

No.A-31012/01/2021-CLS.I

Government of India
Ministry of Labour & Employment
CLS.I Section


Shram Shakti Bhawan, Rafi Marg,
New Delhi dated 26 July, 2021

OFFICE MEMORANDUM

Subject:- Seeking Assessment Report in respect of Junior Time Scale(DR) officers of Central Labour Service(CLS) for confirmation in the Service – reg.

The undersigned is directed to refer to this Ministry's OM of even no. dated 12.01.2021 and subsequent reminders seeking therein Assessment Report of JTS officers, who have completed or going to complete probation period of two years during the period from December'2020 to March'2021 along with Induction Training Completion Certificate in connection with their confirmation in the Service as per extant Rules.

2. In this connection, status of pendency of Assessment Reports and Induction Training Completion Certificate is enclosed. It is, therefore, requested to submit the duly completed Assessment Reports in the attached prescribed format & the said Certificate immediately.
3. All the officers are also requested to get their APAR for the relevant two years i.e. upto 2020-21 completed immediately to enable this Ministry to take further necessary action in the matter.
4. CLS officers who are going to complete probation period within one month, from the date of issue of this OM, may also submit his Assessment Report, Induction Training Completion Certificate & APAR of the relevant period for considering their case as well.
5. This may be accorded 'Top Priority'.


(Satish Chander)
Under Secretary

To

- (i) All Concerned JTS offices(DR) (as per the list attached).
- (ii) The CLC(C), HQ, New Delhi
- (iii) The DGLW, Jaisalmer House, ND
- (iv) Director General of Works, CPWD, Nirman Bhawan, ND
- (v) DG(OFB), SK. Bose Marg, Kolkata
- (vi) LWC(C), DGQA, 'G' Block, Ministry of Defence, ND-110011
- (vii) LWC(C), Naval HQs, Ministry of Defence, 'A' Block, ND-11
- (viii) LWC(C), MGO's Branch, Ministry of Defence(Army), Wing-IIInd, Block-3, R.K. Puram, ND
- (ix) LWC(C), DRDO, DRDO Bhawan, ND-11
- (x) Directorate of Printing, MoUD, Nirman Bhawan, ND

Status of Assessment Report and Induction Training Completion Certificate

Sl. No	Name (Sh./Ms./Smt.)	Assessment Report	Induction Training Completion Certificate
1	Rahul	Received	Not Received
2	Parineeta	Received	Received
3	Ravi Shankar Kumar	Received	Received
4	Sunil Sharma	Received	Received
5	Sakshi Chug	Received	Received
6	Ashwani Kumar Chaturvedi	Received	Received
7	Ram Chander Jakhar	Not Received	Not Received
8	Abhinav Tiwari	Received	Not Received
9	Jayant Prasad Behra	Received	Received
10	Prachi Gautam	Received	Not Received
11	Khsitij Shrama	Received	Received
12	Aneish Ravindera	Received	Received
13	Dinesh Kumar	Not Received	Not Received
14	Swapnil Singh Thakur	Received	Not Received
15	Kumar Amritesh	Not Received	Not Received
16	Sarvesh Kumar	Received	Received
17	Ramesh Kumar	Received	Received
18	Ravi Ranjan Prasad	Received	Received
19	Laxmi Narayan Meena	Received	Received
20	Rajnish Sangwan	Received	Received
21	Rajendra Singh Rajput	Received	Received
22	Balaji P	Received	Received
23	Rohit Kumar	Not Received	Not Received
24	Hariprasad Chaurasiya	Received	Received
25	Randeep	Not Received	Not Received
26	Mukesh Kumar Tiwary	Received	Received
27	Pramod Kumar Barua	Received	Received
28	Raghavendra Nayakam	Received	Received
29	Ajeet Kumar	Received	Received
30	Sarvanan	Received	Received
31	Ashwani Yadav	Received	Received

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: