|  |  |  |  |
| --- | --- | --- | --- |
| APPLICATION FOR DECLARATION OF PROBATION  (GAZETTED/NON-GAZETTED) | | | |
| **1.** | Name of Employee | : |  |
| **2.** | Designation and station now working | : |  |
| **3.** | Present pay and scale of pay | : |  |
| **4 a)** | Nature of appointment | : |  |
| **b)** | Advice No. / Government Order & date | : |  |
| **c)** | No. & date of appointment order | : |  |
| **d)** | No. & date of order in which he/she was placed under probation | : |  |
| **e)** | Date of entry in service | : |  |
| **5.** | Details of station in which he/she  was placed under probation | : |  |
| **6.** | Date of commencement of probation | : |  |
| **7.** | Period of probation | : |  |
| **8.** | Normal date of completion of probation | : |  |
| **9.** | Details of leave taken during the period of probation. | : |  |
| **10.** | Test to be passed during the period of probation. | : |  |

**11**. Details of Test passed with date:

|  |  |  |
| --- | --- | --- |
| **Test** | **Year of Passing** | **Register Number** |
| Kerala Service Rules |  |  |
| Kerala Financial Code Vols. I & II and Kerala Budget Manual |  |  |
| Introduction to the Indian Audit & Accounts Parts I & II and Kerala Account Code Vol. I |  |  |
| Kerala Treasury Code Vols. I & II and Kerala Account Code Vol. I & II |  |  |

**12**. Last date of examination/ test :

**13.** Details of:

|  |  |  |  |
| --- | --- | --- | --- |
| (a) | GPF (A/C No. Date etc.) |  |  |
| (b) | SLI Scheme (A/C No. Date etc.) |  |  |
| (c) | GIS Scheme (A/C No. Date etc.) |  |  |
| (d) | NPS (PRAN, Date etc.) |  |  |
| (e) | Whether above details have been entered in the service book/ Gazetted Entitlement Register |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **14.** | Details of disciplinary action if any pending against him/her | : |  |
| **15.** | Details of suspension/ punishment or awarded, if any or given during the period of probation | : |  |
| **16.** | Whether increment has been awarded during the probation | : |  |
| **17.** | Basic Knowledge in computer applications: NA (In case of teachers) [G.O.(Ms) No. 89/2011/G. Edn. dated 22-3-2011] | : |  |
| **18.** | Remarks | : | Regularization order no. |

I **\*\*\*\*\*\* \*\*\*\*\*\*\*\* \* \*** do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: Signature:

Date: Name: \*\*\*\*\*\* \*\*\*\*\*\*\*\* \* \*

Designation: