FORM

ANNUAL ASSESSMENT REPORT OF OFFICERS ON PROBATION REPORT FOR THE PERIOD FROM T O

FART - I FACTUAL

(TO BE FILLED IN BY THE OFFICERS)

- **1.** NAME:
- 2. NATIVE PLACE:
- **3.** HOME TOWN:
- **4.** DATE OF BIRTH:
- **5.** DATE OF APPOINTMENT:
- **6.** POST HELD:
- **7.** OFFICE DEPARTMENT:
- **8.** PARTICULARS OF TRAINING,

EXAMINATION ETC

RECEIVE DURING THE PERIOD UNDER PROB:

- **9.** THE DUE DATE OF COMPLETION OF THE PERIOD OF PROBATION:
- 10. LEAVE AVAILED DURING

(OTHER THEN CASUAL LEAVE) THE PERIOD OF PROBATION OR THE PERIOD ABSENCE IF ANY:

PART II

- (A) A BRIEF SUMMARY OF DUTIES & RESPONSIBILITIES (NOT MORE THAN 50 WORDS).
- (B) ACTUAL PERFORMANCE DONE DURING THE PERIOD OF PROBATION.

PART -III ASSESSMENT

- 1. PHYSICAL FITNESS.
- 2. INTEREST IN WORK OR SPECIAL ATTTUDE:
- 3. PROMPTNESS:
- 4. INITIATIVE:
- 5. SELF RELIANCE:
- 6. RESOURANCE FILNESS WILLINGNESS TO: TO ASSUME RESPNOSIBILITY:
- 7. INTEGRITY
- 8. CAPACITY:
 - (A) TO TAKE DECISION
 - (B) TO GRASP & EXPRESS:
- 9. QUALITY OF PERFORMANCE:
- 10. ABILITIES TO COMMUNICATE BOTH ORAL & WRITTEN:
- 11. SINCERELY & DEVOTION OF DUTY:
- 12. APPROACH TO & COMMANMAN:
- 13. WHETHER FIT FOR GOVT.SERVICE:
- 14. IS IT NECESSARY TO IMPART MORE TRAINING BEFORE ASSIGNING REGULAR SUBJECT
- 15. KNOWLEDGE IF VARIOUS RULES ACTS & REGULATIONS IN THE RELEVENT SUBJECTS:
- 16. SHORT COMING IF ANY NOTICED DURING THE PERIOD UNDER REPORT:
- 17. KNOWLEDGE OF GUJARATI LANGUAGE:

PLEASE STATE WITH DETAILS
11, THE OFFICER HAS BEEN PUNISHED
DURING THE PERIOD UNDER REPORT.
ALSO GIVE INFORMATION OF PENDING
DEPT. INQUIRY IF ANY AND ITS PROGRESS.
18. ASSESMENT OF PERSONNEL PERFORMANCE
OVER ALL PERFORMANCE.

STATION:	
DATE:	
	(SIGNATURE & DESIGNATION
	OF REPORTING OFFICER)

ASSESSMENT BY THE REVIEWING OFFICER

(SIGNATURE & DESIGNATION OF THE REVIWING OFFICER)