



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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अंतर्राष्ट्रीय सहकारिता वर्ष
सहकारी समितियाँ एक बेहतर
दुनिया का निर्माण करती हैं

No. 3-10/2025-E.I (RC)

Dated 12.08.2025

The Director/Head of all the Labs/Instt/Units of CSIR

Sub: On-the-Job Performance Review, during the period of probation of newly recruited SOs (Gen/F&A/S&P) and ASOs (Gen/F&A/S&P)-reg.

Sir/ Madam,

I am directed to refer to the Clause 4 of the terms and conditions of the Appointment Letter issued to Section Officers (G/F&A/S&P) and Assistant Section Officers (G/F&A/S&P) recruited under CASE-2023, which is as under:

"You shall be required to undergo a mandatory Residential Training Programme and On-the-Job Performance Review, during the period of probation. After completion of the training, there shall be an examination. Qualifying the examination and successful completion of the On-the-Job Performance Review is a prerequisite for successful completion of probation. Failure to complete the probation to the satisfaction of the Council or failure to pass the Examination/Test(s) / Performance Review will render you liable to be discharged from the service."

2. Accordingly, the matter has been considered by the Competent Authority, CSIR and decided that enclosed proforma (**Annexure-I**) for review of On-the-Job Performance, during the period of probation for Section Officer (G/F&A/S&P) and Assistant Section Officer (G/F&A/S&P) may be used. This proforma consists of **Part-A**: Basic Information to be filled by the General Administration, **Part B**: To be filled by the Officer reported upon, **Part C**: to be filled by Reporting Officer, **Part D**: Comments of the Reviewing Officer, **Part E**: Assessment by three-member committee of Group 'A' Officers and **Part F**: Assessment by Accepting/Appointing Authority.


3. Every six monthly Performance Assessment Report (SPAR) of SOs and ASOs is to be submitted in the following format to CSIR Hqrs {HR-I (CCO Cell) Section for SOs and HR-II Section for ASOs} by 15th day of the following month:

Name of the Lab./Instt. _____

Name and Designation of the probationer	Period of report	Date of 1st/2nd/3rd/4th performance review by 3 member committee	Whether the performance is found satisfactory/Not satisfactory

4. Guidelines for Completion/Extension of Probation period and discharge the Probationer from service are enclosed as **Annexure-II**.

Kindly acknowledge the receipt.

Yours faithfully,

(Surender Kumar)
Sr. Deputy Secretary
Tel. No. 23470309

FORMAT OF SIXTH MONTHLY PERFORMANCE ASSESSMENT REPORT (SPAR)

1st/2nd/3rd/4th Performance Review

FOR SECTION OFFICER/ASSISTANT SECTION OFFICER

Part A : Basic Information (To be filled by General Administration/ Establishment Section)

Name of CSIR Lab/Instt.	
Name of the Official	
Date of Birth	
Designation	
Date of appointment to the present post	

1. Period of Absence:

	From	To	Nature of Leave	Number of days/Remarks
On Leave				
Others				

(a) Attendance as per Biometric Attendance Records.....

2. Training Programme(s) attended:

Date (from)	Date (to)	Training Instt.	Subject/ Area

(a) Performance in the examination conducted by HRDC during foundation training

.....

(Dealing Assistant)

(Section Officer)

Part B : To be filled by the officer reported upon

(Self-Assessment)

1. Brief description of duties:

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2. Describe your achievements during the period under report, giving details of specific targets set for you, if any, and targets achieved.

Targets/Objectives/Goals	Achievements
1	
2	
3	
4	
5	
6	

3. During the period under report, do you believe that you have made any exceptional contributions? Be specific, concise and give details in a point wise manner, quantifying your achievements wherever possible.

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4. What are the reasons for not achieving specific targets, if any? Give details of factors that hindered your performance?

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5. Please specify the number of additional works performed by you during the period under report (applicable only in the case of additional work):

6. Enclosures if any

Place:
Dated:

Signature of the officer reported upon with date

Part C : (To be filled by Reporting Officer)

1. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

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2. Has the officer reported upon met with any significant failures in respect of his/her work or reprimanded for indifferent work or for other causes during the period under report? If yes, please furnish factual details.

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(3) Assessment of Personal Attributes:

Sl. No.	Description	Assessment (At the scale of 1 to 10, with 10 as Outstanding and 1 as poor)
1.	Attitude to work, sense of responsibility & maintenance of discipline	
2.	Leadership Qualities	
3.	Interpersonal Relations	
4	Integrity and Ethics	
5	Contribution in Work Culture	
6	Initiative and Drive	

(4) Assessment of functional competency:

Sl. No.	Description	Assessment (At the scale of 1 to 10, with 10 as Outstanding and 1 as poor)
1.	Knowledge of rules/regulations/procedures/IT Skills in the area of function and ability to apply them correctly	
2.	Strategic planning ability & decision making ability & Initiative	
3.	Co-ordination ability & ability to motivate and develop subordinates	

5. Assessment of work output:

Sl. No.	Description	Assessment (At the scale of 1 to 10, with 10 as Outstanding and 1 as poor)
1.	Accomplishment of planned work/work allotted as per subjects allotted.	
2.	Accomplishment of exceptional work/unforeseen tasks performed	
3.	Efficiency	
4.	Timely disposal of work	
5.	Achievement of goals	
6.	Punctuality	
7.	Quality of output	
8.	Analytical ability	
9	Originality	
10	Dependability	

6. Pen Picture/Comments:

Place:

Dated:

Signature of the Reporting officer with date

(Name :)

Part D : Comments of the Reviewing Officer

1. Do you agree with the Assessment and Report of the Reporting Officer?- Yes/No
2. If not, the reason for the same-
3. Pen Picture/Comments:

Place:

Dated:

Signature of the Reviewing Officer with date

(Name :)

Part E (Assessment by Three-member committee of Group – ‘A’ Officers from General Administration, Finance & Accounts and Stores & Purchase)

(a) Whether performance is satisfactory? (Yes/No)

(b) If performance is not satisfactory, whether extension of probation period is recommended? If so specify period also

(c) Whether discharge from service is recommended? If so, the reasons thereof

Signature of Member	Signature of Member	Signature of Member
Name and Designation	Name and Designation	Name and Designation

Part F : (Assessment by Accepting/Appointing Authority)

1. Do you agree with the remarks of the committee (Yes/No)

2. In case of difference of opinion, details and reasons for the same may be given.

Dated:

Signature of Accepting/Appointing Authority with date

(With official seal)

Name : -----

Designation:-----

(During the period of report)

Annexure-II to CSIR Letter No. 3-10/2025-E.I (RC) dated 12.08.2025

Guidelines for Completion/Extension of Probation period and discharge the Probationer from service

- i. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work may be obtained from each one of those officers.
- ii. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.
- iii. Successful completion of the mandatory induction training and pass examination/test thereof may be made a pre-requisite for completion of probation.
- iv. If the Appointing Authority thinks it fit, they may extend the period of probation by specified period but the total period of probation should not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at a time. In this regard the performance review for SOs/ASOs has been prescribed at every six month's interval. The Proforma for review is enclosed.
- v. Some employees are not able to complete the probation on account of availing leave for long duration during probation period. In such cases if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his/her probation period may be extended by the length of the leave availed.
- vi. The Appointing Authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
- vii. The decision whether an employee should be confirmed or his probation be extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated in writing to the employee together with reasons, in case of extension.



Sr. Deputy Secretary (RC)