



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/I-Misc./Probation/Estt./526-A

Dated: 14.05.2018

**CIRCULAR**

Attention of all RM's are invited to CO Circular of even no.417A dated 22.09.2014 wherein it was requested to furnish the probation reports of employees of their region in whose cases action is to be taken at CO level, in time.

In-spite of the clear instructions, the cases are reported where probation reports are not being received from RMs in-time which results into delay of closure or extension of their probation period. Hence, it is once again emphasized that action may be initiated as under in case of employees who are under probation:-

1. The format of probation report is an ISO document defined as F/Per/Estt. /04 which is also being uploaded in CWC website (payroll & CPF) and therefore the same can be downloaded from website without waiting for the same from CO and submit it urgently after doing the needful.
2. Review on 1st day of every month to find out, if any probation report is pending.
3. Wherever probation period is considered to be extended documentary evidence pertaining to the period under reporting to support the adverse remarks should invariably be attached along-with probation report.
4. It may be ensured that probation report is submitted well before completion of respective period of six months of probation.

The above instructions should be unscrupulously followed to avoid any complication at the later stage.

*Arvind Chaudhri*  
14-05-18

**(ARVIND CHAUDHRI)**

Group Genl. Manager (Pers.)

To,

**All Regional Managers,**

Central Warehousing Corporation,  
Regional Offices

*Arvind Chaudhri*  
16/5/18

Copy to:-

*JS(MIS)*  
*AKS*

1. All Head of Divisions, CWC, CO, New Delhi for similar action.
2. ✓ GM(MIS), CWC, CO, New Delhi to upload the format of probation period. (copy enclosed)
3. SAM to Director (Pers.), CWC, CO, New Delhi for information.

C.O.: 4/1, Sir Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.  
Tel.26566107 E-mail:- [warehouse@nic.in](mailto:warehouse@nic.in) Website :- [www.cewacor.nic.in](http://www.cewacor.nic.in)

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**FORMAT OF PROFORMA FOR  
PROBATION REPORT**

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Probation report for the period ending \_\_\_\_\_ to \_\_\_\_\_

**Part-I  
(To be filled by Office)**

1. Name of Officer
2. Designation/Post Held
3. Date of Appointment in the Present post
4. Place of posting

**Part-II  
Assessment by the Reporting Officer**

- i) Work handled during the period.
- ii) Whether his/her probation period may be treated as satisfactorily closed?  
If not, give reasons with documentary evidence.
- iii) Whether any vigilance case is contemplated/pending against him/her.

Signature of Reporting Officer \_\_\_\_\_  
Name(IN BLOCK LETTERS) \_\_\_\_\_  
Designation \_\_\_\_\_  
Dated \_\_\_\_\_

**Part-III**  
**(Remarks of Reviewing Officer)**

Do you agree with the remarks of the Reporting Officer? If not indicate briefly the Reasons for disagreement.

Signature of Reviewing Officer \_\_\_\_\_  
Name(in Block Letters) \_\_\_\_\_  
Designation \_\_\_\_\_  
Dated \_\_\_\_\_

**Part-IV**  
**(Countersigned by the Next Higher Officer with remarks, if any)**

Signature of Countersigning Officer \_\_\_\_\_  
Name (in Block Letters) \_\_\_\_\_  
Designation \_\_\_\_\_  
Dated \_\_\_\_\_