

Details of Service particulars for the purpose of  
DECLARATION OF PROBATION

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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 is working at present	
5.	No. & Date of order in which services were REGULARISED.	
6.	Date of Regular Appointment i.e., date from which the incumbent is PLACED on probation	
7.	Date of COMPLETION of 3 years from the date of regular appointment including all kinds of leave availed by the incumbent	
8.	LEAVE APPLIED if any by the incumbent with or without pay and allowances during the above period.	
9.	Two years / One year duty period of service, from the date of regular appointment with deduction of leave with and without allowances (if any)	
10.	Date of COMPLETION of 2 years or one year as the case may be.	
11.	Date from which the PROBATION of the incumbent has to be declared satisfactorily.	

Place:  
Dated:

Signature of the individual  
with address