



मिसिल सं/F.No.31016/01/2022-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 निर्देशालय

Directorate of Plant Protection, Quarantine & Storage

एन एच-8, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

दिनांक/Dated: 26/12/2022

**OFFICE MEMORANDUM**

Sub: Forwarding Assessment Reports in respect of Group ' C ' Officials( GCS Cadre) of Directorate of Plant Protection, Quarantine & Storage-Reg

The undersigned is directed to forward herewith a copy of proforma of Assessment Report in respect of Group ' C ' Officials( GCS Cadre) of Directorate of Plant Protection, Quarantine & Storage who have completed/completing two years of service for consideration of clearance of their probation period and confirmation in service, as per extant Government instructions.

2. All officer-in-charges, where such officers are posted, are requested to get the Assessment report of the probationer posted under their control completed and send the same to the undersigned at the earliest for further necessary action.

Encl: as above

  
(N.K. Singh)

Chief Administrative Officer

To

All Officers-in-charge of the sub-offices

Copy to:

- ✓ 1. I.T Cell for uploading the same on the website
2. All divisional/section heads of the Directorate
3. PPS to PPA

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**  
**PERFORMANCE 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 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.