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भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डा0 राजेंद्र प्रसाद मार्ग, नई दिल्ली 110114.
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 114.

F. No. 1-Misc/ 2012-AU

Dated 4th May, 2012

To

The Director/ Project Directors of ICAR Research Institute/
NRC/ Project Directorates/ Bureaux

Sub:- Clearance of Probation and confirmation in respect of ARS Scientist – reg.

Sir,

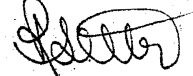
It has come to the notice of the Council that most of the Institutes are considering only the Annual Confidential Report (APAR) for clearance of probation and confirmation of scientists including directly recruited Sr. Scientists and Principal Scientists. The Govt. of India instructions on the subject clearly stipulate that separate forms of report on the Probationers, which should be distinct from the usual Annual confidential reports, (APAR) may be devised to help the Supervising Officer to concentrate on the special need of probation and to decide whether the work and conduct of the officer during the period of probation are satisfactory enough to warrant his further retention in service or post. Both the Probation Report and Annual Confidential Reports (APAR) for the relevant period of probation are to be considered for clearance of probation and confirmation by the duly constituted Selection Committee/ Departmental Promotion Committee. The proforma in vogue for writing the probation reports in respect of scientist of ICAR is enclosed.

It is requested that the probation clearance of Scientists/ Sr. Scientists/ Principal Scientists may be carried out in a systematic and vigorous manner so that the necessity of dispensing with the services of Scientists at later stages may arise only rarely. The recommendations of the Selection Committee/ DPC should be sent to the Council along with following documents:-

Contd..

1. Original Proceeding of DPC
2. Gist of ACRs gradings for two years
3. Probation Reports for two years
4. Vigilance clearance certificate
5. Integrity certificate
6. Dies-non or break in service, if any and
7. DPC note prepared for the meeting

Yours faithfully,



(Roja Sethumadhavan)
Under Secretary (P)

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD - 671 124, KERALA, INDIA

Endt.No.F.5(2)/2009-Estt. Dated 18.05.2012

Copy forwarded for information and circulation to:

1. The Project Coordinator (Palms), CPCRI, Kasaragod.
2. All the Head of Divisions, CPCRI, Kasaragod.
3. The Head/Head i/c, CPCRI, RS, Kayangulam/Vittal.
4. The Scientist in charge, CPCRI, RC, Kahikuchi/Mohitnagar/Kidu.
5. The Officer in charge, CPCRI, RS, Minicoy.
6. The Programme Coordinator, KVK, Kasaragod/RS, Kayangulam.
7. The Confidential Section/ PME Cell, CPCRI, Kasaragod.
8. VIth CPC Scientific File.
9. Website of CPCRI.
10. Notice Boards.

AAO (Estt.)

सहायक प्रशासनिक अधिकारी (स्थापना)
Assistant Administrative Officer (Estt.)
केन्द्रीय रोपण फसल अनुसंधान संस्थान
Central Plantation Crops Research Institute
कासरगोड, केरल Kasaragod - 671 124, Kerala

ASSESSMENT OF OFFICERS ON PROBATION

Name:

Service/ Department:

Post held and nature of duties
On which he has been employed

).....
).....

Experience prior to appointment
On probation

).....
).....

ASSESSED BY:		Date:
APPROVED BY:		Date:

INSTRUCTIONS (Read carefully)

Each officer's ability and fitness in his PRESENT OCCUPATION OR for promotion may be appraised with a reasonable degree of accuracy and uniformity, through this report. The assessment requires the appraisal of and officer in terms of his. ACTUAL PERFORMANCE. It is essential, therefore, that snap judgment be replaced by careful analysis as you are building up administrative leaders of tomorrow. Please follow/ these instruction carefully.

1. Disregard your general impression of the officer and concentrate on one factor at a time
2. Study carefully the implication of each factor.
3. When assessing as officer, cell to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL CASES which are not typical.
4. Make your assessment with the utmost care and thought Do not ALLOW YOUR PERSONAL REELINGS TO GOVERNMENT YOUR ASSESSMENT.
5. AFTER you have been given your assessment for each factor, please sum up general views about the officer indication in it any additional factors particularly those related to his INTEGRITY and ability to correct himself if his faults are pointed out to him.

Performance Factors	Performance Grade			
	Exceed Requirements of this job	Meets Requirements of this job	Partially Meets requirements of this job	Does not meet requirement of this job
(1)	(2)	(3)	(4)	(5)
I. <u>MENTAL CAPACITY</u>				
1. Knowledge of the Technical requirements of the job				
2. Analytical ability				
3. Spirit of enquiry				
4. Command of language				

	Performance Factors	Exceeds Requirements of this job	Meets Requirements of this job	Partially Meets requirements of this job	Does not meet requirement of this job
5.	Ability to participate in discussions				
6.	Sense of responsibility				
II.	<u>WORK HABITS & ATTITUDES</u>				
1.	Interest in work and aptitude				
2.	Initiative				
3.	Self reliance				
4.	Thoroughness				
5.	Punctuality				
6.	Resourcefulness				
III.	<u>STABILITY</u>				
1.	Poise				
2.	Fairness				
3.	Dependability				

	Performance Factors	Exceeds Requirements of this job	Meets Requirements of this job	Partially Meets requirements of this job	Does not meet requirement of this job
IV.	<u>ABILITY TO GET ALONG</u>				
1.	Tact				
2.	Helpfulness to fellow officials subordinates and to the public				
3.	Ability to inspire others				
V.	<u>ABILITY TO MANAGE</u>				
	Decision making				
	Ability to plan and programme				
	Direction and control				
	Ability to evaluate the work of individuals and project or schemes				

COMMENTS:

<p>General appraisal of the officer's Good and bad qualities in narrative Form particularly those related to his integrity and Ability to correct himself if his faults are pointed out. Decision if any taken regarding Fitness for drawing 1st / 2nd increments (where applicable)</p>	
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REMARKS AND RECOMMENDATION OF THE REVIEWING OFFICER:

Brief remarks indication whether assessment of the Reporting officers may be accepted or otherwise modified.	
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RECOMMENDATIONS WHETHER THE PROBATIONER:

1.	Is fit for retention/ confirmation OR	
2.	Should be watched for another months (here list what improvements are required in the probation OR	
3.	May be tried for some other post. (where such a course is permissible under relevant recruitment rules) OR	
4.	May be reverted to his substantive post (here give reasons for recommending this course of action) OR	
5.	Should be discharged from Council's service (here give reasons for recommending this course of action)	

REVIEWING OFFICER

Remarks of the Countersigning Officer
(Next superior officer, if any)

Signature:.....

Name:.....

Designation:.....

Date:.....