

APPLICATION FOR DECLARATION OF PROBATION

(GAZETTED/NON-GAZETTED)

1. Name of Employee :
2. Designation and station now working :
3. Present pay and scale of pay :
- 4 a) Nature of appointment :
- b) Advice No. / Government Order & date :
- c) No. & date of appointment order :
- d) No. & date of order in which he/she was placed under probation :
- e) Date of entry in service :
5. Details of station in which he/she was placed under probation :
6. Date of commencement of probation :
7. Period of probation :
8. Normal date of completion of probation :
9. Details of leave taken during the period of probation. :
10. Test to be passed during the period of probation. :
11. Details of Test passed with date:

Test	Year of Passing	Register Number
Kerala Service Rules		
Kerala Financial Code Vols. I & II and Kerala Budget Manual		
Introduction to the Indian Audit & Accounts Parts I & II and Kerala Account Code Vol. I		

Kerala Treasury Code Vols. I & II and Kerala Account Code Vol. I & II Kerala Education Act and Rules		
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12. Last date of examination/ test :

13. Details of:

(a)	GPF (A/C No. Date etc.)		
(b)	SLI Scheme (A/C No. Date etc.)		
(c)	GIS Scheme (A/C No. Date etc.)		
(d)	NPS (PRAN, Date etc.)		
(e)	Whether above details have been entered in the service book/ Gazetted Entitlement Register		

14. Details of disciplinary action if any
pending against him/her :

15. Details of suspension/ punishment
or awarded, if any or given during :
the period of probation

16. Whether increment has been
awarded during the probation :

17. Basic Knowledge in computer
applications: NA (In case of :
teachers) [G.O.(Ms) No. 89/2011/G.
Edn. dated 22-3-2011]

18. Remarks : Regularization order no.

I ***** do hereby declare that the particulars given above are true to
the best of my knowledge and belief.

Place: Signature:

Date: Name: *****

Designation: