Through PCDA(WC) website

No. AN/III/1173/Probation
O/o the PCDA(WC)
Chandigarh.

To

1. The Office Incharge
   All Sections (Main Office)
2. All Sub Offices
   (Under PCDA (WC) Chandigarh)

Sub.: Master Circular on Probation/Confirmation in Central Service-reg.


(SAHI GOYAL)
DCDA(AN)
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.,-110010

AN/XI/12006/PROB/2011

Dated: 10.05.2019

To

All PCsDA/PCA(Fys)/CsDA.

Subject: Master Circular on Probation/Confirmation in Central Services-reg.

A copy of Government of India, Ministry of Personnel, PG & Pensions, Department of Personnel & Training Office Memorandum bearing No.28020/3/2018-Estt. (C) dated 11.03.2019 on the subject matter, which is self explanatory, is forwarded herewith for guidance and strict compliance please.

(Mustaq Ahmad)
Sr. Dy. CGDA (AN)
OFFICE MEMORANDUM

Dated: 11th March, 2019

No.28020/3/2018-Estt.(C)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

North Block, New Delhi

Subject: Master Circular on Probation/Confirmation in Central Services- reg.

The undersigned is directed to refer to this Department’s O.M.No.28020/1/2010-Estt.(C) dated 21.07.2014 wherein consolidated instructions on Probation/Confirmation were issued.

It has been decided to further consolidate/modify the instructions/guidelines in relation to probation and confirmation as a Master Circular to provide clarity and ease of reference. The Master Circular issued vide O.M. dated 21.07.2014 has been suitably updated as on date and the same is enclosed. The list of O.M.s which have been referred for consolidation of instructions for this Master Circular is at Appendix.

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Telefax: 23094471

Copy to:
All Ministries/Departments of Government of India.

Copy to:
(I) The President’s Secretariat, New Delhi.
(II) The Vice-President’s Secretariat, New Delhi.
(III) The Prime Minister’s Office, New Delhi.
(IV) The Cabinet Secretariat, New Delhi.
(V) The Rajya Sabha Secretariat, New Delhi.
(VI) The Lok Sabha Secretariat, New Delhi.
(VII) The Controller and Auditor General of India, New Delhi.
(VIII) The Secretary, Union Public Service Commission.
(IX) The Secretary, Staff Selection Commission.
(X) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
(XI) All Officers and Sections in the Department of Personnel & Training.
PROBATION

1. 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. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.

2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed upon issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.

3. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.

4. Concentration of attention on the probationer's ability to pass the probationary or the departmental examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.

5. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work may be obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officers for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation period reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation period reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation period reports should be written in addition to the usual APARs for the period of probation.

6. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.
7. A probationer, who is not making satisfactory progress, 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 a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him 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 an opportunity before taking the drastic step of discharge.

8. During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as the Government may deem fit, as a condition for the satisfactory completion of probation.

**MANDATORY INDUCTION TRAINING**

9. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities in consultation with the Training Division of DOPT. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.

**PERIOD OF PROBATION**

10. The period of probation is prescribed for different posts/services in Central Government on the following lines:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Method of appointment</th>
<th>Period of Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROMOTION</td>
<td>Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'</td>
<td>No probation.</td>
</tr>
<tr>
<td></td>
<td>Promotion from one Group to another e.g. Group 'B' to Group 'A'</td>
<td>The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed then it should be 2 years.</td>
</tr>
</tbody>
</table>
DIRECT RECRUITMENT

3.  
(i) For direct recruitment to posts except clause (ii) below  
(ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved  
Note: Training includes 'on the job' or 'Institution training'  
2 years
1 year

4.  
Officers re-employed before the age of superannuation  
2 years

5.  
Appointment on contract basis, tenure basis, re-employment after superannuation and absorption  
No probation.

(A) DIRECT RECRUITMENT TO ANOTHER POST IN SAME OR DIFFERENT DEPARTMENT

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

(B) PROMOTION

(i) Persons who are inducted into a new service through promotion shall also be placed on probation. There shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.

(ii) Consequent upon the decision of delinking confirmation from the availability of permanent posts it was also decided that if the recruitment rules do not prescribe any probation, an officer appointed/promoted on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.