

INDIAN PINWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE

ASSESSMENT REPORT
(Administrative Staff)

Report for the year/period

PART I

Personal Data

(To be filled by the
Office)

1. Name
2. Date of Birth
3. Date of appointment in the Institute
4. Present post and date of appointment thereto
5. Periods of absence from duty
(leave, training, etc.)

PART II

(Assessment by the
Reporter)

1. State of health
2. Regularity and punctuality in attendance
3. Initiative
4. Knowledge of Rules, Regulations and Procedures
5. Promptness in disposal of work
6. Quality of supervision (if applicable)
7. Amenability to discipline
8. Capacity to train, help and advise staff (if applicable)

9. Maintenance of Records
10. Behaviour towards subordinates, colleagues and superiors
11. Integrity
12. General assessment of work
13. Outstanding merits, if any

PART III

(Remarks by the Reviewer)

1. Do you agree with the Reporters?
If not indicate reasons

2. Overall assessment of performance

Signature:

Name:

Designation:

Date:

Representative of the Secretariat

3
PART-V

स्वीकार करनेवाले प्राधिकारी की अवधिनिर्णय
(अर्थात् अपने वरिष्ठ प्राधिकारी)
REMARKS OF THE ACCEPTING AUTHORITY
(i.e. next superior authority)

स्वीकार करनेवाले प्राधिकारी के हस्ताक्षर
Signature of the Accepting Authority
नाम लिखें
Name in Block letters

स्थान/Place:

पदनाम/Designation

दिनांक/Date:

रिपोर्ट की अवधि में

(During the period of Report)

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