

PROFORMA FOR DECLARATION OF PROBATIONARY PERIOD INCLUDING INFORMATION / RECOMMENDATION

1	Name of the Official	:	
2	Designation	:	
3	Appointment Order No. and date	:	
4	Date of joining for the present post	:	
5	Date of completion of one year of service	:	
6	Date of passing Departmental exams prescribed for declaration of probationary period for the post held. Enclose certificates.	:	
7	Whether he had availed any extra ordinary leave during probationary period?	:	
8	Whether there are any charges of pending / allegation / objections received against him? If, yes give details.	:	
9	Whether his work in probationary period is satisfactory or not?	:	
10	Whether his probation may be declared?	:	
11	Whether verified and recommended the work done report enclosed by the concerned employ?	:	

Date:

(Sign & Designation of Controlling Officer with seal)