

**PROFORMA - 1**

**Name of Institute:**

**Designation: JS/JAA(NT)/Fair copy Supdt/HC/OIC**

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Remarks
1	2	3	4	5	6	7	8	9	10

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**

## PROFORMA - 2

Name of Institute:

Designation: L D clerk / U D clerk

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Date of passing Account Test	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**

### PROFORMA - 3

Name of Institute:

Designation: LDSK/UDSK/Store Attender

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Remarks
1	2	3	4	5	6	7	8	9	10

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**

**PROFORMA - 4**

**Name of Institute:**

**Designation: AHS/Pharmacist/Librarian/Dresser**

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Remarks

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**

**PROFORMA - 5**

**Name of Institute:**

**Designation: LD ,UD, Sr. Gr, Sel.Gr Typist, clerk-cum-typist**

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Date of passing Account Test	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**

**PROFORMA - 6**

**Name of Institute:**

**Designation: Peon/Watchman/Sweeper**

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Remarks
1	2	3	4	5	6	7	8	9	10

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**

### PROFORMA -7

Name of Institute:

Designation: Accounts Officer/AA/Sr. supdt

Sl. No.	Designation	No. of sanctioned posts	Order no. with date of sanctioning the post	Name of the official in roll	Date from which working in the present office	Date from which working in the present post	vacancy if any with date of occurrence	Date of declaration of probation in the present post	Remarks
1	2	3	4	5	6	7	8	9	10

Note: The details furnished should be e-mailed to - [miniestablishment@gmail.com](mailto:miniestablishment@gmail.com) on or before 08.5.2012. The head of the offices shall verify the details with S.B of the officials.

**Signature of Head of Office**