



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

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	

PART-IV

RECOMMENDATION WHETHER THE PROBATIONAR:

Sl. NO.		
1	Is fit for retention/Confirmation	
2	Should be watched for another period along with the list what improvement are required in the probationer	
3	May be tried for some other post (here such course is permissible)	
4	Should be discharged from Govt. Service by Giving Reasons	
5	Overall Grading for Duties	
	1. Outstanding	
	2. Very Good	
	3. Good	
	4. Satisfactory with some shortcomings	
	5. Not really Satisfactory	

**Signature of Chairman (BoM)
On behalf of Board of Management**



ANNEXURE-A

WORK & CONDUCT REPORT

The work & conduct Report of the following Official/Officer is satisfactory and nothing adverse has been reported against him/her:

Sl. No.	Name	Designation
01.		

Signatures of HOD)/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated:

INTEGRITY CERTIFICATE

The Integrity of the following official is certified and is beyond doubt:

Sl. No.	Name	Designation
01.		

Signatures of HOD)/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated:

VIGILANCE CLEARANCE REPORT

No vigilance case has been contemplated against the following official/Officer. Also no complaint is pending against him/her as per record of this Branch/Department:.

Sl. No.	Name	Designation
01.		

(Signatures of HOD)/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated: