PROFORMA FOR DECLARATION OF PROBATION

1.	PEN and GE No.	
2.	Name of Officer	
3.	Designation and present office in which working	
4.	Pay and Scale of Pay	
5.(a)	Method of appointment	
(b)	Advice No./Govt. Order No. and date	
(c)	Order No. & Date by which the promotion was ordered	
(d)	Date of commencement of service / Date of commencement of service in the probation post (FN / AN)	
6.	Details regarding the regularisation of Provisional appointments	
7.(a)	Details of Departmental Tests to be passed for declaration of probation	
(b)	No. and Date on which passed	
(c)	Whether the details of passing of the Departmental Tests have been entered in SB	
(d)	Whether there is any excess out-turn for declaration of probation	
(e)	Details regarding the work and conduct of the Officer during the period of probation	
8.(a)	Whether a member of GPF	
(b)	Whether a member of SLI	
(c)	Whether a member of GIS	

(d)	Whether the details regarding the membership on the above schemes have been entered in SB	
9.(a)	Period which does not count for probation	
(b)	Whether the leaves taken during probation period have been attached in separate statement along with proforma (prefix / suffix should also be noted)	
10	Whether any disciplinary action initiated/ pending during the period of probation, if yes, details	
11.(a)	Date of commencement of probation (FN/AN)	
(b)	Period of probation	
(c)	If there is extension of probation, details	
(d)	Period which does not count for probation	
(e)	Date on which the period of probation completed (FN/AN)	
(f)	Date from which the probation is to be declared completed satisfactorily (FN/AN)	
(g)	If any increment has been sanctioned, before the declaration of probation, details of sanctioning such increment	

The above particulars are verified with reference to the Service Book and other connected records and found correct.

Place: Office Seal Signature

Date: Name and Designation Seal of the Controlling Officer