

Appendix-VRICHARDSON & CRUDDAS (1972) LTD: BYCULLA IRON WORKS, BOMBAY
PROFORMA FOR PROGRESS REPORT OF TRAINING

- 1-Name
- 2-Qualification
- 3-Department
- 4-Date of starting
- 5-Date of Completion
- 6-Total Working period in
the department.
- 7-Discipline
- 8-Aptitude for work
- 9-Job Knowledge
- 10-Skill
- 11-Adaptability
- 12-Dependability
- 13-Attendance
- 14-Ability to learn
- 15-Progress
- 16-Performance :-
- 16 a) By Quality wise
- 16 b) By Quantity wise
- 17-Efficiency
- 18-Short comings if any
- 19-Attitude towards
Corrective action
- 20-Day to day work
- 21-Grading
- 22-Consideration

Absorption/Extension of Training
period/ Termination.

Grading A1-Excellent

A2-Good

A3-Above average

B- Average

C- Poor

Signature of the head of the departmer
t.


Remarks & Signature of
Production Manager

Remarks & Signature of
Personnel Manager.

ANNUAL PERFORMANCE APPRAISAL

TRAINING NEEDS			PART III	
NAME SHR/SMT. KUM.		DESIGNATION		
GRADE	PRESENT LOCATION	DEPARTMENT		
1 TRAINING PROGRAMMES ATTENDED BY THE OFFICER IN THE LAST SEVEN YEARS. (To be completed by the Training Centre).				
S. No.	NAME OF THE PROGRAMME	YEAR	DURATION	LOCATION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
2. Considering the Officer's areas of strengths and the areas where improvement is needed, what specific training would you recommend? (These recommendations should be proposed in consultation with the Officer and keeping in view his own perception of the training needed by him. This may not be restricted to only courses or programmes being conducted by the Training Centre). There are two types of training needs: namely 'Staple/Functional' training which is required by him to do his job well and 'Developmental Training' which would be useful for his further development (so that he can shoulder higher responsibilities in due course of time). The nominations for external training programmes can be proposed where in-company training programmes are not available, and keeping the organisational needs in view.				
S. No.	STAPLE/FUNCTIONAL COURSE	S. No.	DEVELOPMENTAL COURSE	
1		1		
2		2		
3		3		
DATE OF DISCUSSION OF TRAINING NEEDS *				
NAME :		SIGNATURE OF REPORTING OFFICER		
DESIGNATION				

NOTE : Training needs form should be forwarded by the Reporting Officer to the Training Centre.

 परिबीक्षार्थीनों का कार्य - मूल्यांकन PERFORMANCE APPRAISAL OF PROBATIONER परीक्षण अवधि का अन्त - नियुक्त परिबीक्षार्थीना द्वारा तीन माह की सेवा पूर्ण करने पर भरा जाना चाहिए (To be completed on expiry of every three months' service by a probationer, either promotee or new appointee)		नाम NAME	
		पदनाम DESIGNATION	नियुक्ति/पदोन्नति की तिथि DATE OF APPOINTMENT/PROMOTION
		विभाग स्थान DEPT./LOCATION	
दिए गए कार्यों का प्रकार दिए गए प्रशिक्षण का प्रकार NATURE OF DUTIES ASSIGNED TYPE OF TRAINING IMPARTED			
कार्य सम्पन्न की जान अज्ञान में प्रगति PROGRESS IN ACQUIRING JOB KNOWLEDGE			
कार्य सीखने की योग्यता/ग्राह्य क्षमता ABILITY TO LEARN THE JOB / GRASPING CAPACITY			
कार्य-सम्पादन की योग्यता ABILITY FOR EXECUTION OF WORK/WORK ASSIGNED			
उपस्थिति में समय-निष्ठता PUNCTUALITY IN ATTENDANCE			
साधारण व्यवहार तथा अन्य लोगों (अधिकार, सहकर्मियों तथा अधीनस्थ) से संबंध GENERAL BEHAVIOUR & RELATIONS WITH OTHERS (SUPERIORS, COLLEAGUES & SUBORDINATES)			
बौद्धिक INTELLIGENCE			
सम्मान्य त्रुटि, यदि कोई हो SHORT COMINGS, IF ANY IN GENERAL	(1) (2) (3)		
STATION DATE	परिचालन अधिकारी/सन्निकट पर्यवेक्षण अधिकारी REPORTING OFFICER (IMMEDIATE SUPERVISING OFFICER)	प्रति हस्ताक्षर COUNTER SIGNATURE	
	नाम NAME पदनाम DESIGNATION	नाम NAME पदनाम DESIGNATION	
यदि कोई भी त्रुटि पायी जाय तो उसे परिबीक्षार्थीन/प्रशिक्षणार्थी को उनमें सुधार लाने हेतु परामर्श देते हुए लिखित में सूचित किया जाय। ऐसे पत्रों की प्रतिरिपोर्ट संलग्न की जाय। - If any short comings are noticed the same are to be communicated in writing to the Probationer Trainee counselling him to improve upon them. Copies of such memos should be attached			

आवश्यक कारवाई के बाद इसे लिफाफे में जिसपर गोपनीय लिखा हुआ है, बन्द कर पर्सनेल विभाग को भेज दें।

AFTER DOING THE NEEDFUL, PLEASE RETURN TO PERSONNEL DEPT. "STRICTLY CONFIDENTIAL"

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