

**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14**

Cir.No.9/2010/IHRD

Dated, 3rd June 2010

CIRCULAR

Sub: IHRD - Declaration of Probation of Employees- reg.

Ref: Orders in file No. EB1/17633/2009/HRD dated 31.05.2010.

At present, probation of IHRD Employees has been declared by inviting applications from employees who have successfully completed their period of probation. This practice causes delay in declaring the probation of employees. Hence, it has been decided to dispense with the present practice and to follow the practice in Government service in declaring the probation of IHRD Employees also.

Hereafter, the Head of Institutions shall submit the proposal for declaration of probation of an employee who is working under his/her control along with Performance Evaluation Report with proper certification for approval of the authority concerned, as and when an employee has completed his/her probation as per rule then in force without waiting for invitation of application in this respect.

Head of Institutions are held responsible for lapses, if any, in submitting proposal for declaration of probation. A written application may be obtained from the officers concerned to avoid omissions in submitting proposals in this respect.

*Sd/-
Prof. V. Subramony
DIRECTOR*

Encl: Proforma

To

1. *All Head of Institutions under IHRD (to be circulated among all staff)(The receipt of the circular may be acknowledged through mail)*
2. *All Section Heads of IHRD Headquarters (to be circulated among all sections)*
3. *Joint Director*
4. *Administrative Officer*
5. *Finance Officer*
6. *AEXE*
7. *CA-I* 8. *CA-II* 9. *CA-III*
10. *S.F* 11. *O.C*

Approved for Issue

*Sd/-
Head Clerk*

PROFORMA

DETAILS OF OFFICERS TO BE EVALUATED FOR DECLARATION OF COMPLETION OF PROBATION

1. Name :
2. Date of Birth :
3. Designation & Name of Institution :
4. Scale of Pay :
5. Minimum Educational Qualification prescribed for the post :
6. Educational Qualification(s) of the Employee :
7. Details of Service under IHRD as on :

<u>Designation</u>	<u>Period of service</u>	<u>Duration of service</u>
	From To	Year Month Day
1)		
2)		

8. Date and Time (FN or AN) of joining duty in the present post :
9. Nature of Appointment in the present post :
10. Has the appointment been regularized & If so the relevant orders may be quoted :
11. Whether any test such as Account Test has been made obligatory for the post & if so, whether the officer has passed the test :
(Reg. No., date of notification of the PSC by which the results were published, No & date of gazette in which published etc. may also be indicated)

12. Details of leave other than casual leave and maternity leave availed of during the period of probation with details of holidays if any prefixed or suffixed. :
13. Details of period of Dies-non, if any :
14. Details of deputation benefits if any enjoyed during the probation period :
15. Date of completion of one year of actual duty within a continuous period of two years. (The term 'duty' includes vacation, authorized holidays, casual leave and maternity leave and excludes all other kinds of leave) :
16. Is the probationer suitable for absorption to IHRD service as per the evaluation report. :

CERTIFICATE

The details furnished above have been verified with the relevant records and found correct.

Certified that the work, conduct, character, professional competency, devotion to work of Sri./Smt.....has been found satisfactory/not satisfactory during the period of probation. No penalty has been imposed on the officer during the period of probation and no case of disciplinary action against the officer is pending disposal. He/She may be / may not be declared to have satisfactorily completed his/her probation with effect from (FN/AN) as per institute rules

Place:	Signature	:
Date:	Name & Designation of the Head of Institution	:
	(with seal)	

RECOMMENDATION OF THE PROBATION COMMITTEE

PERFORMANCE EVALUATION REPORT of Sri./Smt.....

During the period of his/her probation fromto

1. Name of the Employee & Designation :
2. Details of commencement of Regular Service in the present designation :
3. Date from which the employee is working in the present institution :
4. Details of leave other than casual leave availed of by the employee during the last two years :
5. Nature of Duties and Responsibilities assigned :
6. Quality of output :
7. Knowledge of Sphere of Work :
8. Whether he/she is effective in the day-to-day work :
9. Initiative :
10. Attitude to Work :
11. Communication Skill :
12. Analytical Ability :
13. Has the employee done any outstanding or notable work meriting commendation? :
14. Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars. :

