

**STATEMENT FOR THE DECLARATION OF COMPLETION OF PROBATION**

**Sri / Smt .....**

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| 1  | Sl. No.  | : |
| 2  | Category of post   | : |
| 3  | Name of probationer  | : |
| 4  | Date of joining duty   | : |
| 5  | No. and date of the order of the appointment   | : |
| 6  | Period of probation prescribed   | : |
| 7  | Nature and period of leave other than casual leave during the period of probation  | : |
| 8  | Other non qualifying service   | : |
| 9  | Period of service in the category which counts for probation   | : |
| 10 | Date of completion of probation if further service continues   | : |
| 11 | Whether passed the Departmental test with in the period of probation. If exempted from the test qualification authority for the same | : |
| 12 | Date of birth  | : |
| 13 | Last date of department test examination in which the incumbent passed the test completely   | : |
| 14 | Date of retirement in the case of persons already retired  | : |
| 15 | Work and conduct   | : |
| 16 | Recommendation of the controlling officer  | : |
| 17 | Remarks  | : |

**HEAD OF THE DEPARTMENT**