

# FORM OF ASSESSMENT REPORT : IDAS PROBATIONERS

(TO BE FILLED IN 'YES' OR 'NO')

First/Second Year Assessment Report for the period.....to.....

(Period will be taken of Regular promotion not Adhoc)

## PARTICULARS

- (1) Name of Probationer :
- (2) Post held :
- (3) Office :
- (4) Date of birth :
- (5) Qualifications :
- (6) Date of Appointment as probationer :  
(Date of JTS on REGULAR basis only)
- (7) Substantive appointment held, if any:
- (8) Whether passed: -
  - (i) End of course test -
  - (ii) First departmental Examination-

## ASSESSMENT

- (I) MENTAL CAPACITY
  - (1) Progress in acquiring knowledge of Rules, Regulations, procedure and Practices.
  - (2) Analytical ability :
  - (3) Spirit of enquiry :
  - (4) Command of language :
  - (5) Ability of participate in discussion :
  - (6) Sense of responsibility :
- II. WORK HABITS AND APTITUDE
  - (1) Interest in work and aptitude :
  - (2) Initiative :

- (3) Self-reliance :
- (4) Thoroughness :
- (5) Punctuality :
- (6) Resourcefulness :

II. CONDUCT

- (1) Tact :
- (2) Helpfulness to fellow officials :  
and Subordinates
- (3) Office conduct and social :  
behaviour

III. COMMENTS

- **Integrity**  
(To be certified)
  
- General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his ability to correct himself, if his faults are pointed out.

Date :

Place :

Signature of Reporting Officer

Name :

Designation :

Date:

Signature of Reviewing Authority

Name :

Designation :