



Central Pollution Control Board
Parivesh Bhawan, East Arjun Nagar,
Delhi-110032

No.B-12015/33(34)/Admn.(R)/FCS-2020/ 322

23rd July, 2020

Office Memorandum

In compliance of DoPT instructions, all the Scientist 'B', who have completed probation period and are not communicated about completion/clearance of probation period by the competent authority, are hereby directed to fill up the attached **ASSESSMENT REPORT FOR PROBATION CLEARANCE** and forward the same to Senior Administrative Officer for further necessary action.

2) For avoiding delay in assessment, before forwarding the filled-up Assessment Report to the Administration Division, please ensure that the Part- II & III are duly filled-up by their Reporting Officer/ Reviewing Officer.

3) Assessment Report for Probation Clearance may be forwarded to the Senior Administrative Officer within 15 days from the date of issue of the Office Memorandum. Blank format of the Assessment Report for Probation Clearance is available on CPCB website (Staff Corner).

(R.D. Pandey)

Senior Administrative Officer

To,

- 1) Divisional Head/RD : For information and circulation in their division/RD
- 2) Divisional Head, I.T. Division : Kindly get it uploaded on CPCB website.
- 3) Notice Boards
- 4) Master file
- 5) Office Order File

Copy to:-

PS to MS : For information please.