

Assessment report for the period from \_\_\_\_\_  
to \_\_\_\_\_

ASSESSMENT REPORT  
PART-I FACTUAL

Name :

Date of Birth:

Service Department:

Post held:

RECORD OF EMPLOYMENT

- (a) Record of Training Institutes attended, if any (for Officers undergoing formal training).
- (b) Percentage of marks secured at the tests/examinations held during and at the end of the training (Seperate sheet may be added, if necessary).
- (c) Nature of duties on which he has been employed e.g.  
Duties requiring public relations and field work formulation of public general direction and execution thereof.

Sceretarial work of general nature  
Supervision and control of subordinate Staff (Please list the above duties in order of importance).

NOTE In the case Officer undergoing formal training at the National Academy of Administration or any other training institution, please state in brief the duties/activities in which they were expected to participate outside the class-room.

Experience prior to appointment:

On Probation:

Period of Probation/trail ends;  
Number of days leave (other than casual leave and special casual leave)

ASSESSED BY

DATED:

APPROVED BY

DATED:

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**Performance factors                      Performance Grade**

	Excess require- ment of this job	Meets fully require- ment of this job	Just meets require- ment of this Job	Partia- ly meets require- ment of this Job	Does not meet require- ment of this job	
	1	2	3	4	5	6

**I. MENTAL CAPACITY**

1. Efforts made to acquire knowledge relevant to
2. Analytical ability
3. Power of Grasp
4. Spirit of enquiry
5. Power of Expression
  - (a) Oral
  - (b) Written
6. Sense of responsibility
7. Ability to participate in discussions or seminars

**II. Work Habits and Attitudes**

1. Aptitude
2. Interest in work
3. Promptness
4. Initiative
5. Originality
6. Self reliance
7. Manner of performance (Whether medical and orderly)
8. Thoroughness
9. Resourcefulness

**III. STABILITY**

1. Poise
2. Fairness
3. Dependability

IV. ABILITY OF GET ALONE

- 1. Tact
- 2. Dealing with:
  - (A) Subordinates
  - (b) Fellow Officials
  - (c) Superiors
  - (d) Public
- 3. Ability to inspire others

V. ABILITY TO MANAGE

- 1. Quality of Judgement
- 2. Decision making
- 3. Ability to plan and Programme
- 4. Direction and Control
- 5. Ability to evaluate the work of Individuals and projects and Scheme.

VI. PHYSICAL FITNESS

State of Health sportsmanship etc.

COMMENTS

General appraisal of the Officer's good and bad qualities in narrative from particularly those related to his integrity and ability to correct himself in his faults are pointed out to him.

Decisions if any taken regarding fitness for drawing Ist/Ind increment (Where applicable).

Signature

Designation

Dated:

REMARKS OF REVIEWING OFFICER

Brief remarks indicating what assessment of the reporting Officer may be accepted or rejected or otherwise modified.

Signature of Reviewing Officer

Designation:

Dated: