

No. 18011/2/98-Estt.(C)
Government of India
Ministry of Personnel, Public
Grievances and Pensions
Department of Personnel and Training
New Delhi

dated the 28th August, 1998
OFFICE MEMORANDUM

Subject- Timely confirmation in various Central
Civil Services

The undersigned is directed to refer to the instructions contained in the Department of Personnel and AR OM No. 21011/2/80-Estt.(C) dt. 19th May, 1983 which inter alia provide that the date from which confirmation should be given effect to is the date following the date of satisfactory completion of probation or the extended period of probation, as the case may be. The decision to confirm a probationer or to extend the period of probation, as the case may be, should be communicated to the probationer normally within six to eight weeks. As a measure of simplification, the confirmation has also been made a one time affair in the service career of a Government servant and delinked from the availability of a permanent post vide Department of Personnel and Training OM No. 18011/1/86-Estt.(D) dt. 28.3.88. These instructions were also reiterated vide this Department's OM No.21011/2/94-Estt.(C) dt. 3.8.94.

2. In spite of the simplification of the procedure as indicated in the preceding para and reiteration of the existing instructions, delay in complying with procedural requirements of completion of probation / confirmation continue to occur. The Fifth Central Pay Commission while taking a serious view of the existing situation have inter alia recommended in para 124.50 of their report that provisions should be made for holding concerned officers responsible in cases of delay in confirmation.

3. The Union Public Service Commission in their 47th Annual Report for the year 1996-97 have observed that:-

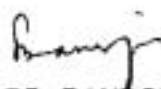
"During 1996-97, cases of 665 officers were referred to the Departmental Promotion Committee for confirmation after delays of more than two years."

4. In view of the above, it is once again reiterated that decision to confirm a probationer or to extend the period of probation as the case may be, should be communicated to the probationer normally within six to eight weeks. In order to ensure that delays do not occur in confirmation, timely action must be initiated

in advance so that time limit is adhered to.

5. Where the proceedings of Departmental Promotion Committee for considering confirmation of officers are to be sent to the Union Public Service Commission for approval as per the provisions of Department of Personnel and AR OM No. 39011/2/S/75-Estt(B) dated 14th March, 1977, these instructions would apply mutatis-mutandis.

6. Ministry of Finance etc. are requested to bring the above instructions to the notice of all cadre controlling authorities under their control for strict compliance.



(SMT.SASWATI BANDOPADHYAY)
Director (E.II)
Tel. 301 5589

To

- (i) All Ministries/Departments of Government of India as per standard list.
- (ii) All attached and subordinate offices of the Ministry of Home Affairs and Department of Personnel and Training
- (iii) Office of the C&AG with 100 spare copies.
- (iv) Union Public Service Commission, New Delhi
- (v) Members Staff Side, National Council (JCM)
- (vi) AIS Division, Department of Personnel and Training
- (vii) CS Division, Department of Personnel and Training
- (viii) CAT, Principal Bench, New Delhi