



**Indira Gandhi Delhi Technical University For Women**  
(Formerly Indira Gandhi Institute of Technology)  
Kashmere Gate, Delhi-110006

No.F.3(III)/05/Admin/Estt-III/ Probation/IGDTUW/2021/ 2012

Dated:- 10.03.2021  
11.03.2021

This is with reference to circular dated 13.01.2021 (copy enclosed) vide which all concerned HoD/ Branch officers were requested to furnish the necessary assessment reports of probation period in prescribed form, work & conduct reports, integrity certificates, departmental/ branch's vigilance clearance reports and upto date APARs. However, it is noticed that only few assessment reports/ documents/ APARs of some Faculty/ Non Teaching Staff have been received in this office till date.

Further, it has been observed that some of the assessment reports/ documents/ APARs have not been either assessed by the reporting officer or reviewed by the reviewing officer. As such for processing the case of probation clearance/ confirmation it is mandatory that the assessment report/Documents/ APARs should be duly assessed/ reviewed by reporting/ reviewing officer.

Therefore, all concerned HoDs and Branch Officers are once again requested to furnish duly assessed and reviewed assessment reports/ documents/APARs in respect of the Teaching and Non Teaching Staff as sought vide circular dated 13.01.2021 within 10 days of receipt of this circular.

*Ashwani K*  
(Prof. Ashwani Kumar)  
Registrar

Encl: As above

No.F.3(III)/05/Admin/Estt-III/ Probation/IGDTUW/2021/ 2012

Dated:- 10.03.2021  
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Copy forwarded to the following for information and necessary action:-

1. Dean Examination, IGDTUW
2. Head of Department(IT/ECE/CSE/MAE/A&P), IGDTUW
3. HEAD, IT Services, IGDTUW
4. Additional Registrar, GA, IGDTUW.
5. Assistant Finance Office, IGDTUW
6. In-charge, Horticulture, IGDTUW
7. System Analyst, IGDTUW with a request to upload this letter on the University Wbsite
8. PS to Hon'ble Vice Chancellor, IGDTUW
9. PA to Registrar, IGDTUW.
10. Guard File.

*Ashwani K*  
(Prof. Ashwani Kumar)  
Registrar



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**Kashmere Gate, Delhi - 110006**

ASSESSMENT REPORT FOR PROBATION CLEARANCE

PERIOD OF PROBATION FROM \_\_\_\_\_ TO \_\_\_\_\_

PART-I

(to be filled by Official Concerned)

S.NO.	Particular	
1.	Name	
2.	Date of Birth	
3.	Department	
4.	Post Held	
5.	Nature of Duties on which he/she has been deployed (List of the Duties in order of importance)	
6.	Period of Probation	
7.	Any other Training recommended during appointment.	

PART-III

COMMENTS OF REPORTING OFFICER

General Appraisal of the Officer's good and bad qualities for particularly those related to his/her ability to correct himself/herself if his faults are pointed out to him	
Any other corrective Measures taken regarding fitness for drawing Annual Increments	
Should be watched for another period along with the list what improvement are required in the probation period is entitled	
Signature of the Reporting Officer	
Designation	
Date	
Place	

REMARKS OF THE REVIEWING OFFICER

Brief remarks indicating whether assessment of the reporting officer may be accepted or rejected or otherwise modified.	
Signature of the Reviewing Officer	
Designation	
Date	
Place	

## PART II: PERFORMANCE FACTORS: CHECK LIST

(to be filled by Reporting Officer)

<u>Performance Factors</u>	<u>Exceed &amp; Require ments of this job</u>	<u>Meets Fully require ments of this job</u>	<u>Just meets Require ments of this job</u>	<u>Partially meets Require ment of this job</u>	<u>Does meets Require ment of this job</u>
<b><u>MENTAL CAPACITY</u></b>					
1. Efforts made to acquire knowledge relevant to job					
2. Analytical Ability					
3. Power of Grasp					
4. Power of Inquiry					
5. Power of Expression a) Oral b) Expression					
6. Sense of responsibility					
7. Ability to participate in discussions and Seminars					
<b><u>WORK HABIT AND ATTITUDES</u></b>					
1. Attitude					
2. Interest in work					
3. Initiative					
4. Originality					
5. Self Reliance					
6. Manner of performance (whether methodically and orderly)					
7. Promptness					
8. Thoroughness					
9. Punctuality					
10. Resourcefulness					
11. Stability					
12. Pose					
13. Fairness					
14. Dependability					
<b><u>ABILITY TO MANAGE</u></b>					
1. Quality of judgment					
2. Decision Making					
3. Ability to plan, program and execute					
4. Direction and Control					
5. Ability to evaluate the work of individual and project or schemes					
<b><u>PHYSICAL FITNESS</u></b>					
1. Health Condition					

PART-IV

RECOMMENDATION WHETHER THE PROBATIONAR:

Sl. NO.		
1	Is fit for retention Confirmation	
2	Should be watched for another period along with the list what improvement are required in the probationer	
3	May be tried for some other post (here such course is permissible)	
4	Should be discharged from Govt. Service by Giving Reasons	
5	Overall Grading for Duties	
	1. Outstanding	
	2. Very Good	
	3. Good	
	4. Satisfactory with some shortcomings	
	5. Not really Satisfactory	

Signature of Chairman (BoM)  
On behalf of Board of Management



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**ANNEXURE-A**

**WORK & CONDUCT REPORT**

The work & conduct Report of the following Official/Officer is satisfactory and nothing adverse has been reported against him/her:

Sl. No.	Name	Designation
01		

Signatures of HOD )/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated:

**INTEGRITY CERTIFICATE**

The Integrity of the following official is certified and is beyond doubt:

Sl. No.	Name	Designation
01.		

Signatures of HOD )/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated:

**VIGILANCE CLEARANCE REPORT**

No vigilance case has been contemplated against the following official/Officer. Also no complaint is pending against him/her as per record of this Branch/Department:.

Sl. No.	Name	Designation
01.		

(Signatures of HOD )/Branch Officer with Stamp:

Name:

Designation:

Department/Branch:

Dated: