



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi - 110006

F. No.IGDTUW/PVC/2018/ 834

Dated: 10.09.2018

OFFICE ORDER

The Hon'ble VC has desired that all official concerned of this University are advised to fill up the Probation Clearance Performa, which is available on the University website and submit to the concerned incharge/HoD for onward transmission to Personal Branch latest by 29th Sept. 2018.

Manpreet Kaur
(PS to VC)

Copy for information and necessary action to:-

1. All Deans, Dy. Deans and HoDs
2. The Registrar, IGDTUW
- ✓ 3. Mr. Sagar Goel, System Analyst to put the Probation Clearance performa on the university website.



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ASSESSMENT REPORT FOR PROBATION CLEARANCE

PERIOD OF PROBATION FROM _____ TO _____

PART-I

(to be filled by Official Concerned)

S.NO.	Particular	
1.	Name	
2.	Date of Birth	
3.	Department	
4.	Post Held	
5.	Nature of Duties on which he/she has been deployed (List of the Duties in order of importance)	
6.	Period of Probation	
7.	Any other Training recommended during appointment.	

PART II: PERFORMANCE FACTORS: CHECK LIST

(to be filled by Reporting Officer)

<u>Performance Factors</u>	<u>Exceed & Require ments of this job</u>	<u>Meets Fully require ments of this job</u>	<u>Just meets Require ments of this job</u>	<u>Partially meets Require ment of this job</u>	<u>Does meets Require ment of this job</u>
<u>MENTAL CAPACITY</u>					
1. Efforts made to acquire knowledge relevant to job					
2. Analytical Ability					
3. Power of Grasp					
4. Power of Inquiry					
5. Power of Expression a) Oral b) Expression					
6. Sense of responsibility					
7. Ability to participate in discussions and Seminars					
<u>WORK HABIT AND ATTITUDES</u>					
1. Attitude					
2. Interest in work					
3. Initiative					
4. Originality					
5. Self Reliance					
6. Manner of performance (whether methodically and orderly)					
7. Promptness					
8. Thoroughness					
9. Punctuality					
10. Resourcefulness					
11. Stability					
12. Pose					
13. Fairness					
14. Dependability					
<u>ABILITY TO MANAGE</u>					
1. Quality of judgment					
2. Decision Making					
3. Ability to plan, program and execute					
4. Direction and Control					
5. Ability to evaluate the work of individual and project or schemes					
<u>PHYSICAL FITNESS</u>					
1. Health Condition					

PART-III

COMMENTS OF REPORTING OFFICER

General Appraisal of the Officer's good and bad qualities for particularly those related to his/her ability to correct himself/herself if his faults are pointed out to him	
Any other corrective Measures taken regarding fitness for drawing Annual Increments	
Should be watched for another period along with the list what improvement are required in the probation period is entitled	
Signature of the Reporting Officer	
Designation	
Date	
Place	

REMARKS OF THE REVIEWING OFFICER

Brief remarks indicating whether assessment of the reporting officer may be accepted or rejected or otherwise modified.	
Signature of the Reviewing Officer	
Designation	
Date	
Place	