

PROMOTEE

(Period: From to)

CENTRAL WATER COMMISSION
(Assessment Report on Probationary Officers)

1. Name :
2. Designation :
3. Qualifications :
4. Pay Band :
5. Date from which employed on
regular basis. :
6. UPSC Reference No. :
7. Promoted vide MoWR's letter No. :
8. Duties attached to the post :
9. Assessment showing inter-alia
overall performance. :
 - (a) Interest taken in the work :
 - (b) Initiative :
 - (c) Self-reliance :
 - (d) Quality of work tuned out of any :
other points deserving special
mention

REPORTING OFFICER

REVIEWING OFFICER

DIRECT RECRUIT

Period : (From..... To)

Assessment Report

PART – I FACTUAL

Name :
Date of Birth :
Service/Department: : Central Water Engineering (Group 'A') Service/CWC
Post held : Assistant Director / Assistant Executive Engineer
Date of Appointment as :
AD/AEE

RECORD OF EMPLOYMENT ;

(a) Record of Training Institutes attended, :
if any (for officers undergoing formal
training)

Percentage of marks secured at
i) the tests/examinations held during and
ii) at the end of the period of training.

Separate sheet may be added, if necessary.

(b) Nature of duties on which he has been employed
e.g. duties requiring public relations and field work
formation of plans, 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.

EXPERIENCE PRIOR TO APPOINTMENT

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Period of probation/trial ends on

Number of days leave (other than casual
leave and special casual leave)

ASSESSED BYDATE

APPROVED BY DATE

PART-II ASSESSMENT

PERFORMANCE	FACTORS			PERFORMANCE GRADE	
	Exceeds require- ments of this job	Meets fully require- ments of this job	Just meets requirements of this job	Partially meets requirement of this job	Does not meet require- ments of this job
1.	2.	3.	4.	5.	6.

I. MENTAL CAPACITY :

1. Efforts made to acquire knowledge if relevant to job.
2. Analytical ability
3. Power of grasp
4. Spirit of enquiry
5. Power of expression
 - a) Oral
 - b) Written
 - c) Sense of responsibility

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 methodical & orderly)
8. Thoroughness
9. Punctuality
10. Resourcefulness

1.	2.	3.	4.	5.	6.
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III. STABILITY

- 1. Poise
- 2. Fairness
- 3. Dependability

IV. ABILITY TO GET ALONG :

- 1. Tact
- 2. Dealings 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 & Control
- 5. Ability to evaluate the work of individuals & projects & schemes

COMMENTS :

General appraisal of the officer's good and bad qualities in narrative form particularly those related to his integrity & ability to correct himself, if his faults are pointed out to him.

Decisions, if any, taken regarding fitness for drawing ist/2d increments (where applicable)

Signature.....

Designation.....

Date

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.....

Date

REMARKS AND RECOMMENDATIONS OF THE REVIEWING BOARD/COMMITTEE

Recommendation whether the probationer :

- 1. Is fit for retention/confirmation :
OR
- 2. Should be watched for another _____ months :
(Here list what improvements are required in the probationer)
OR
- 3. May be tried for some other post :
(Where such a course is permissible under the relevant recruitment rules).
OR
- 4. May be reverted to his substantive post :
(Here give reasons for recommending this course of action)
OR
- 5. Should be discharged from Govt. service :
(here give reasons for recommending this course of action).

OVERALL GRADING FOR DUTIES

- 1. Outstanding
- 2. Very Good
- 3. Good
- 4. Satisfactory with some shortcomings
- 5. Not really satisfactory

(Please put a ring around the appropriate/grading)

Signature of Chairman,
Reviewing Board/Committee

Orders of the Head of Department
of the Administrating/Controlling
Department/Ministry

Signature of Head of Deptt.
or Administrating/Controlling
Department/Ministry