

REPORT ON PROBATIONER
(Teaching/Non-Teaching Staff)

Note: This report should be submitted one month prior to the expiration of the probation period, with clear and unambiguous remarks to STSS HQ.

S. No.	Particular	Report
1.	Name of Appointee	
2.	Designation of the Post Appointed	
3.	Date of Appointment	
4.	Reference number and date of letter of appointment to the post by the Sambhota Tibetan Schools Society	
5.	Period of Probation	
6.	Date on which period of probation expires	
7.(a)	Principal/HM report on the performance and conduct of the appointee during the period of probation	
(b)	If any defects have been noticed, what are those defects?	
(c)	Were those defects brought to the notice of the appointee either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement?	
(d)	What are the results of such verbal or written communication?	
8.	Does the Principal/HM recommend	
(a)	that the appointee should be deemed have completed his/her period of probation satisfactorily?	
(b)	That this probation should be extended and if so, for what period? <i>(Attach relevant supporting documents)</i>	
(c)	that his/her defects are such that extension of probation would not lead to any improvement in his/her performance/conduct and that therefore his/her services should be terminated? <i>(Attach relevant supporting documents)</i>	

Date: ____/____/____

Signature of
Principal/HM

Director's remarks and recommendations:

Director, STSS