

Tele : 2721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram-10

No.4370/B2-Est/2020/NCC

08 Sep 2020

From

The Additional Director General NCC

To

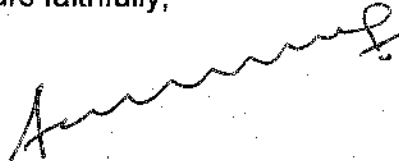
All NCC Group Headquarters and Units

Sir,

Sub : Declaration of Probation – Work and Conduct Certificate – regarding

1. It has been observed that the Certificate for declaration of Probation receives from each Gp HQ/Unit, is as different format/types of Work and Conduct Certificate, duly signed by the CO/Manager.
2. In order to streamline the procedure, a format of Work and Conduct Certificate which are required to be submitted for declaration of probation is attached as Appx 'B'. Henceforth, all are directed to submit the ibid Certificate along with Appx 'A' duly signed by CO/DGC and Countersigned by Group Commander. HOD has directed that henceforth, the covering letter needs to be signed by the CO/DGC of Gp HQ, while fwd such application for HOD's approval.

Yours faithfully,



(K Anil Kumar)
Administrative Officer
for ADG

APPLICATION FOR DECLARATION OF PROBATION

1. Name : Sri.....Designation : Unit :
2. Commencement of Probation :
3. Period of Probation :
4. Whether appointment has been regularized :
and if so, the date
5. Whether obligatory tests/examinations have :
passed within probation period & date of
MOP Exam.
6. The period of leave (Other than C/L) :
Taken with prefix and suffix.
7. Dies Non :
8. Whether the applicant has a satisfactory :
record of service.
9. Whether enrolled in GIS/SLI :
10. Whether worked under same DRB during :
probation period.
11. Eligible date for declaration of probation :

Signature of CO/DGC & CAO

Remarks by Group Head Quarters

Recommended / Not Recommended

Place :

Date :

Sign of Group Commander

WORK AND CONDUCT CERTIFICATE

Certified that the work and conduct of Sri/Smt.....

PENDesignation.....of (Unit).....

has been found Satisfactory/Non Satisfactory during the probation period fromto.....

The Individual's work as a probationer has been constantly watched and the outlook, character and aptitude for the kind of work that was being done by the individual, which has carefully assessed. He possess/Not possess qualities of mind and character needed in the particular service and the outlook and human sympathy in the public service.

It is also certified that no vigilance case/ departmental enquiry is pending against the individual .

Signature of OC/DGC

COUNTERSIGNED

Group Commander