



CWC CO-PD0ESTT/1797/2021-PERS

Dated:- 12-07-2021

CIRCULAR

1. In continuation of efforts towards digitization of HR processes and Zero Paper Use (ZPU) in the Corporation, a new module “**Probation Closure**” is incorporated into the HRMS portal. This would facilitate Processing of Probation closure of Employees on Promotion as well as in Direct Recruitment. In turn, it will help to do away with manual process for writing Probation Closure Reports(**PCR**) of officials.
2. The probation module has already been rolled out w.e.f 20.05.2021 and writing of complete PCR's of Officials **will be done through the PCR module. No, physical PCR will be entertained from 01.07.2021.** However, the PCR's for the period before 01.07.2021 is to be written as per previous practice and should be sent to this office latest by 15.07.2021.
3. The module is designed for management and automation of process of PCR from the initiation stage such as writing PCR by reporting officers till final stage of PCR process i.e. closure of PCR by the Competent Authority.
4. The very idea of incorporating this module is to make Probation Closure process of the Corporation paperless so as to ensure transparency, encourage accountability, preventing loss of PCR in transition, non-recording of proper remarks with date including adverse remarks by Reporting authorities etc. All these issues have been addressed in the module.
5. For each region, Nodal Officer of PCR module has to be nominated, who will be trained to implement online PCR module in their respective regions.
6. The user manual for newly incorporated PCR module into HRMS Portal is also available on the HRMS portal as well as on the CWC website.

Encl: User Guide-Probation manual

Digitally signed by
ANIL MANIK RAO
Date: 2021.07.12
18:11:27 +05'30'

(Anil Manik Rao)
GGM(Pers.)

Distribution:

1. All HoDs, CWC, CO, New Delhi for circulation to all concerned.
2. All RMs, CWC, for circulation to all concerned.
3. GGM(MIS), CWC, CO, New Delhi—for updating this on CWC website
4. PS to Chairman, PS to MD, PS to Dir (Pers), PS to Dir (MCP), Sr.PA to CVO, CWC, CO, New Delhi, for information please.

Central Warehousing Corporation (CWC)

“User Guide – Probation Closure”





Central Warehousing Corporation

Employee Self-Service Portal For Payroll And CPF



Welcome to **CWC HRMS**

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

HRMS Login

User ID :

Password :

Login

[Forgot Password](#)



Welcome to CWC HRMS

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

HRMS Login

User ID : 123456A

Password :

Login

Forgot Password



LOGIN PAGE

- Use link : <https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC> to access HRMS
- Login securely using your User ID and Password
- Click on “**Forgot Password**” link in case your password is lost or expired
- Your new password will be sent to your registered e-mail address
- Your account will be locked if incorrect password is entered more than three times

The screenshot displays the HRMS Home Page interface. At the top, there is a green navigation bar with the following menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, Helpdesk, Policies & Forms, Tools, and User Manual. Below this bar is a white dropdown menu currently showing 'Employee'. The main content area is divided into several sections. On the left, there is a green sidebar titled 'HRMS' with a list of menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, Helpdesk, Policies & Forms, Tools, and User Manual. The central part of the page features a large photograph of an award ceremony where a man in a white shirt is presenting a plaque to another man. Below the photo is a green header for 'Pending Request Dashboard' and a blue circular graphic. To the right of the graphic, there is a blue dot and the text 'Goal Sheet 2019-20 - Review Mid Year'. On the far right, there are three green boxes labeled 'Birthday', 'Wedding Anniversary', and 'Service Anniversary'.

HOME PAGE

- At the home page, you can view and modify the following modules:

1. Profile

2. Leave

3. PMS

4. Payroll

5. Medical

6. Request Manager

7. Helpdesk

8. Policies & Forms

9. Tools

10. User Manual

- Change password of your account using the link provided at the top right corner of the screen

Probation Closure Authorization Role – “Appraiser”



Appraiser

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	Status
1.	Print View	2021/00043	MT0190	SHEWTA MANN	Probation Closure	30.Apr.2021 00:04:10		Pending with Ap
2.	Print View	2021/00045	16468B	ASWIN VINODAN K	Probation Closure	04.May.2021 00:04:10		Pending with Ap
3.	Print View	2021/00130	14572F	PRIYA GUPTA	Probation Closure	11.May.2021 15:03:36		Pending with Ap
4.	Print View	2021/00131	14572F	PRIYA GUPTA	Probation Closure	11.May.2021 16:39:42		Pending with Ap

PROBATION CLOSURE – APPRAISER

- At the Home Page, select your authorization role as “Appraiser” from top left corner
- On menu bar, click on **Request Manager → Probation Closure → Appraiser**
- You will see the probation records on your screen for which closure is pending at your end
- To add a new closure request, click on “New” button present at the top left corner
- To provide closure on a probation request, click on “View” button as shown above

Probation Closure - PRIYA GUPTA (14572F)	
Department*	PERSONNEL DIVISION
Region*	CORPORATE OFFICE
Part I (To be filled by Officer)	
Probation Period*	
Review Period*	
Review Start Date*	
Review End Date*	
Designation / Post held*	
Date of Appointment in the present post*	
Place of Posting*	
Part II (Assessment by the Reporting Officer)	
Work handled during the period*	<input type="text"/>
Whether his/her probation period, May be treated as satisfactory closed?*	Select <input type="button" value="v"/>
Attach supporting document, if not satisfactory	<input type="button" value="Choose File"/> No file chosen
Whether any vigilance case is Contemplated/pending against him/her*	<input type="text"/>
Comments by Reporting Officer*	<input type="text"/>

PROBATION CLOSURE – APPRAISER

- Once you click on “View” button, above shown window will appear on your screen
- Employee details will be visible on the top of this window. As an appraiser, you have to fill Part II of the above shown screen
- Please note, * marked fields are mandatory to be filled from your end
- You have to mention the work handled by Employee during the probation period
- You also have to select if his/her probation period shall be treated as satisfactorily closed? (Yes/No)

Part II (Assessment by the Reporting Officer)

Work handled during the period* Demo

Whether his/her probation period, May be treated as satisfactory closed?* Yes

Attach supporting document, if not satisfactory Choose File No file chosen

Whether any vigilance case is Contemplated/pending against him/her* Demo

Comments by Reporting Officer* Demo

S.No.	Stage	Action By	Action Date	Status	Remarks
1.	Appraiser	ARVIND CHAUDHRI		Pending with Appraiser	

If the Probation period is treated as unsatisfactory then it is mandatory to justify by attaching a supporting document if required. However, there is no need to attach anything if the Probation period is treated as satisfactory as it will become contradictory in nature.

Save Submit Close

PROBATION CLOSURE – APPRAISER


- If you find the probation period as unsatisfactory, you can select “No” as your response
- You have to attach a supporting document, using the “Choose File” option in case it is not satisfactory
- Mention whether any vigilance case is contemplated/pending against Employee
- You also have to add comments by his/her reporting officer in this given field
- Once all the detailed are entered, click on “Submit” button. If required, you can also save a particular request and submit at a later stage.


Appraiser

New Status Pending v From To Filter Refresh Export Back

The Request with Reference No.94873 has been Submitted By Appraiser and an auto generated mail has been sent for acknowledgement.

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	Status
1.	Print View	2021/00043	MT0190	SHEWTA MANN	Probation Closure	30.Apr.2021 00:04:10		Pending with Apprai
2.						5:03:36		Pending with Apprai
3.						5:39:42		Pending with Apprai

Message 

 The Request with Reference No.94873 has been Submitted By Appraiser and an auto generated mail has been sent for acknowledgement.

[Close](#)

PROBATION CLOSURE – APPRAISER

- Probation closure request submitted successfully

Probation Closure Authorization Role – “Reviewer”



Reviewer										
Status	Pending v		From		To		Filter	Refresh	Export	Back
S.No.	Action				Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved D
1.	Print	Approve	Reject	Return	2021/00045	16468B	ASWIN VINODAN K	Probation Closure	29.May.2021 15:43:22	
2.	Print	Approve	Reject	Return	2021/00131	14572F	PRIYA GUPTA	Probation Closure	29.May.2021 15:46:14	

PROBATION CLOSURE – REVIEWER

- At the Home Page, select your authorization role as “Reviewer” from top left corner
- On menu bar, click on **Request Manager → Probation Closure → Reviewer**
- You will see the probation records on your screen for which approval/rejection is pending at your end
- To provide approval/rejection on a closure request, click on “Approve” button as shown above
- To return a request back to Appraiser, click on “Return” button

Part II (Assessment by the Reporting Officer)					
Work handled during the period*	Demo				
Whether his/her probation period, May be treated as satisfactory closed?*	Yes				
Attach supporting document, if not satisfactory					
Whether any vigilance case is Contemplated/pending against him/her*	Demo				
Comments by Reporting Officer*	Demo				
Part III (Remarks of Reviewing Officer)					
Do you agree with the remarks of the Reporting Officer?*	Select				
If not indicate briefly the reasons for disagreement					
Attach supporting document, if disagreeing with Reporting Officer's remarks	Choose File No file chosen				
Comments by Reviewing Officer*					
S.No.	Stage	Action By	Action Date	Status	Remarks
1.	Appraiser	VIGNESHWARAN S	29.May.2021 15:43:23	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI		Pending with Reviewer	
<p>If the Probation period is treated as unsatisfactory then it is mandatory to justify by attaching a supporting document if required. However, there is no need to attach anything if the Probation period is treated as satisfactory as it will become contradictory in nature.</p>					
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Return"/> <input type="button" value="Close"/>					

PROBATION CLOSURE – REVIEWER

- Once you click on “Approve” button, above shown window will appear on your screen
- Employee details will be visible on the top of this window. As a Reviewer, you have to review the Part II filled by Appraiser and accordingly proceed to fill the Part III from your end
- Please note, * marked fields are mandatory to be filled from your end
- You have to choose if you agree with the remarks of the Reporting Officer
- If not, indicate briefly the reasons for disagreement

Part III (Remarks of Reviewing Officer)

Do you agree with the remarks of the Reporting Officer?* Yes

If not indicate briefly the reasons for disagreement
Select
Yes
No

Attach supporting document, if disagreeing with Reporting Officer's remarks
Choose File No file chosen

Comments by Reviewing Officer*
Demo

S.No.	Stage	Action By	Action Date	Status	Remarks
1.	Appraiser	VIGNESHWARAN S	29.May.2021 15:43:23	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI		Pending with Reviewer	

If the Probation period is treated as unsatisfactory then it is mandatory to justify by attaching a supporting document if required. However, there is no need to attach anything if the Probation period is treated as satisfactory as it will become contradictory in nature.

Approve Reject Return Close

PROBATION CLOSURE – REVIEWER

- Attach supporting document, if you are disagreeing with Reporting Officer's remarks
- You also have to add your comments in the last field
- Once all the details are entered, click on “Approve” button. If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return a closure request back to Appraiser/Reporting using the “Return” button as shown above

Reviewer

Status Pending v From To Filter Refresh Export Back

The Request with Reference No.94873 has been Approved by Reviewer and an auto generated mail has not been sent for acknowledgement.

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date
1.	Print Approve Reject Return	2021/00131	14572F	PRIYA GUPTA	Probation Closure	29.May.2021 15:46:14	

Message

The Request with Reference No.94873 has been Approved by Reviewer and an auto generated mail has not been sent for acknowledgement.

Close

PROBATION CLOSURE – REVIEWER

- Probation closure request approved successfully

Probation Closure Authorization Role – “Countersigning”



Countersigning

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved D
1.	Print Approve Reject Return	2021/00045	16468B	ASWIN VINODAN K	Probation Closure	29.May.2021 15:43:22	
2.	Print Approve Reject Return	2021/00131	14572F	PRIYA GUPTA	Probation Closure	29.May.2021 15:46:14	

PROBATION CLOSURE – COUNTERSIGNING

- At the Home Page, select your authorization role as “Countersigning” from top left corner
- On menu bar, click on **Request Manager → Probation Closure → Countersigning**
- You will see the probation records on your screen for which approval/rejection is pending at your end
- To provide approval/rejection on a closure request, click on “Approve” button as shown above
- To return a request back to Reviewer, click on “Return” button

Part II (Assessment by the Reporting Officer)	
Work handled during the period*	Demo
Whether his/her probation period, May be treated as satisfactory closed?*	Yes
Attach supporting document, if not satisfactory	
Whether any vigilance case is Contemplated/pending against him/her*	Demo
Comments by Reporting Officer*	Demo
Part III (Remarks of Reviewing Officer)	
Do you agree with the remarks of the Reporting Officer?*	Yes
If not indicate briefly the reasons for disagreement	Demo
Attach supporting document, if disagreeing with Reporting Officer's remarks	
Comments by Reviewing Officer*	Demo
Part IV (Countersigning Authority)	
Do you agree with the remarks of the Reviewing Officer?*	Select <input type="button" value="v"/>
If not indicate briefly the reasons for disagreement	<input type="text"/>
Attach supporting document, if disagreeing with Reviewing Officer's remarks	<input type="button" value="Choose File"/> No file chosen
Comments by Countersigning Authority*	<input type="text"/>

PROBATION CLOSURE – COUNTERSIGNING

- Once you click on “Approve” button, above shown window will appear on your screen
- Employee details will be visible on the top of this window. As a Countersigning Authority, you have to review the Part II filled by Appraiser and Part III filled by Reviewer and accordingly proceed to fill the Part IV from your end
- You have to choose if you agree with the remarks of the Reviewing Officer
- If not, indicate briefly the reasons for disagreement

Part IV (Countersigning Authority)

Do you agree with the remarks of the Reviewing Officer?*

If not indicate briefly the reasons for disagreement

Attach supporting document, if disagreeing with Reviewing Officer's remarks

Comments by Countersigning Authority*

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	VIGNESHWARAN S	29.May.2021 15:43:23	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI	29.May.2021 16:02:51	Approved by Reviewer	
3.	Countersigning	16492E		Pending with Countersigning	

If the Probation period is treated as unsatisfactory then it is mandatory to justify by attaching a supporting document if required. However, there is no need to attach anything if the Probation period is treated as satisfactory as it will become contradictory in nature.

Approve Reject Return Close

PROBATION CLOSURE – COUNTERSIGNING

- Attach supporting document, if you are disagreeing with Reviewing Officer's remarks
- You also have to add your comments in the last field
- Once all the details are entered, click on “Approve” button. If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return a closure request back to Reviewer using the “Return” button as shown above

Countersigning

Status Pending v From To Filter Refresh Export Back

The Request with Reference No.94873 has been Approved by Countersigning and an auto generated mail has been sent for acknowledgement.

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date
1.	Print Approve Reject Return	2021/00131	14572F	PRIYA GUPTA	Probation Closure	29.May.2021 15:46:14	

Message



The Request with Reference No.94873 has been Approved by Countersigning and an auto generated mail has been sent for acknowledgement.

Close

PROBATION CLOSURE – COUNTERSIGNING

- Probation closure request approved successfully

**Probation Closure
Authorization Role – “Personnel Division”**



Personnel Division											
Status	Pending v			From		To		Filter	Refresh	Export	Back
S.No.	Action				Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved	
1.	Print	Approve	Reject	Return	2021/00041	16410L	SANDEEP KAUR VIRK	Probation Closure	28.May.2021 20:31:31		
2.	Print	Approve	Reject	Return	2021/00045	16468B	ASWIN VINODAN K	Probation Closure	29.May.2021 15:43:22		
3.	Print	Approve	Reject	Return	2021/00131	14572F	PRIYA GUPTA	Probation Closure	29.May.2021 15:46:14		

PROBATION CLOSURE – PERSONNEL DIVISION

- At the Home Page, select your authorization role as “Personnel Division” from top left corner
- On menu bar, click on **Request Manager → Probation Closure → Personnel Division**
- You will see the probation records on your screen for which approval/rejection is pending at your end
- To provide approval/rejection on a closure request, click on “Approve” button as shown above
- To return a request back to Countersigning Authority, click on “Return” button

Part II (Assessment by the Reporting Officer)	
Work handled during the period*	Demo
Whether his/her probation period, May be treated as satisfactory closed?*	Yes
Attach supporting document, if not satisfactory	
Whether any vigilance case is Contemplated/pending against him /her*	Demo
Comments by Reporting Officer*	Demo
Part III (Remarks of Reviewing Officer)	
Do you agree with the remarks of the Reporting Officer?*	Yes
If not indicate briefly the reasons for disagreement	Demo
Attach supporting document, if disagreeing with Reporting Officer's remarks	
Comments by Reviewing Officer*	Demo
Part IV (Countersigning Authority)	
Do you agree with the remarks of the Reviewing Officer?*	Yes
If not indicate briefly the reasons for disagreement	Demo
Attach supporting document, if disagreeing with Reviewing Officer's remarks	
Comments by Countersigning Authority*	Demo
Part V (Personnel Division)	
Vigilance clearance Status*	<input type="text"/>
Attach document for Vigilance Clearance Status	<input type="button" value="Choose File"/> No file chosen
Attach document for educational verification	<input type="button" value="Choose File"/> No file chosen

PROBATION CLOSURE – PERSONNEL DIVISION

- Once you click on “Approve” button, above shown window will appear on your screen
- Employee details will be visible on the top of this window. As Personnel Division, you have to review the Part II , Part III and Part IV and accordingly proceed to fill the Part IV from your end
- You have to mentioned the Vigilance Clearance Status for this Employee
- Attach document for Vigilance Clearance Status using “Choose File” option
- Attach document for Educational Verification using “Choose File” option

Part V (Personnel Division)

Vigilance clearance Status* Demo

Attach document for Vigilance Clearance Status Choose File No file chosen

Attach document for educational verification Choose File No file chosen

Attach document for character and antecedent verification Choose File No file chosen

Attach document for caste verification Choose File No file chosen

Attach document for PH disability certificate verification Choose File No file chosen

Attach document for any other verification Choose File No file chosen

Comments by Personnel Division* Demo

Competent Authority MD. INTSHAMUDDIN (10792A)

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	VIGNESHWARAN S	29.May.2021 15:43:23	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI	29.May.2021 16:02:51	Approved by Reviewer	
3.	Countersigning	16492E	29.May.2021 16:17:30	Approved by Countersigning	
4.	Personnel Division	SHIVA SHANKARA J		Pending with Personnel Division	

If the Probation period is treated as unsatisfactory then it is mandatory to justify by attaching a supporting document if required. However, there is no need to attach anything if the Probation period is treated as satisfactory as it will become contradictory in nature.

Approve Reject Return Close

PROBATION CLOSURE – PERSONNEL DIVISION


- Attach all the documents as mentioned above using the “Choose File” option
- Add your comments in the given field as shown above
- You also have to select the Competent Authority for approval. Type the name or Employee Code of competent authority and select the desired option
- Once all the details are entered, click on “Approve” button. If not satisfied, you can click on “Reject” or “Return” button


Personnel Division

Status Pending v From To Filter Refresh Export Back

The Request with Reference No.94873 has been Submitted By Personnel Division and an auto generated mail has been sent for acknowledgement.

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved
1.	Print Approve Reject Return	2021/00041	16410L	SANDEEP KAUR VIRK	Probation Closure	28.May.2021 20:31:31	
2.					n Closure	29.May.2021 15:46:14	

Message 

 The Request with Reference No.94873 has been Submitted By Personnel Division and an auto generated mail has been sent for acknowledgement.

Close

PROBATION CLOSURE – PERSONNEL DIVISION

- Probation closure request approved successfully

Probation Closure Authorization Role – “Competent Authority”



Competent Authority										
Status	Pending v		From		To		Filter	Refresh	Export	Back
S.No.	Action				Request No.	Employee ID	Employee Name	Request Type	Reference Date	
1.	Print	Approve	Reject	Return	00002	10792A	MD. INTSHAMUDDIN	Probation Closure	26.Feb.2021 17:39:30	
2.	Print	Approve	Reject	Return	00005	10792A	MD. INTSHAMUDDIN	Probation Closure	19.Mar.2021 11:05:08	
3.	Print	Approve	Reject	Return	2021/00025	16445C	KEERTHI K PADIYAR	Probation Closure	27.Apr.2021 10:14:03	
4.	Print	Approve	Reject	Return	2021/00026	16447K	SHRI RAMAVATH AMARSINGH	Probation Closure	12.May.2021 11:51:28	
5.	Print	Approve	Reject	Return	2021/00031	16382A	MAHIMA DAGAR	Probation Closure	13.May.2021 19:33:29	
6.	Print	Approve	Reject	Return	2021/00041	16410L	SANDEEP KAUR VIRK	Probation Closure	28.May.2021 20:31:31	
7.	Print	Approve	Reject	Return	2021/00045	16468B	ASWIN VINODAN K	Probation Closure	29.May.2021 15:43:22	
8.	Print	Approve	Reject	Return	2021/00131	14572F	PRIYA GUPTA	Probation Closure	29.May.2021 15:46:14	
9.	Print	Approve	Reject	Return	2021/00132	12344G	A A RIZVI	Probation Closure	28.May.2021 20:48:30	
10.	Print	Approve	Reject	Return	2021/00133	16379A	PRADEEP C	Probation Closure	28.May.2021 14:27:36	

PROBATION CLOSURE – COMPETENT AUTHORITY

- At the Home Page, select your authorization role as “Competent Authority” from top left corner
- On menu bar, click on **Request Manager → Probation Closure → Competent Authority**
- You will see the probation records on your screen for which approval/rejection is pending at your end
- To provide approval/rejection on a closure request, click on “Approve” button as shown above
- To return a request back to Personnel Division, click on “Return” button

Part IV (Countersigning Authority)	
Do you agree with the remarks of the Reviewing Officer?*	Yes
If not indicate briefly the reasons for disagreement	Demo
Attach supporting document, if disagreeing with Reviewing Officer's remarks	
Comments by Countersigning Authority*	Demo
Part V (Personnel Division)	
Vigilance clearance Status*	Demo
Attach document for Vigilance Clearance Status	
Attach document for educational verification	
Attach document for character and antecedent verification	
Attach document for caste verification	
Attach document for PH disability certificate verification	
Attach document for any other verification	
Comments by Personnel Division*	Demo
Part VI (Competent Authority)	
Whether his/her probation period, May be treated as satisfactory closed?*	Select <input type="button" value="v"/>
Comments by Competent Authority*	<input type="text"/>

PROBATION CLOSURE – COMPETENT AUTHORITY

- Once you click on “Approve” button, above shown window will appear on your screen
- Employee details will be visible on the top of this window. As a Competent Authority, you have to review the Part II, III, IV and V and accordingly proceed to fill the Part VI from your end
- You have to choose if probation period shall be treated as satisfactorily closed

Part VI (Competent Authority)

Whether his/her probation period, May be treated as satisfactory closed? *

Comments by Competent Authority *

Competent Authority MD. INTSHAMUDDIN (10792A)

S.No.	Stage	Action By	Action Date	Status	Remarks
1.	Appraiser	VIGNESHWARAN S	29.May.2021 15:43:23	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI	29.May.2021 16:02:51	Approved by Reviewer	
3.	Countersigning	16492E	29.May.2021 16:17:30	Approved by Countersigning	
4.	Personnel Division	SHIVA SHANKARA J	29.May.2021 16:30:49	Submitted By Personnel Division	
5.	Competent Authority	MD. INTSHAMUDDIN		Pending with Competent Authority	

If the Probation period is treated as unsatisfactory then it is mandatory to justify by attaching a supporting document if required. However, there is no need to attach anything if the Probation period is treated as satisfactory as it will become contradictory in nature.

Approve Reject Return Close

PROBATION CLOSURE – COMPETENT AUTHORITY

- You also have to add your comments in the last field
- Once all the details are entered, click on “Approve” button. If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return a closure request back to Personnel Division using the “Return” button as shown above


Competent Authority

Status Pending v From To Filter Refresh Export Back

The Request with Reference No.94873 has been Submitted By Competent Authority and an auto generated mail has been sent for acknowledgement.

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date
1.	Print Approve Reject Return	00002	10792A	MD. INTSHAMUDDIN	Probation Closure	26.Feb.2021 17:39:30
2.					Probation Closure	19.Mar.2021 11:05:08
3.					Probation Closure	27.Apr.2021 10:14:03
4.					Probation Closure	12.May.2021 11:51:28
5.					Probation Closure	13.May.2021 19:33:29
6.					Probation Closure	28.May.2021 20:31:31
7.					Probation Closure	29.May.2021 15:46:14
8.					Probation Closure	28.May.2021 20:48:30
9.					Probation Closure	28.May.2021 14:27:36

Message ❌

 The Request with Reference No.94873 has been Submitted By Competent Authority and an auto generated mail has been sent for acknowledgement.

Close

PROBATION CLOSURE – COMPETENT AUTHORITY

- Probation closure request approved successfully