



Central Pollution Control Board
Parivesh Bhawan, East Arjun Nagar,
Delhi-110032

C-20017/02/DPC/Admn.(R)/2019/ 1509

28th November, 2019

Office Memorandum

In compliance of DoPT instructions, all the officers/officials who have completed probation period and are not communicated about completion/ clearance of probation period by the competent authority are hereby directed to fill up the attached **ASSESSMENT REPORT FOR PROBATION CLEARANCE** and forward the same to Senior Administrative Officer for further necessary action.

2) For avoiding delay in assessment, before forwarding the filled-up Assessment Report to the Administration Division, please ensure that the Part- II & III are duly filled-up by their Reporting Officer/ Reviewing Officer.

3) Assessment Report For Probation Clearance may be forwarded to the Senior Administrative Officer within 15 days from the date of issue of the Office Memorandum. Blank format of the Assessment Report for Probation Clearance is available on CPCB website (Staff Corner).

(R.D. Pandey)

Senior Administrative Officer

To,

- 1) Divisional Incharges : For information and circulation in their division.
- 2) Regional Directors, CPCB : For information and circulation in Regional Directorate.
- 3) Incharge I.T. Division : Kindly get it uploaded on CPCB website.
- 4) Notice Boards
- 5) Master file

Copy to:-

PS to MS : For information please.



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

Report for the period between.....

PART I

(To be filled by the probationer)

Paste

Photograph

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, from 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

<p>1. STATE OF HEALTH/ PHYSICAL FITNESS (This should including state of health, sportsmanship, alertness etc.)</p>
<p>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)</p>
<p>3. NATURE OF WORK IN WHICH EMPLOYED:</p>
<p>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)</p>
<p>5. STABILITY (This should include composure, fairness and dependability)</p>
<p>6. ABILITY TO GET ALONG (This include tact, courtesy, dealing with subordinates, fellow officials & Superiors and team spirit)</p>
<p>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)</p>

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: