

ALL INDIA SERVICES MANUAL

57. THE INDIAN POLICE 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 Governments of the States concerned, hereby makes the following rules, namely:—

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

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

- (a) [* * *];
- (b) [* * *];
- (c) 'Commission' means the Union Public Service Commission;
- (d) [* * *];
- ¹(e) 'Probationer' means a person appointed to the Service on probation and includes an 'exempted probationer' when he is appointed to the Service on probation];
- ²(ee) 'Exempted probationer' means a person who, on being allocated to the Service, has expressed his intention to appear at the next examination as defined in the Indian Police Service (Appointment by Competitive Examination) Regulations, 1955, and has been permitted to abstain from probationary training in order to so appear;]
- (f) 'Period of probation' in relation to a probationer means the period of probation specified in Rule 3;
- (g) 'Schedule' means a Schedule appended to these rules;
- (h) 'Service' means the Indian Police Service;
- (i) 'State Government concerned in relation to a probationer allotted to a joint cadre', means the Joint Cadre Authority;
- (j) [* * *].

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

- 1. Subs. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).
- 2. Ins. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).
- 3. Subs. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).

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

(i) the Indian Police Service (Appointment by Promotion) Regulations, 1955,¹[* * *]

²[(ii) Regulation 3 of the Indian Police Service (Special Recruitment) Regulations, 1957 shall be appointed to the Service on probation for a period of one year] :

Provided that in the case of any person recruited to the Service in accordance with the Indian Police Service (Appointment by Promotion) Regulations, 1955, 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 circumstances of any case, after consulting the Commission, reduce the period of probation.

³[(iii) Every person recruited for the Service in accordance with the Indian Police Service (Appointment by Limited Competitive Examination) Regulations, 2011 shall be appointed to the service on probation for a period of two years.]

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

(a) the total period puts which a person recruited to the service referred to in sub-rule (1) may be kept on probation, shall not ordinarily exceed three years, and

(b) the total period upto which a person recruited to the service referred to in sub-rule (2) may be kept on probation, shall not ordinarily exceed two years.

⁴(3-A) Notwithstanding anything contained in sub-rule (3), if during the period of probation a probationer is placed under suspension pending investigation, inquiry or trial relating to a criminal charge against him or pending disciplinary proceedings which are 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 Police Service (Cadre) Rules, 1954.

GOVERNMENT'S DECISIONS

G.I., M.H.A., letter No. 2/1/60-AIS (I), dated 11th September, 1961, read with M.H.A. Notification No. 16/28/65-AIS (III)-A, dated 17th January, 1997.—
Under the first proviso to sub-rule (2), only the officiating service in a cadre post

1. Clause (ii) has been omitted by Notification No. GSR 297, dated 31-3-1987 (w.e.f. 18-4-1987), but given for reference.
2. Clause (ii) has been omitted by Notification No. GSR 297, dated 31-3-1987 (w.e.f. 18-4-1987), but given for reference.
3. Ins. by Noti. No. GSR 98(E), dated 21.2.2012 (w.e.f. 22.2.2012).
4. Ins. by Notification No. D.P. and T. 11037/4/87-AIS (III), dated 31-3-1987.

under 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.

GOVERNMENT OF INDIA'S INSTRUCTIONS

G.O. letter No. 18012/3-77-IPC, dated 5th August, 1977.—The State Government are aware that State Police Service Officers appointed to the Indian Police Service in accordance with the Indian Police Service (Appointment by Promotion) Regulation, 1955 are placed on probation for a period of one year. The State Government are required to forward the assessment reports in respect of such officers as soon as the period of probation is over and in any case not later than six weeks after the last date of the probationary periods. With their recommendations for confirming the officer or otherwise *vide* Government of India Decision No. 3.2 under Rule 3 of the Indian Police Service (Probation) Rules, 1954. In spite of these clear instructions proposals for the confirming of State Police Service Officers appointed on probation to the IPS against the promotion quota are not being received within the stipulated period after the expiry of the probation period of one year. The delay in the receipt of the recommendations from the State Governments leads to delay in confirming the officers or the extending their period of probation. This is not conducive to proper cadre management and leads to various complications. The State Governments are therefore, requested to follow the above referred instructions strictly and ensure that the proposals for confirmation/extension of probation of State Police Service Officers appointed on probation are forwarded to this Ministry complete in all respects within six weeks of the expiry of the period of probation. All cases of officers who have already completed the period of probation may also be reviewed immediately and proposals for their confirmation sent to this Ministry early for further consideration.

2. In spite of the instructions contained in 1 above, it is observed that confirmation proposals of promoted IPS Officers are not being referred to this Ministry in time. The State Governments are, therefore, requested once again to adhere to the instructions contained in the circular dated the 5th August, 1977 and expedite their proposals for the confirmation/extension of probation of all I.P.S. Officers promoted to I.P.S. in whose case the period of probation is already over.

3. **G.I. letter No. 18012/3/77-IPS, dated 22-9-1978.**—I am to draw the attention of the State Governments to the first proviso to Rule 3 (2) of the Indian Police Service (Probation) Rules, 1954 which envisages that in the case of a Select List officer appointed on probation to I.P.S. "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." In view of this, if a State Police Service Officer had officiated in an I.P.S. cadre post prior to his appointment to the service and the officiation had been duly approved by the Central Government under Rule 9 of the I.P.S. (Cadre) Rules, 1954, the State Government concerned can make suitable recommendations for taking into account the approval cadre officiation of the officer towards the period of one years probation having due regard to his performance in the cadre posts. It is, therefore, suggested for the consideration of the State Governments that they may resort to the provisions of the first proviso to Rule 3 (2) of the Indian Police

Services (Probation) Rules, 1954 in all deserving cases on an uniform basis with a view to accelerate the process of confirmation of promoted officers.

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 the rules, be confirmed in the Service at the end of his period of probation.

GOVERNMENT'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 probationer during the period of training and not 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 of assessment report appointed to these Rule, as distinct from the usual confidential report.

3. **G.I., M.H.A. Letter No. 23/2/64-AIS (III), dated 4th June.**—(1) Clarifications 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 Commissioner etc., under whom they were posted?
- (b) Should assessment reports be prepared on all the person recruited to the 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 basis of the combined competitive examinations held in 1956 and after for the first years of their service, may be prepared and sent to the Union Public Service Commission in the following manner:—

- (i) reports for the years 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 reports 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 post of Financial Commissioner, where there is more than one) of 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 posts of Deputy Inspector-General of Police.

Note.—M.H., A.F. No. 1/14011/29/78-IPS.—“Senior most D.I.G.” means “A, D.I.G., who is holding the post having specific designation as D.I.G.”

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

4. G.O.I. Cabinet Secretary letter No. 16/3/69-AIS (III), dated 15-9-1971.—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 agreements.**—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 the 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:

¹[Provided that the provisions of this rule shall not apply to probationers appointed to the service in accordance with the Indian Police Service (Appointment by Probation) Regulations, 1955.]

5. Training.—(1) A probationer referred to in sub-rule (1) of Rule 3 shall on appointment to the Service attend the ²Lal Bahadur Shastri National Academy of Administration and undergo such training therein and for such period as the Central Government may direct.

(2) On completion of the training at the ³Lal Bahadur Shastri National Academy of Administration a probationer shall undergo such further training at the ⁴Sardar Vallabhbhai Patel National Police Academy and for such period as the Central Government may direct.

(3) On completion of the Training at the ⁵Sardar Vallabhbhai Patel National Police Academy], a probationer shall undergo such further training in the State to which he is posted and for such period as the Central Government concerned, direct.

⁶(4) 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 Police Service (Appointment by Promotion) Regulations, 1955 before such appointment shall undergo such training in the Sardar Vallabhbhai Patel National Police Academy, Hyderabad the State Training institution and other established training institutions in the country for such period as the Central Government may consider necessary.

⁷[(5) A probationer referred to in clause (iii) of sub-rule (2) of Rule 3, shall undergo such training in Lal Bahadur Shastri National Academy of Administration, Sardar Vallabhbhai Patel National Police Academy, Hyderabad or in State Training Institution or in any other recognised training institution in the country for such period as the Central Government may consider necessary :

Provided that, where a probationer does not undergo such training within the period of probation or within the extended period of probation, as the case may be, he shall be reverted to his substantive post in the parent cadre.]

6. Attendance at lectures, etc.—A probationer referred to in sub-rule (1) of Rule 3 shall attend such lectures and undergo such tests and exercises as may be prescribed, from time to time.

⁸(2) “(a) The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, the Director, Sardar Vallabhbhai Patel National Police

1. Subs. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).
2. *Ibid.*
3. Subs. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).
4. Subs. by M.H.A. Notification No. 11037/12-75-AIS (III),-B, dated 30-6-1976.
5. Subs. by MHA Notification No. 11037/12-75-AIS (III)-B, dated 30-6-1976.
6. Ins. by Notification No. GSR 1305, dated 8-12-1980.
7. Ins. by Noti. No. GSR 98(E), dated 21.2.2012 (w.e.f. 22.2.2012).
8. Subs. by GSR 54, dated 12.1.94.

Academy, Hyderabad, Director-General, National Academy of Director Taxes, Nagpur and Principal, Railway Staff College, Vadodara shall award to each probationer such marks out of a maximum of 50 marks as they may deem fit on the results of the examination held at the end of the Foundational Course in their respective institutions."

¹(b) "(b) At the end of the period of training at Sardar vallabhbhai Patel National Police Academy, Hyderabad, the Director of that Academy shall assess the record in the Academy and in the State, of each probationer and award him marks out of a maximum of 400 marks in accordance with such instructions as may be issued by the Central Government in this behalf."

(3) At the end of the period of Training the State Government concerned shall assess the record of the probationer during the period of training undergone in the State and forward it to the Central Government.

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

28. Failure to appear at the Final Examination in certain circumstances.—Where a probationer is prevented, either through sickness or other cause 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.

39. 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 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 the rule shall also apply to a probationer who was permitted to take a special examination in the circumstances mentioned in Rule 8.

410. Seniority of probationers.—(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;

1. Subs. by Noti. No. 11058/1/91 AIS III dated 8.11.1993.
2. Subs. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).
3. Subs. by Notification No. GSR 279, dated 31-3-1987 (w.e.f. 18-4-1987).
4. Subs. by Notification No. 1137/2/88-AIS (III)-B, dated 11-2-1989.

- (b) in respect of his record in the Lal Bahadur Shastri National Academy of Administration and the Sardar Vallabhbhai Patel National Police Academy; and
- (c) at the final examination. ¹[or at the special examination in the circumstances mentioned in Rule 8, as the case may be] :

Provided that in determining such order of merit no account shall be taken of marks awarded to a probationer in any subject in which he has failed to satisfy Director, Sardar Vallabhbhai Patel National Police Academy :

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 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).

²[(3) The Central Government shall prepare a list of all probationers recruited through Limited Competitive Examination who have been assigned the same year of allotment as provided for in Rule 3 of the Indian Police Service (Regulation, of Seniority) Rules, 1988. Such list shall be arranged in the order of merit which shall be determined in accordance with the aggregate marks obtained by each probationer—

- (i) at the Limited Competitive Examination;
- (ii) in respect of his record in the Lal Bahadur Shastri National Academy of Administration and in the Sardar Vallabhai Patel National Police Academy or in State Training Institution or in any other recognised training institution in the Country for such period as the Central Government may consider necessary; and
- (iii) at the final examination.

(4) 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 (3) and probationers who are appointed on the basis of an earlier competitive examination shall be ranked above those appointed consequent to a later competitive examination.]

GOVERNMENT'S DECISIONS

1. G.I., MHA Letter No. 3/16/58-AIS (II), dated 19-2-1958.—It has been decided that, where for reason beyond his control and for no physical or intellectual default of his, a 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., MHA F. No. 18/18/65-AIS (I).—Government of India's Decision (1) above would apply also to cases, where after joining the Academy, a

1. Ins. by Noti. No. 11058/1199-AIS-III, dated 3.4.2000.

2. Ins. by Noti. No. GSR 98(E), dated 21.2.2012 (w.e.f. 22.2.2012).

probationer is prevented from taking the final examination of his batch, due to sickness or other reasons beyond his control.

11. Discipline and conduct.—(1) While at the Academy a probationer shall be under the disciplinary control of the Director, Lal Bahadur Shastri National Academy of Administration or of the Director, Sardar Vallabhbhai Patel National Police Academy, as the case may be, and shall obey any 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) A probationer shall be liable to be removed or dismissed from service, if he fails to obey any order which may receive from the Central Government or from any other competent authority, or if in the opinion of the Central Government he has wilfully neglected his probationary studies or is guilty of conduct unbecoming a member of the service:

Provided further that before any final order are passed against a probationer under this sub-rule, the commission shall be consulted.

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

- (a) he fails to pass re-examination under Rule 9, or
- (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 in qualities 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 recruited to the Service,—

- (i) in accordance with the Indian Police Service (Appointment by Competitive Examination) Regulations, 1955, referred to in sub-rule (1) or 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, and
- (ii) in accordance with the Indian Police Service (Emergency Commissioned and Short Service Commissioned Officers) (Appointment by Competitive Examination) Regulations, 1966, referred to in

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:

Provided that, if the pay of the permanent post, on which a person referred to in Clause (i) holds a lien or would hold 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 time-scale, he shall draw the pay of the permanent post.

(2) A person referred to in Clause (i) 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 also draw increments which may be due to him.

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

Provided that a State Government shall sanction the grant of advance increments in the junior time-scale of the Service in accordance with the provisions of Rule 7 of the Indian Police Service (Pay) Rules, 1954, to a person referred to in sub-rule (1) of Rule 3, if after joining duty in a State on completion of training at the Training College, and during the probationary period, he qualifies at such departmental examinations with such standard of proficiency as may from time to time, be specified by the State Government.

¹[(4) The salary of a person referred to in clause (iii) of sub-rule (2) of Rule 3 shall be fixed in minimum of the junior scale in PB 3 (Rs. 15,600-39,100) with grade pay of Rs. 5400 and the actual pay drawn by him in his earlier post shall be treated as personal pay and shall cease as soon as his pay is increased by an amount equal to his personal pay.]

²14. Travelling allowance.—A probationer shall be entitled:

- (a) for the journey from the Lal Bahadur Shastri National Academy of Administration to the Sardar Vallabhbhai Patel National Police Academy, to travelling allowance as may be admissible to a member of the service on tour;
- (b) for the journey from the Sardar Vallabhbhai Patel National Police Academy to the State, to travelling allowance as may be admissible to a member of the service on tour, plus a lump sum of Rs. 100 and also to joining time as on transfer.

(2) A probationer shall not be entitled to any daily allowance during his halt at the Lal Bahadur Shastri National Academy of Administration or the Sardar Vallabhbhai Patel National Police Academy or at various places to which he may be posted in the course of his practical training in the State.

1. Ins. by Noti. No. GSR 98(E), dated 21.2.2012 (w.e.f. 22.2.2012).

2. Subs. by DP & AR Notification No. 22/271-AIS (III)-B, dated 15-6-1974 and by Notification No. 16019/4/75-AIS (III)-B, dated 21-1-1976.

(3) A probationer shall be entitled to travelling allowance for the journeys which he may undertake:—

- (a) while undergoing training at the Lal Bahadur Shastri National Academy of Administration/National Police Academy; and
- (b) while undergoing training in the State, on the same scale as may be admissible to a member of the Service on tour under the All India Services (Travelling Allowance) Rules, 1954.

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

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

17. Repeal and Saving.—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:

Provided further that nothing in these rules shall apply to the probationers appointed before the commencement of these rules and they shall continue to be governed by the orders and instructions relating to probationers in force immediately before the commencement of these rules.

SCHEDULE

To

The President of India

Whereas ²[a probationer in the Indian Police Service (hereinafter referred to as "the probationer") being entitled [subjected to compliance with the Indian Police 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 allowances during the period of which I am under training;

Now we, the probationer, and³

(hereinafter referred to as "the surety") jointly and severally, do hereby in pursuance of the 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 affected by the Central Government extending the period of probation or giving the probationer an extension of time for payment of or compounding the amount payable hereunder.

1. Subs. by DP & AR Noti. No. 7/1/73-AIS-(III) O, dated 6-1-1975.
2. The full name and address of probationer should be inserted.
3. The surety is requested to insert his full name and address and occupation.

Stamp duty payable on this bond shall be boned and paid by the Government.

Dated this _____ day of _____ 19____

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

Address

Occupation

¹[

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

(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 the surety in the presence of —

Name of witness

Address

Occupation

GOVERNMENT'S INSTRUCTIONS

G.I. Department of P. & A. R. Letter No. 22/3/71-1-AIS (III), dated 13-7-1992.—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 Governments:

- (i) 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. The powers under Rule 12 of the Indian Administrative Service. Great care should, therefore, be exercised in selecting the Collectors to whom the probationers are attached. The Collectors

1. The surety is requested to insert his full name.
2. One of these should be struck out.

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.

- (ii) It is not desirable that a member of the 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 double the normal period, that is, four years. Accordingly, a probationer who does not complete the probationers' 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 form prescribed in letter No. 16/3/69-AIS (III), dated the 24th June, 1970, of the Ministry of Home Affairs, covering the period of practical training in the States, should be sent to this Department immediately after the training is over, as envisaged in this Department's letter No. 23/2/71-AIS (III), dated the 19th January, 1972.
- (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 so 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 severe, 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 utility 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.

G.I. Department of P & AR letter No. 22/3/71-AIS (III), dated 13-7-72.

APPENDIX

Assessment Report of Officers on Probation Instructions—Read Carefully

Each officer's ability and fitness in his present occupation or for promotion may be appraised with a reasonable degree of accuracy and uniformity, through this report. The assessment requires the appraisal of an officer in terms of his Actual performance. It is essential therefore, that snap judgment be replaced by careful analysis as you are building up administrative leaders of tomorrow.

Please follow these instructions carefully:

1. Disregard your general impression of the officer and concentrate on one factor at a time.
2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that are typical of his work and way of acting. Do not be influenced by unusual cases which are not typical.
4. Make your assessment with the utmost care and thought. Do not Allow Personal Feelings to Govern Your Assessment.
5. After you have given your assessment for each factor, please sum up your general views about the officer indicating in it any additional factors particularly those related to his Integrity and ability to correct himself if his faults are pointed out to him.

Part-Factual

Name.....

Date of birth.....

Service/Department.....

Post held.....

Record of Employment.

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

Percentage of marks secured at the tests/examinations (i) held during and at the end of the period of training (ii) (separate sheet may be added, if necessary).

- (b) Nature of duties on which he has been employed e.g.
Dues 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/National Police Academy, 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-Assessment

PERFORMANCE GRADE

Performance factors	Exceeds requirements of this job	Meets requirements of this job	Just meets requirements of this job	Partially meets requirements of this job	Does not meet requirements of this job
	1	2	3	5	6

I. Mental capacity

- Efforts made to acquire knowledge relevant to job.
- Analytical ability.
- Power of grasp.
- Spirit of enquiry.
- Power of expression.
 - Oral
 - Written
- Sense of responsibility.
- Ability to participate in discussions and seminars.

II. Work habits and attitudes

1. Aptitude.
2. Interest in work.
3. Promptness.
4. Initiative.
5. Originality.
6. Self reliance.
7. Manner of performance (Whether methodical and orderly).
8. Thoroughness.
9. Punctuality.
10. Resourcefulness.

III. Stability

1. Poise.
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.

V. Ability to manage

1. Quality of judgment.
2. Decision making
3. Ability to plan and programme.
4. Direction control.
5. Ability to evaluate the work of individuals and projects of schemes.

IV. Physical fitness

State of health, sportmanship etc.

Comments

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

Decisions, if any, taken regarding fitness for drawing 1st/2nd increments (where applicable).

Signature:
Designated:

Date :

Remarks of reviewing officer

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

Signature of Reviewing Officer

Designation

Dated

**REMARKS AND RECOMMENDATIONS OF THE
REVIEWING BOARD COMMITTEE**

Recommendation whether the probationer:—

- (1) Is fit for retaining/confirmation

Or

- (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 persible under the relevant recruitment rules).

Or

- (4) May be reverted to this 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 really satisfactory.

(Please put a ring round the appropriate grading).

Signature of Chairman
Reieving Board/Committee

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

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

[Prescribed by MHA Letter No. 16/3/60-AIS (III), dated 24-7-1970, read with DP letter No. 27-1-1970-AIS (III), dated 17-9-1970].