

[Note overleaf must be read before this form is completed]

**PRESENT ASSESSMENT**

Please tick appropriate markings. Mark only qualities of which you have first-hand knowledge.

X	X applies	Tendency to X	Normal	Tendency to Y	Y applies	Y
<b>I INTELLECT</b> Exceptionally bright						Rather dull
<b>II PROFESSIONAL ABILITY</b>  Very good in theory and at interpreting data  Exceedingly good at experimental in practical work  Produces many new and good ideas  Discerns the essence of the problem select the best line of attack  Expresses clearly & concisely orally Expresses clearly & concisely in writing  Exceptionally thorough and update professional knowledge						Rather dull  Very poor in theory and unable to make obvious deductions from results of data  Poor at experimental or practical work  Seldom original or ideas unsound  Falls to distinguish what is important from what is not  Incoherent in speech Unclear and diffused writing  Restricted or superficial knowledge
<b>III WORK OUTPUT FOR THE YEAR</b>  Exceptionally good quality of work  Highly productive						Rather dull  Poor quality work  Very low work output

<b>IV ADMINISTRATIVE ABILITY</b>							
		Administrative Judgement					
	Excellent Judgement and foresight in administration					Judgement cannot be relied upon	
		Organising ability					
	Has outstanding organising ability					A poor organiser	
	Ability to Assess						
Excellent ability to assess subordinates						Poor ability to assess subordinates	
	Leadership						
A born leader: gets the best out of subordinates and labour						Unable to lead or direct staff or labour	
<b>V PERSONAL QUALITIES</b>							
		Personality					
	Stands out among his/her fellows					Apl to be ignored	
		Co-operativeness					
	First class at working with others					Difficult to work with	
		Conscientiousness					
	Very keen, energetic and thorough					Apathetic, slipshod or lazy	
	Fulfilments of Commitments						
Can be fully depended upon to fulfil the commitments						Cannot be relied upon	
	Self -reliance						
Always stands on his/her own feet						Never trusts his/her own judgement	

Based on the above marking the overall grading of the officer, as per my assessment, is :

A+      A1      A2      A3      B+      B      C      D

\_\_\_\_\_  
(Name and Signature of Assessing Officer)

**REPORT BY COUNTERSIGNING OFFICER**

1. Length of service under Countersigning Officer.
2. Do you agree with the account of the officer's work on pages 1 & 2 of this form? Is there anything you wish to modify or add?
3. Do you agree with the remarks and the markings of the assessors? If there are any important differences between them, please comment.

4. Assessment of the officer's overall worth in this particular grade irrespective of age. (Please initial and put a ring around the appropriate mark below and strike out whatever is not applicable)

A + Exceptionally brilliant

A 1 Outstanding

A 2 Very good

A 3 Good

B + Average

B Below average

C Indifferent but just worth retaining

D Not worth retaining in service

(If Marking is A+, A1, C or D, you should comment fully under general remarks (Paragraph 7))

5. Recommendations (Please initial and put a ring around the appropriate mark below and strike out whatever is not applicable)

(a) Normal increment

(b) Promotion to grade

(c) Extension of probation for a period of .....

(d) Termination of service

6. What type of duties do you consider this officer is best suited for? Would he/she benefit by a transfer to another job?

7. General remarks by Countersigning Officer, including a note of any particular achievement.
8. Assessment of Integrity.
9. Has the officer been informed in writing of any markings below "Normal" with which you agree? If he/she has not been, please state why?

Signature and date

Signatory's name in block letters

10. Remarks by the Head of the Division/Section :

Signature and date

Signatory's name in block letters

11. Remarks by the Associate Director

Signature and date

12. Remarks by the Director of Group/Director

Signature and date