



U T H

UGEN TRADING HOUSE

PROBATION COMPLETION FROM

Period from to

Personal Details

1. Name:
2. Post held:
3. Pay including allowance:
4. Educational qualifications:
5. Period of absence during the probation:

Sl.No	Competency & arks-ceiling	Rating Attributes	
		Marks	Please write brief description of Major works assigned during probation period.
I	Work output in last three months- 20		
II	Quality of work output/skill- 20		
II	Interest/Devotion to duty- 10		
IV	Attitude- 10		
V	Attendance/Punctuality- 10		
VI	Honesty/Integrity- 10		
VII	Communication skill- 10		
VIII	Inter-personal Relationships- 10		
Total marks obtained			

6. Are you prepared to retain him/her under you?
7. Mention any skill or proficiency acquired.
8. General remarks on his/her work & conduct.
9. Final assessment:
 - i) Fit to clear Probation period (Yes/No)



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ii) Extension of Probation period recommended (Yes/No)

iii) Relieve from service with UTH/UEM/UA/FENSETA. (Yes/No)

Remarks of the reporting Officer
(Immediate Supervisor)

Signature.....

Name.....

Designation.....

Date.....

Remarks of the reviewing Officer
(Head of the complex/Division)

Signature.....

Name.....

Designation.....

Date.....

Signature of the Accepting Authority