

PROFORMA - II  
DETAILS OF SERVICE PARTICULARS IN CONNECTION WITH  
THE DECLARATION OF PROBATION IN THE CATEGORY OF  
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- 1) Name of the incumbent(in block letters) :
- 2) Designation :
- 3) Category in which the probation of the incumbent has to be declared :
- 4) Office in which the incumbent working at present :
- 5) No. and date of order in which his service was regularised :
- 6) Date of regular appointment (i.e.,) date from which the appointment is placed on probation. :
- 7) Date of completion of 3/2 year from the date of regular appointment is including all kinds of leave availed by the incumbent. :
- 8) Leave availed if any by the incumbent with and without pay and allowance during the above period. :
- 9) Two years / one year duly period of service from the date of regular appointment deducting leave availed by incumbent with and without allowance ( if any) :
- 10) Date completion of years or one year in the case may be :
- 11) Date from which the probation of the incumbent has to be declared as satisfactory completed. :

Remarks:

Place :

Signature & Designation of the Office

Date :

Note :

1. The period of probation to the candidates were promoted prior to
2. The period of probation to the candidates were promoted after.