

No.18011/1/2010-Estt. (C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
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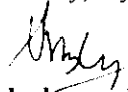
New Delhi 110001  
Dated: September 8, 2011

**OFFICE MEMORANDUM**

**SUBJECT:** Probation in various Central Civil Services.

The undersigned in directed to say that the period of probation to be prescribed for different posts/services in Central Government have been laid down in this Department's O.M. No.F.44/1/59-Ests(A) dated 15.4.1959 as amended from time to time. With a view to prevent Government servants from becoming possible victims of arbitrary actions or inordinate delay in considering completion of probation/confirmation, the existing instructions on provisions regarding probation in the service/ recruitment rules relating to Central Civil Services and Posts have been reviewed. It is proposed that in the service/recruitment rules for all Central Civil Services and Posts, in addition to the period of probation, wherever prescribed, corresponding provisions as envisaged in the draft guidelines enclosed herewith, may be incorporated in consultation with this Department.

2. Before the guidelines in the draft O.M. is finalized, all Cadre Controlling Authorities are requested to offer their comments/views in this regard, if any, by **8.10.2011** to the undersigned or by e-mail at [dse@nic.in](mailto:dse@nic.in).

  
(P. Prabhakaran)  
Director(Estt.)  
Tele.: 23093179

To

All Cadre Controlling Authorities.

Copy to:-

NIC, DoP&T with the request to place the above O.M. alongwith its enclosure on the website of this Ministry on the homepage (What is New?)

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New Delhi 110001  
Dated: September 2011

**OFFICE MEMORANDUM**

**SUBJECT:** Probation in various Central Civil Services.

The undersigned is directed to say that the period of probation to be prescribed for different posts/services in Central Government have been laid down in this Department's O.M. No.F.44/1/59-Ests(A) dated 15.4.1959 as amended from time to time. Although instructions exist to the effect 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 apart from instructions for timely action on completion of probation/confirmation, these are not invariably followed.

2. With a view to prevent Government servants from becoming possible victims of arbitrary actions or inordinate delay in considering completion of probation/confirmation, the existing instructions on provisions regarding probation in the service/ recruitment rules relating to Central Civil Services and Posts have been reviewed. It has now been decided that:-

(i) If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations, if any prescribed, or has not been on duty/training for at least 75% of the probation period, the period of probation may be extended by such period or

periods as may be necessary subject to the condition that the total period of probation does not exceed double the prescribed period of probation except in the cases mentioned in (ii) below:-

(ii) the period of probation may be extended for such period as the Central Government may think fit in the circumstances of the case in respect of a probationer who is:

(a) under suspension;

(b) against whom disciplinary proceedings are pending; or

(c) against whom prosecution for criminal charge is pending.

(iii) Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be confirmed in the Services/Post at the end of his period of probation, having been completed satisfactorily. In such cases, where no order extending the probation period has been issued and no order of confirmation is issued within one year of completion of the prescribed period of probation, the probationer would be deemed to be confirmed in the service/post.

3. In the Service/Recruitment Rules for all Central Civil Services and Posts, in addition to the period of probation, wherever prescribed, corresponding provisions, as in para 2 above, may be incorporated in consultation with this Department in the light of the above instructions.

The Hindi Version of this O.M. will follow.

**(P. Prabhakaran)**  
Director

To

All Ministries/Departments of Government of India and their Attached & Subordinate Offices (As per standard list)

Copy to:-

1. The President Secretariat, New Delhi
2. The Prime Minister's Office, South Block, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Comptroller & Auditor General of India, New Delhi.
5. The Union Public Service Commission, New Delhi.
6. The Lok Sabha Secretariat, New Delhi
7. The Rajya Sabha Secretariat, New Delhi.
8. The Central Vigilance Commission, New Delhi.
9. NIC-DOP&T, North Block for placing the above O.M. on the website of this Ministry.
10. Hindi Section, DOP&T for providing hindi translation of the above O.M.