



STRICTLY CONFIDENTIAL

Report by the Headmaster

1. Name of the Employee :
2. Designation :
3. Name of School :
4. Remarks regarding the work and conduct : Very good/Good/Satisfactory
5. Evaluation of the class performs : Very good/Good/Satisfactory
6. Co-operation in the school activities : Very good/Good/Satisfactory
7. Co-operation in the extra-curricular activities : Very good/Good/Satisfactory
8. Co-operation with fellow staff members : Very good/Good/Satisfactory
9. Punctuality in coming to school and going to class room : Very good/Good/Satisfactory
10. Attitude towards the management : Very good/Good/Satisfactory
11. Interest to take up other responsibilities in the school : Very good/Good/Satisfactory
12. Details of irresponsibilities carried out during the period :
13. Details regarding teaching notes :
14. Special duties carried out :
15. Date of commencement of continues service :
- a) Details of leave other than casual leave availed of during the period of probation (Except Maternity leave) :
- b) Specify the holidays prefixed to leave :
- c) Specify the holiday suffixed to leave :
17. a) Details of maternity leave availed of during the period of probation :

b) Specify the holidays prefixed to leave :

c) Specify the holidays suffixed to the leave :

18. Details of service reckoned for computation of One year duty within continuous period of two years. (In the case of HSS staff two years duty within a continuous period of 3 years)

Details of Service Reckoned For probation				
From	To	Y	M	D
	Total			

19. Recommended date for declaration of probation :

20. Whether joined SLI. If yes, No allotted or the amount of 1st premium remitted with receipt No. and dates :

21. Special remarks if any :

Head of the Institution

Note:- No columns should be left blank Countersigned

*Strike of which ever not applicable

Manager