

AN-IV

1st year/ 2nd year Assessment Report
of probation in respect of ASSISTANT
ACCOUNTS OFFICERS OF DEFENCE
ACCOUNTS DEPARTMENT.

PERIOD: FROM.....TO.....

OFFICE:.....

PART-I

PARTICULARS :-

- 1. NAME OF THE PROBATIONER :
- 2. DATE OF BIRTH :
- 3. DATE OF PROMOTION AS AAO :
- 4. SUBSTANTIVE POST HELD :

PART-II

ASSESSMENT

WHETHER MEETS REQUIREMENT
OF HIS JOB (SAY 'YES' OR 'NO')

MENTAL CAPACITY

- (i) Progress of acquiring knowledge of Rules / Regulations procedures and practices :
- (ii) Power of expression :
- Oral / written :
- (iii) Command of language :
- (iv) Ability to participate in discussions :

Contd.....2.....

PART - III

II. WORK, HABITS & ATTITUDE

- (i) Interest in work and Aptitude.
 - (ii) Initiative
 - (iii) Thoroughness
 - (iv) Punctuality
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PART - IV

III. CONDUCT

- (i) Tact
 - (ii) Helpfulness to fellow officials and subordinates
 - (iii) Conduct and Social behaviour
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PART - V

IV. ABILITY TO MANAGE

- (i) Ability to manage the section independently
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PART - VI

General Appraisal of the Probationers good qualities and weaknesses in narrative form particularly those relating to integrity and ability to correct himself if his faults are pointed out :

PART - VII

REMARKS OF THE REVIEWING OFFICER :-

PART - VIII

REMARKS AND RECOMMENDATION OF THE REVIEWING BOARD/COMMITTEE

Recommendations - Whether the Probationer

1. Is 'FIT' for retention

OR

Should be watched for another

.....months (here list
what improvements are required or him)

OR

3. May be reverted to lower post

(here give reasons for this
recommendation) for promotees
only)

OR

4. Should be discharged from Govt.

service (here give reasons for
this recommendation) (for direct
recruits only)

REVIEWING BOARD/COMMITTEE

PART - IX

Orders of the Head of
the Office/Department.