

**CONFIDENTIAL**

**PROFORMA FOR RECOMMENDATION FOR  
CONFIRMATION IN SERVICE**

**PART - A**

1	Name of Incumbent	
2	Designation	
3	Pay and Scale of Pay	a) Basic Pay : b) Scale of Pay : c) AGP (if applicable):
4	a) No. and date of Appointment Order b) Date of Joining duty in Service	
5	Period of active service taken for probation	<b>From      To      Months      Days</b>
6	Details of leave granted during Probation Period a) LWA b) HPL	
7	Involvement and leadership of the incumbent In the following areas. If required use additional sheet. Give Details  a) Hostel b) Sports and Games c) Club Activities viz IEEE, CSI, ISTE, SWAN, SCOPE etc. d) Special efforts in the academic activities e) Special achievements during the period, if any	<b>Details</b>  a) b) c) d) e)
8	Remarks & Signature of HOD regarding conduct, performance and the efficiency of work done during the probation period	

Signature of the Staff Member. :

## Sample appraisal form for confirmation of service after probation.

**To be filled in by Appraiser**

(Head of the Department/Section To whom the employee is reporting)

(Mark ✓ mark whichever is applicable)

Areas of competency	Exceeds expectation	Meets Expectation Very well	Just meets expectation	Does not Meet Expectation – Needs improvement	Unacceptable
Academic knowledge					
Teaching skills					
Analytical skills					
Communication skills					
Intelligence/Creativity					
Initiative/Motivation					
Work Planning					
Team Building					
Interpersonal relationship					
Dependability					
Flexibility/Adaptability					
Knowledge enrichment					
Overall involvement					