



मिसिल सं/F.No2-4/2018-Admn-II

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture & Farmers Welfare

कृषि एवं सहकारिता विभाग/Department of Agriculture & Cooperation

वनस्पति, संरक्षण, संगरोध एवं संग्रह निर्देशालय

Directorate of Plant Protection, Quarantine & Storage

एन एच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

Date : 03.01.2019

OFFICE - MEMORANDUM

Subject: **Clearance of Probation Period in respect of APPO (Ento./PP/WS) - reg.**

The undersigned is directed to say that the following officials have completed two years service in the grade of Assistant Plant Protection Officer (E/PP/WS) and are due for clearance of their probation period.

Sl. No.	Name of official/ Designation	Date of appointment in the grade of APPO	Date of confirmation in the grade	Present place of posting
1	2	4	5	6
1.	S. A. Jayaprakash, APPO(E)	04.11.16	04.11.18	PQ Division, Hqrs, Faridabad
2.	Ravilaxmigudi, APPO(E)	08.11.16	08.11.18	CIB&RC, Faridabad
3.	Govindaraj. R., APPO(E)	04.11.16	04.11.18	PQ Division, Hqrs, Faridabad
4.	Swaroop Kumar, APPO(E)	06.10.16	06.10.18	DAC & FW, New Delhi
5.	Hareesha Badiger, APPO(E)	07.11.16	07.11.18	CIL, Faridabad
6.	Vivek Uppar, APPO(E)	02.11.16	02.11.18	DAC& FW, New Delhi
7.	Shingare Rita Prabhakar Rao, APPO(E)	08.11.16	08.11.18	CIPMC, Nagpur

8.	Gaikwad Sharad Madukar, APPO(E)	03.11.16	03.11.18	PQ Division, Hqrs, Faridabad
9.	Shivaraju C., APPO(E)	10.11.16	10.11.18	Hqrs, Faridabad
10.	Vidyashree A. S., APPO(E)	25.11.16	25.11.18	PQS, Bangalore
11.	Honnappagouda, APPO(E)	07.11.16	07.11.18	CIB&RC, Faridabad
12.	Mr.Janardan Saikia, APPO(E)	03.10.16	03.10.18	CIPMC, Guwahati
13.	Narendra Kumar Gunda, APPO(E)	29.12.16	29.12.18	NPQS, New Delhi
14.	Laishram Michael Singh, APPO(E)	03.11.16	03.11.18	CIPMC, Imphal
15.	Sunita Rajani Lakra, APPO(E)	19.10.16	19.10.18	CIPMC, Ranchi
16.	Basavanneppa B. Bamminahalli, APPO(E)	07.11.16	07.11.18	CIB&RC, Faridabad
17.	Jayasimha G. T., APPO(E)	31.10.16	31.10.18	PQ Division, Hqrs, Faridabad
18.	Tom Cherian, APPO(E)	21.10.16	21.10.18	CIB&RC, Faridabad
19.	Bidyut Bikash Deori, APPO(E)	07.11.16	07.11.18	CIPMC, Aizwal
20.	Deepak S., APPO(E)	10.11.16	10.11.18	PQ Division, Hqrs, Faridabad
21.	Mr. Suresh-II. APPO(E)	01.11.16	01.11.18	DAC & FW, New Delhi
22.	Ratheesh R., APPO(E)	31.10.16	31.10.18	IT Cell, Faridabad
23.	Sethukkarasi S., APPO(E)	03.10.16	03.10.18	PQ Division, Hqrs, Faridabad
24.	Datchina Murthy K., APPO(E)	04.11.16	04.11.18	PQS, Hyderabad
25.	Ravi Kumar Chhapare, APPO(E)	07.10.16	07.10.18	CIPMC, Indore
26.	Sabbithi Pavan, APPO(E)	10.11.16	10.11.18	IPM-Faridabad
27.	Pavaraj M., APPO(E)	09.11.16	09.11.18	CIB&RC, Faridabad
28.	Neena Lenin, APPO(E)	31.10.16	31.10.18	PQ Division, Hqrs, Faridabad

29.	Sable Mangesh Gajanan, APPO(E)	07.11.16	07.11.18	IPM-Faridabad
30.	Najitha Ummer, APPO(E)	31.10.16	31.10.18	PQ Division, Hqrs, Faridabad
31.	Kavita M. Beeraganni, APPO(E)	07.11.16	07.11.18	PQS, Vishakhapatnam
32.	Ranjith M., APPO(E)	04.11.16	04.11.18	Coding Cell (CIL)-Faridabad
33.	Seema Kumari, APPO(E)	07.10.16	07.10.18	CIPMC, Patna
34.	Chhaya Pasi, APPO(E)	20.10.16	20.10.18	CIB&RC, Faridabad
35.	Ravishankar M., APPO(E)	10.11.16	10.11.18	CIB&RC, Faridabad
36.	Mr. Guru Prasad G.R., APPO (PP)	01.07.16	01.07.18	RPQS, Amritsar
37.	Mr. Gate Vishal Lahu, APPO (PP)	04.07.16	04.07.18	PQS, Kochi-
38.	Smt. Rekha D., APPO (PP)	29.06.16	29.06.18	PQS, Calicut
39.	Mr. Sridhara D., APPO (PP)	28.06.16	28.06.18	RPQS, Chennai-
40.	Mr. Swamy K. M., APPO (PP)	22.06.16	22.06.18	CIPMC, Bangalore
41.	Smt. Jyothi G., APPO (PP)	22.08.16	22.08.18	PQS, Bangalore
42.	Mr. Raju J., APPO (PP)	17.08.16	17.08.18	PQS, Mangalore
43.	Mr. Praveen Kumar Yadahalli , APPO (PP)	17.08.16	17.08.18	RPQS, Kolkata
44.	Ms. Vanitha L. S., APPO (PP)	27.06.16	27.06.18	CIPMC, Bangalore
45.	Dr. Ravikumar B. M., APPO (PP)	19.08.16	19.08.18	PQS, Cochin
46.	Smt. Rajalaxmi Keshgond, APPO (PP)	01.07.16	01.07.18	CIPMC, Bangalore
47.	Mr. Pradeep P. E., APPO (PP)	30.06.16	30.06.18	PQS, Visakhapatnam
48.	Mr. Mahesh S., APPO (PP)	12.12.16	12.12.18	PQS, Coimbatore
49.	Mr. Shivakumar S.N., APPO (PP)	04.07.16	04.07.18	PQS, Agartala-
50.	Mr. Telangre Rameshwar Daulat , APPO (PP)	18.08.16	18.08.18	PQS, Guwahati

51.	Smt. Divya T., APPO (PP)	22.08.16	22.08.18	CIB&RC, Faridabad
52.	Mr Chetan Janwad, APPO (PP)	09.09.16	09.09.18	RPQS, Mumbai
53.	Ms. Pangajavalli P. , APPO (PP)	17.10.16	17.10.18	CIB&RC, Faridabad
54.	Mr. Thimmegowda P. R., APPO (PP)	21.12.16	21.12.18	PQS, Mundra
55.	Smt. Anisha Bano , APPO (PP)	17.8.16	17.8.18	NPQS, New Delhi-
56.	Mr. Hulagappa, APPO (PP)	02.11.16	02.11.18	CIPMC, Guwahati
57.	Mr. Shankara K. , APPO (PP)	01.09.16	01.09.18	CIPMC, Nagpur
58.	Mr. Bheemangouda Patil, APPO (PP)	28.06.16	28.06.18	CIPMC, Gorakhpur
59.	Mr. Bhagat Sachin Satyavan, APPO (PP)	16.08.16	16.08.18	CIPMC, Raipur
60.	Mr. Bheemaraya, APPO (PP)	01.08.16	01.08.18	PQS, Hyderabad
61.	Mr. Gawande Atul Deorao, APPO (PP)	01.09.16	01.09.18	CIPMC, Raipur
62.	Mrs Prema Ranjitham T., APPO (PP),	21.10.16	21.10.16	PQS, Tuticorin
63.	Mr. Anil G. H. , APPO (PP)	11.11.16	11.11.18	CIPMC, Baroda
64.	Smt. Snehalata Kumari, APPO (PP)	28.10.16	28.10.18	NPQS, New Delhi
65.	Mr. Kuldeep Kumar , APPO (PP),	17.10.16	17.10.18	CIPMC, Jammu
66.	Mr. Ravichandran S, APPO(PP)	09.11.16	09.11.18	RPQS, Chennai
67.	Mr. Jeyaram M., APPO (PP)	1.11.16	1.11.18	CIPMC, Lucknow
68.	Adam Kamei, APPO (PP)	08.08.16	08.08.18	CIPMC, Imphal
69.	Mr. Satguru Prasad Yadav, APPO (PP)	22.08.16	22.08.18	CIL, Faridabad
70.	Mr. Shanthiyaa V., APPO (PP)	26.12.16	26.12.18	PQS, Calicut
71.	Mr. Udaysankar Atmakuru, APPO (PP),	26.12.16	26.12.18	CIPMC, Hyderabad
72.	Mrs. K. Jina Devi, APPO (PP)	27.10.16	27.10.18	CIPMC, Imphal

73.	Ms. Binalata Kangjam, APPO (PP),	27.10.16	27.10.18	PQS, Moreh
74.	Mr. Manjunath H. P., APPO (PP)	06.09.16	06.09.18	PQS, Kakinada
75.	Dr. R. Senthil, APPO (PP)	08.08.16	08.08.18	CIPMC, Vijaywada
76.	Mr. Patole Santosh Pralhad, APPO (PP),	08.08.16	08.08.18	CIPMC, Nagpur
77.	Dr. Suresh , APPO (PP)	19.10.16	19.10.18	Adm-II, Hqrs., Faridabad
78.	Ms. Jyothi V., APPO (PP)	24.10.16	24.10.18	PQS, Trichy
79.	Mr Suresh Naik K.P , APPO (WS)	17.03.16	17.03.18	PQS, Bangalore
80.	Dr. Ramulu , APPO (WS),	18.03.16	18.03.18	PQS, Bangalore
81.	Mr Sriharsha V P , APPO (WS)	17.05.16	17.05.18	PQD, Hqrs., Faridabad
82.	Dr. Shashi Dhara G. C., APPO (WS)	01.04.16	01.04.18	CIPMC, Bangalore
83.	Mr. Sanju H. R., APPO (WS)	29.04.16	29.04.18	NPQS, New Delhi
84.	Mr. Sudhakara T. M., APPO (WS)	23.03.16	23.03.18	CIPMC, Bangalore
85.	Mr Saste Nilesh Sadashiv, APPO (WS)	14.03.16	14.03.18	RPQS, Mumbai
86.	Dr. Ravi Kumar H. S., APPO (WS)	28.04.16	28.04.18	RPQS, Mumbai
87.	Mrs. Subitha P. R., APPO (WS)	14.03.16	14.03.18	RPQS, Chennai
88.	Mr. Sudheendra Saunshi, APPO (WS)	27.06.16	27.06.18	RPQS, Mumbai
89.	Mr. Keshavmurthy G.M , APPO (WS)	23.06.16	23.06.18	PQS, Mangalore
90.	Mr. Girish T. Limbikai, APPO (WS)	25.05.16	25.05.18	PQS, Goa
91.	Mr. Manu P., APPO (WS)	11.04.16	11.04.18	RPQS, Chennai
92.	Mr. Madhu G.K., APPO (WS)	29.06.16	29.06.18	PQD(HQ) PQD, Hqrs., Faridabad

93.	Mr. Basavaraj Kumbar, APPO (WS)	04.07.16	04.07.18	PQS, Kakinada
94.	Mr. Priya H. R. , APPO (WS)	31.03.16	31.03.18	PQS, Bangalore
95.	Mr. Rahul Sutar, APPO (WS)	29.06.16	29.06.18	RPQS, Kolkata
96.	Ms. Ekta Kumari, APPO (WS)	21.11.16	21.11.18	CIL, Faridabad

2. All the respective Officer-In-Charges, for the officials are requested to complete the Assessment Report of the concerned officials and forward the same to the Directorate by 10.01.2019, for enabling this Directorate to convene DPC meeting for clearance of their probation period.

3. Proforma of assessment report is enclosed. The Officer-In-Charges are requested to go through the assessment report carefully to avoid errors. Proforma of the assessment report is also available on the website of the Directorate.

Encl. As above

Aj Kumar
31/11/19

(Ajay Kumar)
Chief Administrative Officer

Copy to :-

1. All the concerned Scheme In-Charges.
2. All the Concerned Officer In-charges
3. I.T Cell for uploading the same on the website.

ASSESSMENT REPORT OF OFFICER ON PROBATION

PART - I FACTUAL

Name -----

Service/ Department-----

Post Held-----

RECORD OF EMPLOYMENT :-

(a) Record of Training Instts. :

attended, if any, (for officers undergoing formal training).

(i) Percentage of marks secured (I) at the tests/ examinations held (ii) during and 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 required public relations and Field work Formulation of plans, general direction and execution thereof.

Secretariat work of general nature.

Supervision and control of subordinate Staff.

(Please list the above duties in order of importance).

Note: In the case of officers 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 PROMOTION -----

Period of Probation/ trails ends-----

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

ASSESSED BY-----

DATED:

APPROVED BY-----

DATED:

PART-II
PERFORMANC GRADE

Performance Factors	Exceeds Requirements of this job.	Meets fully requirements of this job.	Just meet requirements of this job.	Partially meets requirements Of this job	Does not meet requirements of this job
1	2	3	4	5	6

I. MENTAL CAPACITY

1. Efforts made to acquire Knowledge relevant to job.
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 discussion and seminars.

II. WORK HABITS AND APTITUDES

1. Aptitude
2. Interest in work
3. Promptness
4. Initiative
5. Originality
6. Self reliance.
7. Manner of performance (whether metho dical and Orderly)

8. Thoroughness
9. Punctuality
10. Resourcefulness

III. STABILITY

1. Poise
2. Fairness
3. Dependability

IV. ABILITY TO GET ALONG

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 programmed
4. Direction and Control
5. Ability to evaluate the work of individuals and projects of Scheme .

VI. PHYSICAL FITNESS

State of Health sportsmanship etc.

COMMENTS

General appraisal of the officers
Good and bad qualities in narrative
for particularly those related to his
integrity and ability to correct himself
if his faults are pointed out to him.

Decision if any taken regarding fitness
for drawing 1st/2nd 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 the 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 Government :

OVERALL GRADING FOR DUTIES

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

(Please put a ring round the appropriate grading)

Signature of the Chairman

Reviewing Board / Committee

Orders of the Head of Deptt. or
The Administrating/ Controlling
Deptt. / Ministry.

SIGNATURE OF HEAD OF DEPTT. OR ADMINISTRATIVE
DEPTT. / MINISTRY.