

PERFORMANCE APPRAISAL FORM FOR JTO (TRAINEE)
(To be filled up by controlling officer)

For the period from:.....to.....

Name of the Probationer: -		
Date of absorption in regular pay scale:		
Rating Key: - Put the marks given in the bracket for each evaluation standards in Column "C". Please give rounded figures only as given in brackets. Performance Scale: - (a) Excellent (5 Marks) (b) Very Good (4 Marks) (c) Good (3 Marks) (d) Average (2 Marks) (e) Below Average (1 Mark)		
Sl No	Characteristics	Marks Obtained
1	Punctuality	
2	Sense of Responsibility	
3	Aptitude	
4	Interest in Work	
5	Initiative	
6	Technical Knowledge and Application	
7	Ability to Evaluate and implement the Scheme of Work/ Project	
8	Analytical Abilities	
9	General behavior with colleagues, superiors and others	
Total Marks obtained		
Overall comments:		
Leave record of the Probationer: - Total Leaves availed		
(1) CL =	(2) EL=	(3) Medical Leave =
(4) Maternity/ Paternity Leave=	(5) EOL=	
(6) Any other Leave		

Signature of Appraiser

*Signature of Overall Controlling Authority
(Name & Desig)

* Reporting officer of the Appraiser

Date:

Place:

**PERFORMANCE APPRAISAL FORM FOR JTO (Probationers)
(To be filled up by controlling officer)**

For the period from:.....to.....

Name of the Probationer: -		
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