. Did the NGO prepare monthly programme report?				
13. Did the NGO prepare monthly finance report?				
14. Did the NGO have assessment system to know the impact of implemented activities?				
15. Did the NGO carry out any Coordination with other organization to fulfill the need of DAG?				
16. Did the NGO receive any fund other then from BNMT?				
17. Is the Computer functioning?				
18. Is the Printer functioning?				
19. Is the Fax Machine functioning?				
20. Is the telephone line functioning?				

21. Please mention the following regarding the NGO executive committee (a.b.c.):

a. Diversity of the Committee

Total members	Gender		Age group in Years				Cast Ethnicity				
	Male	Female	5to14	15to49	60to64	>64	Brah../Chhe.	Dalit	Newar	Janjati	Others

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b. Meeting of the committee

Date	No of Participated members	Gender		Age group in Years				Cast Ethnicity				
		Male	Female	5 to 14	15 to 49	60 to 64	>64	BC.	Dalit	Newar	Janjati	Others

c. Please mention the major decisions and explain possible impact of the decisions to the disadvantaged groups.

Decisions	Possible Impact

22. Please mention if there is any important information that needs to be included below. Whenever applicable, attach copies of relevant documents.

Data Collected by:

Date: