

PROFORMA FOR SPECIAL REPORT

1. Name of SSA/Unit
2. Name
3. Designation
4. Staff No.
5. HR No.
6. Date of Birth
7. Date of entry in BSNL as JTO
8. Whether belongs to SC/ST community
9. Whether there is any Disciplinary/Vigilance Case Pending Against him. If so give full details along with latest position of such case
10. Whether the JTO has completed all the Modules of Training.
11. Remarks about integrity (these remarks should be positive and definite to be recorded after due scrutiny of confidential records on an official)
12. Certified that the service particulars has been verified from the service book of the officer
13. Definite Recommendation if officer is fit for confirmation
14. Remarks if any

Signature of Controlling Officer