

PROFORMA-I

ASSESSMENT FORM FOR TECHNICAL PERSONNEL OF CATEGORY-I, RPCAU, PUSA

(To be completed by the concerned Estt. Division)

1.	Reported period	
2.	Name	
3.	Date of birth/age	
4.	Designation	
5.	Present grade and scale of pay	
6.	Date of entry into the service	
7.	Date of continuous appointment to the present grade:	
8.	Period of absence from duty, on leave, training, health, etc. during the period under report:	
9.	Academic / Professional qualifications : <i>(Underline any qualifications obtained during the period under report)</i>	

PART I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational career:

Certificate/Diploma/Degree	Class/Grade	University/ Board/Institute	Year
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2. Additional qualifications / training acquired during the period under review:

3. Employment record for last five/ten years ending starting with your present post, list in **reverse order** every employment you have had.

<u>Name of employing organization</u>	<u>Designation</u>	<u>Salary/Scale of pay</u>	<u>Date of joining</u>	<u>Date of leaving</u>
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Date

Signature of Reviewee
Name

Designation

PART II

(To be filled in by the Reviewer)

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by the reviewee during the last five/ten years ending on in relation to tasks assigned to him/her.
3. Please comment on reviewee's:
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Recommendations of the reviewer

Signature.

Name

(In Block letters)

Designation

Date

PART III

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature

Name

(In Block letters)

Designation

Date

PART IV

Recommendations of the Head of the Institution/Units/Department and/of the centrally administered programmes.

Signature

Name

(In Block letters)

Designation

Date