

**SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI – 110002**

For the period from \_\_\_\_\_ to \_\_\_\_\_

**INSTRUCTIONS**

Each Staff's ability and fitness in his/her PRESENT occupation may be appraised with a reasonably degree of accuracy and uniformity, through this report. The assessment requires the appraisal of an Staff in terms of his/her ACTUAL PERFORMANCE. It is essential therefore, that snap judgment be replaced by careful analysis.

**Please follow these instructions carefully:**

1. Disregard your general impression of the Officer/Staff and concentrate on one factor at a time.
2. Study carefully the implications of each other.
3. When assessing an Officer, call to mind instances that are typical of his/her work and way of acting. Do not be influenced by UNUSUAL CASES, which are not typical.
4. Make your assessment with the utmost care and thought.
5. After you have given your assessment for each factor, please sum up your general views about the officer/Staff, indicating in it, any additional factors, particularly those related to his/her INTEGRITY and ability to correct himself/herself, if his/her faults are pointed out to him/her.

<b>PART I</b> (To be filled by the temporary Staff Concerned)		
1	Name	
2	Date of Birth	
3	Date and post of entry in Service	
4	Present post held with date	
5	Section/Dept. in which worked	
6	Details of Trainings attended during the period	
7	Leave availed (Other than CL and Special Leave) during the period.	
8	Period of Initial Probation Period	
9	Name of Reporting Officer	
10	Name of Reviewing Officer	

**Part II ASSESSMENT**  
(To Be filled by Reporting Officer)

(GIVE TICK MARK (✓) AGAINST THE APOROPRIATE COLUMN)

Performance Factors	PERFORMANCE GRADE			
	Exceeds requirements of this job	Meets requirement of this job	Partially meets requirements of this job	Does not meet requirements of this job
1	2	3	4	5
<b>1. MENTAL CAPACITY</b>				
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				
c. Sense of responsibility				
<b>2. WORK HABITS &amp; ATTITUDES.</b>				
1. Aptitude				
2. Interest in work				
3. Promptness				
4. Initiative				
5. Originality				
6. Self-reliance				
7. Manner of performance (Whether methodical & orderly)				
8. Thoroughness				
9. Punctuality				
10. Resourcefulness				
<b>3. Stability</b>				
1. Poise				
2. Fairness				
3. Dependability				

Performance factors	PERFORMANCE GRADE			
	Exceeds requirement of this job	Meets requirement of this job	Partially meets requirements of this job	Does not meet requirements of this job
1	2	3	4	5
<b>4. ABILITY TO GET ALONG</b>				
1. Tact				
2. Dealing with				
(a) Subordinates				
(b) Fellow-officials				
(c) Superiors				
<b>5. ABILITY TO MANAGE</b>				
1. Quality of judgment				
2. Decision making				
3. Ability to plan and program				
4. Direction and Control				

**COMMENTS**

General appraisal of officers'/Staff good and bad qualities in narrative from particularly those related to his/her integrity and ability to correct himself/herself if his/her faults are points out to him/her

**Assessed by**

Name & Reporting Officer :

Designation :

Signature with date

**REMARKS OF THE REVIEWING OFFICER (NEXT HIGHER OFFICER)**

Brief remarks indicating whether assessment of the Reporting officer may be accepted or rejected or otherwise modified. If so, to what extent

Signature with Date  
and name of Reviewing Officer

Name:

Designation:

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**REMARKS AND RECOMMENDATION OF THE REVIEWING BOARD/COMMITTEE**  
(To be obtained 2 Months before completion of Probation Period, in case of those Staff whose  
Performance Report found to in Category 4 or 5)

Recommendation whether the probationer:

1. its fit for retention/confirmation  
Or
2. Should we watched for another----- months  
(here list what improvements are required  
in the probationer)  
Or
3. Should be discharge from Govt. Service  
(here give reasons for recommending  
this course of action)

**OVERALL GRADING**

1) Outstanding 2) Very Good 3) Good 4) Average 5) Below Average

(Here obtain signature with Name and Designation of each member)

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**(ORDER OF THE ADMISTRATIVE CONTROLLING AUTHORITY)**

Signature with date  
Name and Designation