

## REPORT ON FITNESS FOR PROMOTION

**To be completed by Head of Ministry/Department**  
*(Before filling in the Report, please refer to Notes on last page)*

### A. REPORT IN RESPECT OF:

**Name of Officer:** .....

**Present Appointment:** .....

**Ministry/Department:** .....

### B. FITNESS FOR PROMOTION

I have taken cognizance of the officer's overall performance for the last three Performance Management Cycles (PMCs) and have based myself on my own judgment and/or experience with the officer to assess the officer's fitness and potential for promotion at part C below.

**Overall score of performance for last three PMCs:**

.....  .....  .....   
*Financial Year      Score      Financial Year      Score      Financial Year      Score*

### C. OVERALL ASSESSMENT

(1) I am giving below my assessment of the officer's capability, potential and performance on his/her current job.

*(Tick as appropriate in the box provided, indicating the qualities/behavioural ratings of the officer)*

Areas of Assessment	Excellent <i>(Regularly exceeds expectations)</i>	Good <i>(successfully meets expectations)</i>	Fair <i>(sometimes meets expectations)</i>	Unsatisfactory <i>(does not meet expectations)</i>
(i) Knowledge, skills and competencies demonstrated in his/her current job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Performance standards met in his/her expected role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Commitment and accountability displayed to achieve objectives and meet tight deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Willingness to take and seek responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Level of job knowledge and skills applied to work situations without coaching and mentoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Intellectual potential, with capacity to exercise a relatively high degree of imagination, ingenuity and creativity, demonstrated to sort out problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(2) Based on the overall assessment of officer’s capability, the following is my opinion of his/her likely performance in the higher grade:  
 (Delete where not applicable)

**EITHER**

(i) The officer is suitable for accelerated or exceptional promotion for the reasons stated below:-

.....  
 .....

**OR**

(ii) The officer is considered to be fit for promotion and capable of performing the duties of the higher grade

I have been particularly motivated by.....  
 .....

**OR**

(iii) The officer is not considered fully capable of performing the duties of the higher grade straightaway but considered to be fit for promotion on temporary basis, in the first instance, for the reasons stated below:-

.....  
 .....

**OR**

(iv) The officer is not yet capable of performing the duties of the higher grade for the reasons stated below:-

.....  
 .....

D. NAME: ..... RANK: .....  
 (Head of Ministry/Department)

Signature: ..... Date: .....

Ministry/Department: ..... Stamp of Ministry/Department

**NOTES:**

(i) For the overall score of performance mentioned at part B, the definition thereof is provided below:

Overall score of performance	3.20 & above	2.40 & less than 3.20	2 and less than 2.40	less than 2
Definition	Excellent	Good	Fair	Unsatisfactory

(ii) The Head of Ministry/Department may not be directly acquainted with the performance of the concerned officer. There is need to link the Performance Appraisal Reports for the last three Performance Management Cycles to the views and recommendations of the Head of Ministry/Department.

(iii) Every effort should be made to arrive at a fair assessment of the qualities and potential of the officer at the time the report is made. Heads of Ministries/Departments should give due consideration to ratings awarded by the Appraiser in the Overall Assessment Reports and hold consultations with relevant officers, if deemed appropriate.

(iv) The spaces for comments should be used freely to give a clearer picture of the officer’s strengths and weaknesses. They may include specific points or general comments to complete the picture, but should not be used for vague comments that cannot be substantiated, if so required.