

Proforma I

ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL
(CATEGORY I) OF THE ICAR

(To be completed by the concerned Estt Division)

1. Reported period
2. Name
3. Date of birth
4. Designation
5. Present grade and scale of pay
6. Date of entry into service
7. Date of continuous appointment to the present grade
8. Period of absence from duty, on leave, training, health, etc. during the period under report
9. Academic / Professional qualifications (underline any qualifications obtained during the period under report)

PART I

(To be filled in by the Reviewee)

Please furnish the following information.

10. Educational career:

Certificate/Diploma/Degree	Class/Grade	University/ Board/Institute
(i)		
(ii)		
(iii)		
(iv)		
(v)		

10. Additional qualifications / training acquired during the period under review:

11. Employment record for last five/ten years ending _____ starting _____ with your present post, list in reverse order every employment you have had.

Name of employing organization	Designation	Salary/Scale of pay	Date of joining	Date of leaving
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Signature of Reviewee _____

Name _____

Date _____

Designation _____

PART II

(To be filled in by the Reviewer)

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by the reviewee during the last five/ten years ending on in relation to tasks assigned to him/her.
3. Please comment on reviewee's:
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Recommendations of the reviewer

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

PART III

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

PART IV

Recommendations of the Director (in case of employees of the Institute)/Secretary, ICAR (in case of employees of the ICAR headquarters and/or the centrally administered programmes).

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....