

**CHAUDHARY SARWAN KUMAR  
HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA  
INFORMATION TECHNOLOGY CENTRE  
PALAMPUR**

No. \_\_\_\_\_

Dated: Palampur, the:- \_\_\_\_\_

**From**

**Signatory Authority**

**To**

The Registrar,  
CSK HPKV, Palampur.

**Subject: Completion of probation period in respect of Sh./Smt.\_\_\_\_**

Sir,

Shri/Smt./Ms. \_\_\_\_\_ was appointed/  
promoted as \_\_\_\_\_ vide your office  
order/Letter No. \_\_\_\_\_ dated  
\_\_\_\_\_ and he/she joined as such on  
\_\_\_\_\_. As per terms and conditions laid down in  
his/her appointment order, he/she was placed on probation for a period of  
two years in the first instance which is due for completion on  
\_\_\_\_\_. Shri/ Smt. / Ms.  
\_\_\_\_\_ has completed all the  
requirements for successful completion of probation period. The work and  
conduct of the official is satisfactory during his/her probation period and  
no vigilance case or departmental proceedings are pending against the  
above named official. The competent authority may kindly be allowed for  
the satisfactory completion of two years probation with effect from  
\_\_\_\_\_ in favour of Shri/Smt/Ms.  
\_\_\_\_\_. The special report of  
the official is also enclosed herewith alongwith the ACR dossier. The  
service book in \_\_\_\_\_ volume(s) is also enclosed for perusal,  
please.

Encls: As above

Yours faithfully,

Signatory Authority  
CSK HPKV,  
Palampur