

Probation Letter Validation Fields:

Purpose: The Register of Probation serves as an official record maintained by government or departmental authorities to monitor and document the probationary period of newly appointed personnel.

Variable List:

```
{  
  "Fields": [  
    {  
      "Field Name": "Service Class Category",  
      "Data Type": "String",  
      "Description": "The class of police service the officer belongs to.",  
      "Validation Criteria": "Must be a valid designation like 'Reserve Inspector of Police'",  
      "Required": Yes  
    },  
    {  
      "Field Name": "Name of Probationer",  
      "Data Type": "String",  
      "Description": "Full name of the probationer officer.",  
      "Format": "Should only contain alphabets and valid initials",  
      "Required": Yes  
    },  
    {  
      "Field Name": "Date of Regularization",  
      "Data Type": "Date",  
      "Description": "Date on which probation period officially starts.",  
      "Format": "DD-MM-YYYY",  
      "Required": Yes  
    },  
  ],  
}
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{
  "Field Name": "Period of Probation Prescribed",
  "Data Type": "String",
  "Description": "Duration of the probation period.",
  "Format": "Free text, Descriptive duration such as 'one year', 'two years' etc ",
  "Required": Yes
},
{
  "Field Name": "Leave Taken During Probation",
  "Data Type": "String",
  "Description": "Details of any leave availed during the probation period.",
  "Validation Criteria": "Must include From and To dates or 'NIL'",
  "Format": "From: DD-MM-YYYY To: DD-MM-YYYY",
  "Required": Yes
},
{
  "Field Name": "Date of Completion of Probation",
  "Data Type": "Date",
  "Description": "Date when the probation is completed after leave deductions.",
  "Format": "DD-MM-YYYY",
  "Required": Yes
},
{
  "Field Name": "Tests to be Passed During Probation",
  "Data Type": "String",
  "Description": "Any exams required to be cleared during probation.",
  "Validation Criteria": "If none, value must be 'NIL' else define the tests which need to be
passed",

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    "Format": "Free text",
    "Required": Yes
},
{
    "Field Name": "Punishments During Probation",
    "Data Type": "String",
    "Description": "Any punishments awarded during the probation period.",
    "Validation Criteria": "If none, value must be 'NIL' else define the punishment.during probation",
    "Format": "Free text",
    "Required": Yes
},
{
    "Field Name": "Pending PR/OE",
    "Data Type": "String",
    "Description": "Details of any pending PR (Punishment Register) or OE (Oral Enquiry).",
    "Validation Criteria": "If none, value must be 'NIL' else mention the full reasoning of the pending PR or OE",
    "Format": "Free text",
    "Required": Yes
},
{
    "Field Name": "Character and Conduct",
    "Data Type": "String",
    "Description": "Assessment of officer's behavior and discipline.",
    "Validation Criteria": "Common values are : 'Satisfactory', 'Good', 'Excellent'",
    "Format": "Single word or short phrase",
    "Required": Yes
},

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{
  "Field Name": "Firing Practice Completed",
  "Data Type": "String",
  "Description": "Whether the officer completed mandatory firing practice.",
  "Validation Criteria": "Accepted values: 'YES', 'NO'",
  "Format": "Uppercase string",
  "Required": Yes
},
{
  "Field Name": "Remarks of I/C Officer",
  "Data Type": "String",
  "Description": "Initial commanding officer's recommendation regarding probation.",
  "Validation Criteria": "Must be a clear statement of recommendation",
  "Format": "Sentence",
  "Required": Yes
},
{
  "Field Name": "Remarks of Commandant",
  "Data Type": "String",
  "Description": "Final remarks of the Commandant regarding probation.",
  "Validation Criteria": "Must be a recommendation statement",
  "Format": "Sentence",
  "Required": Yes
},
{
  "Field Name": "Remarks of DIG",
  "Data Type": "String",
  "Description": "Opinion of the Deputy Inspector General of Police.",
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    "Validation Criteria": "Should confirm or disagree with earlier recommendations",
    "Format": "Sentence",
    "Required": Yes
  },
  {
    "Field Name": "ADGP Orders",
    "Data Type": "String",
    "Description": "Final order and status of probation from ADGP.",
    "Validation Criteria": "Must include effective dates and 'A list' inclusion if mentioned",
    "Format": "Paragraph text",
    "Required": Yes
  },
  {
    "Field Name": "Date of Birth",
    "Data Type": "Date",
    "Description": "Date of birth of the probationer.",
    "Validation Criteria": "Must be a valid date in DD-MM-YYYY",
    "Format": "DD-MM-YYYY",
    "Required": Yes
  }
]
{
  "Field Name": "Salary",
  "Data Type": "Float",
  "Description": "The salary taken by the officer during probationer per month .",
  "Format": "In Indian Rupees",
  "Required": Yes
}
{

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    "Field Name": "Qualification",
    "Data Type": "String",
    "Description": "Educational qualification of the probationer.",
    "Format": "Degree with specialization. Example: B.Tech (CSE)",
    "Required": Yes
},
{
    "Field Name": "Acceptance of Self Appraisal Report – Part-I",
    "Data Type": "String",
    "Description": "Whether the self appraisal report was accepted or not.",
    "Validation Criteria": "Accepted values: 'Accepted', 'Not Accepted'",
    "Required": Yes
},
{
    "Field Name": "Assessment of Officer's Performance During the Year",
    "Data Type": "String",
    "Description": "Annual assessment of officer's performance.",
    "Validation Criteria": "Typical values: 'Satisfactory', 'Good', 'Excellent'",
    "Required": Yes
},
{
    "Field Name": "Reporting Officer",
    "Data Type": "Object",
    "Fields": {
        "Date": {
            "Data Type": "Date",
            "Description": "Date the report was signed by the Reporting Officer.",
            "Format": "DD-MM-YYYY",

```

```
    "Required": NO
  },
  "Name": {
    "Data Type": "String",
    "Description": "Name of the Reporting Officer.",
    "Required": Yes
  },
  "Designation": {
    "Data Type": "String",
    "Description": "Designation of the Reporting Officer.",
    "Format": "Officer Designation",
    "Required": Yes
  }
}
},
{
  "Field Name": "Countersigning Officer",
  "Data Type": "Object",
  "Fields": {
    "Date": {
      "Data Type": "Date",
      "Description": "Date the countersigning was made. May be 'Not Found'.",
      "Format": "DD-MM-YYYY or Not Found",
      "Required": No
    },
    "Name": {
      "Data Type": "String",
      "Description": "Name of the Countersigning Officer.",
```

```
    "Required": Yes
  },
  "Designation": {
    "Data Type": "String",
    "Description": "Designation of the Countersigning Officer.",
    "Format": "Officer Designation",
    "Required": Yes
  },
  "Remarks": {
    "Data Type": "String",
    "Description": "Remarks given by the Countersigning Officer.",
    "Format": "Free text. Example: I agree with Remarks of the reporting officer",
    "Required": Yes
  }
}
},
{
  "Field Name": "Head of Department Opinion",
  "Data Type": "Object",
  "Fields": {
    "Opinion": {
      "Data Type": "String",
      "Description": "Final status regarding probation.",
      "Format": "Example: Probation Declared",
      "Required": Yes
    },
    "Date": {
      "Data Type": "Date",
```



```

    "Description": "Date of issuance of HOD opinion.",
    "Format": "DD-MM-YYYY",
    "Required": NO
  },
  "Name": {
    "Data Type": "String",
    "Description": "Name of the Head of Department.",
    "Required": Yes
  },
  "Designation": {
    "Data Type": "String",
    "Description": "Designation of the HOD.",
    "Format": "Officer Designation",
    "Required": Yes
  }
},
}
}

```

Document Status:

Status	How to Identify It
Approved	<p>The document is considered Approved only when all required fields are present and each field meets its specified format and validation criteria as defined in the variable list. This means:</p> <ul style="list-style-type: none"> • All mandatory fields ("Required": "Yes") are filled. • All values conform to their expected format. • Conditional fields are validated only if their criteria apply. • There are no mismatches or missing entries in required data.

Status**How to Identify It**

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Disapproved

- Missing mandatory information.
- Incorrect formats (e.g., wrong date format, missing prefix).
- Invalid field values.
- Conditional requirements not met. Even one such issue results in a Disapproved status.