

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 if during and at the end of the training (Separate sheet may be added, if Necessary).
- (c) Nature of duties on which he has been Employed e.g.
Duties requiting public relations
And field work formulation of public
General direction and execution thereof.

Secretarial 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 any other training institutions, 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)

ATTESTED BY

DATED:

APPROVED BY

DATED

1	2	3	4	5
Excess requirement of	Meets fully requirement of this job	Just meets requirement of this job	Partially meets requirement of this job	Does not meet requirement of this job

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 Judgment
- 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/IIInd 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: