

No. F.44/1/59-Ests(A).
Government of India
Ministry of Home Affairs.

New Delhi-11, the 15th April, 1959
25th Chaitra, 1881

OFFICE MEMORANDUM

Subject:- 'Paper' on 'Probation' in various All-India
and Central Services - Circulation of
recommendations to Ministries etc.

The undersigned is directed to say that all aspects
of appointments on probation in various Services have been
recently reviewed by Government and to forward the following
recommendations for adoption in respect of the Services
controlled by the various Ministries, etc:-

- (1) 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.
- (2) Concentration of attention on the probationer's ability to pass the probationary, or the departmental examination tends to obscure the wider object of probation. In judging the fitness for confirmation of employees selected on the result of a rigorous written examination, passing the probationary or a departmental examination should be an essential, but not the most important part of the qualification for confirmation. 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, and only those persons who possess qualities of mind and character needed in the particular service and the constructive outlook and human sympathy needed in the public services generally should be confirmed.
- (3) A probationer should be given an opportunity to work under more than one officer during the period of his probation and reports on his work obtained from each one of those officers. The reports for the whole period may then be considered by a Board of senior officials for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report on the probationers, which should be distinct from the usual confidential report forms, may be devised for each of the Services in consultation with the O. & M. Division of the Cabinet Secretariat.

- (4) In every case where there is at present no departmental examination, success in which is needed before an employee can be confirmed, it should be considered whether it would not be appropriate to introduce such an examination.
- (5) The marks obtained by probationers at the probation examination and those awarded to them by the heads of the respective training institutions on the basis of their total performance during the entire probationary period may be added to their marks in the competitive examination to determine their final ranking.
- (6) It would be desirable to have uniformity as regards the period of probation in different Services and it is therefore recommended that the period of probation should normally be two years; but 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.
- (7) In some services, those appointed thereto by promotion are not kept on probation. Since performance in a lower service can only indicate an employee's potentialities for a higher service, it is necessary that his suitability should be judged before he is confirmed in the higher service. It is, therefore, recommended that those promoted as well as the fresh entrants to a service should be kept on probation for a period of two years. The controlling authority may, however, have the discretion to count any period of successful officiation in the service as probationary period.
- (8) While the normal probation may certainly be extended in suitable cases, it is not desirable that an employee should be kept on probation for years as happens occasionally at present. It is, therefore, suggested that, save for exceptional reasons, probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period.
- (9) The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, that is, ordinarily within six to eight weeks and communicated to the employee together with the reasons in case of extension. 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.
- (10) In case of temporary Government servants who are retained or are likely to be retained in service for more than two years there should be a screening process analogous to that of persons appointed substantively. The object of this screening would be to terminate the service of those who appear to be inadequate

for the service; but a person who satisfies the test would not acquire any special status, and would continue to be liable to discharge etc., in accordance with the original conditions of his employment.

2. It is requested that expeditious action may be taken to bring the existing position regarding probation in line with the above recommendations.

(L.M. Nackeri)

Joint Secretary to the Government of India.

To

All Ministries of the Govt. of India including Ministry of Finance (Defence) Deptt. of Revenue, Expenditure and the Department of Economic Affairs; Deptt. of Insurance, Simla; C & I (Company Law Administration); the Branch Secretariat of the Minister for Minority Affairs No. 14, Theatre Road, Calcutta-14; Branch Sectt. (Office of the Textile Commissioner, Bombay); All India Handicrafts Board; Chief Controller of Imports & Exports; Development Commissioner, Small Scale Industries; Development Wing (Min. of C & I); Economic Adviser to the Govt. of India; Deptt. of Parliamentary Affairs; Cabinet Secretariat; Cabinet Secretariat (O&M Division) South Block; Prime Minister's Secretariat; Partition Secretariat; Lok Sabha Secretariat; Rajya Sabha Secretariat; Director, Intelligence Bureau; Directorate General of Resettlement & Employment; Director General, Posts & Telegraphs; Director, Co-ordination (Police Wireless); Director, Secretariat Training School; Principal, I.A.S. Training School, Delhi/Grand Hotel, Simla; Commandant, C.P.T. College, Mount Abu; Inspector General, Special Police Establishment; Registrar General, India; Union Public Service Commission; Election Commission; Military Secretary/Secretary to the President; Establishment Officer to the Govt. of India; Comptroller and Auditor General of India; Planning Commission; Planning Commission (Programme Evaluation Organisation); Supreme Court; Commissioner for Scheduled Castes & Scheduled Tribes; Pay Commission; Deptt. of Atomic Energy, Appolo Pier Road, Bombay-1; Commandant National Fire Service Training College, Nagpur; Ministry of Finance (Rehabilitation Division), 8 Theatre Road, Calcutta-16; Commandant Central Emergency Relief Training Institute, Nagpur, Inspector General, Central Reserve Police Delhi; Ministry of Rehabilitation (Branch Secretariat) 8, Theatre Road, Calcutta; Commissioner for Linguistic Minorities, Allahabad; F & A (Dte of Economics and Statistics); Directorate of Marketing & Inspection, Nagpur; Directorate of Plant Protection Quarantine & Storage; Directorate of Sugar and Vanaspathi; Indian Council of Agricultural Research; Health (Directorate General of Health Services); I & B (Directorate of Advertising and Visual Publicity); Directorate General, All India Radio; Press Information Bureau; Publications Division; Registrar of Newspapers for India; I & P (Central Water and Power Commission (Water Wing) New Delhi; Central Water and Power Commission (Power Wing) Simla; T & C (Directorate General of Civil Aviation, New Delhi; L & E (Chief Adviser, Factories; Chief Labour Commissioner; Director, Labour Bureau, Simla, W.E.&S. (Chief Engineer, Central Public Works Department; Chief Controller of Printing & Stationery; Director General, Supplies

& Disposals: Estate Office; National Building Organisation (Works, Housing & Supply); Chief Inspector of Explosives India, High Court Building, Nagpur; Chief Pay & Accounts Officer, Ministry of W. H. & S., New Delhi; Colonel (Central Statistical Organisation); Education (Directorate General, Archaeology); President's Secretariat.

All Zonal Councils.

All Union Territory Administrations.

Copy to all officers and sections in the Ministry of Home Affairs.

19.4.58.