



Probation & Confirmation Policy

Purpose:

- To ensure that evaluation of staff employed on probation is fair and equitable, and to enable a clear understanding of the responsibility and confirm their service.

Procedure:

- Eligible for all the employees.
- Duration of Probation period shall be six months from the date of joining and the employee will be confirmed by giving the confirmation letter.
- Confirmation will be given on completion of probation period as per the Appointment order.
- There will be employee assessing meeting during their probation period. Extension of probation period will be the discretion of the Station head. (Confirmation will not be an automatic process) Employee assessment form will be filled by the supervisor.

Leave Intimation:-

Purpose:

- The purpose of the policy is re-plan the work when the employee is taking the leave.

Scope:

- It applies to all employee in all stations.

Intimation:

Other than emergency purpose the employee should intimate there leave to HR, Project head and station Head by mail along with prescribed leave form duly signed. For emergency purpose the leave intimate should made to station Head by SMS or call.