

PART — III

ASSESSMENT OF THE REPORTING OFFICER

(Head of the Department, Head of Research Station, Extension Leader of DAATTC Training Organizers of KVKs, as the case may be)

- A. The critical comments of the Reviewing Officer are invited particularly with reference to the self-Assessment Document — PART — II filled in by the Assessee Scientist/Teacher/Extension Worker. State specifically whether you agree with the statement relating to target and objectives achievements, shortfalls. Also comment on constraints if any stated by the assessee.**
- B. Quality of work turned out. Specifically comment on the quality of work turned out, performance with regard to programme objectives and constraints.**

Assessment Period:

Name:

Designation:

Place of work:

- i Teaching
(Any Specific remark)

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| O | V | G | B | U |
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- ii Research
(Any Specific remark)

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| O | V | G | B | U |
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- iii Extension
(Any Specific remark)

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| O | V | G | B | U |
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- iv Other duties Assigned Specify the duty assigned

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| O | V | G | B | U |
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- v Consultancies/Paid Up Trials
(Any Specific remark)

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| O | V | G | B | U |
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- vi Publications / Books / Research
Papers / Popular Articles etc.
(Any Specific remark)

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| O | V | G | B | U |
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c. Specific Attributes

- i Communication Skills
(Any Specific remark)

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| O | V | G | B | U |
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- li Interpersonal Relations and team
work
(Any Specific remark)

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| O | V | G | B | U |
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- lii Managerial / leadership qualities
(Any Specific remark)

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| O | V | G | B | U |
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- iv Willingness to take responsibilities
(Any Specific remark)

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| O | V | G | B | U |
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|------|--|---|---|---|---|---|
| v | Proficiency and Accuracy in work (Any Specific remark) | O | V | G | B | U |
| vi | Initiative and Zeal (Any Specific remark) | O | V | G | B | U |
| vii | Sense of responsibility and devotion to duty (Any Specific remark) | O | V | G | B | U |
| viii | Ability to plan, initiate and conduct teaching / research / extension and other official programmes (Any Specific remark) | O | V | G | B | U |
| ix | Attitude towards colleagues in the faculty and administration (Any Specific remark) | O | V | G | B | U |
| x | Punctuality and regularity in attendance (Any Specific remark) | O | V | G | B | U |
| xi | Amicability to discipline (Any Specific remark) | O | V | G | B | U |
| xii | Timeliness in attending the work (Any Specific remark) | O | V | G | B | U |

xiii Achieving the targets in time

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| O | V | G | B | U |
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D. General Attributes:

- i. State of Health
- ii. Industriousness, care and thoroughness
- iii. Integrity
- iv. Keenness to learn

E. Any other information which needs to be furnished:

F. Overall Assessment:

Specify your overall assessment keeping in view his / her strengths / short comings, intellectual capacity, integrity, managerial capabilities, leadership qualities and willingness to assume responsibilities.

G. Overall Grading

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|----------|----------|----------|----------|----------|
| O | V | G | B | U |
|----------|----------|----------|----------|----------|

**(O = Outstanding, V = Very Good, G = Good, B = Below expectation,
U = Unsatisfactory)**

Place

Signature of the Reporting Officer

Date

Name

Designation

PART — IV

REPORT OF REVIEWING OFFICER

1. Period of service of the Assessee

Under the Reviewing Officer

2. Whether the Reviewing Officer is

Satisfied that the Reporting Officer has made
his/her assessment carefully full attention to details
and taking into account the relevant material.

3. Do you agree with the assessment of
the Reporting Officer

- a) If agreeing, justify _____
- b) If in disagreement, specify reasons _____
- c) Do you wish to modify/add/substantiate
with the assessment of the Reporting Officer: _____

4. Does the Officer being assessed of any Special

Characteristics/Strengths to justify his/her

- a) Selection for a Special Assignment.
- b) Deputation for a Training Programme
- c) Delegation of Official Responsibilities
- d) Promotion to Higher Cadre

Place

Signature of the Reviewing Officer

Date

Name

Designation