

Shram shakti Bhawan, Rafi Marg  
New Delhi, dated the 12 January'2021.

**OFFICE MEMORANDUM**

**Subject :- Seeking Assessment Reports in respect of Junior Time Scale(DR) officers of Central Labour Service for confirmation in service- reg.**

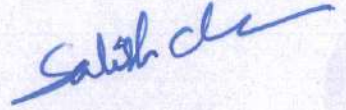
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The undersigned is directed to state that 31 JTS(DR) officers(list enclosed) officers have completed or going to complete probation period of two years during the period from December'2020 to March' 2021. Hence, as per extant Government Rules, they need to be confirmed in the service.

2. In this connection, a proforma of Assessment Report is forwarded herewith for recording comments of Reporting and Reviewing officer along with recommendation for their confirmation or otherwise and requested to submit dully filled Assessment Report to the Ministry for taking further necessary action at our end.

3. All the officers are also requested to complete their APARs for the relevant periods to facilitate the confirmation process.

Encl:- As above



(Satish Chander)

Under Secretary to the Government of India

To

- (i) All Concerned Direct Recurit JTS Officers (as per the List) of CLS posted under various Ministries/Departments/Organizatin – for information and compliance.
- (ii) The CLC(C), MoLE, New Delhi
- (iii) The DGLW, MoLE, Jaisalmer House, New Delhi
- (iv) Director General of Works, CPWD, Nirman Bhavan, New Delhi.
- (v) Director General Ordnance Factory Board, S.K. Bose Marg, Kolkata
- (vi) Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011.
- (vii) Labour Welfare Commissioner (Central), Naval Headquarters, Ministry of Defence, 'A' Block, New Delhi-110011.
- (viii) Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), Wing-IIInd, Block-3, 1st Floor, R.K. Puram, New Delhi.
- (ix) Labour Welfare Commissioner (Central), Defence Research Development Organisation, DRDO Bhavan, New Delhi-110011.
- (x) Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi.

**ASSESSMENT REPORT OF CENTRAL LABOUR SERVICE (ORGANISED GROUP 'A')  
PROBATIONERS**

Report for the period between .....

**PART I                      FACTUAL**  
(To be filled by the probationer)

1. Name :

2. Date of Birth :

3. Education Qualification :

4. Organisation where the officer/probationer has been posted along with posting details:

5. Substantive appointment held, if any :

6. Date of appointment as Probationer :

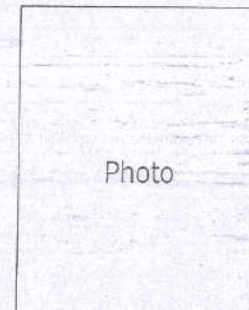
7. Has the officer (Probationer) completed the mandatory training? A copy of certificate issued in this regard may be enclosed :

8. Leave details including period of absence, if any, from duty etc. during the probation period :

Date :

Signature of Probationer

Name & Designation: \_\_\_\_\_



**Part – II**

**Assessment (To be filled by the Reporting Officer)**

Please provide descriptive comments on the following: .

**1. STATE OF HEALTH/ PHYSICAL FITNESS**

(This should include state of health, sportsmanship, alertness etc.)

**2. MENTAL CAPACITY**

(This should include efforts made to acquire knowledge relevant to job, analytical ability, power of grasp, spirit of equity, power of expression (Oral & Written), sense of responsibility and ability to participate in discussion and seminars)

**3. NATURE OF WORK IN WHICH EMPLOYED :**

**4. WORK HABITS AND ATTITUDE**

(This should include aptitude, interest in work, promptness, initiate originality, Self-reliance, manner of performance (whether methodical and orderly), thoroughness, punctuality resourcefulness & level of interactiveness)

**5. STABILITY**

(This should include composure, fairness and dependability)

**6. ABILITY TO GET ALONG**

(This include tact, courtesy, dealing with subordinates, fellow officials & Superiors and team spirit)

7. **General Assessment** - General Comments on the Officer's good and bad qualities in narrative form particularly those related to his/her integrity and ability to accept advice for professional growth.

8. **Integrity :**

9. **Recommendation on whether the Probationer is fit for retention/confirmation:**

Signature of Reporting Authority

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Seal:

**PART – III**

**REMARKS OF THE REVIEWING OFFICER**

1. Length of Service under the Reviewing Officer :

2. General remarks with specific comments about the Officer/Probationer :

3. Brief remarks indicating whether assessment of the Reporting Authority may be accepted or rejected or otherwise modified)

Signature of Reviewing Authority

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Seal:

**List of JTS(DR) completing probation period.**

<b>Sl.No</b>	<b>Respondent's Name</b>	<b>Present Place of Posting/ Station</b>
1	Ashwani Kumar Chaturvedi	ALC(C), Hyderabad
2	Ram Chandra Jakhar	AWC(C), Ahmedabad
3	Rajnish Sangwan	AWC(C), Jammu
4	Rajendra Singh Rajput	ALC(C), Chandigarh
5	Ravi Shanker Kumar	ALWC(C), Kanpur
6	Sunil Sharma	ALWC(C), Dehradun
7	Sakshi Chugh	ALWC(C), Delhi
8	Rohit Kumar	ALWC(C), Kanpur
9	Hariprasad Chaurasiya	ALWC(C), Neemach
10	Randeep	ALWC(C), Rajasthan
11	Mukesh Kumar Tiwary	ALWC(C), Ishapore
12	Kshitij Sharma	ALC(C), Dehradun
13	Aneish Ravindra	ALC(C), Cochin
14	Rahul	ALWC(C), Kanpur
15	Kumar Amritesh	ALC(C), Port Blair
16	Swapnil Singh Thakur	ALWC(C), Khamaria
17	Sarvesh Kumar	ALWC(C), Kanpur
18	Ramesh Kumar	AWC(C), Hyderabad
19	Abhinav Tiwari	ALC(C), Jabalpur.
20	Ravi Ranjan Prasad	ALWC(C), Ranchi
21	Parineeta	ALWC(C), Allahabad
22	Laxmi Narayan Meena	ALWC(C), Pune
23	Ajeet Kumar	ALWC(C), Gazipur
24	Raghavendra Nayaka. M,	ALWC(C), Vishakhapatnam
25	Dinesh Kumar	ALWC(C), Karanja
26	Ashwani Yadav,	ALWC(C), Cossipore

27	Saravanan S A	ALWC(C), CVRDE Avadi, Chennai
28	Balaji P	ALWC(C), Port Blair
29	Pramod Kumar Barua	ALWC(C), Jabalpur
30	Prachi Gautam	ALWC(C), Kanpur
31	Jayanta Prasad Behera	ALWC(C), Kankinara