File No. Dated:

From

Name,

Official Designation

To

The Director

Directorate of Agriculture Development & Farmers Welfare

Vikas Bhavan

Thiruvananthapuram ***(through proper channel)***

Sir,

Sub: Request for declaration of probation of Name, Designation - submitted- reg.

Ref: Order No. SD (1) 58967/11 dated 02.05.2012 of Director of Agriculture, Thiruvananthapuram.

I am herewith submitting the application and other documents required for declaration of my probation. Kindly do the needful.

Yours faithfully

Enclosures:

1. Application for declaration of probation
2. Departmental Test Pass Certificate (Original)
3. Time table of Departmental Test
4. Work and Conduct Certificates
5. RTC on joining the first office
6. Appointment order
7. Regularization Order
8. PSC Advice Memo