

**ASSESSMENT REPORT
FOR
PROBATIONARY CORRECTIONAL OFFICERS DURING PRACTICAL TRAINING**
(To be filled on completion of Practical Training)

Report for the year / period ending :

PART- I

PERSONAL DATA
(To be filled by the Officer Reported Upon)

1. Name of Officer :
2. Rank :
3. Date of Birth :
4. Height : Weight :
Chest : Waist :
5. Period of absence from duty
(on leave, training etc. during the year) :

(2)

PART - II

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the beginning of the form before filling the entries)

1. Brief description of duties performed during the period of training:

	Place of training	from	to	Description of duties
1	Directorate of Correctional Services			
2	Central Correctional Home			
3	District Correctional Home			
4.	Attachments			

(3)

2. Particulars of training courses undergone during the year.

3. Rewards or commendations received during the year.

4. (a) Please specify major learnings during the period of practical training:

(b) Please indicate the areas where you feel that there have been shortcomings in your learning:

(c) Please also indicate areas in which there have been significantly better/higher Knowledge / skill achievements:

(4)

PART - III

TO BE FILLED IN BY THE DEPUTY INSPECTOR GENERAL OF THE ZONE

(To be submitted through Addl. IG of CS of the zone)

Please read carefully the instructions given at the beginning of the form before filling the entries.

A. NATURE AND QUALITY OF WORK

1. Please comment on Part-II as filled out by the officer and specifically state whether you agree with the answers relating to his achievements and short-falls during practical training of the officer. Also specify constraints, if any, in completion of the training:

2. Level of Knowledge of work developed during the training
(Please comment specifically on each of these; level of knowledge of functions, related instructions and their application)

3. Willingness to learn:

B. ATTRIBUTES

4. Leadership qualities

5. Decision making ability
(Please comment on his ability to take decisions and to weigh pros and cons of alternatives)

(5)

6. Communication skill (written and oral)
(Please comment on the ability of the officer to communicate and on his ability to present arguments)

7. Inter-personal relations and team work
(Please comment on the quality of relationship with superiors, colleagues and subordinates, on his/her capacity to work as a member of team and to promote team spirit and optimize the output of the team).

8. Relations with the prisoners
(Please comment on the officer's accessibility to the prisoners and responsiveness to their needs.)

9. Interest in Guarding Staff's Welfare and their families.
(Please comment on the attitude of the officer towards welfare of guarding staff and their families)

C. TRAITS/SPECIAL ABILITIES

- (i) General bearing and personality :
- (ii) Sociability :
- (iii) Dedication to duty :
- (iv) Ability to withstand stress/pressures :
- (v) Any other traits/special abilities of the officer other than those mentioned above. :

D. GENERAL

10. State of health
(Please mention whether the officer is overweight or underweight and whether he is fit for field duties)

11. Integrity
(Please see the note below the instructions)

12. General Assessment:
Any action/aspect needing special mention
(Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to qualities if any not covered by the entries above)

13. Grading:

(Outstanding/Very good/Good/Average/Below/Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out in para 13 above)

Signature :

Date :

Name in block letters :

Designation :
(During the period of report)

