

APPENDIX 05
(Sections 101, 104 and 105)

Reference No. :

Annual Review Report Relating to Officers Subject to a Period of Probation / Acting

1. Particulars of the officer

- 1.1 Name of the Officer :
- 1.2 Designation :
- 1.3 Station :
- 1.4 Date of assumption of the appointment :
- 1.5 The date on which the probation / acting period will end :
- 1.6 Period relevant to the Review : From to

2 A brief description of the duties assigned to the officer.

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3 Attendance

- 3.1 Does he attend office for duties at the due time or before? Yes / No
- 3.2 Does he habitually come late for duties? Yes / No
- 3.3 Does he duly attend to his duties during office hours? Yes / No
- 3.4 Does he spend office time to attend to other extraneous matters? Yes / No
- 3.5 Leave particulars for the relevant period:

Casual

Vacation

Sick

Half-pay

No-pay

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4 Discipline and Conduct

- 4.1 Discipline and conduct within the place of work Weak/satisfactory/good/very good
- 4.2 Discipline and conduct outside office hours and place of work Weak/satisfactory/good/very good
- 4.3 A brief description of disciplinary action taken against the officer during the relevant period:
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5 Health

- 5.1 Was his physical health satisfactory? Yes / No
- 5.2 Was his mental health satisfactory? Yes / No

6 Performance of duties

- 6.1 Capability weak / satisfactory / good /very good
- 6.2 Efficiency weak / satisfactory / good /very good
- 6.3 Dedication weak / satisfactory / good /very good
- 6.4 Diligence weak / satisfactory / good /very good
- 6.5 Neatness weak / satisfactory / good /very good
- 6.6 Courteousness weak / satisfactory / good /very good
- 6.7 Reliability weak / satisfactory / good /very good
- 6.8 Adherence to instructions weak / satisfactory / good /very good
- 6.9 Obedience weak / satisfactory / good /very good
- 6.10 Knowledge of laws, rules, procedures, regulations and circulars etc. weak / satisfactory / good /very good

7 Any special skills shown:

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8 Any noticeable weaknesses shown:

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9 Particulars of passing over the efficiency bar :

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10 Particulars about gaining proficiency in the second language :

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11 Additional educational and professional qualifications obtained :

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12 Matters to be brought to the attention of the officer :

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13 Final conclusion on the officer after considering

All the relevant factors : weak / satisfactory / good /very good

14 The conclusions of this Review Report were brought to the notice of the officer on

.....
(Signature)
Immediately Supervising
Staff Officer
Name:
Designation:
Date:

.....
(Signature)
(Head of Department/ Institution)
Name:
Designation:
Date :

15 The conclusions of this Review Report were brought to my notice on

.....
(Signature)
Officer
Name:
Designation:
Date :