

**UT Administration of
Dadra & Nagar Haveli
(Department of Personnel & Administrative Reforms)**

**Secretariat,
Silvassa.**

No. 1-2(B-3)/2007-ADM/Part-IV/ 733

Date: 27/10/2017

OFFICE MEMORANDUM


Subject: Confirmation of common cadre staff - reg...

The Personnel Department, DNH is in the process of preparing a proposal for confirmation of the common cadre staff viz. LDC, UDC, Assistant, Stenographer and Driver working in various departments of this Administration who were appointed on probation as per the provision contained in the Recruitment Rules. The proposal which will be placed before the Departmental Screening Committee duly constituted for its consideration.

2. All Heads of Office, DNH are requested to submit the proposal for the concerned common cadre employee, if any, as per format annexed as **Annexure** alongwith the following documents:

- (i) **Annexure-V (Work Assessment Report),**
- (ii) **Vigilance Clearance Certificate; and**
- (iii) **Integrity Certificate.**

3. The proposal in respect of common cadre staff may be submitted within 15 days from the receipt of this O.M.


(**S. Krishna Chaitanya**)
Deputy Secretary (Personnel)
Tel: 2642113
email: dspers-dnh@nic.in

Encl: Annexure.

To

All Heads of Office, DNH.

Copy to:

1. The Assistant Director (IT), DNH for uploading in the DNH website and webpage of Personnel department.
2. Concerned file.

Annexure

Noting (Model Format)

Subject: Proposal for clearance of probation / confirmation-reg.

Submitted:

The following <designation of employee> was / were appointed to the post of <Name of post> with probation for a period of ____ year(s).

Sr. No.	Name of Employee(s) and Designation	Date of Joining	Date of completion of Probation Period	No. of days Extra Ordinary Leave granted, if any.	Proposed Date of Confirmation	Details of pending Court case, if any.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

2. The copy of Offer of Appointment dated _____ in respect of above employee(s) is/are placed at C/_____.

3. The copy of Appointment Order dated _____ in respect of above employee(s) is/are placed at C/____. A copy of joining report is at C/_____.

4. A statement showing the assessment report, Vigilance clearance and Integrity of the employees is placed at **C/_____**.

5. It is further certified that all the above employees were on duty for whole period of two years and no any Extra Ordinary Leave was granted, and there is no break in service in respect of above employees.

6. The proposal is submitted to Personnel Department, DNH for further necessary action please.

