

STATEMENT OF COMPLETION OF PROBATION

1. Serial Number :
2. Category of post :
3. Name of probationer :
4. Actual date of joining duty :
5. Number and date of order of appointment, PSC advice number and rank number :
6. Period of probation prescribed :
7. Nature and period of leave other than casual leave taken during the period of probation :
8. Other non-qualifying service if any with details :
9. Period of service in the category which will not count for probation :
10. Date of completion of probation if further service is continuous :
11. Whether passed the departmental test within the date of probation? I exempted from the test qualification, authority for the same :
12. Date of birth :
13. Last date of department test in which the incumbent passed the test completely :
14. Date of retirement in case of person already retired :
15. Work and conduct (to be certified) :
16. Recommendation of controlling officer :
17. Remarks :

1. Certified that the above details have been verified by me with relevant records and found correct.
2. Certified that the work and conduct of the employee during the period of his probation have been satisfactory and he may be declared to have completed his probation satisfactorily on
3. Certified that the period of probation of the employee has not been ordered to be extended by any competent authority.
4. Certified that no disciplinary proceedings is pending disposal against him/her in the office.
5. Certified that the employee is fully qualified to hold the post and is in possession of the qualification prescribed for the post.