

CONFIDENTIAL

REPORT ON PROBATION

Note:-Two reports are to be forwarded by the Principal concerned: first on the completion of 11 months of service after the date of appointment and the second report, on the completion of 22 months of service after the date of appointment.

1. Name of the appointee : _____

2. Designation of the post to :
which appointed: _____

3. Date of appointment; _____

4.a) Reference number and date of the
letter of appointment to the post by
the Kendriya Vidyalaya Sangathan : _____

5. Period of probation : _____

6. Date on which period of probation expire: _____

7.a) Principal' Report on the work
and Conduct of the appointee during the
Period of probation and subsequently: _____

b) Have any defects been noticed ?
If so, what are those defect ? _____

d) Were those defects brought to the
notice of the appointee, either
verbally or in writing, with a view to
give him an opportunity to remedy
those defects and show necessary improvement ? _____

d) What are the results of such verbal
or written communications? _____

8. Does the Principal recommend:- _____