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**Central Pollution Control Board**

**(Ministry of Environment, Forest & Climate Change, Government of India)**

**‘Parivesh Bhawan’, East Arjun Nagar,**

**Shahdara, Delhi-110032**

**ASSESSMENT REPORT FOR PROBATION CLEARANCE**

Paste

Photograph

Report for the period between……………………………………………………….

**PART I**

( To be filled by the probationer)

|  |  |  |
| --- | --- | --- |
| 1 | Name , Designation & Pay Level in Pay Matrix : |  |
| 2 | Date of Birth : |  |
| 3 | Education Qualification : |  |
| 4 | Organisation Where the officer/Probationer has been posted along with posting details : |  |
| 5 | Substantive appointment held ; if any : |  |
| 6 | Date of appointment as Probationer : |  |
| 7 | Has the officer (Probationer) completed the mandatory training ? A copy of certificate issued in this regard may be enclosed : |  |
| 8 | Leave details including period of absence, if any, form duty etc. during the probation period : |  |

Date:

Signature of Probationer

**Part-II**

**Assessment (To be filled by the Reporting Officer)**

Please provide descriptive comments on the following

|  |
| --- |
| **1. STATE OF HEALTH/ PHYSICAL FITNESS**  (This should including state of health, sportsmanship, alertness etc.) |
| **2. MENTAL CAPACITY**  (This should include efforts made to acquire knowledge relevant to job , analytical ability, power of grasp, spirit of equity , power of expression(Oral & Written), sense of responsibility and ability to participate in discussion and seminars) |
| **3. NATURE OF WORK IN WHICH EMPLOYED:** |
| **4. WORK HABITS AND ATTITUDE**  (This should include aptitude, interest in work, promptness, initiate originality, self-reliance, manner of performance ( whether methodical and orderly), thoroughness, punctuality resourcefulness & level of inter-activeness) |
| **5. STABILITY**  ( This should include composure, fairness and dependability) |
| **6. ABILITY TO GET ALONG**  ( This include tact, courtesy, dealing with subordinates, fellow officials & Superiors and team spirit) |
| **7. General ASSESSMENT**  (General Comments on the Officer’s good and bad qualities in narrative form particularly those related to his/her integrity and ability to accept advice for professional work) |

|  |
| --- |
| **8. Integrity :** |
| **9. Recommendation on whether the Probationer is fit for retention/confirmation:** |

(Signature of Reporting Authority)

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART-III**

REMARKS OF THE REVIEWING OFFICER

|  |  |  |
| --- | --- | --- |
| 1 | Length of Service under the Reviewing Officer: |  |
| 2 | General remarks with specific comments about the Officer/Probationer: |  |
| 3 | Brief remarks indicating whether assessment of the Reporting Authority may be accepted or rejected or otherwise modified |  |

(Signature of Reviewing Authority)

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal: