

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001
दूर. 011-23340280



National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
Ground Floor, Gate No.3 A, Jeevan Tara Building,
Parliament Street, New Delhi-110001
Telephone No. 011-23340280
वेबसाइट/Website: www.tribal.nic.in
Email: nests-tribal@tribal.gov.in

NESTS/H-1/95/HR/Clarification/2025-26
(Comp.29779/Note#29)

Date:26.06.2025

To

The Nodal Officer,
All State EMRS Societies
(As per list)

Subject: Guidelines for probation clearance – reg.

You are all aware that the teaching and non-teaching staff recruited by NESTS through ESSE-2023 started joining in EMRSs from June 2024 onwards. Since considerable time has elapsed, it is felt necessary to issue guidelines for probation clearance. Hence, the guidelines are attached in **Annexure-I** for information and strict compliance by all concerned.

This issues with the approval of the competent authority.

Sd/-
(Kumud Kushwaha)
Deputy Commissioner

Encl. As stated.

Copy to: -

- 1) The Principal, All EMRSs – for information & necessary action.
- 2) DC (Fin.) / AC (Admn), NESTS HQrs – for information.

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS

Subject: Guidelines for Probation Clearance -Reg.

NESTS Hqr has been receiving requests from some of the Principals of EMRS and Nodal Officers of State EMRS Society for issuance of guidelines about the probation clearance as considerable time has elapsed since the joining of first batch of direct recruits. Though consolidated guidelines are available in DOPT OM No. 1669273111735 dated 24TH November 2022 [Enclosure-A], It is felt necessary to issue the **following guidelines** for maintenance of uniformity in the implementation of relevant actions during the probation period in the matter of Probation Clearance for the Probationers in NESTS.

1. Purpose of Probation:

It is very crucial to evaluate the Outlook, Character and Attitude of the Probationer to ascertain his / her suitability for confirmation in the post to which he / she is appointed so that at a later stage the organization should not repent for his/her retention. Therefore, probation should not be treated as a mere formality and mechanical in nature. It must be considered as a sacrosanct exercise during the probation period to groom and retain those in the service who meticulously display their loyalty, integrity, efficiency and effectiveness for upholding the objectives, interest and reputation of NESTS. Hence, the direct recruits and promotees are kept on probation for ascertaining their suitability for confirmation in their respective posts.

2. Tenure Of Probation:

The tenure of probation is clearly mentioned in the "Offer of Appointment" and "Promotion Order" of the employee concerned. However, it is normally **two years** in respect of all positions in the NESTS for which probation is prescribed.

3. Extended Tenure of Probation:

- (a) The probation period should not be extended for more than a year at a time and in no circumstances an employee should be kept on probation for more than double the normal period. In other words, no one should be kept on probation for more than 4 years.
- (b) The probation period gets extended to the extent of period declared as "dies-non" or "EOL without medical certificate" or "break-in-service" during probation period.
- (c) If a probationer does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave, as permissible, his / her probation period *must be extended* by the length of leave so availed but not extended double the prescribed period of probation.

4. Training Course/Passing Examination & Test:

Mandatory Induction Training/such other courses of Training/Examinations & Tests, wherever prescribed or mentioned in the offer of appointment/ promotion order as a prerequisite condition for the satisfactory completion of probation, must be completed successfully during the probation period or extended period.

5. Assessment of the suitability for confirmation of the Probationer:

- a) A separate form of report (SPR) should be used, which is distinct from the usual Annual Performance Appraisal Report form, to assess the suitability of the probationer for confirmation in the service. This Special Performance Report (SPR) [Enclosure-B] helps the Supervising Officer to concentrate on the spot about the requirement of probation and to decide whether the work and conduct of the probationer during the period of probation or the extended period is satisfactory enough to warrant his further retention in post or not.
- b) If the probationer is not making satisfactory progress, he should be informed of his shortcomings well before the expiry of the original probation period so that he / she can make special efforts for self-improvement. This can be done by giving a written warning to the effect that his/her general performance has not been such as justifying his/her confirmation and he/she must make special effort for self-improvement by a specified period of time. In case he / she does not show substantial improvement within a specified period, the question of preventing him/her from retention in service would have to be considered. Hence, giving an opportunity to the probationer for his / her self-improvement is an essential requirement from the point of view of the principle of natural justice.
- c) If it appears at any time during or at the end of the period of probation that a probationer has not made sufficient use of his opportunities or is not making satisfactory progress, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he / she holds a lien thereon; in other cases may discharge or terminate him from service.

6. Outcome of the evaluation during the Probation period:

The Appointing Authority, on the recommendation of the Departmental Confirmation Committee (DCC) who evaluated the performance of the probationer, has to:

- a) **declare** successful completion of probation period **or**
- b) **extend** the period of probation **or**
- c) **terminate** the services of a probationer.

7. Timeline for communication about the outcome of evaluation of performance:

- a) The decision whether an employee should be confirmed or his probation to be extended or service to be terminated, as the case may be, **should be taken soon after the expiry of the official probation period i.e. within 6 to 8 weeks** and communicated in writing to the employee, together with reasons in case of extension.
- b) In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.

8. The date of effect of confirmation of a probationer:

- a) It 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 probation shall stand successfully completed upon issuance of orders in writing to this effect.
- b) If no order confirming the posting or reverting the employee, as the case may be, is issued within 8 weeks after expiry of double the normal period prescribed for probation, the probationer will be **deemed to have successfully completed** the probation period.

9. Departmental Confirmation Committee (DCC):

The Departmental Confirmation Committee (DCC) assesses the work and conduct of the probationer for the purpose of determining their suitability for confirmation in the post or their discharge/termination from service or extension of their probation. Based on the recommendations of the DCC, the appointing authority takes appropriate action.

9.(1) The composition of the Departmental Confirmation Committee (DCC):

Members included in DCC should be Officers who are at least one level above the post in which confirmation is to be made. A nominee of NESTS HQrs shall also be associated with the DCC. If members of DCC do not belong to SC / ST category, a SC / ST Officer should be co-opted as member of the DCC*. Accordingly, the following is the composition of DCC.

SL No	Name of Post	Composition of DCC
1	All Posts in the <u>Pay Level 1 to 9</u>	<ol style="list-style-type: none">1. The Deputy Commissioner of Regional Office of NESTS / An Officer of the EMRS State Society equal to the rank/status of the DC (Acad) of NEST HQrs - Chairman.2. One Officer nominated by Commissioner, NESTS - Member3. AC (Admn) or RO of NESTS / an Officer who is dealing with Establishment not below the rank of Pay Level 11 - Member4. *As the case may be - Member
2	Vice Principal & Principal	<ol style="list-style-type: none">1. Commissioner, NESTS - Chairman2. Joint Commissioner (Admn), NESTS Hqrs. - Member

		3. Deputy Commissioner dealing with Establishment matters, NESTS Hqrs. - Member
		4. *As the case may be - Member

9.(2) Schedule of convening Departmental Confirmation Committee (DCC) Meeting:

The Departmental Confirmation Committee (DCC) Meeting should be held at least once in six months for taking timely action in respect of clearance of probation or otherwise including seeking approval thereon of the Appointing Authority. Accordingly, the schedule of meetings to be held as under: -

For cases maturing between	DCC Meeting to be held in the month of
January to June	December of the Previous year
July to December	June

9.(3) Nodal Officer to ensure the Meeting of DCC in time:

Ideally AC (Admn) of Reginal Office of NESTS / an Officer should be identified as the Nodal Officer by the State EMRS Society to oversee timely convening of the Meeting of Departmental Confirmation Committee in respect of all staff of EMRS excluding Principal and Vice Principal. NESTS HQrs to do similar task in r/o Vice Principal & Principal of EMRS.

10. Documents to be submitted before DCC:

- a) A self-contained Note.
- b) List of employees for whom the probation period is going to be completed.
- c) Special Performance Report (SPR) for 11 months, 22 months and 33 months along with Warning / Advisory Memos issued for self-improvement and submission of the individual, if any, in respect of each Probationer.
- d) Vigilance Clearance.
- e) Integrity Certification.

11. Standard Operating Procedures (SOP) in the matter of Probation Clearance:

- a) The Principal of EMRS will assign works/tasks/duties to the probationer immediately after joining the post with necessary guidelines to execute the same.
- b) The Principal will watch punctuality, promptness and general courtesy of the probationer with fellow colleagues/superiors/students/parents/public.
- c) The Principal will pay special attention to the ability of the probationer to accomplish the assigned task, depth of his/her domain knowledge, efficacy of understanding the rules, regulations, guidelines and their meticulous implementation.

- d) The Principal will monitor the functioning & performance of the Probationer and inform him/her in writing shortcomings, if any, for self-improvement within a specified time limit by observing the activities including academic transaction of teachers.
- e) The Principal will ensure that the probationer is given opportunity to complete the prescribed training course/examination & tests as per the terms and conditions of offer of appointment well in advance of the meeting of DCC.
- f) The Probationer is duty bound to maintain absolute integrity, devotion to duty, punctuality, official decorum, courtesy and promptness in discharging his/her assigned duties. He / she should perform his / her duties to the best of his / her judgment and ability with due respect to the orders of the Superior Authority and meticulously adhere to the rules and regulations.
- g) The Probationer should not leave hqrs without prior permission of the Principal. He / she should avail leave of the kind due and admissible with prior sanction of the competent authority.
- h) The Probationer should not refuse to accept any official communication including warning/advisory memo issued to him / her nor should argue with the authority & record his / her rebuttal on the face of such communication. This shall be construed as his/her unsuitability to hold the post in NESTS. However, he / she may submit explanation to the authority concern separately.
- i) The Principal shall prepare the SPR (**Enclosure-B**) in respect of each Probationer (except for self) based on the performance, work and conduct at the end of 11th /22nd /33rd month of probation period.
- j) PDF Format of the 11 / 22 / 33 month's report is to be submitted by the Principal immediately after the completion of 11, 22 & 33 months of service by email, in respect of other staff timely to the State EMRS Society by retaining a copy in the personal file of probationer.
- k) Upon receipt of intimation from the AC (Admn) of RO / Nodal Officer about the Meeting of DCC, the Principal should send the requisite documents to DCC for its evaluation & assessment of the suitability of Probationer for clearance of probation or otherwise.
- l) The DCC should duly record its findings in the minutes of the meeting with reference to the SPR and other relevant records submitted to it by the Principal and records available with the State EMRS Society and precisely recommend the action to be taken by the Appointing Authority.
- m) The Appointing Authority in respect of all staff of EMRS other than Vice Principal & Principal is the State EMRS Society till such time the Regional Offices of NESTS are established. If the recommendation of DCC is to terminate the probationer on the

basis of performance, before issuing orders the approval of NESTS HQrs is to be obtained by the State EMRS Society.

- n) The Appointing Authority should issue the necessary order within 6 to 8 weeks from the date following the date of satisfactory completion of the probation period or extended period with intimation to NESTS HQrs.
- o) A probationer reverted or discharged from service during or at the end of the probation period (including extended period) shall not be entitled to any compensation.

12. For matters not covered in this guideline:

The DOPT OM No. 1669273111735 dated 24th November 2022 [Enclosure-A] may be referred to for matters not covered in this guideline, if any.

No.DOPT-1669273111735
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. C)

(Dated 24 November, 2022)

OFFICE MEMORANDUM

Probation / Confirmation in Central Services

This Department has issued various instructions from time to time on the subject of Probation and Confirmation in Central Services. It is now decided to consolidate all such instructions at one place, as under:

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.

O.M. No. 21011/2/80-Estt(C) dt. 19.05.1983 and O.M. No. AB.14017/5/83-Estt.(RR) dated 07.05.1984

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.

O.M. No. 44/1/59-Estt(A) dt.15.04.1959

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.

O.M. No. 28020/1/2010-Estt(C) dt. 21.07.2014

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.

O.M. No. 28020/3/2018-Estt.(C) dt. 11.03.2019

PERIOD OF PROBATION

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

S.No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another	No probation.

	but within the same group of posts e.g. from Group 'C' to Group 'C'	
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed then it should be 2 years.
DIRECT RECRUITMENT		
3.	<p>i. For direct recruitment to posts except clause (ii) below.</p> <p>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</p> <p>Note: Training includes 'on the job' or 'Institution training'</p>	<p>2 years</p> <p>1 year</p>
4.	Officers re-employed before the age of superannuation	2 Years
5.	Appointment or contract basis, tenure basis, re-employment after superannuation and absorption	No probation

O.M. No. 21011/2/80-Estt(C) dt. 19.05.1983 and O.M. No. AB.14017/5/83-Estt.(RR) dated 07.05.1984

(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.

O.M. No. 18011/3/88-Estt(D) dt. 24.09.1992

(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.

O.M. No. 21011/2/80-Estt(C) dt. 19.05.1983

- (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.

O.M. No. 28020/3/2018-Estt.(C) dt. 11.03.2019

LEAVE TO PROBATIONER, A PERSON ON PROBATION

11. A probationer shall be entitled to leave under the provisions of the Rule 33 of the CCS (Leave) Rules, 1972. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend;
 - I. beyond the date on which the probationary period as already sanctioned or extended, expires, or
 - II. beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.
12. A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post; Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent Government servant.

Rule 33 CCS (Leave) Rules, 1972

13. As far as the matter of Child Care Leave to probationers is concerned, CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied regarding the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal. Further the other provisions contained in Rule 43-C of the CCS (Leave) Rules, 1972 will also apply.

Rule 43-C CCS (Leave) Rules, 1972

14. Joining Time is granted to Government servants on transfer in public interest. The period of joining time availed by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed.

O.M. No. 28020/3/2018-Estt.(C) dt. 11.03.2019

EXTENSION OF PROBATION PERIOD

15. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, 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.
16. If the Appointing Authority thinks it fit, they may extend the period of probation of a Government servant by a specified period but the total period of probation should not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at a time.
17. 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 Service/ Post at the end of his period of probation, having completed the probation satisfactorily.

O.M. No. 28020/1/2010-Estt(C) dt. 21.07.2014

18. Some employees are not able to complete the probation on account of availing leave for long duration during probation period. In such cases if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his/ her probation period may be extended by the length of the leave availed, but not exceeding double the prescribed period of probation.

O.M. No. 28020/3/2018-Estt.(C) dt. 11.03.2019

TERMINATION OF PROBATION

19. The decision whether an employee should be confirmed or his probation be extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated in writing to the employee together with 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.

O.M. No. 44/1/59-Estt(A) dt.15.04.1959

20. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer so as 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 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.

O.M. No. 21011/2/80-Estt(C) dt. 19.05.1983

21. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.

O.M. No. 18011/2/98-Estt(C) dt. 28.08.1998

22. If it appears to the Appointing Authority, at any time, during or at the end of the period of probation that a Government servant has not made sufficient use of his opportunities or is not making satisfactory progress, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from service.
23. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

O.M. No. 28020/1/2010-Estt(C) dt. 21.07.2014

CONFIRMATION

24. Confirmation is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an officer which will be in the entry grade post/ service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. A specific order of confirmation should be issued when the case is cleared from all angles.
25. If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for permanent appointment, the Government may either discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.
26. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/ service/ cadre from which he was promoted, or extend the period of probation, as the case may be. There should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

O.M. No. 18011/1/86-Estt(D) dt. 28.03.1988

27. The date from which confirmation should be given effect 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. 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 prescribed period of probation. The officer will be deemed to have successfully completed the

probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation.

O.M. No. 21011/2/80-Estt(C) dt. 19.05.1983 and O.M. No. 28020/3/2018-Estt.(C) dt. 11.03.2019

28. A Government servant appointed by transfer would duly have been confirmed in the earlier post. In such a case further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. However, where a Government servant who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. During that period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these APARs.

O.M. No. 18011/3/88-Estt(D) dt. 24.09.1992

29. In case any reference to the relevant OM is required, the same may be accessed by clicking on the hyperlink given below.

	OM No.	Subject
1.	<u>28020/3/2018-Estt.(C) dt. 11.03.2019</u>	Master Circular on Probation/Confirmation in Central Services-reg.
2.	<u>28020/1/2017-Estt(C) dt. 09.10.2017</u>	Extension of Probation on account of availing Leave during Probation period.
3.	<u>28020/1/2010-Estt(C) dt. 30.10.2014</u>	Introduction of Mandatory Induction Training for Probation Clearance
4.	<u>28020/1/2010-Estt(C) dt. 21.07.2014</u>	Consolidated Instructions on Probation/Confirmation in Central Services
5.	<u>18011/1/2010-Estt(C) dt. 30.08.2010</u>	Timely confirmation in various Central Civil Services
6.	<u>18011/2/98-Estt(C) dt. 28.08.1998</u>	Timely confirmation in various Central Civil Services
7.	<u>21011/1/94-Estt(C) dt. 20.04.1995</u>	Probation in various Central Services
8.	<u>20011/5/90-Estt(C) dt. 04.11.1992</u>	Delinking seniority from confirmation
9.	<u>18011/3/88-Estt(D) dt. 24.09.1992</u>	Confirmation of persons appointed on transfer basis in the light of revised confirmation procedure
10.	<u>21011/2/89-Estt(C) dt. 26.04.1989</u>	Probation in the case of direct recruits appointed to posts where upper age limit is 35 Years and above
11.	<u>18011/1/86-Estt(D) dt. 28.03.1988</u>	Simplification of confirmation procedure-Delinking of confirmation from the availability of permanent posts
12.	<u>21011/3/83-Estt(C) dt. 05.12.1984</u>	Probation in various Central Services
13.	<u>21011/3/83-Estt(C) dt. 24.02.1984</u>	Probation in various Central Services

14.	<u>AB.14017/5/83-Estt.(RR)</u> <u>dt.07.05.1984</u>	Recruitment Rules for organised Services - Provision regarding Probation.
15.	<u>21011/2/80-Estt(C)</u> dt. <u>19.05.1983</u>	Probation in various Central Services
16.	<u>Rule 33 CCS (Leave)</u> <u>Rules, 1972</u>	CCS (Leave) Rules, 1972
17.	<u>44/1/59-Estt(A)</u> <u>dt.15.04.1959</u>	Paper on Probation in various all India and Central Services- Circulation of recommendations to Ministries etc.

Enclosure-B**NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS****SPECIAL PERFORMANCE REPORT FOR 11/22/33 MONTHS**

(To be filled by Office)

PART-I

1.	Name of the Probationer	:	
2.	Employee ID	:	
3.	Designation	:	
4.	Date of Birth	:	
5.	Educational Qualification	:	
6.	Date of appointment as probationer	:	
7.	Date of completion of present probation period	:	
8.	Details of extensions of probation's if any	:	
9.	EMRS(s) in which employed during the year	:	
10.	Period of absence from duty for leave etc. during the year	:	
11.	Details of training course attended & examination / test passed	:	
12.	Total experience prior to appointment on probation	:	

PART-II**Performance Grade**

Performance Factor	Exceeds requirement of the job	Fully meets the requirement of the job	Just meets the requirement of the job	Partially meets the requirement of the job	Does not meet the requirement of the job
(1)	(2)	(3)	(4)	(5)	(6)
I. Mental capacity					
1. Efforts made to acquire knowledge relevant to job					
2. Analytical ability					
3. Power of grasping					
4. Spirit of inquiry					

(1)	(2)	(3)	(4)	(5)	(6)
5. Power of expression					
(a) Oral					
(b) Written					
6. Sense of responsibility					
7. Ability to participate in discussions & seminars					
II. Work Habits and attitudes					
1. Aptitude (Natural Ability)					
2. Interest in work					
3. Promptness					
4. Initiative					
5. Originality					
6. Self-reliance (Owns abilities)					
7. Manner of performance (Whether methodical & orderly)					
8. Thoroughness					
9. Punctuality					
10. Resourcefulness					
III. Stability					
1. Poise (Graceful & Balance position)					
2. Fairness					
3. Dependability					
IV. Ability to get along					
1. Tact					
2. Dealings with					
(a) Subordinates					
(b) Fellow officials					
(c) Superiors					
(d) Public					
3. Ability to inspire others					

(1)	(2)	(3)	(4)	(5)	(6)
V. Ability to manage					
1. Quality of judgement					
2. Decision making					
3. Ability to plan and program					
4. Direction and control					
5. Ability to evaluate the work of individuals and projects or schemes					
VI. Physical Fitness					
State of Health and General fitness					

COMMENTS

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself if his faults are pointed out to him / her.

Signature of Principal

Name: _____

Date: _____

PART-III

REMARKS OF THE DEPARTMENTAL CONFIRMATION COMMITTEE

(To be filled up by the Committee, when case is referred to it)

1.	If firm retention / confirmation	
	OR	
2.	Should be watched for a further period [here list out what improvements are required in the probationer and specify the period for which he is to be watched further]	
	OR	
3.	Would be discharged / terminated from Government service [here give reasons for recommending this course of action].	
