

PROBATIONARY RATING SHEET

FINAL REPORT

1. a) Name : c) Dept. No. :

Designation : Staff No. :

b) Grade / Wage Group : d) Division :

2. Date of Appointment / Promotion to the present position :

3. Rating for the period ending :20.....Report No.....

Particulars	Rating (Check ✓ under appropriate column)		
	Above Average	Average	Below Average
Job Knowledge			
Performance			
Conduct & Integrity			
Attendance and Punctuality			
Initiative			

Specific remarks if any :

<p>Signature</p> <p>(Name and Designation of the reporting Officer)</p> <p>Date :20</p>	<p>Signature</p> <p>(Name and Designation of the Reviewing/ Countersigning Officer)</p> <p>Date :20</p>
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FINAL REPORT

RECOMMENDATIONS OF PERSONNEL DEPARTMENT	APPROVAL OF COMPETENT / AUTHORITY TO CONFIRM THAT EMPLOYEE IN THE POST
<p>1. Has the employee completed the Probationary Period Satisfactorily ? []</p> <p>2. Is the previous employer/s Report Satisfactory ? []</p> <p>3. Is the police Verification Satisfactory ? []</p> <p><u>Indicate (YES) or (NO)</u> <u>In the brackets</u></p> <p>4. What is the effective date of confirmation of Appointment / promotion in the post.....</p> <p>5. Any other remarks :</p>	<p>Confirmation in GRADE..... WAGE GROUP.....</p> <p style="text-align: right; border: 1px solid black; padding: 2px;">APPROVED</p> <p style="text-align: right;">Signature</p> <p>Name :</p> <p>Designation :</p> <p>Date.....20</p> <p>if not approved give reasons below :</p> <p style="text-align: right;">Signature</p> <p>Name :</p> <p>Designation :</p> <p>Date</p>
<p>Date : Signature Designation</p> <p>Ref :</p>	