

**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)

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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ii Research  
(Any Specific remark)

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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iii Extension

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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(Any Specific remark)

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iv Other duties Assigned Specify the duty assigned

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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v Consultancies/Paid Up Trials  
(Any Specific remark)

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

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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### c. Specific Attributes

i Communication Skills  
(Any Specific remark)

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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ii Interpersonal Relations and team  
work  
(Any Specific remark)

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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iii Managerial / leadership qualities  
(Any Specific remark)

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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iv Willingness to take responsibilities  
(Any Specific remark)

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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v Proficiency and Accuracy in work  
(Any Specific remark)

O	V	G	B	U
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vi Initiative and Zeal  
(Any Specific remark)

O	V	G	B	U
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vii Sense of responsibility and devotion  
to duty  
(Any Specific remark)

O	V	G	B	U
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viii Ability to plan, initiate and conduct  
teaching / research / extension and  
other official programmes  
(Any Specific remark)

O	V	G	B	U
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ix Attitude towards colleagues in the  
faculty and administration  
(Any Specific remark)

O	V	G	B	U
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x Punctuality and regularity in  
attendance  
(Any Specific remark)

O	V	G	B	U
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xi Amicability to discipline  
(Any Specific remark)

O	V	G	B	U
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xii Timeliness in attending the work  
(Any Specific remark)

O	V	G	B	U
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xiii Achieving the targets in time

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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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

<b>O</b>	<b>V</b>	<b>G</b>	<b>B</b>	<b>U</b>
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**(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