

INTERIM SPECIAL REPORT
for Probation Clearance Due on : _____

(To be written at the end of probation due date _____)

01.	Employee Code No. / Name	:	
02.	Father's Name	:	
03.	Date of Birth	:	
04.	Designation	:	
05.	Present Grade	:	
06.	Date of appointment (DR/Reg.)/ Promotion to the Grade	:	
07.	Place of posting	:	
08.	Whether SC/ST	:	
09.	Date of joining IRCON	:	
10.	Date of joining the Project (where he is working now).	:	
11.	Educational Qualifications	:	
12.	Report on Performance	:	
	a) Brief Statement of the work handled	:	
	b) Technical ability	:	
	c) To implement Quality system	:	
	d) Physical fitness for strenuous work	:	
	e) Amenability to discipline	:	
	f) Deficiencies/ shortcomings noticed, if so, whether these have been informed in writ- ing to the employee and res- ult thereof.	:	

	g) An assessment whether he can be classified Outstanding /Very Good/Good/Average /Poor	:	
	h) Integrity	:	
	i) Fitness for probation clearance	:	
	j) General assessment	:	
13	DAR & Vigilance case, if any	:	
			Signature of FH/PH as Reporting Officer
		:	Name
		:	Designation
		:	Date
Remarks of Reviewing Authority		:	
			Signature
			Name
			Designation
			Date
Remarks of Accepting Authority		:	
			Signature
			Name
			Designation
			Date