

# National University

of Computer & Emerging Sciences

## PROBATION TERMINATION PROFORMA

<b>EMPLOYEE PROFILE</b> (To be filled by Campus HR)			
Emp Name		Emp ID	
Campus		DOJ	
Designation		Department	
Reporting Officer (RO) Name		RO Department	
Period: From		To	Confirmation Date
HR Officer Name		Signature	
Date			
<b>Assign Points on the following pattern</b>			
Outstanding	5	Above Average	4
Average	3	Below Average	2
Poor	1		
Description	Comments	Points	
1. Quality of Work	Performance with reference to assignments and completion		
2. Volume of Work	Amount of work done on time and of desired quality		
3. Timeliness of Output	Promptness in completion of assignments		
4. Punctuality	Arrival on or before time. Frequency of leaves and general interest in office		
5. Team Work	Working relations with colleagues, seniors and subordinates		
6. Initiative & Drive	Self-improvement, initiating new programs and method of work and follow up of pending work		
<b>Total Points (out of 30)</b>			
<b>Reporting Officer</b>	Confirmation	<input type="checkbox"/>	Extension in Probation <input type="checkbox"/>
Extension Till			
Reason for Extension			
Reporting Officer Name			
Date	Signature		

<b>Director</b>		
Remarks		
Date	Signature	
<b>NUCES-HQ (HR)</b>		
Remarks		
Date	Signature	
<b>RECTOR</b>	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Reason for Refusal (If any)		
Date	Signature	
<b>NUMUN</b>	Date	Signature
<b>Updated by</b>		