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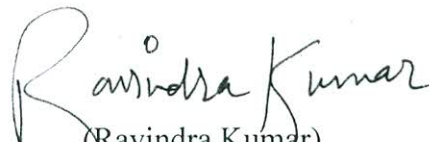
17 Oct 2017

MINISTRY OF DEFENCE
Office of the JS (E/CAO)

RENDITION OF ANNUAL PERFORMANCE APPRAISAL REPORT AND ASSESSMENT
REPORT OF MULTI TASKING STAFF/MULTI TASKING STAFF (RECEPTION) OF
AFHQ AND INTER-SERVICE ORGANISATIONS

Further to this office note of even number dated 11 Oct 2017.

2. Revised Assessment Report format in the grade of MTS and MTS (Reception) belonging to AFHQ and Inter-service organisations is enclosed herewith for further necessary action please.
3. Assessment Report format forwarded earlier vide Note of even number dated 11 Oct 2017 may please be treated as withdrawn.


(Ravindra Kumar)
SAO/APAR(P-2) Cell

All Coord Sections of Branches of Army HQ and ISOs

All Admn. Sections of CAO Office

CAO/P-2(B)

CAO/EDP Cell (for uploading in website)

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ASSESSMENT REPORT FOR MULTI TASKING STAFF/MULTI TASKING
STAFF(RECEPTION) OF AFHQ AND INTER-SERVICE ORGANISATIONS

HEADQUARTERS _____ BRANCH/ORG _____

DTE _____ SECTION _____

PERIOD OF REPORT _____

PART -1 PERSONAL DATA

1. NAME	
2. DATE OF BIRTH	
3. EDUCATIONAL QUALIFICATION	
4. SUBSTANTIVE APPOINTMENT HELD, IF ANY	
5. PARTICULARS OF COMPETITIVE EXAMINATION ON THE BASIS OF WHICH APPOINTED AND THE RANK OBTAINED	
6. DATE OF APPOINTMENT TO THE POST OF PROBATION	
7. DATE ON WHICH THE PROBATIONARY PERIOD WILL BE/WAS COMPLETED	
8. DETAILS OF EXTENSIONS OF PROBATION, IF ANY	
9. SECTION IN WHICH EMPLOYED DURING THE YEAR	
10. PERIOD OF ABSENCE FROM DUTY ON LEAVE, ETC DURING THE YEAR	

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PART-II ASSESSMENT BY THE REPORTING OFFICER
(SECTION OFFICER & EQUIVALENT OR ABOVE)

1. STATE OF HEALTH	
2. NATURE OF WORK ON WHICH EMPLOYED (as per charter of duties.)	
3. GENERAL ASSESSMENT (This should contain an overall assessment of the officer's personality his good qualities and Shortcomings and should be in particular touch on the following points viz proper maintenance of prescribed registers etc. (e.g. despatch register, file register, etc. industry, keenness and enthusiasm to learn and grasp, intelligence, sense of duty and discipline, punctuality in attendance, relations with fellow employees). If the officer has been reprimanded for indifferent work or for other causes during the period under review, brief particulars should be given.	
4. INTEGRITY (This column should be filled as per the Instructions issued under Ministry of Home Affairs O.M.51/4/64 Estt. (A) dated 21.06.1965)	

SIGN OF REPORTING OFFICER _____

NAME IN BLOCK LETTERS _____

DESIGNATION _____

TELEPHONE _____

DATE _____

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PART-III REMARKS OF THE REVIEWING OFFICER
(DEPUTY DIRECTOR, EQUIVALENT OR ABOVE

1. LENGTH OF SERVICE UNDER REVIEWING OFFICER	
2. GENERAL REMARKS WITH SPECIFIC COMMENTS ABOUT THE GENERAL REMARKS GIVEN BY THE REPORTING OFFICER AND REMARKS ABOUT THE OUTSTANDING WORK OF THE OFFICER.	
3. FITNESS FOR RETENTION/ CONFIRMATION (A) FIT (B) NOT YET FIT (C) UNFIT	

SIGNATURE OF THE REVIEWING OFFICER _____

NAME IN BLOCK LETTERS _____

DESIGNATION _____

DATE _____

TELEPHONE NO. _____

NOTE:- WHERE AN ADVERSE ENTRY IS MADE, WHETHER IT RELATES TO A REMEDIABLE OR TO AN IRREMIABLE DEFECT, IT SHOULD BE COMMUNICATED IN WRITING. BUT WHILE DOING SO, THE SUBSTANCE OF THE ENTIRE REPORT INCLUDING WHAT MAY HAVE BEEN SAID IN PRAISE OF THE OFFICER REPRTD UPON SHOULD BE COMMUNICATED.

SCRUTINIZED BY

AO/APAR CELL
DATE:

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