

# PROBATIONARY RATING SHEET



## PRELIMINARY REPORT

1. a) Name : \_\_\_\_\_ c) Dept. No. : \_\_\_\_\_  
Designation : \_\_\_\_\_ Staff No. : \_\_\_\_\_  
b) Grade / \_\_\_\_\_ d) Division : \_\_\_\_\_  
Wage Group : \_\_\_\_\_
2. Date of Appointment (or) Promotion to the present position \_\_\_\_\_
3. Rating for the period ending \_\_\_\_\_ 20\_\_\_\_ Report No: \_\_\_\_\_

Particulars	Rating (Check under appropriate column)		
	Above Average	Average	Below Average
Job Knowledge			
Performance			
Conduct & Integrity			
Attendance and Punctuality			
Initiative			

Specific remarks if any :

Signature  
(Name and Designation  
of the reporting  
Officer)

Date : .....20.....

Signature  
(Name and Designation  
of the Reviewing/  
Countersigning Officer)

Date : .....20.....