

Government of West Bengal  
Department of Personnel and Administrative Reforms  
IAS Cell, Nabanna, 7<sup>th</sup> Floor, Room No.708  
325, Sarat Chatterjee Road, Howrah-711102.

No. 570(10)-PAR(IAS)/5C-05/2023

Dated: 07/04/2025.

From: OSD & ex officio Senior Special Secretary to the Govt. of West Bengal.

To: The District Magistrate,

\_\_\_\_\_ District

**Sub: Sending Assessment Report of Regular Recruit IAS Probationers of 2023 Batch-Regarding.**


Sir/Madam,

In enclosing herewith a blank format of Assessment Form for Direct Recruit IAS Probationers of 2023 Batch, I am directed to request you to send Assessment Report of respective IAS Probationer in the prescribed format (Copy enclosed), as indicated in the table below, within 30.04.2025, positively for onward transmission of the same to the DoPT in connection with their confirmation in IAS:

SI No.	Name of the IAS Probationers	District Posting
1	Sh. Yadav Suryabhan Achchhelal	Jalpaiguri
2	Ms. Priyansha Garg	Howrah
3	Ms. Mudra Gairola	North 24 Parganas
4	Sh. Maliye Sri Pranav	Bankura
5	Moin Ahamad	Purulia
6	Ms. Madhusree	Hooghly
7	Sh Ravi Kumar Meena	Birbhum
8	Ms. Pooja Meena	Dakshin Dinajpur
9	Ms. Rushali Kler	Paschim Burdwan
10	Sh Bhuvana Pranith Pappula	South 24 Parganas

Enclos : As stated above

Yours faithfully

  
OSD & ex officio Senior Special Secretary  
to the Govt. of West Bengal

**ASSESSMENT FORM FOR PROBATIONERS IN I.A.S.**  
**(FOR DIRECT RECRUITS)**  
**PART I (FACTUAL)**

1. Name:
  
2. Date of Birth:
  
3. Year of allotment:
  
4. Period of Probation:
  
5. Date of commencement of probation (i.e. Date of Joining):
  
6. Due date of termination of probation:
  
7. Date of Termination of probation:
  
8. Extension, if any, with particulars:
  
9. No. of days of leave taken during Probation:
  
10. Previous Service if any prior to Joining the IAS:

Assessed by:

Dated:

Approved by:

Dated:

## Training in the State Performance during the District Training

1. Efforts made to acquire knowledge relevant to the job:
2. Power of Comprehension:
3. Spirit of Enquiry:
4. Quality of output:
5. Work habits and attitude:
  - (i) Initiative:
  - (ii) Self-reliance:
  - (iii) Thoroughness:
  - (iv) Resourcefulness:
  - (v) Interest in work:
  - (vi) Punctuality:
  - (vii) Whether methodical and orderly:
6. Stability:
  - (i) Poise:
  - (ii) Fairness:
  - (iii) Dependability:
7. Whether independent charge was given and If so:
  - (a) Decision making ability:
  - (b) Ability to evaluate projects or schemes:
  - (c) Ability to plan and programme:
  - (d) Quality of judgement:
8. Efforts made to acquire sufficient knowledge of local languages:
9. Knowledge of revenue and other local laws for the time being in force:
10. Performance in State Training Institute (where applicable):
11. Efforts made to imbibe the ethos and culture of the State of allotment:
12. General comments (General appraisal of the officer's good and bad qualities in narrative form particularly those related to character, Integrity and ability to correct himself when faults are pointed out):

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_