



मिसिल सं/F.No.2-1/2023-Admn-II

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति , संरक्षण, संगरोध एवं संग्रह निदेशालय

Directorate of Plant Protection, Quarantine & Storage

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

दिनांक/Dated: ०३ / ११ / 2023

**Subject: Clearance of Probationary period & confirmation - 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) in the Directorate and due for considering 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.	Bolli Venu Babu, APPO(E)	21.06.21	21.06.23	IPM(HQ) Faridabad
2.	Prosenjit Halder, APPO(E)	18.06.21	18.06.23	PQD, Faridabad
3.	Aiswarya V A, APPO(E)	18.06.21	18.06.23	IPPC & Codex Cell, Faridabad
4.	Arnab Chattopadhyay, APPO(E)	23.06.21	23.06.23	IPM(HQ) Faridabad
5.	Siddharth Moudgil, APPO(E)	18.06.21	18.06.23	CIB&RC, Faridabad
6.	Ajit Kumar Sahu, APPO(E)	24.06.21	24.06.23	CIB&RC, Faridabad
7.	Saurabh Anand, APPO(E)	16.06.21	16.06.23	PQD, Faridabad
8.	Shallini Godsora, APPO(E)	14.06.21	14.06.23	PQ Division, Hqrs, Faridabad
9.	Aheibam Ranila Devi,	24.06.21	24.06.23	CIPMC Manipur

	APPO(E)			
10.	Narsingh Yadav, APPO(E)	21.06.21	21.06.23	CIL, Faridabad
11.	Sukhi Mandi, APPO(E)	21.06.21	21.06.23	CIB&RC
12.	Sathi Mandal, APPO(E)	30.06.21	30.06.23	RCIPMC, Kolkata
13.	Rupesh Kumar Gajbhiye, APPO(E)	14.06.21	14.06.21	PQD, Faridabad
14.	Ramjeet Maurya, APPO(E)	21.06.21	21.06.23	CIPMC, Faridabad
15.	Abhishek Singh Badal, APPO(PP)	08.10.2021	08.10.2023	CIPMC Morena
16.	Ankit Kumar, APPO(PP)	07.10.2021	07.10.2023	CIPMC, Jalandhar
17.	Lekhashree, APPO(PP)	25.10.2021	25.10.2023	CIPMC Gorakhpur
18.	Vijay Kumar M, APPO(PP)	11.10.2021	11.10.2023	RPQS Chennai
19.	Sonika Deep, APPO(PP)	11.10.2021	11.10.2023	RPQS Kolkata
20.	Sonika Dodhwal, APPO(PP)	13.10.2021	13.10.2023	Hqrs. Faridabad
21.	Nitish Kumar Pandey, APPO(PP)	08.10.2021	08.10.2023	Admin.II, Hqrs. Faridabad
22.	Bineta Ganguly, APPO(PP)	26.10.2021	26.10.2023	CIPMC Agartala
23.	Sonakshi, APPO(PP)	18.01.2021	18.01.2023	CIB&RC, Faridabad
24.	Amlan Sushree, APPO(PP)	18.10.2021	18.10.2023	PQS Bongaon
25.	Chetna Bist, APPO(PP)	26.10.2021	26.10.2023	CIPMC Jammu
26.	Vinod Kumar Jogi, APPO(PP)	08.10.2021	08.10.2023	PQS Sanouli
27.	Bharath Nair, APPO(PP)	21.10.2021	21.10.2023	RPQS Chennai
28.	Anudeepa B Mallannavara, APPO(PP)	12.10.2021	12.10.2023	RPQS Bengaluru
29.	Sayani Chatterjee, APPO(PP)	25.10.2021	25.10.2023	CIPMC Aizawal
30.	Nishar Akhtar, APPO(PP)	08.10.2021	08.10.2023	RPTL Kanpur

31.	Salman Fais U, APPO(PP)	08.10.2021	08.10.2023	PQS Thiruvananthapuram
32.	Pradeepa M, APPO(PP)	27.10.2021	27.10.2023	PQS Hyderabad
33.	Yogesh Kumar Ujjawal, APPO(PP)	27.10.2021	27.10.2023	RPQS Amritsar
34.	Vaishnav Saran Yadav, APPO(PP)	22.10.2021	22.10.2023	PQS Gauriphanta
35.	Rajesh Yadav, APPO(PP)	07.10.2021	07.10.2023	CIPMC Patna
36.	Tanuja N, APPO(PP)	14.10.2021	14.10.2023	Hqrs. Faridabad
37.	Raman Sharma, APPO(WS)	21.09.2021	21.09.2023	Hqrs. Faridabad
38.	Shiva Kumar H D	24.09.2021	24.09.2023	CIPMC, Port Blair
39.	Ajmal Fayique C, APPO(WS)	14.09.2021	14.09.2023	PQS, Thiruvananthapuram
40.	Kiran kumar, APPO(WS)	23.09.2021	23.09.2023	PQS, Kakinada
41.	Suchitra Haromuchudi, APPO(WS)	27.09.2021	27.09.2023	RPQS, Bengaluru
42.	Shyoram, APPO(WS)	23.09.2021	23.09.2023	CIPMC, Jaipur
43.	Yedida Manasa, APPO(PP)	11.10.2021	11.10.2023	PQS Kakinada

2. Kind attention of officer-in-charge is invited about the pendency of Assessment Report in respect of the above officials for the period of two years. It is, therefore requested to provide the same to the Administrative Division within 1 month of issue of this letter to Directorate to conduct DPC for clearance of their probationary period. Assessment Report form may be found enclosed.

  
 (Deepak Sharma)  
 Section Officer

To

The concerned Officer-in-charge

Copy to- IT Cell for uploading to site.

ASSESSMENT REPORT OF OFFICER ON PROBATION  
PART - I FACTUAL

Name -----  
-----

Service/ Department-----  
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Post Held-----  
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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 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 methodical 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 1<sup>st</sup>/2<sup>nd</sup> 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.