

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

ASSESSMENT REPORT

Report on work and conduct of Probationer/Trainee for the ____ quarter ending _____ to _____

I. PERSONNEL DATA

- 1) Name of the Employee/ Trainee : _____
- 2) Employee Code No. : _____
- 3) Designation : _____
- 4) Department / Division in which working : _____
- 5) Date of Birth : _____
- 6) Date of Promotion/Joining in the existing grade : _____
- 7) Whether character and antecedent have been verified : _____
- 8) Place of Posting : _____

II. ASSESSMENT OF PERFORMANCE

Sl. No.	FACTOR	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
1.	Job knowledge					
2.	Attendance and Punctuality					
3.	Conduct & behaviour					
4.	Performance (Quantitative & Qualitative in relation to targets)					
5.	Initiative & Resourcefulness					
6.	Ability to work in a team					
7.	Cost consciousness					

III. APPRECIATION / REPRIMAND

Nature of work performed

- 1) Has the employee / trainee been responsible for Meritorious work deserving appreciation.
If so, give details

- 2) Has the employee / trainee been warned orally or in writing for any lapse during the period under report, if so, give details.

Nature of Warning	Date	Contents of warning
Oral / In writing		

- 3) Weakness / Shortcoming likely to affect Employee's / Trainee's performance which will be brought to his notice by the head of Department / Division / Project / Unit for his / her development improvement.

IV. RECOMMENDATIONS (Please strike)

	Satisfactory Completion of Probation / Training period	Extension of Probation / Training period indicating period of extension	Name, Designation & Signature with Seal
1. Reporting Officer			
2. Reviewing Officer			
3. Reviewing Officer			
4. Accepting Authority			