

33. THE INDIAN ADMINISTRATIVE SERVICE (PROBATION) RULES, 1954

In exercise of the powers conferred by sub-section (1) of Section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after, consultation with the Government of the States concerned, hereby makes the following rules, namely :—

1. **Short title.**—These Rules may be called the Indian Administrative Service (Probation) Rules, 1954.

2. **Definitions.**—In these rules unless the context otherwise requires,—

- (a) '*Academy*' means¹ Lal Bahadur Shastri National Academy of Administration ;
- (b) '*Commission*' means the Union Public Service Commission ;
- (c) '*Director*' means the director of the Academy ;
- (d) '*Period of probation*' in relation to a probationer means the period of probation specified in Rules 3 ;
- (e) '*Probationer*' means a person appointed to the Service on probation ;
- (f) '*Schedule*' means a Schedule appended to the rules ;
- (g) '*Service*' means the Indian Administrative Service ;
- (h) '*State*' means the State to which a probationer is allotted or deputed for practical training ;
- ²(i) '*State Government*' means the Government of the State to which a probationer is allotted or deputed for practical training and in relation to a probationer allotted to a joint Cadre, the Joint Cadre Authority.

³[3. **Period of probation.**—(1) Every person recruited for the service in accordance with the Indian Administrative Service (Appointment by Competitive Examination) Regulations, 1955 shall be appointed to the Service on probation for a period of two years.]

(2) Every person recruited to the Service in accordance with—

- (i) the Indian Administrative Service (Appointment by Promotion) Regulation, 1956, or
- (ii) the Indian Administrative Service (Appointment by Selection) Regulations, 1956, ⁴[* * *]

⁵[(iii) [* * *]

shall be appointed to the Service on probation for a period of one year :

- 1. Subs. by D.P. & A.R. Notification No. 9.3.1973-AIS (III)-A, dated 2.5.1974.
- 2. Subs. by D.P. Notification No. 13.4.1971-AIS (1), dated 11.1.1972.
- 3. Subs. by G.S.R. 1036 (E), dated 25.8.1986.
- 4. Omitted by G.S.R. 1936 (E), dated 25.8.1986.
- 5. Omitted by G.S.R. 1936 (E), dated 25.8.1986.

Provided that in the case of any person recruited to the Service in accordance with the Indian Administrative Service (Appointment by Promotion) Regulations, 1956, any period for which he has been appointed to a cadre post may, having regard to his performance in such post, be counted towards the period of probation :

Provided further that the Central Government may, in exceptional circumstance of any case, after consulting the Commission, reduce the period of probation.

¹(3) The Central Government may, if it so thinks fit, in any case extend the period of probation for a period of one year.

(3-A) Notwithstanding anything contained in sub-rule (3) if during the period of probation a probationer is placed under suspension pending investigation, inquiry trial relating to a criminal charge against him, or pending disciplinary proceedings which or contemplated or started against him, the period of his probation may be extended for such period as the Central Government may think fit in the circumstances of the case.]

(4) In this rule, 'cadre post' has the same meaning as in clause (b) of Rule 2 of the Indian Administrative Service (Cadre) Rules, 1954.

GOVERNMENT OF INDIA'S DECISION

1. G.I., M.H.A., letter No. 2/1/61-AIS (1), dated 11th September, 1961.—The amended rule takes effect from the 5th June, 1961 but the period of probation shall be two years even in the case of candidates on the 1st June, 1961, on the basis of the combined competitive examination held in 1960, or in their officers of appointment, two years' probation had been indicated.

2. G.I., M.H.A., letter No. 2/1/69-AIS (I), dated the 11th September, 1961 read with M.H.A. Notification No. 16/28/65-AIS (III)-A, dated 17th January, 1967.—Under the first proviso to sub-rule (2), only the officiating service a cadre post after the inclusion of the officer's name in an approved Select List is to be taken into account for the purpose of computing the period of probation.

²[3-A. Confirmation.—Where a probationer has completed his period of probation to the satisfaction of the Central Government he shall, subject to the other provisions of these rules, be confirmed in the Service at the end of his period of probation.

GOVERNMENT OF INDIA'S DECISIONS

1. G.I., M.H.A., letter No. 11/2/57-AIS (II), dated 20.9.1957.—As the confirmation of a probationer after completion of 2 years training is based on the general assessment of the entire record of the probationer during the period of training and the merely on success or failure at the departmental examination, failure to pass the departmental examination, should not operate automatically as a bar against such confirmation.

2. G.I., M.H.A., letter No. 2/3/59-AIS (I), dated 14.2.1962.—It has been decided that reports on the work of probationers should be made in the form

1. Subs. by G.S.R. 1036 (E), dated 25.8.1986.
2. *Ibid.*

of assessment report appended to these Rules, as distinct from the usual confidential report.

3.1. G.I., M.H.A., letter No. 23/2/64-AIS (III), dated 4th June, 1964.—Delay in the confirmation of probationers results in non-drawals of increments by them on due dates *vide* Rule 13.

3.2. G.I., M.H.A., letter No. 16/2/65-AIS (I), dated 14th July, 1965.—The State Government should, therefore, endeavour 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.

4. Confirmation of a probationer after completion of the period of probation is not automatic but is to be followed by formal orders.

4. **Execution of agreement.**—A probationer shall on appointment to the Service execute an agreement in the form specified in the Schedule binding himself and one surety, jointly and severally, in event of his failing to comply with any of the provisions of these rules to the satisfaction of the Central Government to refund any moneys paid to him consequent on his appointment as a probationer :

Provided that the provisions of this rule shall not apply to probationers appointed to the service in accordance with the Indian Administrative Service (Appointment by Promotion) Regulations, 1955 or the Indian Administrative Service (Appointment by Selection) Regulations, 1956.

5. **Training.**—(1) A probationer referred to in sub-rule (1) of Rule 3 shall on appointment to the service undergo such training in the Academy and the State for such period as the Central Government may direct.

¹(2) A probationer referred to in sub-rule (2) of Rule 3, who has not attained the age of 52 years on appointment to the service and who has not already undergone the training prescribed under sub-regulation (5) of Regulation 7 of the Indian Administrative Service (Appointment by Promotion) Regulation, 1955 or sub-regulation (5) of Regulation 3 of the Indian Administrative Service (Appointment by Selection) Regulation, 1956 before such appointment, shall undergo such training in the Academy, the State training institutions and other established training institutions in the country for such period as the Central Government may consider necessary.

²[Provided further that a probationer who has less than four years of service for retirement on superannuation at the time of his induction into IAS or has undergone mid-career training programme category III after induction, may not be nominated for Induction training. In such cases, the first proviso of the aforesaid sub-rule shall not be applicable.]

³(3) The provisions of Rules 6 to 9 shall not apply to a probationer referred to in sub-rule (2).

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1. Ins by D.P. & A.R. Noti. No. 11037/7/76-AIS, dated 9.12.1976 and modified by D.P. & A.R. Noti. No. 11037/6/77-AIS (III), dated 10.6.1978.
 2. Ins. by GS.R. 873(E), dated 4th December, 2014 (01-01- 2015).
 3. Ins. by D.P. & A.R. Noti. No. 11037/7/76-AIS (III), dated 9.12.1976.

¹[6. **Record of Academy.**—(1) A probationer under training shall attend such lectures and undergo such examinations, tests and exercises as the Director or the State Government, as the case may be, may from time to time direct.

(2) At the end of period of training, the Director shall assess the record in the Academy and in the State, of such probationer by awarding him such number of marks out of a maximum of 900 marks in accordance with such instructions as may be issued by the Central Government in this behalf.

²[7. **Final Examination.**—Every probationer shall during the course of training appear at a final examination to be conducted by the Director in accordance with such regulations as the Central Government may, in consultation with State Governments and the Commission, from time to time, make.

³[8. **Failure to appear at the final examination in certain circumstances.**—When a probationer is prevented, either through sickness or other causes over which he has no control from appearing at the final examination, the Central Government may allow him to appear at a special examination which the Director may hold for the purpose, normally within a period of three months from the last date of the final examination in which the probationer did not appear.

⁴[9. **Failure to pass the final examination.**—Where a probationer fails to obtain the minimum number of marks prescribed for any subject group of subjects or part of the final examination under the regulations framed in Rule 7, the Central Government may permit him to sit for re-examination in the subject or subjects in which he failed :

Provided that the marks awarded to a probationer in such re-examination shall not be taken into account in determining the seniority :

Provided further that this rule shall also apply to a probationer who was permitted to take a special examination in the circumstances mentioned in Rule 8].

⁵[10. **Seniority of probationers.**—⁶[(1) The Central Government shall prepare a list of all probationers who are recruited to the Service under sub-rule (1) of Rule 3 and are assigned the same year of allotment. Such list shall be arranged in order of merit, which shall be determined in accordance with the aggregate marks obtained by each probationer—

(a) at the competitive examination ;

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1. Subs. by G.S.R. 1036 (E), dated 25.8.1986.
 2. Subs. by Notification No. 11037/2/88-AIS (II)-A, dated 23.6.1990.
 3. Subs. by G.S.R. 1036 dated 25.8.1986.
 4. Ibid.
 5. Ibid.
 6. Ibid.

- (b) in respect of his record in the Lal Bahadur Shastri National Academy of Administration and in the State ; and
- (c) at the final examination, or the special examination in the circumstances mentioned in Rule 8 :

¹[Provided that in determining such order of merit no account shall be taken of marks awarded to a probationer in any subject specified under Regulation 4 of the Indian Administrative Service (Probationer's Final Examination) Regulations, 1955 in which he is not able to obtain the minimum numbers of marks determined by the Director which the previous approval of the Central Government] :

Provided further that if two or more probationers have secured equal number of marks in the aggregate, their order of merit shall be the order of their dates of birth.

(2) The seniority *inter se* of the probationers, who are assigned the same year of allotment, shall be determined in accordance with the list prepared under sub-rule (1).

(3) The provisions of sub-rules (1) and (2) shall not apply to probationers appointed to the Service in accordance with the Indian Administrative Service (Special Recruitment) Regulations 1956 and Rule 7-A of the Indian Administrative Service (Recruitment) Rules, 1954.

GOVERNMENT OF INDIA'S DECISION

1. G.I., M.H.A., letter No. 31/16/58-AIS (I) dated 19.2.1958.—It has been decided that where for reason beyond his control and for physical or intellectual default of his, candidate has not been allowed to join the academy in time and could not take the Probationer's Final Examination of his batch, his *inter se* seniority should be decided in accordance with this rule.

2. G.I., M.H.A., F. No. 18/18/65-AIS-A.—Government of India's decision (1) above would also apply to cases, where, after joining the Academy, a probationer is prevented from taking the final examination of his batch, due to sickness or other reasons beyond his control.

²[11. **Discipline and Conduct.**—(1) While at the Academy, a probationer shall be under the disciplinary control of the Director and shall obey and such general and special orders as may be given by him from time to time.

(2) The All India Services (Conduct) Rules, 1968 and the All India Services (Discipline and Appeal) Rules, 1969 shall, so far as may be apply to a probationer.

³[12. **Discharge of a probationer.**—A probationer shall be liable to be discharged from Service or, as the case may be reverted to the permanent posts on which he holds a lien had it not been suspended under the rules applicable to him prior to his appointment to the Service, if—

- (a) benefit to pass the examination under Rule 9 ; or

1. Subs. by GSR 222 dated 7.7.1997 (w.e.f. 17.7.1999).
2. Subs. by GSR 1036 (E), dated 25.8.1986.
3. Subs. by DP Notification No. 9.9.72-AIS (III)-A, dated 22.9.1972.

- (b) if the Central Government is satisfied that the probationer was ineligible for recruitment to the Service or is unsuitable for being a member of the Service ; or
- (c) in the opinion of the Central Government he has wilfully neglected his probationary studies or duties ; or
- (d) he is found lacking inequalities of mind and character needed for the Service ; or
- (e) he fails to comply with any of the provisions of these rules :

Provided that except in a case falling under Clause (a) above, the Central Government shall hold a summary enquiry before passing an order under these rules.

13. Salary during the period of probation.—(1) A person referred to in Clause (1) of sub-rule (1) of Rule 3 shall receive salary in the lowest stage of the junior time scale applicable to the Service during the first year and at the second stage of that scale during the remaining period of probation :

¹[Provided that, if the pay of the permanent post, on which a person, referred to in Clause (i), holds a lien or would a lien had it not been suspended under the rules applicable to him prior to his appointment to the Service, is at any time more than the minimum of the junior scale, he shall draw the pay of the permanent post.

(2) A person referred to in Clause (iii) of the sub-rule (1) of Rule 3 shall receive salary in the stage, fixed for him, of the junior time scale during the first year and at the next higher stage of that scale during the remaining period of probation.

(3) A person referred to in Clause (ii) of sub-rule (1) and Clause (iii) of sub-rule (2) of Rule 3 shall receive salary in the stage, fixed for him, of the junior scale, as the case may be, and also draw increments which may be due to him.

(4) A person referred to in Clause (i) or Clause (ii) of sub-rule (2) of Rule 3 shall receive salary in the stage fixed for him in the senior scale in accordance with Rule 4 of the Indian Administrative Service (Pay) Rules, 1954 ²[and also draw increments which may be due to him.]

GOVERNMENT OF INDIA'S DECISIONS

A doubt has been raised whether an I.P.S., probationer, on appointment to one of the posts specified in Schedule III to the IPS, (Pay) Rules, 1964 can be allowed to draw the pay indicated for the post in the said Schedule.

3. M.H.A., letter No. 22/2/70-AIS (III), dated 14.4.1970.—The I.P.S., (Probation) Rules, 1954, deal with all matters in relation to the I.P.S., Probationer to the extent specified therein Salary during the period of probation is one of the matters provided for in these rules. The special probation in the Probation Rules would prevail over the other general provisions in the other rules,

1. Subs. by DP Notification No. 9.9.72-AIS (III)-A, dated 22.9.1972.

2. Ins. by DP Notification No. 22/4/71-AIS (III), dated 21.8.1971.

including the I.P.S., (Pay) Rules, 1954 so long as a person is on probation. On this principle a probationer if appointed to a post in a included in Schedule III to the I.P.S. (Pay) Rules, 1954, would not get anything more than what he is entitled to as probationer because his status as a probationer is not in any way affected by the post which he holds from time to time.

This applies to the Indian Administrative Service and the Indian Forest service also.

4. M.H.A. letter No. 2/1/61-AIS (I), dated 11.9.1961, read with letter No. 920/71-AIS (III), dated 23.1.1971.—Although sub-rule (3) is silent about increments, promoted officer are to be allowed during the period of proclamation, increments from the dates on which they accrue.

¹[14. Travelling allowance.—(1) A probationer shall be entitled to travelling allowance for the journeys which he may undertake :—

- (i) during the period of his training at the Academy, and
- (ii) in connection with his practical training in the State,

on the same scale as may be admissible to a member of the Service on tour under the All India Service (Travelling Allowances) Rules, 1954.

(2) A probationer shall not be entitled to any daily allowance during his halt at the Academy or at various places to which he may be posted in the course of his practical training in the State.

(3) (a) ²[in respect of the journey from the Academy to the State on completion of the first phase of training a probationer shall, in addition to travelling allowance on the same scale as admissible under sub-rule (1), be also entitled to an *ad hoc* transfer grant of Rs. 100 and joining time as on transfer.

(b) In respect of the journey from the State to the Academy for the second phase of training, a probationer shall in addition to travelling allowance on the same scale as admissible under sub-rule (1), be also entitled to an *ad hoc* transfer grant of Rs. 300.

A probationer shall, in addition to travelling allowance as on tour under sub-rule (1), be also entitled to an *ad hoc* transfer grant of Rs. 100 for each of the said journeys :

Provided that, where a probationer has a family, which term shall denote the same meaning as applicable for purposes of travelling allowance in the case of officers belonging to Central Services Class I, he shall, in addition, be entitled in respect of the journey mentioned in this clause to the reimbursement of actual railway fare not exceeding that of first class for each member of his family for the distance beyond 400 k.m. from the place of his posting in the State to his/her home town or that for the distance beyond 400 k.m. from the said place of posting to the Academy, whichever is less.

1. Subs. by DP & AR Notification No. 22/2/71-AIS (III)-A, dated 15th June, 1974.

2. Subs. by DP & AR Notification No. 11037/12/75-AIS (III)-A, dated 30th June, 1976.

(4) In respect of the journey from the Academy to the State on completion of the second phase of training, a probationer shall be entitled to such travelling allowance as may be admissible to member of the Service on tour¹ as well as a joining time as on transfer and, where a probationer has a family, which term shall denote the same meaning as assigned to it in the proviso to Clause (b) of sub-rule (3), he shall, in addition, be entitled to the reimbursement of actual railway fare not exceeding that of first class for each member of his family for the distance beyond 400 k.m. from his/her home town to the place of his posting, or that for the distance beyond 400 k.m. from the Academy to the place of posting whichever is less :

Provided that, where a probationer is posted to a place other than that from which he had undertaken the journey mentioned in Clause (b) of sub-rule (3), he shall be entitled in respect of himself and his family to joining time and travelling allowance as may be admissible to a member of the Service on transfer.

15. Saving.—Nothing in these, rules shall be construed as limiting the power of the Central Government, for good and sufficient reasons, to dismiss or remove at any time a probationer from the service.

16. Interpretation.—If any question arises as to the interpretation of these rules, the Central Government shall decide the same.

17. Repeal.—All rules corresponding to these rules in force immediately before the commencement of these rules are hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

SCHEDULE

[See Rule 4]

To,

The President of India

Whereas I,³.....a probationer in the Indian Administrative Service (hereinafter referred to as "the probationer") being entitled [subject to compliance with the Indian Administrative Service (Probation) Rules, 1954] to receive from the President (hereinafter referred to as the Central Government) or from the Government of the State to which I may be posted pay and allowance during the period in which I am under training :

Now, we, the probationers, and⁴.....(hereinafter referred to as "the surety") jointly and severally, do hereby in pursuance of the

1. Subs. by DP & AR Notification No. 11037/12/75-AIS (III)-A, dated 30th June, 1976.
2. Subs. by Notification No. 7/1/73-AIS (II)-K, dated 2.1.1975.
3. The full name and address of the probationer should be inserted.
4. The surety is requested to insert his full name and address and occupation.

said rules, promise and agree in the event of the failure of the probationer to complete probation to the satisfaction of the Central Government to refund to the Central Government on demand any moneys paid to him, including the pay and travelling expenses to join appointment.

The surety hereby agrees that his liability hereunder shall not be effected by the Central Government extending the period of probationer or giving the probationer an extension of time for payment of or compounding the amount payable hereunder.

Stamp duty payable of this bond shall be borne and paid by the Government.

Dated this _____ day of _____ 20 .

Signature of Probationer

Signed by the probationer in the presence of

Name of witness

Address

Occupation

Signature of the surety

Signed by the surety in the presence of

Name of witness

Occupation

I¹.....

whose signature is appended to the above agreement as surety, do hereby declare that I am

²(a) in the permanent service of the Government of
or

³(b) ordinarily resident in India and that I possess means which will enable me to repay to the Central Government the sums of money referred to in the event of my being called upon to do so in accordance with the terms of the agreement.

Signature of the surety

Signed by the surety in the presence of

Name of witness

Occupation

[No. 4/1/54-AIS (II), dated 8.9.1954].

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1. The surety is requested to insert his full name and address and occupation.
 2. Of these should be stroke out.
 3. Ibid.

GOVERNMENT OF INDIA'S INSTRUCTIONS

Department of Personnel letter No. 22/3/71-AIS-III dated 1.7.1972.—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 Government :—

- (i) A person is appointed a 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 fare to the probationer himself.
- (ii) It is not desirable that a member of 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 doubt 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 show 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 servere, 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 give a 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 D.P. & T Letter No. 11037/6/87-AIS (III), dated 2.2.1988.—*In spression of M.H.A. letter No. 16/3/63-AIS (III), dated 24.6.1970.*—In view of the comprehensive amendments that have been carried out in the IAS (Probation) Rules *vide* this Department's Notification No. 11037/3/86-AIS (III), dated 25.8.1986 and revision in the CR format of IAS officers, it has been decided in consultation with UPSC to revise the format of Assessment Report in consultation with UPSC to revise the format of Assessment Report in respect of the IAS probations. The revised proforma (one for Direct recruits and one for Promotees) are enclosed. It is requested that in future the assessment reports may be furnished in the revised proforma.

ASSESSMENT FORM FOR PROBATIONERS IN I.A.S. (FOR DIRECT RECRUITS)

PART I

(Factual)

1. Name.
2. Date of Birth.
3. Year of allotment.
4. Period of probation.

5. Date of commencement of probation *i.e.*, (date of joining).
6. Due date of termination of probation.
7. Date of termination of probations.
8. Extension, if any, with particulars.
9. Number of days leave of taken during probation.
10. Previous Service if any prior to joining the IAS.

Assessed by :

Dated

Approved by :

Dated

PART II

Assessment of Performance for Foundational Course I Phase 1

1. State of Health.
2. Mental capacity ;
 - (a) Efforts made to acquire knowledge relevant to job.
 - (b) Analytical ability.
3. Communication Skill :
 - (a) Power of Expression—
 - (i) Oral
 - (ii) Written
 - (b) Ability, to participate in discussions and seminars.
4. Participation in class (Please comment on interest in work, punctuality, thoroughness and whether methodical and orderly etc.
5. Participation in Sports and Co-curricular activity.
6. Performance during village visit programme.
7. Performance during the Trek.
8. Marks obtained in the Foundational Course Examinations Phase 1—
 - (a) Participation in class.
 - (b) Participation in Sports and Co-curricular activities.
 - (c) Performance during—
 - (i) Army attachment.
 - (ii) Attachment in Public Sector Undertaking.
 - (iii) Attachment with voluntary agencies.
 - (iv) Tribal/village visit.
 - (v) Parliamentary attachment.
9. Inter-personal relations and team work (Please comment on quality of relationship with superiors and colleagues, ability to appreciate each others point of view and also on capacity to work as a member of a team and to promote team-spirit).

10. General Comments (general appraisal of the Officer's good and bad qualities in narrative form particularly those related to character, integrity and ability to correct himself when faults are pointed out).

Signature

Designation

Remarks of the Reviewing officer

Brief remarks indicating that assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Signature of the Reviewing
Officer Designation

Training in the State

Performance during the District Training

1. Efforts made to acquire knowledge relevant to the job.
2. Power of Comprehension.
3. Spirit of Enquiry.
4. Quality of output.
5. Work habits and attitude :—
 - (i) Initiative.
 - (ii) Self reliance.
 - (iii) Thoroughness.
 - (iv) Resourcefulness.
 - (v) Interest in work.
 - (vi) Punctuality.
 - (vii) Whether methodical and orderly.
6. Stability—
 - (i) Poise.
 - (ii) Fairness.
 - (iii) Dependability.
7. Whether independent charge was given and if so—
 - (a) Decision making ability.
 - (b) Ability to evaluate projects or schemes.
 - (c) Ability to plan and programme.
 - (d) Quality of judgment.
8. Efforts made to acquire sufficient knowledge of local languages.
9. Knowledge of revenue and other local laws for the time being in force.
10. Performance in State Training Institute (where applicable).
11. Efforts made to imbibe the methods and culture of the State of allotment.

12. General comments (General appraisal of the officer's good and bad qualities in narrative form particularly those related to character integrity and ability to correct himself when faults are pointed out).

Signature

Designation

Remarks of the Reviewing Officers:

Brief remarks indicating that assessment of the reporting Officer may be accepted or rejected or otherwise modified.

Signature of the Reviewing Officer

Designation

Remarks and Recommendations of the Reviewing Board/Committee

Recommendation whether the probationer—

(1) Is fit for retention/confirmation.

(2) Should be watched for another.....months (handlist what improvements are required in the probationer).

Or

(3) Should be discharged from Government service (here give reasons for recommending this course of action).

Overall Grading for Duties

(1) Outstanding.

(2) Very good.

(3) Good.

(4) Satisfactory with some shortcomings.

(5) Not satisfactory.

(Please put a ring round the appropriate grading)

Signature of Chairman

Reviewing Board/Committee

Order of the Head of Department or the Administration/Controlling or the Administering Controlling Department/Ministry.

.....

Signature of Head of Deptt. Administering
Controlling Department/Ministry.

Assessment of performance for the Phase II Training

1. Quality of District assignments.

2. Participation in District experience presentation.

3. Participation in class/Groups syndicate sessions and seminars.

4. Participation in co-curricular activities.

Signature
Designation
Reporting Authority

Remarks of the Reviewing Officer

Brief remarks indicating that assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Signature of the Reviewing Officer
Designation

Assessment form in respect of Officer Appointed by promotion/selection

PART I

(Factual)

Name

Date of Birth

Service/Department

Post held

(a) Record of Training Institute attended, if any (for officers undergoing formal training).

(b) Nature of duties on which he has been employed e.g.

Duties requiring public relations and field work. Formulation of plans, general direction and execution thereof.

Secretariat work of general nature, Supervision and control of subordinate staff.

(Please list the above duties in order of importance)

NOTE

In the case of officers undergoing formal training at the National Academy of Administration, please state in brief, the duties/activities, in which they were expected to participate outside the class room.

Experience prior to Appointment on probation.

Period of probation/trial ends on.

Number of days/Leave (other than casual leave and Special casual leave).

Assessed by

Dated

Approved by

Dated

PART II

1. State of Health.

2. Mental Capacity.

(a) Efforts made to acquire knowledge relevant to job.

(b) Analytical ability.

(c) Power of Comprehensive.

3. Work habits and attitude—
 - (a) Self reliance.
 - (b) Thoroughness.
 - (c) Resourcefulness.
 - (d) Punctuality.
4. Quality of output.
5. Decision making ability.
6. Communication skill—
 - (a) Power of expression—
 - (i) Oral.
 - (ii) Written.
 - (b) Ability to participate in discussions and Seminars.
7. Inter-personal relations and team work ; (Please comment on quality of relationship with superiors and colleagues, ability to appreciate each others point of view and also on capacity to work as a member of a team and to promote team-spirit).
8. Relations with public ; (Please comment on the officer's accessibility to the public and responsiveness to their needs).
9. Stability—
 - (a) Poise.
 - (b) Fairness.
 - (c) Dependability.
10. Ability to manage.
11. Knowledge of relevant laws and rules and regulations in the work entrusted to the officer.
12. Performance during training.
13. General comments (general appraisal of the officer's good and bad qualities in narrative form particularly those related to character, integrity and ability to correct himself when faults are pointed out).

Remarks of the Reviewing Officer:

Brief remarks indicating that assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Signature of the Reviewing Officer
Designation

Remarks and Recommendations of the Reviewing Board/Committee
Recommendation whether the probationer—

- (1) Is fit for retention/confirmation.

(2) Should be watched for another.....months (here list what improvements are required in the probationer),

OR

(3) May be tried for some other post (where such a course is permissible under the relevant recruitment rules),

OR

(4) May be reverted to his substantive post (here give reasons for recommending this course of action).

OR

(5) Should be discharged from Government service (here give reasons for recommending this course of action).

Overall Grading for Duties

(1) Outstanding.

(2) Very Good.

(3) Good.

(4) Satisfactory with some shortcomings.

(5) Not satisfactory.

(Please put a ring around the appropriate grading).

Signature of Chairman
Review Board/Committee

Orders of the Head of Department of the Administering/Controlling Department/Ministry.

Signature of Head of Department or
Administering Controlling
Department/Ministry.

Copy of Cab. Sectt. letter No. 22/1/70-AIS (III), dated 16.9.1970.—I am directed to invite a reference to the Ministry of Home Affairs, letter of even number, dated the 4th May, 1970 on the above subject and to say that the Government of India have since decided that the proforma prescribed in the Ministry of Home Affairs' letter No. 16/3/69-AIS (III), dated the 24th June, 1970, shall be adopted for writing the assessment reports of probationers recommended for confirmation in the IAS/IPS.

Copy of Cab. Sectt. letter No. 16/3/69-AIS (III), dated 15.9.1971.—Reference Letters No. 68/69-AIS (I), dated the 22nd October, 1969 and No. 16/3/69-AIS (III), dated the 24th June, 1970 of the Ministry of Home Affairs and to say that clarification have been sought by some State Governments on the following points :—

- (a) During the first five years of service, members of the Indian Administrative Service and the Indian Police Service are posted at different stations under different district officers. Should assessment reports on their work be obtained from all the district officers, Divisional Commissioners etc. under whom they were posted?

- (b) Should assessment reports be prepared on all the persons recruited to the Indian Administrative Service and the Indian Police Service on the basis of competitive Examination Since 1948.
- (c) A column "Remarks and recommendations of the Reviewing Board/Committee" figures in the assessment report. What should be the composition of the Board/Committee?
- (d) Should the assessment reports be prepared at the end of each calendar year or financial year.
- (e) Should the assessment reports cover a full period of five years?

2. The matter has been considered by the Government of India, in consultation with the Union Public Service Commission, and it has been decided as follows :

- (a) The assessment reports may be written by the authorities who write the annual confidential reports.
- (b) Reports on the persons recruited on the basis of the combined competitive examination held in 1956 and after, for the first five years of their service, may be prepared and sent to the Union Public Service Commission in the following manner :—
 - (i) reports for the year 1969 and onwards may be got recorded in the proforma prescribed in letter No. 16/3/69-AIS (III), dated the 24th June, 1970 of the Ministry of Home Affairs ;
 - (ii) where assessment reports for the previous years have already been recorded but have not been sent to the Union Public Service Commission, they may now be sent to them; and
 - (iii) Where such assessment report have not been recorded in the previous years, copies of the relevant annual confidential reports may be sent.
- (c) The Board/Committee may comprise the following, namely :

Indian Administrative Service

- (1) Chief Secretary.
- (2) Financial Commissioner (The most senior among the holders of the posts of Financial Commissioners where there is more than one) or the Chairman, Board of Revenue or the Secretary to the State Government in the Revenue Department.
- (3) Development Commissioner or the most senior among the holders of the posts carrying pay above the time scale of pay, other than those at (1) and (2) above.

Indian Police Service

- (1) Home Secretary.
- (2) Inspector General of Police.
- (3) The most senior among the holders of the post of Deputy Inspectors General of Police.

(4) The practice followed in the case of confidential reports may be followed in the case of assessment reports also.

(5) The first report is not likely to cover the full period of twelve months. Therefore in addition to the first report, five more reports in respect of completed years of service should be prepared.

3. **Copy of letter No. 16/33/69-AIS (III), dated 8.8.1972.**—These decisions may please be noted by the State Government.

Reference Paragraph 2 (b) of this Department's Letter of even number dated the 15th September, 1971, according to which the State Governments were required to furnish, to the Union Public Service commission, the assessment reports on the members of the Indian Administrative Service and the Indian Police Service recruited on the basis of the combined competitive examinations held in 1956 and thereafter for the first year of service.

2. **Copy of DP and AR Letter No. 22/4/73-AIS (III), dated 28.1.1974.**—Some of the State Governments pointed out that a lot of difficulty is involved in the preparation of copies of the assessment reports for so many years. The matter has been examined in consultation with the Union Public Service Commission. It has now been decided that only the assessment report in respect of the officers recruited on the basis of the examinations held in 1969 and thereafter need be sent to the Union Public Service Commission in the proforma prescribed in Letter No. 16/3/69-AIS (III), dated the 24th June, of the Ministry of Home Affairs.

I am directed to state that the Government of India have been considering, in consultation with the Governments of the States, etc. the question of evolving a purely voluntary scheme for the grant of financial incentives to the members of the All India Services to learn a language, other than English, Hindi, Sanskrit, the mother-tongue and the principal official language of the State of allotment. A draft of the scheme was circulated along with this Department's letter of even number, dated the 28th August, 1972. The draft scheme has been modified after taking into account the various suggestions received from the State Governments, etc. and a copy of the scheme so finalised is enclosed.

2. **Enclosure to Deptt. of Personnel and A.R. letter No. 22/4/70-AIS-II, dated 28.1.1974.**—The Governments of Assam, Karnataka and Kerala have not agreed to participate in the scheme. However, the Government of Kerala have agreed to arrange to hold the examination in Malayalam for officers belonging to other State cadres. No reply has so far been received from the Government of Jammu and Kashmir. Efforts are being made to persuade the Governments of Assam and Karnataka to agree to similar arrangements and to obtain the concurrence of the Government of Jammu and Kashmir to the scheme, failing which alternative arrangements for holding the examinations in Assamese, Kashmiri and Kannadian will be made by the Central Government through the Lal Bahadur Shastri National Academy of Administration, Mussoorie.

3. I am, therefore to request the immediate steps for implementing the scheme, as modified, may kindly be taken by all concerned, under intimation to this Department.

Copy of D.P. & A.R. letter No. 26/1/74-AIS (III), dated 19.10.1974.— Scheme for the grant of financial incentives to the members of the All India Services to learn a language, other than English, Hindi, Sanskrit, the mother-tongue, and the principal official language of the State of allotment.

1. The scheme shall apply to all the language mentioned in the Eighth Schedule to the Constitution of India and the subsidiary languages adopted by the State Governments for all or any official purposes of the State, under Article 345 of the Constitution of India, except English, Hindi, Sanskrit, the mother-tongue of the members of the All India Service concerned and the principal official language of the State to which he is allocated.

1.1. In addition to the languages referred to in paragraph 11, the scheme shall apply to Manipuri language also.

1.2. A member of the Service allocated to the Union Territories Cadre shall be eligible for an awards subject to other conditions of the scheme, if he passes an examination in any of the languages of the Union Territories other than Hindi, i.e. Assamese, Malyalam, Marathi, Mizo, Tamil and Urdu. Provided, it is neither his monther-tongue nor the language in which he has passed the qualifying test as part of the Probationer's Final Examination.

2. The Government of States, on cadre of which the member of the Service is borne, shall give a cash award of Rs. 1000 to a member of an All India Service who passes an examination in one of the languages referred to in paragraph 1 above with a minimum of 60% mark in the first attempt.

2.1. The cash award shall be given only once to member of the Service.

2.2. The cash award shall be admissible to a member of the service only if he passes the examination within a period of ten years from the date of his appointment to the service.

3. The Government which shall be responsible for the setting and the evaluation of the papers in the various language are as shown in Annexure I.

4. The Standard of the examination shall be the same as that of the departmental examination.

5. Where an oral test has been prescribed in the departmental examination referred to in paragraph 4, the State Government on whose cadre the member of the Service, who wishes to take the language examination, is borne shall, in consultation with the State Government concerned with the language, decide whether the oral test may be given through an officer knowing that language in the former State or by sending the officer either to the capital of the later State or to a place where such test is to be conducted.

6. Where a member of the Service wishes to avail himself of the Scheme, he shall inform the Chief Secretary to the Government of the State on the cadre of which he is borne about the particular language in which he purposes to take the examination. The Chief Secretary to the Governments of the State which is concerned with that language (as shown in column 2 of the Annexure 1) will thereupon be required to forward the question papers set for the departmental examination in the concerned language to the Chief Secretary to the Government of the State on the cadre of which the member of the Service is borne, why shall make the necessary arrangements for holding the examination.

7. The examination shall be held on the same day on which the departmental examination in the language is held by the State Government responsible for the setting and the evaluation of the papers.

8. The answer books shall be sent to the Chief Secretary of the State Government concerned with the language for evaluation. The result shall be communicated by the State Government to the Chief Secretary of the State Government on the cadre of which the member of the Service is borne.

9. The member of the Service shall be treated as on duty on the days he takes the examinations. If he has to undertake some journey to take the examinations he shall be treated as on duty for the actual journey period and he shall be paid travelling allowance as on tour for the journey with on daily allowance for the period of halt.

ANNEXURE I

Language	State Government/Union Territory concerned
1. Assamese	Assam (Provisional)
2. Bengali	West Bengal
3. Gujarati	Gujarat
4. Kannada	Karnataka (Provisional)
5. Kashmiri	Jammu & Kashmir (Provisional)
6. Malayalam	Kerala
7. Manipuri	Manipur
8. Marathi	Maharashtra
9. Mizo	Mizoram
10. Nagamese	Nagaland
11. Nepali	Sikkim
12. Oriya	Orissa
13. Punjabi	Punjab
14. Tamil	Tamil Nadu
15. Telugu	Andhra Pradesh
16. Urdu	Uttar Pradesh

The Scheme for the grant of financial incentives circulated to the State Governments in this Department's letter No. 22/4/70-AIS (III), dated the 28th January, 1974, will also be applicable to the State Service Officers appointed to the All India Services by promotion. The condition of ten years laid down in paragraph 2.2 of the Scheme will be computed from the date of appointment of a State Service Officer to the All India Services concerned.