FORM
 ANNUAL ASSESSMENT REPORT OF OFFICERS ON PROBATION REPORT FOR

THE PERIOD FROM TO

FART - I FACTUAL

(TO BE FILLED IN BY THE OFFICERS)

1. NAME:
2. NATIVE PLACE:
3. HOME TOWN:
4. DATE OF BIRTH:
5. DATE OF APPOINTMENT:
6. POST HELD:
7. OFFICE DEPARTMENT:
8. PARTICULARS OF TRAINING,

 EXAMINATION ETC

RECEIVE DURING THE PERIOD UNDER PROB:

1. THE DUE DATE OF COMPLETION OF THE PERIOD OF PROBATION:
2. LEAVE AVAILED DURING

(OTHER THEN CASUAL LEAVE) THE PERIOD OF PROBATION OR THE PERIOD ABSENCE IF ANY:

PART II

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(A) A BRIEF SUMMARY OF DUTIES & RESPONSIBILITIES

(NOT MORE THAN 50 WORDS).

(B) ACTUAL PERFORMANCE DONE DURING THE PERIOD OF PROBATION.

PART –III ASSESSMENT

1. PHYSICAL FITNESS.
2. INTEREST IN WORK OR

SPECIAL ATTTUDE:

1. PROMPTNESS:
2. INITIATIVE:
3. SELF RELIANCE:
4. RESOURANCE FILNESS WILLINGNESS TO:

TO ASSUME RESPNOSIBILITY:

1. INTEGRITY
2. CAPACITY:
3. TO TAKE DECISION
4. TO GRASP & EXPRESS:
5. QUALITY OF PERFORMANCE:
6. ABILITIES TO COMMUNICATE

BOTH ORAL & WRITTEN:

1. SINCERELY & DEVOTION OF DUTY:
2. APPROACH TO & COMMANMAN:
3. WHETHER FIT FOR GOVT.SERVICE:
4. IS IT NECESSARY TO IMPART MORE

TRAINING BEFORE ASSIGNING

REGULAR SUBJECT

1. KNOWLEDGE IF VARIOUS RULES

ACTS & REGULATIONS IN THE

RELEVENT SUBJECTS:

1. SHORT COMING IF ANY NOTICED

DURING THE PERIOD UNDER

REPORT:

1. KNOWLEDGE OF GUJARATI LANGUAGE:

PLEASE STATE WITH DETAILS

11, THE OFFICER HAS BEEN PUNISHED

DURING THE PERIOD UNDER REPORT.

ALSO GIVE INFORMATION OF PENDING

DEPT. INQUIRY IF ANY AND ITS PROGRESS.

18. ASSESMENT OF PERSONNEL PERFORMANCE

OVER ALL PERFORMANCE.

STATION:

DATE:

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(SIGNATURE & DESIGNATION

 OF REPORTING OFFICER)

ASSESSMENT BY THE REVIEWING OFFICER

(SIGNATURE & DESIGNATION OF THE REVIWING OFFICER)