

No.12014/1/2015-SSS-Part(1)

[E-file No. 42957]

Government of India

Ministry of Statistics and Programme Implementation

Subordinate Statistical Service Division

Room No. 414, Khurshid Lal Bhawan,
Janpath, New Delhi-110001

Dated- 18.10.2023

Office Memorandum

**Subject:- Confirmation of JSOs of Subordinate Statistical Service (SSS)-
regarding.**

The undersigned is directed to refer to the Master Circular on probation and confirmation in Central Services issued by DoP&T vide their O.M. No.28020/3/2018-Estt.(c), dated 11.03.2019(copy enclosed) and instructions issued by this Ministry on confirmation of JSOs of Subordinate Statistical Service(SSS) vide OM No. 12014/1/2015-SSS-Part(1) dated 07.07.2022(copy enclosed) and to inform that this Ministry has initiated the process of confirmation of Junior Statistical Officers (JSOs) appointed on the basis of the results of CGLE 2018 conducted by the Staff Selection Commission(list of JSOs enclosed).

2. The concerned offices are, hereby, requested to forward probation reports, pending Police Verification Report alongwith Induction training Certificate and details of leave availed(duly verified) in respect of above-said JSOs.

3. Further, it may also be ensured that the adverse remarks in the Probation Report, if any, are duly substantiated with documentary evidence in compliance with Para 7 of the DoP&T's ibid OM dated 11.03.2019 (copy enclosed). It may also be ensured that in the probation report, only the comments/remarks pertaining to the probation period are recorded.

4. This may please be accorded '**Top Priority**'.

5. This issues with the approval of the Competent Authority.

Encl: as Above.

(Mahalingaraya)
Deputy Director(SSS)

To

1. All the participating Ministries/Departments/Organizations of SSS.
2. Director (Admn.), NSO (FOD) HQ, Delhi.
3. Under Secretary (Admn-II), MoSPI, K.L Bhawan, Delhi.
4. The Officers concerned through their Administrative Ministries / Department / Organization where they are posted.
5. Official website of this Ministry.

CGLE 2018 Batch for Confirmation											
Sl. No.	E.code	Name	Name of organisation	Location of post	Date of Joining	Date of Confirmation	Probation Report Status	Induction Training Status	Leave details	Police Verification Status	Remark (Action Required)
I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	8268	Sandeep Gupta	NSSO(FOD)	Agra	22-11-2021	22-11-2023	NO	Yes		Balia Pending	Concerned Offices/RO are requested to provide the pending documents mentioned at Column VIII, IX, X & XI and Induction training Certificate.
2	8321	Shashank Singh Tomar	NSSO(FOD)	Agra	24-09-2021	24-09-2023	NO	Yes		PVR Clear	
3	8338	Dikshant Bohra	NSSO(FOD)	Agra	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
4	8428	Ravi Kumar	NSSO(FOD)	Agra	07-10-2021	07-10-2023	NO	Yes		Delhi Pending	
5	8502	Shilpi Prajapati	NSSO(FOD)	Agra	23-09-2021	23-09-2023	NO	Yes		Jalaun Pending	
6	8362	Sarthak Mishra	NSSO(FOD)	Ahmedabad	23-09-2021	23-09-2023	NO	Yes		PVR Clear	
7	8387	Vaibhav Kumar Bansal	NSSO(FOD)	Ahmedabad	11-10-2021	11-10-2023	NO	Yes		Jaipur, Porbandar Pending	
8	8389	Harsh Vardhan Gupta	NSSO(FOD)	Ahmedabad	06-10-2021	06-10-2023	NO	Yes		PVR Clear	
9	8286	Abhay Kumar Singh	NSSO(FOD)	Aligarh	05-11-2021	05-11-2023	NO	Yes		Lucknow Pending	
10	8278	Mohit Nandal	NSSO(FOD)	Ambala	11-10-2021	11-10-2023	NO	Yes		J & K Pending	
11	8345	Thatigotla Latha	NSSO(FOD)	Anantapur	04-10-2021	04-10-2023	NO	Yes		Ananthapuram Pending	
12	8425	B Sandeep Kumar	NSSO(FOD)	Anantapur	07-10-2021	07-10-2023	NO	Yes		No PVR (Attestation Form Required)	
13	8488	Vishal Kumar Singh	NSSO(FOD)	Azamgarh	14-10-2021	14-10-2023	NO	Yes		PVR Clear	
14	8312	Thomas Sebastian A	NSSO(FOD)	Bangalore	08-12-2021	08-12-2023	NO	Yes		Hanumangarh, Mumbai Pending	
15	8482	Vivek Kumar	NSSO(FOD)	Bareilly	13-12-2021	13-12-2023	NO	Yes		PVR Clear	
16	8296	Pawan Kumar	NSSO(FOD)	Bathinda	20-10-2021	20-10-2023	NO	Yes		Koppal Pending	
17	8410	Sneha Misra	NSSO(FOD)	Berhampore(W.B.)	04-10-2021	04-10-2023	NO	Yes		PVR Clear	
18	8443	Aman Deep Ram	NSSO(FOD)	Berhampore(W.B.)	02-11-2021	02-11-2023	NO	Yes		PVR Clear	
19	8445	Sourav Das	NSSO(FOD)	Berhampore(W.B.)	04-10-2021	04-10-2023	NO	Yes		PVR Clear	
20	8283	Akhilesh Sharma	NSSO(FOD)	Bhopal	29-10-2021	29-10-2023	NO	Yes		Delhi Pending	
21	8307	Anuj Shrivastava	NSSO(FOD)	Bhopal	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
22	8436	Shubhanshu Garhwal	NSSO(FOD)	Bhopal	25-10-2021	25-10-2023	2nd Year pending	Yes		PVR Clear	
23	8484	Prajesh Kumar Agnihotri	NSSO(FOD)	Bhopal	04-10-2021	04-10-2023	2nd Year pending	Yes		PVR Clear	
24	8276	Shounak Datta	NSSO(FOD)	Burdwan	23-09-2021	23-09-2023	NO	Yes		PVR Clear	
25	8287	Sudakshina Ghosh	NSSO(FOD)	Burdwan	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
26	8363	Sk Avirup Rahaman	NSSO(FOD)	Burdwan	04-10-2021	04-10-2023	NO	Yes		Attestation From Required	
27	8402	Vishal M	NSSO(FOD)	Chennai	13-10-2021	13-10-2023	NO	Yes		Attestation Form Required	
28	8315	Harshit Kumar Srivastava	NSSO(FOD)	Chhindwara	05-10-2021	05-10-2023	2nd Year pending	Yes		PVR Clear	
29	8448	Umesh Kant	NSSO(FOD)	Chhindwara	30-09-2021	30-09-2023	2nd Year pending	Yes		No PVR (Attestation Form Required)	
30	8476	Bharat Meena	NSSO(FOD)	Chhindwara	30-09-2021	30-09-2023	2nd Year pending	Yes		No PVR (Attestation Form Required)	
31	8378	Jibin Jacob	NSSO(FOD)	Cochin(Ernak.)	29-09-2021	29-09-2023	NO	Yes		PVR Clear	
32	8495	Narayan Jena	NSSO(FOD)	Cuttack	07-10-2021	07-10-2023	NO	Yes		PVR Clear	
33	8364	Aditya Ranjan	NSSO(FOD)	Daltonganj	29-09-2021	29-09-2023	NO	Yes		PVR Clear	
34	8494	Rahul Bahuguna	Anthropological Survey of India, Ministry of Culture	Dehradun	08-10-2021	08-10-2023	NO	Yes		PVR Clear	
35	8265	Ankur Debnath	Department Of Chemical & Petrochemicals, M/o Chemical & Fertilizers	Delhi	23-09-2021	23-09-2023	NO	Yes		PVR Clear	
36	8269	Rahul Saroha	MoSPI, Hqr	Delhi	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
37	8273	Shivin Aggarwal	NSSO(FOD)	Delhi	17-09-2021	17-09-2023	NO	Yes		PVR Clear	
38	8279	Rahul Raman	MoSPI, Hqr	Delhi	08-10-2021	08-10-2023	NO	Yes		Begusarai Pending	
39	8289	Jyoti Pathak	Department of Health and FW, Ministry of Health & Family Welfare	Delhi	11-10-2021	11-10-2023	NO	Yes		Delhi Pending	
40	8292	Bhedjeet Singh	Office of the Economic Adviser , M/o Commerce & Industry	Delhi	11-10-2021	11-10-2023	NO	Yes		Mathura Pending	
41	8293	Anil Kumar	MoSPI, Hqr	Delhi	04-10-2021	04-10-2023	NO	Yes		Alwar Pending	

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I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
42	8297	Tarachand Nai	NSSO(FOD)	Delhi	01-10-2021	01-10-2023	2nd Year pending	Yes		PVR Clear	Concerned Offices/RO are requested to provide the pending documents mentioned at Column VIII, IX, X & XI and Induction training Certificate.
43	8298	Sanjeet	NSSO(FOD)	Delhi	13-10-2021	13-10-2023	NO	Yes		PVR Clear	
44	8304	Manu	MoSPI, Hqr	Delhi	28-09-2021	28-09-2023	NO	Yes		PVR Clear	
45	8306	Deepak Dalal	MoSPI, Hqr	Delhi	29-09-2021	29-09-2023	NO	Yes		No PVR (Attestation Form Required)	
46	8322	Neeraj Parashar	MoSPI, Hqr	Delhi	14-10-2021	14-10-2023	NO	Yes		No PVR (Attestation Form Required)	
47	8335	Aditya Singh	DIID	Delhi	07-10-2021	07-10-2023	NO	Yes		Jaipur Pending	
48	8342	Sagar Sharma	MoSPI, Hqr	Delhi	24-09-2021	24-09-2023	NO	Yes		No PVR (Attestation Form Required)	
49	8348	Amit Shukla	MoSPI, Hqr	Delhi	11-10-2021	11-10-2023	2nd Year pending	Yes		Attestation Form Required	
50	8353	Abhinav Rathour	NSSO(FOD)	Delhi	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
51	8369	Chanchal Agarwal	MoSPI, Hqr	Delhi	04-10-2021	04-10-2023	NO	Yes		PVR Clear	
52	8379	Sareen Kumar	NSSO(FOD)	Delhi	17-09-2021	17-09-2023	NO	Yes		No PVR (Attestation Form Required)	
53	8380	Niteen Kumar	MoSPI, Hqr	Delhi	24-09-2021	24-09-2023	NO	Yes		No PVR (Attestation Form Required)	
54	8382	Archna Kumari	MoSPI, Hqr	Delhi	30-09-2021	30-09-2023	NO	NO		Begusarai, Delhi, Mumbai Pending	
55	8383	Deepika Soni	MoSPI, Hqr	Delhi	01-10-2021	01-10-2023	NO	Yes		PVR Clear	
56	8401	Anand Tiwari	MoSPI, Hqr	Delhi	01-10-2021	01-10-2023	2nd Year pending	Yes		PVR Clear	
57	8408	Vaibhav Sauda	Department of Telecommunication, M/o Communication & IT	Delhi	12-10-2021	12-10-2023	NO	Yes		Delhi Farid Kot Pending	
58	8432	Namrata Kumari	MoSPI, Hqr	Delhi	12-11-2021	12-11-2023	NO	Yes		Attestation Form Required	
59	8451	Lakhan Lal Bairwa	Directorate of Economics & Statistics, Ministry of Agriculture and Farmer Welfare	Delhi	29-09-2021	29-09-2023	NO	Yes		PVR Clear	
60	8466	Vikash Meena	MoSPI, Hqr	Delhi	12-11-2021	12-11-2023	NO	Yes		No PVR (Attestation Form Required)	
61	8489	Kundan Kumar	M/o Fisheries, Animal Husbandry and Dairying	Delhi	27-09-2021	27-09-2023	NO	Yes		Delhi Pending	
62	8490	Manisha Gopaliya	Directorate of Economics & Statistics, Ministry of Agriculture and Farmer Welfare	Delhi	01-10-2021	01-10-2023	NO	Yes		No PVR (Attestation Form Required)	
63	8491	Madhur	National Centre for Disease Control (NCDC), Ministry of Health & Family Welfare	Delhi	01-12-2021	01-12-2023	NO	Yes		No PVR (Attestation Form Required)	
64	8493	Siddhartha Khatri	MoSPI, Hqr	Delhi	17-09-2021	17-09-2023	NO	Yes		No PVR (Attestation Form Required)	
65	8497	Sunil Kumar Chowdhary	Department of Health and FW, Ministry of Health & Family Welfare	Delhi	04-01-2022	04-01-2024	NO	Yes		PVR Clear	
66	8498	Satyendra Kumar	MoSPI, Hqr	Delhi	20-09-2021	20-09-2023	NO	Yes		No PVR (Attestation Form Required)	
67	8501	Sagar Paul	NSSO(FOD)	Delhi	11-10-2021	11-10-2023	NO	Yes		No PVR (Attestation Form Required)	
68	8505	Balavant Singh	MoSPI, Hqr	Delhi	11-10-2021	11-10-2023	NO	Yes		No PVR (Attestation Form Required)	
69	8510	Amit Kumar Singh	MoSPI, Hqr	Delhi	01-11-2021	01-11-2023	NO	Yes		PVR Clear	
70	8514	Vinayak Mishra	MoSPI, Hqr	Delhi	29-09-2021	29-09-2023	NO	Yes		PVR Clear	
71	8515	Paritosh Kumar Umar	MoSPI, Hqr	Delhi	03-02-2022	03-02-2024	9.12.21 to 28.3.23 recd	Yes		PVR Clear	
72	8517	Shadabul Haque	Directorate of Economics & Statistics, Ministry of Agriculture and Farmer Welfare	Delhi	21-09-2021	21-09-2023	NO	Yes		Delhi Pending	
73	8523	Divyanshi Gupta	MoSPI, Hqr	Delhi	01-10-2021	01-10-2023	Yes	Yes		PVR Clear	

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74	8301	Siddharth Dwivedi	NSSO(FOD)	Dharamshala	07-12-2021	07-12-2023	NO	Yes		No PVR (Attestation Form Required)	Concerned Offices/RO are requested to provide the pending documents mentioned at Column VIII, IX, X & XI and Induction training Certificate.
75	8317	Ashwani Kumar	NSSO(FOD)	Dharamshala	23-09-2021	23-09-2023	NO	Yes		PVR Clear	
76	8326	Prince Kumar Gakkhar	NSSO(FOD)	Dharamshala	07-10-2021	07-10-2023	NO	Yes		PVR Clear	
77	8413	Kunal Kumar	NSSO(FOD)	Dharamshala	01-10-2021	01-10-2023	NO	Yes		No PVR (Attestation Form Required)	
78	8285	Nitin	NSSO(FOD)	Faridabad	29-09-2021	29-09-2023	NO	Yes		No PVR (Attestation Form Required)	
79	8343	Vishva Vijay Tripathi	NSSO(FOD)	Faridabad	30-09-2021	30-09-2023	NO	Yes		No PVR (Attestation Form Required)	
80	8324	Nitesh Kumar	NSSO(FOD)	Faridkot	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
81	8325	Rishab Maharishi	NSSO(FOD)	Faridkot	07-10-2021	07-10-2023	NO	Yes		PVR Clear	
82	8352	Arvind Kumar	NSSO(FOD)	Faridkot	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
83	8415	Damai Sai Krishna	NSSO(FOD)	Guntur	23-09-2021	23-09-2023	NO	Yes		Nellore Mumbai Guntur Pending	
84	8409	Habung John	NSSO(FOD)	Guwahati	11-10-2021	11-10-2023	NO	Yes		Delhi Pending	
85	8346	Amit Kumar Rajput	NSSO(FOD)	Gwalior	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
86	8437	Rupendra Meena	NSSO(FOD)	Gwalior	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
87	8485	Vinod Ray	NSSO(FOD)	Gwalior	20-09-2021	20-09-2023	NO	Yes		Attestation Form Required	
88	8282	Randeep Singh	NSSO(FOD)	Hissar	12-10-2021	12-10-2023	30.07.2022-11.10.2022 recd	Yes		PVR Clear	
89	8284	Narapinni Dharma Teja	NSSO(FOD)	Hyderabad	27-09-2021	27-09-2023	NO	Yes		PVR Clear	
90	8518	Kommerla Satish Kumar	NSSO(FOD)	Hyderabad	21-10-2021	21-10-2023	NO	Yes		PVR Clear	
91	8472	Liansonjem Dousel	NSSO(FOD)	Imphal	13-10-2021	13-10-2023	NO	Yes		PVR Clear	
92	8333	Udit Parashar	NSSO(FOD)	Indore	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
93	8444	Raman	NSSO(FOD)	Indore	24-09-2021	24-09-2023	NO	Yes		Jhansi Pending	
94	8467	Manish Meena	NSSO(FOD)	Indore	08-11-2021	08-11-2023	2nd Year pending	Yes		Champa Pending	
95	8503	Shivansh Nigam	NSSO(FOD)	Indore	01-10-2021	01-10-2023	2nd Year pending	Yes		PVR Clear	
96	8521	Shivanik Chaturvedi	NSSO(FOD)	Indore	18-10-2021	18-10-2023	NO	Yes		Takamgarh Pending	
97	8370	Rajeev Ranjan	NSSO(FOD)	Jabalpur	11-10-2021	11-10-2023	NO	Yes		No PVR (Attestation Form Required)	
98	8423	Ankit Kumar	NSSO(FOD)	Jabalpur	13-10-2021	13-10-2023	NO	Yes		PVR Clear	
99	8474	Prinkesh Meena	NSSO(FOD)	Jabalpur	27-09-2021	27-09-2023	NO	Yes		PVR Clear	
100	8310	Abhay Kumar Pandey	NSSO(FOD)	Jalandhar	23-09-2021	23-09-2023	NO	Yes		PVR Clear	
101	8334	Himanshu Sehgal	NSSO(FOD)	Jalandhar	25-10-2021	25-10-2023	NO	Yes		PVR Clear	
102	8442	Tara Chand	NSSO(FOD)	Jammu	08-10-2021	08-10-2023	NO	Yes		No PVR (Attestation Form Required)	
103	8483	Venkata Krishna Sandeep K	NSSO(FOD)	Kakinada	14-03-2022	13-03-2024	NO	Yes		PVR Clear	
104	8337	Lijin T	NSSO(FOD)	Kannur	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
105	8481	Prakhar Shukla	NSSO(FOD)	Kanpur	24-09-2021	24-09-2023	NO	Yes		Delhi Pending	
106	8479	Prakash Meena	NSSO(FOD)	Khandwa	30-09-2021	30-09-2023	2nd Year pending	Yes		PVR Clear	
107	8433	Tiala Longkumer	NSSO(FOD)	Kohima	14-12-2021	14-12-2023	NO	Yes		PVR Clear	
108	8270	Sourav Banarjee	NSSO(FOD)	Kolkata	12-10-2021	12-10-2023	NO	Yes		PVR Clear	
109	8275	Anik Basu	I.S. Wing	Kolkata	04-10-2021	04-10-2023	NO	Yes		Delhi Pending	
110	8375	Aratrika Dutta	Anthropological Survey of India, Ministry of Culture	Kolkata	13-10-2021	13-10-2023	NO	Yes		Khordha Pending	
111	8393	Chandrima Biswas	Data Processing Centre	Kolkata	05-01-2022	05-01-2024	NO	Yes		PVR Clear	
112	8511	Ranjeet Kumar	Data Processing Centre	Kolkata	20-09-2021	20-09-2023	NO	Yes		No PVR (Attestation Form Required)	
113	8524	Kamal Kumar Mishra	Data Processing Centre	Kolkata	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
114	8366	Vishnu Garg	NSSO(FOD)	Kota	08-10-2021	08-10-2023	NO	Yes		PVR Clear	
115	8288	Biffie Jose	NSSO(FOD)	Kottayam	29-09-2021	29-09-2023	NO	Yes		PVR Clear	
116	8280	Mohasina T K	NSSO(FOD)	Kozhikode	11-10-2021	11-10-2023	2nd Year pending	Yes		No PVR (Attestation Form Required)	
117	8319	Pullur Satheesh	NSSO(FOD)	Kurnool	04-10-2021	04-10-2023	NO	Yes		PVR Clear	
118	8277	Kanika	NSSO(FOD)	Ludhiana	08-10-2021	08-10-2023	NO	Yes		Amritsar Pending	
119	8519	Amrinder Singh	NSSO(FOD)	Ludhiana	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
120	8459	Dhiraj Kumar Sharma	NSSO(FOD)	Malda	12-11-2021	12-11-2023	NO	Yes		PVR Clear	

CGLE 2018 Batch for Confirmation											
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I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
121	8509	Sajid Akhtar	NSSO(FOD)	Malda	08-10-2021	08-10-2023	NO	NO		Ramgarh Pending	Concerned Offices/RO are requested to provide the pending documents mentioned at Column VIII, IX, X & XI and Induction training Certificate.
122	8355	Amit Dixit	NSSO(FOD)	Mandi	27-09-2021	27-09-2023	NO	Yes		PVR Clear	
123	8435	Nidhi Kashyap	NSSO(FOD)	Meerut	01-10-2021	01-10-2023	NO	Yes		PVR Clear	
124	8271	Ram Singh Devra	NSSO(FOD)	Mehsana	27-09-2021	27-09-2023	NO	Yes		PVR Clear	
125	8354	Kunal Talesara	NSSO(FOD)	Mehsana	12-10-2021	12-10-2023	NO	Yes		PVR Clear	
126	8411	Lalit America	NSSO(FOD)	Mehsana	04-10-2021	04-10-2023	NO	Yes		PVR Clear	
127	8449	Dipesh Bachhawat	NSSO(FOD)	Mehsana	01-12-2021	01-12-2023	NO	Yes		PVR Clear	
128	8357	Arkapravo Sarkar	NSSO(FOD)	Midnapore	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
129	8361	Sampan Ghosh	NSSO(FOD)	Midnapore	11-10-2021	11-10-2023	NO	Yes		No PVR (Attestation Form Required)	
130	8367	Amab Chowdhury	NSSO(FOD)	Midnapore	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
131	8373	Sulagna Saha	NSSO(FOD)	Midnapore	20-09-2021	20-09-2023	NO	Yes		Chinsurah Pending	
132	8374	Owais Ahmad	NSSO(FOD)	Midnapore	20-10-2021	20-10-2023	NO	Yes		No PVR (Attestation Form Required)	
133	8405	Shantanu Ray	NSSO(FOD)	Midnapore	07-10-2021	07-10-2023	NO	Yes		PVR Clear	
134	8347	Sumit Kumar Srivastava	NSSO(FOD)	Motihari	07-10-2021	07-10-2023	NO	Yes		No PVR (Attestation Form Required)	
135	8492	Nitish Kumar	NSSO(FOD)	Motihari	27-09-2021	27-09-2023	NO	Yes		PVR Clear	
136	8457	Mritunjay Kumar	NSSO(FOD)	Muzaffarpur	30-09-2021	30-09-2023	NO	Yes		PVR Clear	
137	8422	Goutam G Gharde	NSSO(FOD)	Nagpur	14-10-2021	14-10-2023	NO	Yes		Attestation Form Required	
138	8388	Onkar Sudhir Darade	NSSO(FOD)	Nasik	14-10-2021	14-10-2023	NO	Yes		No PVR (Attestation Form Required)	
139	8455	Badavath Satish Chandra	NSSO(FOD)	Nizamabad	08-10-2021	08-10-2023	NO	Yes		PVR Clear	
140	8372	Kashish Gupta	NSSO(FOD)	Panaji / Goa	12-10-2021	12-10-2023	2nd Year pending	Yes		PVR Clear	
141	8397	Mohamed Rameez	NSSO(FOD)	Puducherry	12-10-2021	12-10-2023	NO	Yes		PVR Clear	
142	8295	Deepak Kumar Singh	NSSO(FOD)	Purnea	23-09-2021	23-09-2023	NO	Yes		Gaya Pending	
143	8302	Nishant	NSSO(FOD)	Purnea	13-10-2021	13-10-2023	NO	Yes		PVR Clear	
144	8305	Imran Khan	NSSO(FOD)	Purnea	01-10-2021	01-10-2023	NO	Yes		Gaya Pending	
145	8318	Raushan Kumar	NSSO(FOD)	Purnea	24-09-2021	24-09-2023	NO	Yes		No PVR (Attestation Form Required)	
146	8486	Kumar Nikhil	NSSO(FOD)	Purnea	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
147	8499	Abdullah Shadman	NSSO(FOD)	Purnea	07-10-2021	07-10-2023	NO	Yes		Attestation From Required	
148	8477	Ramnaresh Meena	NSSO(FOD)	Rajkot	01-10-2021	01-10-2023	NO	Yes		PVR Clear	
149	8294	Kumar Gaurav	NSSO(FOD)	Ranchi	13-10-2021	13-10-2023	NO	Yes		PVR Clear	
150	8336	Yadvendra Komariya	NSSO(FOD)	Ratlam	20-09-2021	20-09-2023	NO	Yes		Jaipur Pending	
151	8452	Mansingh Meena	NSSO(FOD)	Ratlam	06-10-2021	06-10-2023	NO	Yes		PVR Clear	
152	8384	Gaurav Rathor	NSSO(FOD)	Sagar	29-09-2021	29-09-2023	NO	Yes		No PVR (Attestation Form Required)	
153	8507	Pawan Kumar Khakre	NSSO(FOD)	Sagar	24-09-2021	24-09-2023	NO	Yes		PVR Clear	
154	8291	Manit Kumar	NSSO(FOD)	Shimla	24-09-2021	24-09-2023	NO	Yes		PVR Clear	
155	8438	Shivam Bharti	NSSO(FOD)	Shimla	24-09-2021	24-09-2023	NO	Yes		No PVR (Attestation Form Required)	
156	8471	Ravindra Kumar Meena	NSSO(FOD)	Shivpuri	20-09-2021	20-09-2023	NO	Yes		No PVR (Attestation Form Required)	
157	8418	Manoranjan Barman	NSSO(FOD)	Siliguri	01-10-2021	01-10-2023	NO	Yes		PVR Clear	
158	8522	Upase Anil Mhantappa	NSSO(FOD)	Solapur	26-10-2021	26-10-2023	NO	Yes		PVR Clear	
159	8368	Nisha Therese Tom	NSSO(FOD)	Thiruvanthapuram	30-09-2021	30-09-2023	NO	Yes		Ernakulam Pending	
160	8350	Aditya Pareek	NSSO(FOD)	Udaipur	12-10-2021	12-10-2023	NO	Yes		PVR Clear	
161	8320	Ajay Kumar Sharma	NSSO(FOD)	Ujjain	20-09-2021	20-09-2023	NO	Yes		No PVR (Attestation Form Required)	
162	8359	Bhashkar Kumar Jha	NSSO(FOD)	Ujjain	27-09-2021	27-09-2023	NO	Yes		Attestation Form Required	
163	8460	Rajendra Kumar Meena	NSSO(FOD)	Ujjain	20-09-2021	20-09-2023	NO	Yes		PVR Clear	
164	8341	Shubham Khandelwal	NSSO(FOD)	Vadodara	07-10-2021	07-10-2023	NO	Yes		PVR Clear	
165	8399	Nikhil Gupta	NSSO(FOD)	Vadodara	11-10-2021	11-10-2023	NO	Yes		PVR Clear	
166	8463	Babulal Meena	NSSO(FOD)	Valsad	23-09-2021	23-09-2023	NO	Yes		No PVR (Attestation Form Required)	
167	8430	Muppiri Priyanka	NSSO(FOD)	Vijayawada	12-10-2021	12-10-2023	NO	Yes		Delhi Kharagpur Pending	
168	8487	Bhogireddy Krishna Raju	NSSO(FOD)	Vijayawada	12-10-2021	12-10-2023	NO	Yes		PVR Clear	

CGLE 2018 Batch for Confirmation											
Sl. No.	E.code	Name	Name of organisation	Location of post	Date of Joining	Date of Confirmation	Probation Report Status	Induction Training Status	Leave details	Police Verification Status	Remark (Action Required)
I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
169	8512	Mandelli Lova Raju	NSSO(FOD)	Vishakhapatnam	22-09-2021	22-09-2023	NO	Yes		No PVR (Attestation Form Required)	Concerned Offices/RO are requested to provide the pending documents mentioned at Column VIII, IX, X & XI and Induction training Certificate.
170	8424	Deshavath Akhil	NSSO(FOD)	Warangal	27-09-2021	27-09-2023	NO	Yes		PVR Clear	

No.28020/3/2018-Estt.(C)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

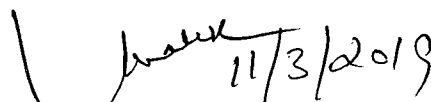
North Block, New Delhi
Dated: 11th March, 2019

OFFICE MEMORANDUM

Subject: Master Circular on Probation/Confirmation in Central Services- reg.

The undersigned is directed to refer to this Department's O.M.No.28020/1/2010-Estt.(C) dated 21.07.2014 wherein consolidated instructions on Probation/Confirmation were issued.

It has been decided to further consolidate/modify the instructions/guidelines in relation to probation and confirmation as a Master Circular to provide clarity and ease of reference. The Master Circular issued vide O.M. dated 21.07.2014 has been suitably updated as on date and the same is enclosed. The list of O.M.s which have been referred for consolidation of instructions for this Master Circular is at Appendix.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India
Telefax: 23094471

Copy to:
All Ministries/Departments of Government of India.

Copy to:

- (I) The President's Secretariat, New Delhi.
- (II) The Vice-President's Secretariat, New Delhi.
- (III) The Prime Minister's Office, New Delhi.
- (IV) The Cabinet Secretariat, New Delhi.
- (V) The Rajya Sabha Secretariat, New Delhi.
- (VI) The Lok Sabha Secretariat, New Delhi.
- (VII) The Controller and Auditor General of India, New Delhi.
- (VIII) The Secretary, Union Public Service Commission.
- (IX) The Secretary, Staff Selection Commission.
- (X) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (XI) All Officers and Sections in the Department of Personnel & Training.

MASTER CIRCULAR ON PROBATION AND CONFIRMATION IN CENTRAL SERVICES**PROBATION**

1. A person is appointed on probation in order to assess his suitability for absorption in the service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed upon issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.
3. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.
4. Concentration of attention on the probationer's ability to pass the probationary or the departmental examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.
5. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work may be obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officers for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation period reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation period reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation period reports should be written in addition to the usual APARs for the period of probation.
6. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

7. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

8. During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as the Government may deem fit, as a condition for the satisfactory completion of probation.

MANDATORY INDUCTION TRAINING

9. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities in consultation with the Training Division of DOPT. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.

PERIOD OF PROBATION

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

S.No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed then it should be 2 years.

DIRECT RECRUITMENT		
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved Note: Training includes 'on the job' or 'Institution training'	2 years 1 year
4.	Officers re-employed before the age of superannuation	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

(A) DIRECT RECRUITMENT TO ANOTHER POST IN SAME OR DIFFERENT DEPARTMENT

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post,, the job requirements of which may be quite different from those of the old post.

(B) PROMOTION

- (i) Persons who are inducted into a new service through promotion shall also be placed on probation. There shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.
- (ii) Consequent upon the decision of delinking confirmation from the availability of permanent posts it was also decided that if the recruitment rules do not prescribe any probation, an officer appointed/promoted on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

LEAVE TO PROBATIONER, A PERSON ON PROBATION

11. A probationer shall be entitled to leave under the provisions of the Rule 33 of the CCS (Leave) Rules, 1972. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend;

- I. beyond the date on which the probationary period as already sanctioned or extended, expires, or
- II. beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

12. A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post; Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent Government servant.

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

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

EXTENSION OF PROBATION PERIOD

15. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

16. If the Appointing Authority thinks it fit, they may extend the period of probation of a Government servant by a specified period but the total period of probation should not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at a time.

17. Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be confirmed in the Service/ Post at the end of his period of probation, having completed the probation satisfactorily.

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

TERMINATION OF PROBATION

19. The decision whether an employee should be confirmed or his probation be extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated in writing to the employee together with reasons, in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

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

- (i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- (ii) Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

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

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

23. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

CONFIRMATION

24. Confirmation is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an officer which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. A specific order of confirmation should be issued when the case is cleared from all angles.

25. If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for permanent appointment, the Government may either discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

26. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/service/cadre from which he was promoted, or extend the period of probation, as the case may be. There should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

27. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Probation should not be extended for more than a year and, in no circumstance, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation.

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

APPENDIX

Sl. No.	O.M. No.	Subject
1.	28020/1/2017-Estt(C) dt. 09.10.17	Extension of Probation on account of availing Leave during Probation period.
2.	28020/1/2010-Estt(C) dt. 30.10.14	Introduction of Mandatory Induction Training for Probation Clearance
3.	28020/1/2010-Estt(C) dt. 21.07.14	Consolidated Instructions on Probation/ Confirmation in Central Services
4.	18011/1/2010-Estt(C) dt. 30.08.10	Timely confirmation in various Central Civil Services
5.	18011/2/98-Estt(C) dt. 28.08.98	Timely confirmation in various Central Civil Services
6.	21011/1/94-Estt(C) dt. 20.04.95	Probation in various Central Services
7.	20011/5/90-Estt(C) dt. 04.11.92	Delinking seniority from confirmation
8.	18011/3/88-Estt(D) dt. 24.09.92	Confirmation of persons appointed on transfer basis in the light of revised confirmation procedure
9.	21011/2/89-Estt(C) dt. 26.04.89	Probation in the case of direct recruits appointed to posts where upper age limit is 35 years and above
10.	18011/1/86-Estt(D) dt. 28.03.88	Simplification of confirmation procedure- Delinking seniority from confirmation.
11.	21011/3/83-Estt(C) dt. 05.12.84	Probation in various Central Services
12.	21011/3/83-Estt(C) dt. 24.02.84	Probation in various Central Services
13.	21011/2/80-Estt(C) dt. 19.05.83	Probation in various Central Services
14.	44/1/59-Ests(A) dt.15.04.59	Paper on Probation in various all India and Central Services- Circulation of recommendations to Ministries etc.
15.	S.O. No. 940 dated 08.04.1972	CCS(Leave) Rules, 1972

संख्या/No.12014/1/2015-SSS

भारत सरकार

Government of India

सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics and Programme Implementation

अधीनस्थ सांख्यिकी सेवा प्रभाग

Subordinate Statistical Service Division

कक्ष सं. 414, खुर्शीद लाल भवन,

Room No. 414, Khurshid Lal Bhawan,

जनपथ, नई दिल्ली- 110001

Janpath, New Delhi-110001

दिनांक/Dated- 07.07.2022

परिपत्र/Circular

विषय/Subject: अधीनस्थ सांख्यिकीय सेवा (एसएसएस) के कनिष्ठ सांख्यिकी अधिकारियों की पुष्टि के संबंध में/
Confirmation of Junior Statistical Officers of Subordinate Statistical Service (SSS)-regarding

Kind reference is invited to Department of Personnel & Training OM, dated 11.03.2019, vide which Consolidated Instructions on Probation/ Confirmation in Central Services have been circulated. Copy of the DoPT OM dated 11.03.2019 is enclosed herewith for ready reference.

2. In view of the above OM, a Junior Statistical Officer appointed in SSS cadre through direct recruitment is eligible for confirmation after successful completion of probation period of 2 years. Moreover, decision regarding whether an employee be confirmed or his probation be extended should be taken within six to eight weeks after expiry of his initial probationary period and communicated in writing to the employee together with reasons, in case of extension. However, it has been observed that the reporting and reviewing officers in various participating Ministries/ Departments/Organizations of SSS are not filling the probationary reports of JSOs of SSS in a timely manner, due to which issue of Confirmation or Extension of Confirmation orders is getting delayed. In order to ensure that such delays do not occur in confirmation, the participating Ministries/Departments/Organizations of SSS are requested to initiate timely action so that the time limit prescribed by the DoPT are strictly adhered to.

3. Besides, in case of adverse remarks, the participating Ministries/ Organizations/Departments of SSS are not complying with Para 7 of the DoPT OM dated 11.03.2019 which states that:

"A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period, so that he can make special efforts at self-improvement. This can be done by giving

a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he showed substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.”

4. In view of the above, all participating Ministries/Organizations/ Departments of SSS are requested to ensure that the reporting and reviewing officers supervise the performance of SSS cadre probationers in accordance with the extant instructions and fill the probation reports of JSOs of SSS within the time limit and apprise the Ministry as well as the JSOs on probation regarding adverse remarks, if any, prior to the completion of the probation period.
5. Further, the Reporting and Reviewing Officers are requested to substantiate the adverse remark(s) in the Probation Report with documentary evidence. It is also instructed that in the probation report only the comments/ remarks in respect of the probation period be recorded.
6. This issues with the approval of Competent Authority.

Signed by Aayushi Mishra

Date: 07-07-2022 11:44:48

(आयुषी मिश्रा/Aayushi Mishra)
उप निदेशक/Deputy Director

सेवा में/To:

1. All the Participating Ministries / Departments /Organizations of Subordinate Statistical Service (SSS);
2. The Deputy Director General (Admin.), NSO FOD Hqr. *with the request to ensure compliance by all the NSO FODs;*
3. The Deputy Director (MT) *with the request to make necessary arrangements for placing this order on Ministry's Official Website.*

No.28020/3/2018-Estt.(C)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

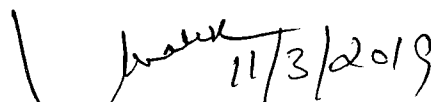
North Block, New Delhi
Dated: 11th March, 2019

OFFICE MEMORANDUM

Subject: Master Circular on Probation/Confirmation in Central Services- reg.

The undersigned is directed to refer to this Department's O.M.No.28020/1/2010-Estt.(C) dated 21.07.2014 wherein consolidated instructions on Probation/Confirmation were issued.

It has been decided to further consolidate/modify the instructions/guidelines in relation to probation and confirmation as a Master Circular to provide clarity and ease of reference. The Master Circular issued vide O.M. dated 21.07.2014 has been suitably updated as on date and the same is enclosed. The list of O.M.s which have been referred for consolidation of instructions for this Master Circular is at Appendix.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India
Telefax: 23094471

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MASTER CIRCULAR ON PROBATION AND CONFIRMATION IN CENTRAL SERVICES

PROBATION

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4. Concentration of attention on the probationer's ability to pass the probationary or the departmental examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.
5. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work may be obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officers for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation period reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation period reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation period reports should be written in addition to the usual APARs for the period of probation.
6. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

7. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

8. During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as the Government may deem fit, as a condition for the satisfactory completion of probation.

MANDATORY INDUCTION TRAINING

9. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities in consultation with the Training Division of DOPT. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.

PERIOD OF PROBATION

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

S.No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed then it should be 2 years.

DIRECT RECRUITMENT		
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved Note: Training includes 'on the job' or 'Institution training'	2 years 1 year
4.	Officers re-employed before the age of superannuation	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

(A) DIRECT RECRUITMENT TO ANOTHER POST IN SAME OR DIFFERENT DEPARTMENT

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post,, the job requirements of which may be quite different from those of the old post.

(B) PROMOTION

- (i) Persons who are inducted into a new service through promotion shall also be placed on probation. There shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.
- (ii) Consequent upon the decision of delinking confirmation from the availability of permanent posts it was also decided that if the recruitment rules do not prescribe any probation, an officer appointed/promoted on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

LEAVE TO PROBATIONER, A PERSON ON PROBATION

11. A probationer shall be entitled to leave under the provisions of the Rule 33 of the CCS (Leave) Rules, 1972. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend;

- I. beyond the date on which the probationary period as already sanctioned or extended, expires, or
- II. beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

12. A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post; Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent Government servant.

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

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

EXTENSION OF PROBATION PERIOD

15. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

16. If the Appointing Authority thinks it fit, they may extend the period of probation of a Government servant by a specified period but the total period of probation should not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at a time.

17. Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be confirmed in the Service/ Post at the end of his period of probation, having completed the probation satisfactorily.

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

TERMINATION OF PROBATION

19. The decision whether an employee should be confirmed or his probation be extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated in writing to the employee together with reasons, in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

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

- (i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- (ii) Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

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

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

23. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

CONFIRMATION

24. Confirmation is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an officer which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. A specific order of confirmation should be issued when the case is cleared from all angles.

25. If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for permanent appointment, the Government may either discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

26. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/service/cadre from which he was promoted, or extend the period of probation, as the case may be. There should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

27. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Probation should not be extended for more than a year and, in no circumstance, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation.

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

APPENDIX

Sl. No.	O.M. No.	Subject
1.	28020/1/2017-Estt(C) dt. 09.10.17	Extension of Probation on account of availing Leave during Probation period.
2.	28020/1/2010-Estt(C) dt. 30.10.14	Introduction of Mandatory Induction Training for Probation Clearance
3.	28020/1/2010-Estt(C) dt. 21.07.14	Consolidated Instructions on Probation/ Confirmation in Central Services
4.	18011/1/2010-Estt(C) dt. 30.08.10	Timely confirmation in various Central Civil Services
5.	18011/2/98-Estt(C) dt. 28.08.98	Timely confirmation in various Central Civil Services
6.	21011/1/94-Estt(C) dt. 20.04.95	Probation in various Central Services
7.	20011/5/90-Estt(C) dt. 04.11.92	Delinking seniority from confirmation
8.	18011/3/88-Estt(D) dt. 24.09.92	Confirmation of persons appointed on transfer basis in the light of revised confirmation procedure
9.	21011/2/89-Estt(C) dt. 26.04.89	Probation in the case of direct recruits appointed to posts where upper age limit is 35 years and above
10.	18011/1/86-Estt(D) dt. 28.03.88	Simplification of confirmation procedure- Delinking seniority from confirmation.
11.	21011/3/83-Estt(C) dt. 05.12.84	Probation in various Central Services
12.	21011/3/83-Estt(C) dt. 24.02.84	Probation in various Central Services
13.	21011/2/80-Estt(C) dt. 19.05.83	Probation in various Central Services
14.	44/1/59-Ests(A) dt.15.04.59	Paper on Probation in various all India and Central Services- Circulation of recommendations to Ministries etc.
15.	S.O. No. 940 dated 08.04.1972	CCS(Leave) Rules, 1972