

NO ALLEGATIONS / NO DISCIPLINARY CASES PENDING CERTIFICATE

This is to certify that Sri./Smt. _____ , _____
working at _____ mandal _____ has been
appointed on _____ in the cadre of _____ and completed ()
years service up to _____. During this period, there are no allegations / no
disciplinary cases pending against him/her.

Signature of the DDO

SERVICE SATISFACTORY CERTIFICATE

This is to certify that Sri./Smt. _____ , _____
working at _____ mandal _____ has been
appointed on _____ in the cadre of _____ and completed ()
years service up to _____ satisfactorily. During this period, his/ her services are
found satisfactory.

Signature of the DDO

NON AVAILMENT OF EXTRA-ORDINARY LEAVE FOR THE PROBATION PERIOD

This is to certify that Sri./Smt. _____ , _____
working at _____ mandal _____ has been
appointed on _____ in the cadre of _____ and completed ()
years service up to _____ satisfactorily. During this period, he /she has not
availed any Extra-Ordinary Leave.

Signature of the DDO

CHECKLIST

FOR REGULARIZATION AND PROBATION DECLARATION

POST: _____

1	Name (with Surname)	:	
2	Present Designation	:	
3	Name of the School /Mandal (Present working)	:	
4	Date of Birth	:	
5	Date of 1st Appointment	:	
	A Year of DSC	:	
	B Cadre	:	
	C Grade / Pay	:	
6	Qualification	:	
	A Academic and Year of Passing	:	
	B Professional	:	
	C	:	
7	Date of Promotion to the next Higher Post i.e. S.A.	:	
8	Extraordinary Leave period	:	
9	Allegations pending	:	Yes / No
10	Date of completion of (2) Years of Service	:	
11	Date of Regularization in the Lower Cadre	:	
12	Date of Probation in the Lower Cadre	:	
13	Now Proposed for	:	
	I Regularization w.e.f. and Cadre	:	
	II Probation Declaration and Cadre	:	

Signature of the Candidate

VERIFICATION OFFICER

PROFORMA - I

**FORM OF APPLICATION FOR REGULARISATION OF SERVICE IN THE
CATEGORY OF _____**

01. Full Name of the Employee ::.....
02. Designation (Present) ::.....
03. Present Address ::.....
.....
.....
.....
04. Date of Birth ::.....
05. Date of First Appointment in Govt. ::.....
Service in any cadre
06. Date of Regular Appointment as ::.....
07. Date of Declaration of probation in ::.....
category of
08. Date of Appointment in the present ::.....
category of
09. Total Service in the present category ::.....
as

The above information is checked with relevant documents i.e. Service Register and other Office Orders and found to be correct.

Place:

Date:

SIGNATURE & DESIGNATION
OF THE OFFICER

PROFORMA - II

**DETAILS OF SERVICE PARTICULARS IN CONNECTION WITH THE DECLARATION
OF PROBATION IN THE CATEGORY OF _____**

01. Name of the Incumbent ::
(IN BLOCK LETTERS)
02. Designation ::
03. Category in which the probation of ::
the Incumbent has to be declared
04. Office in which the Incumbent ::
working at present
05. No. and Date of Order in which ::
his/her service were regularized
06. Date of Regular Appointment i.e. ::
Date from which the appointment
is placed on probation
07. Date of Completion of 3/2 years ::
from the date of regular appointment
(including all kinds of leave availed
By the incumbent)
08. Leave availed if any by the Incumbent ::
with and without pay and allowances
during the above period
09. Two years/ one year duty period of ::
Service from the date of regular
Appointment deducting leave availed
by the incumbent with and without
allowances (if any)
10. Date of completion of 2 years or ::
one year on the case may be.
11. Date from which the probation of the ::
Incumbent has to be declared as
satisfactory completed
12. Remarks ::

Place:

Signature and Designation of the Officer

Date: