

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar, Agartala,
Tripura (W), India, Pin-799022

Proforma for Confirmation of Service
(For non-teaching Employees)

Part-A

1. Name of the Employee: _____
2. Designation: _____
3. Department/Section: _____
4. Date of Joining the University: _____
5. Post: _____
6. Pay Scale/Level: _____
7. Date on which Probation ends: _____
8. Whether you were served any Memo/Show cause notice/Warning etc. during the Probation period? _____
9. Whether any litigation related to present appointment is pending in any court of law?
If yes, give details (on separate sheet).

Declaration: I do hereby declare that the above information is true to the best of my knowledge.

Date: _____ Signature of the Employee: _____

Place: _____ Name of the Employee (in full): _____

P.T.O

Part-B

Observations by the HoD/Immediate Superior:

Observations by the Branch Officer (Finance Officer, Controller of Examination, Librarian etc.):

Views of the Vice-Chancellor/Registrar:

To be placed before the next Executive Council (EC) Meeting for Confirmation/Not to be placed.

Registrar