

No.21011/2/80-Estt.(C)  
Government of India  
Ministry of Home Affairs  
Department of Personnel & A.R.

OFFICE MEMORANDUM

Sub:- Probation in various Central Services.

The undersigned is directed to refer to Ministry of Home Affairs OM No.44/1/59-Estt.(A) dated the 15th April, 1959 on the subject cited above. The matter has been under consideration for quite some time past in consultation with the Ministry of Law, U.P.S.C, and the Comptroller and Auditor General of India with particular reference to the question whether any period of probation should be prescribed in respect of the persons recruited to the posts in pay-scales the minimum of which is Rs.2,000/- and above, as also in respect of the promotees from one grade to another. According to para 6 of the existing instructions contained in the aforesaid OM dated the 15th April, 1959, it is laid down that the period of probation should normally be two years so as to have uniformity with regard to the period of probation in different services. It is further provided that where there are any special reasons for prescribing a longer or shorter period, a suitable period may be fixed in consultation with the Ministry of Home Affairs.

2. Para 7 of the aforesaid OM stipulates that the fresh entrants as well as those promoted should be kept on probation for a period of two years to judge the potentialities of an officer for a higher service.

3. On review, it has now been decided that:-

- 1) Save as provided in clause (ii) below, direct recruits to a post/service shall be on probation for a period of 2 years.
- ii) Direct recruits to posts carrying a pay scale the minimum of which is Rs.2,000/- or above, or to posts for which the age of entry is 35 years or above and where no training is involved, shall be on probation for a period of 1 year only.
- iii) Persons who are inducted into a new service through promotion shall also be placed on probation for two years; but there will be no probation for a person promoted from one grade to another within the same service, except

where the promotion involves a change in the grade of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation shall be for 2 years.

iv) Wherever probation includes 'on the job' or 'institutional' training combined with actual performance on the job, probation for a period of two years should be prescribed in the recruitment rules.

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v) In the case of those who are re-employed before the age of superannuation e.g., ex-Military personnel there will be a probation of two years on their appointment/re-employment to civil posts except in respect of cases covered by clause (ii) above.

vi) There will be no probation in the case of officers appointed to various posts on:

- a) contract basis;
- b) deputation;
- c) tenure basis;
- d) re-employment after superannuation; and
- e) permanent transfer

4. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer to:-

- i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- ii) Extend the period of probation (in terms of para 1(8) of the OM dated 15.4.59) or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

5. The date from which confirmation should be given effect to is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be, should be communicated to the probationer normally within 6 to 8 weeks. Confirmation of the probationer after completion of the period of probation is ~~not~~ automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, shall be deemed to have continued on probation.

[such a probationer

The instructions contained in the OM of 15th April, 1959 referred to in para 1 above may be treated as amended to the extent stated in the preceding paragraphs.

Wherever considered necessary, a corresponding change in the relevant service rules may be made in consultation with this Department in the light of the instructions contained in the foregoing paragraphs.

In so far as persons serving in the Indian Audit and Accounts Department are concerned, this issues with the concurrence of the Comptroller and Auditor General of India.

Ed/-  
( Miss S. Trikha )  
Deputy Secretary to the Government of India

- To
- 1) All Ministries/Departments of Government of India as per standard list.
  - ii) Union Public Service Commission (with 9 spare copies).