

No.14013/12/2005-AIS-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, the 25th July, 2008

To

Chief Secretaries of all States/Union Territories

Subject – Streamlining of the process of confirmation of Direct Recruit officers of the
Indian Administrative Service (IAS)

Sir/Madam,

I am directed to invite attention to rule 3A of the Indian Administrative Service (Probation) Rules, 1954, which envisages that “Where a probationer has completed his period of probation to the satisfaction of the Central Government, he shall, subject to the other provision of these rules, be confirmed in the Service at the end of his period of probation”. Government of India’s instructions issued in letter no.22/3/71-AIS-III dated 1st July, 1972 as well as letter no.11037/6/87-AIS-III dated 2nd February, 1988 provide detailed guidelines for the State Governments on various aspects relating to probation and the training of Probationers (copies enclosed). Further, Government of India’s letter no.11037/11/1987-AIS-III dated 23rd December, 1987 provides detailed procedure to be followed in cases of extension of probation (copy enclosed).

2. Apart from this, the Government of India’s instruction under this rule issued in letter No.23/2/64-AIS-III dated 4th June, 1984 envisages that delay in confirmation of probationers results in non-drawal of increments and hence State Governments should endeavour to forward the assessment reports of the probationers with their recommendations preferably within six weeks after the last date of the probationary period (copy enclosed).

3. It has been found that the proposals for confirmation from the respective State cadres are not received in time or received incomplete. The shortcomings generally noticed in the proposals include incomplete assessment reports, non-receipt of the recommendation of the Review Board, Course Completion Certificate of Training, vigilance status etc. As a result, the Central Government has not been able to issue the order of confirmation of many IAS probationers in time.

4. In order to avoid this situation, it has been decided that the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Musoorie will have the responsibility of compilation of all information/documents pertaining to probation in cases of Direct Recruit IAS Officers in consultation with the concerned State Governments and of sending the proposal for confirmation to the Central Government as per the proforma prescribed in this regard (copy enclosed). It has also been decided that:

- (i) The State Governments shall furnish the assessment reports on district training in respect of the IAS probationers to the LBSNAA before completion of the Phase II training. The State Government shall also furnish the vigilance clearance in respect the officers for the period under training in the State and also the recommendation of the State Government, to the LBSNAA before the completion of the Phase-II Training. In the absence of these, it will be assumed that there is nothing against the probationer which may warrant extension of the period of probation.
- (ii) The Department of Personnel and Training (AIS Division) shall obtain the report on verification of character and antecedents of the probationers from the concerned District Collectors within 3 months of appointment. If the concerned District Collectors do not give the report in three months, it would be assumed that there is nothing adverse against the concerned probationer. The report in this regard will be provided to the LBSNAA by the AIS Division within a period of 6 months from the joining of the probationers for training. In the absence of such report, it will be presumed that there is nothing adverse against the probationers.
- (iii) The proposal for confirmation or of extension in the period of probation or of discharge of probationer from Government service shall be furnished by the LBSNAA within one month after completion of the training, clearly mentioning whether or not the probationer is fit for confirmation. This report would be the basis for determination of seniority or extension of probation or of discharge from service, as the case may be.
- (iv) If the period of probation needs to be extended, the performance of the probationer during the extended period of probation of six months shall be closely watched. Director (LBSNAA) shall furnish the assessment report on the extended period of probation immediately after it is over.
- (v) If the period of probation is extended by another six months, the service of the probationer will be at the disposal of the State Government. The State Government shall furnish the assessment report for this period within one

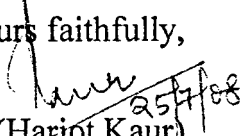
month of the due date of completion of the extended period of probation to the Central Government.

- (vi) The information received from the LBSNAA in respect of Direct Recruit IAS officers, apart from vigilance clearance, shall be the basis for their confirmation in the IAS. Vigilance clearance shall be required separately from the State Government in cases where the probationer is working in the State during the extended period of probation.

5. In the cases of promotee IAS officers, it has been decided that the respective State Governments shall furnish the assessment reports along with the vigilance clearance, undertaking from the officers to terminate his/her lien from the State Service, marital status etc. within six weeks of the due date of completion of probation. A detailed proforma in this regard has already been issued to the State Governments in Government of India's letter No.14062/35/2007-AIS-III dated 3rd October, 2007. The report shall clearly indicate whether or not the probationer is fit for confirmation and if not found fit, the period up to which the probation is to be extended. In order to provide the facilities for training to the promotee IAS officers, the concerned Administrative Training Institutes of the State Governments may work out the modalities in consultation with the LBSNAA.

7. These instructions may please be brought to the notice of the all concerned authorities, including the District Collectors.

Yours faithfully,


(Harjot Kaur)
Director(Services)
Tel:23093591

Copy to:-

- ✓ (1) The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, Uttarakhand - 248179.
- ✓ (2) The Ministry of Home Affairs (UTS Section), North Block, New Delhi
- ✓ (3) Website of the Ministry of Personnel, Public Grievances and Pensions, Government of India (<http://www.persmin.gov.in>)

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**Assessment Form for Probationers in Indian Administrative Service (Direct
Recruit) for confirmation in Service**

1. Name
2. Date of Birth
3. Year of Allotment
4. Cadre
5. Date of commencement of Probation
(i.e. Date of Joining)
6. Due date of termination of Probation

(A) Training

Sl. No	Examination	Total Marks	Marks obtained	Remarks
1.	Civil Services Examination			
2.	Foundation Course			
	(a) Final Examination	150		
	(b) Academy Assessment	150		
3.	IAS Professional Phase-I Examination			
	(a) Final Examination	300		
	(b) Academy Assessment	200		
4.	IAS Professional Phase-II Examination			
	(a) Final Examination	200		
	(b) Academy Assessment	200		
	Grand Total			

(B) Conduct

- (a) Satisfactory
- (b) Unsatisfactory (Detailed reasons may please be mentioned)

(C) Vigilance Status

- (a) Vigilance Status from the State Government
 - (i) Clear
 - (ii) Not Clear (Detailed reasons may please be mentioned)

- (b) Verification of Report of Character and antecedent
- (i) Done and clear
 - (ii) Not done (Detailed reasons may please be mentioned)

(Signature of the Director, LBSNAA)

Recommendations of the Director, LBSNAA

- 1) The Probationer is fit for confirmation:
- 2) The Period of probation be extended for _____ months (Please mention the reasons for extension and list what improvements are required in the Probationer)
- 3) The Probationer be discharged from Government Service (Give detailed reasons for recommending this course of Action)

(Signature of the Director, LBSNAA)

EXTRACTS OF INSTRUCTIONS ISSUED UNDER THE IAS (PROBATION) RULES, 1954

Government of India's Decisions: Under Rule 3-A

1. The confirmation of the probationers should be based on the assessment of the record of the probationers during the period of training undergone in the State. Failure to pass Departmental Examination may well be an indication of the generally unsatisfactory nature of the officer's work during probation and may be taken into account as such. It should not, however, in the opinion of the Government of India operate automatically as a bar against such confirmation. It is the general assessment of the entire record, and not merely success or failure at the Departmental Examination that should count in this respect.

I am, therefore, to request that the State Government may kindly consider these circumstances while forwarding their recommendations about confirmations.
(Govt. of India MHA letter no. 11/2/57-AIS.I, dated 20.9.1957)

2.1 Delay in the Confirmation of probationers results in non-drawls of increments by them on due dates vide Rule 13.

2.2 The State Government should, therefore, endeavor to forward assessment reports, as soon as the probation period of the probationer is over and in any case not later than six weeks after the last date of the probationary period with their recommendations.

[G.I., M.H.A. letter No. 23/2/64-AIS(III), dated 4th June, 1964.]

1. Extract of DOP letter No. 22/3/71-AIS.III, dated 13.7.72:

The Central Government have issued the following instructions covering the various aspects relating to the probation and training of probationers for the guidance of the State Governments:-

- (i) A person is appointed on probation in order to assess his suitability for absorption in the Service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. The powers under rule 12 of the Indian Administrative Service (Probation) Rules, 1954, to discharge probationers should be used systematically and vigorously so that necessity of dispensing with the services of the members of the Service at late stages may arise only rarely. A probationer who is found not to possess the basic qualities of character and ability essential in a member of the Indian Administrative Service should be discharged early from the service. There is little to be gained by continuing such a probationer in service for long. It would also not be fair to the probationer himself.

- (ii) It is not desirable that a member of the Service should be kept on probation for years as happens occasionally at present. Save for exceptional reasons, the period of probation should not, therefore, be extended by more than one year and no member of the Service should by convention, be kept on probation for more than double the normal period, that is four years. Accordingly, a probationer, who does not complete the probationer's final examination within a period of four years, should ordinarily be discharged from the service.
- (iii) The decision whether a member of Service should be confirmed or the period of his probation should be extended should be taken soon after the expiry of the initial probationary period, that is, ordinarily within six to eight weeks thereof, and communicated to him together with the reasons in case of extension. With a view to enabling the Central Government to take a prompt decision in each case, the assessment report in the prescribed form, covering the period of practical training in the State should be sent to the Department of Personnel and Administrative Reform immediately after the training is over.
- (iv) A probationer, who is not making satisfactory progress or who shows himself to be inadequate for the Service, in any way, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving him a written warning to the effect that his general performance has not been such as to justify his confirmation in the Service and that, unless he showed substantial improvement within a specified period, the question of discharging him from the Service would have to be considered. Even though this is not required by the rules, discharge from the Service being a severe, final and irrevocable step, the probationer should be given such an opportunity before taking the drastic step of discharge.
- (v) In order to make the practical training of the probationers really purposeful, it is essential that the probationers are posted as far as possible both to rural and urban districts so that they get variety of experience on land tenures, agricultural practices, departmental programmes as well as problems relating to law and order, industrial unrest and welfare.
- (vi) The utilisation of the practical training will, to a great extent, depend on the choice of the Collectors to whom the probationers are attached. Unless the Collectors give proper guidance to the probationers, the probationers will not benefit from the training. Great care should therefore, be exercised in selecting the Collectors to whom the probationers are attached. The Collectors should be instructed to take personal interest in the training of the probationers and to inculcate in them a positive attitude

towards the various problems facing the Administration. During the practical training, all relevant acts, laws, codes and Five Year Plan documents with particular reference to the district should be studied by the probationers. Reasonable facilities for accommodation etc. may be provided to the probationers.

- (vii) It should be ensured that the probationers take the training seriously. They should be discouraged from taking long spells of leave, except for unavoidable reasons, as this would affect their training.

[Copy of DP&T letter No. 11037/6/87-AIS(III), dated 2/2/88.]

[In supersession of MHA letter No. 16/3/69-AIS(III), dated 24/6/70.]

2. SUBJECT: Confirmation of Probationers in the Indian Administrative Service under the IAS (Probation) Rules, 1954-proposals regarding-

I am directed to invite your attention to the amendments carried out in this Department's notification No. 11037/03/1986-AIS.I dated 25.08.1986 in the IAS (Probation) Rules, 1954 and the pronouncement in the Hon'ble Supreme Court on India in Civil Appeal 1237. of 1979 in State of Gujarat Vs A.C. Bhargava and Others pronounced on 26.08.1987 and to say that in view on the implications the said Judgement, it has been decided that the following guidelines should be observed in dealing with matters relating to the probation and confirmation of IAS Probationers:-

- (a) The LBSNAA shall recommend the continuance of probation of each and every IAS probationer of a particular batch, who had attended the Foundational Course and Professional Course and Professional Course (PH.I) Training at the Academy and had appeared in the IAS (Probationers Final Examination) conducted at the end of Phase I Training, on the basis of the performance of the officer during the Foundational Course, Phase I Training, the Final Examination and the Director's Assessment of the Probationer during that period. Proposals in this regard shall reach the Department of Personnel & Training latest by the month of October of the year in which the Final Examination has been held. In case of any eventuality which may occasion the postponing of the Final Examination, the Director, LBSNAA may, nonetheless, send proposals in this regard without waiting for the holding of the final Examination and in that event, the proposals may reach the Department of Personnel & Training by the month of July of the year in which the Final Examination would have been held but for the postponement. The recommendations of the Director, LBSNAA may also be endorsed to the respective State Governments simultaneously.

- (b) The State Governments shall hold the meetings of the Review Board in respect of the IAS probationers undergoing training in the State immediately after the completion of the State Training and send the recommendations of the State Government regarding the confirmation or otherwise of the probationers concerned to the Department of Personnel & Training latest by the month of June of the year in which the District Training of the probationers has been completed. In case, the State Government feel that a probationer deserves to be given further chance so as to improve his performance, they shall specifically mention this in their recommendation and make suggestions regarding the period up to which the probation is to be extended but such extension shall in no case exceed six months in the first instance beyond the normal 2 year period of probation as laid down in the rules.
- (c) The performance of a probationer, during the extended period of 6 months in terms of clause (b) above, shall be closely watched. During this period the probationer is likely to be in the Academy for the second phase of the training for 10 weeks period. The State Government shall hold a further review and in case the performance of the probationer is required to be watched for some more time, proposal for extending the probation for a further period of 6 months should be sent to the Department of Personnel & Training at least one month prior to the completion of the first extended period of 6 months.
- (d) Nothing in the above clauses shall be construed to mean that any restriction applies either on the Director of the Academy or the respective State Governments to recommend discharge of any probationer, if in his/their view such step is called for, under the relevant provisions of the I.A.S. (Probation) rules in this regard, at any time during the period of probation of a probationer.
- (e) The Director, LBSNAA, shall, immediately on completion of the Phase II Training of the IAS, send his further recommendations on the basis of assessment of the performance of each probationer during his District Training as well as during the Phase II Training, including the performance in the Regional Language Test by special messenger, so as to reach the Department of Personnel and Training latest within one week of the completion of the Phase II Training. It is essential that such recommendations reach well before the completion of the 2 years normal period of probation so that a decision can be taken, if need be, for extending the period of probation of any probationer before the completion of the 2 year period.
- (f) In case the probation period of any probationer has been extended during the 2 year normal period of probation and subsequently by a total period

not exceeding one year over and above the original 2 years period of probation, the State Government shall hold a review meeting in respect of the performance of the probationer during the extended period of probation two months before the expiry of the extension and send the recommendations of the State Government for confirmation of the probationer or termination of the probation under the relevant provisions of the IAS (Probation) Rules so as to reach the Department of Personnel & Training at least one month before the expiry of the extended period of probation.

2. These instructions are to be followed strictly so as to obviate any legal claim on behalf of a probationer at a later date, on his right to automatic confirmation after the completion of the normal period of probation and any claim to the effect that an order of extension of probation is void on the ground that at the point of time when such order has been passed, the concerned probationer had put in the normal period of probation without any order having been passed extending the period of probation within the normal period of probation.

[Deptt. Of letter No. 11037/11/1987-AIS-III of Government of India, Ministry of Personnel, Public Grievances and Pensions,(Department of Personnel and Training),dated the 23 Dec, 1987]