

National Institute of Electronics and Information Technology New Delhi

CONFIDENTIAL REPORT FOR CLEARANCE OF PROBATION PERIOD

(DIRECT RECRUITMENT/ PROBATION)

(PART I)

1.	Name	of the employee:
2.	Design	nation:
3.	Pay St	ructure:
4.	Acade	mic & Professional Qualification:
5.	Wheth	er probation is on Promotion or Fresh Appointment:
	(a)	In case of promotion (i) Promotion Order No. & Date (ii) Date of joining the organisation: (ii) Date of joining in the present post:
	(b)	In case of Direct Recruitment (i) Appointment Order No. & Date (ii) Whether C&A Verification done (iii) Whether medically examined and found fit
6.	Durati	on of Probation Period:
7.	Date o	f completion of Period of Probation:
8.	If exte	nded, date of expiry of Probation after extension:
	i)	Ist Ext.
	ii)	IInd Ext.
9.	Period	of Absence from duty on account of leave etc:
10.	Period	covered by the present Report:
	From_	To



(PART II)

(Self appraisal – to be filled by the employee)

1.	Name & Designation	on of the employee		
2.	Period covered in the	e present report		
	From	То	_	
3.	Centre/ Branch whe	re posted during th	ne Probation Peri	od:
	Centre/ Branch	From (date)	To (date)	Name & Designation of the Reporting Officer
4.	Brief description of	the work done du	ring the period	
5.	Achievements (dur	ing the period)		
6.	Knowledge of Hine	di language:	Whether proficie	ent/ having working knowledge
7.	Knowledge of Con	nputer (for non S&	T employees)	
	Place: Date:			(Signature of the employee) (Name:

Probation Report of Smt/	Shri					
경우하는 그들은 어린 아이 보이 보기 때문에 되었다. 그 경우 전에 그런 없는 네그리고 있다고 결심하다면 하는 그것은					Manager Contract of the Contra	

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(PART-III)

For use of Reporting Officer- the employee may be related in:

1. Comments on the Self Appraisal furnished by employee in Part II on this Form. In case of any disagreement, please specify:

2. Knowledge of relevant rules and regulation pertaining to job assigned:

- 3. Job Performance:
 - (i) Contribution towards Organisation:
 - (ii) Contribution towards Quality of work:
 - (iii) Contribution towards progress of work:
 - (iv) Proper Co-ordination and relation with in-house as well as outside public:
- 4. Amenability to Discipline and office Decorum
- 5. Punctuality
- 6. Adaptability of new job/ new initiative:

9) HO	
7.	Knowledge of Office Procedures:
8.	Status of health:
	Recommended/ Not Recommended for probation clearance
	(If not recommended, kindly fill up the Part IV of the form)
Date	Signature of Reporting Officer
	Name & Designation

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Probation Report of Smt/	Shri				

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(PART IV)

1.	In case the reporting officer is not satisfied with the work and conduct of the employee
	reported upon during the initial period of probation, please indicate:

a)	Whether the deficiencies reported in the probation report were communicated to hi	im.	If
	communicated in written, please enclose copy, if communicated orally please spec	ify:	

b)	Whether the	employee	was	given	adequate	counseling	and	guidance to	overcome	e his
	deficiencies:									

Place	Signature of Reporting Officer
Date	Name & Designation

(PART V)

(TO BE COMPLETED IN CASE REPORT PERTAINS TO EXTENDED PERIOD OF PROBATION):

Please highlight his significant contribution/ improvement or deterioration observed in his working during the period underreport. Please also confirm whether the employee was given adequate counseling guidance to overcome his deficiencies.

Place		Signature of Reporting Officer	
Date		Name & Designation	

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(PART VI)

(Remarks of the next Higher Officer)

1.	General Assessment:
2.	Agree/ disagree with the remarks and recommendation made by Reporting Officer in Pa III, IV and Part V (if applicable)
3.	Whether, the Employee be treated to have successfully completed to period of Probation
4.	Whether medically found fit?:

Date
Designation

Dirty Williams