



མང་སྡེ་ཚུ་གྲོག་མེལ་མ་འགུལ་དབང་འཛིན།  
MANGDECHHU HYDROELECTRIC PROJECT AUTHORITY  
TRONGSA : BHUTAN



**PROBATION CLEARANCE FORM**

Period from \_\_\_\_\_ to \_\_\_\_\_

**PERSONAL DETAILS**

1. Name :
2. Age :
3. Post held :
4. Pay :-
5. Educational qualifications :
6. Can he/she read & write Hindi/ English/Dzongkha :
7. Period of absence during the year :
8. Observations on :

Sl. No.	Competency & Marks-Ceiling	Rating Attributes	
		Marks	Please write brief description of major works assigned during probation period (Additional sheet may be attached, if necessary)
i	Work output in last six months - 20		
ii	Quality of work output/ skills - 20		



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iii	Interest/ Devotion to duty – 10		
iv	Attitude – 10		
v	Attendance/ Punctuality – 10		
vi	Honesty/ Integrity – 10		
vii	Communication Skills – 10		
viii	Inter-personal Relationships - 10		
	<b>Total marks obtained:</b>		



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9. Are you prepared to retain him/ her under you?

10. Mention any skill or proficiency acquired.

11. General remarks on his/ her work & conduct:

12. Final assessment:

- i) Fit to Clear Probation Period (Yes/No)
- ii) Extension of Probation Period recommended (Yes/ No)
- iii) Relieve from service with MHPA. (Yes/ No)

Remarks of the Reporting Officer  
 (Immediate Supervisor)

Remarks of the Reviewing Officer  
 (Head of the Complex/Division)

Signature.....

Signature.....

Name.....

Name.....

Designation.....

Designation.....

Date.....

Date.....

Signature of the Accepting Authority

Name.....

Designation.....