

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)

LOK SABHA
UNSTARRED QUESTION NO. 2870
(TO BE ANSWERED ON 15.12.2021)

GUIDELINES FOR CONFIRMATION OF PROBATION

2870. DR. JAYANTA KUMAR ROY:

Will the **PRIME MINISTER** be pleased to state:

- (a) whether the Government has issued any guidelines for confirmation of probation in Government Services;
- (b) if so, the details thereof;
- (c) the details of criteria for confirmation of probation in Gazetted cadre;
- (d) the details of situations in which probation is extended;
- (e) the number of days of attendance required during probation period (two years) for confirmation;
- (f) the number of days of leaves that can be taken during probation period (two years) to avoid extension of the probation;
- (g) whether it is brought to the notice of the Government that due to abnormal delay in convening Departmental Promotion Committee (DPC), employees are not confirmed on time and it results in delay in their promotion; and
- (h) if so, the steps taken/being taken by the Government in this regard?

ANSWER

**MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS AND MINISTER OF STATE IN THE PRIME MINISTER'S OFFICE
(DR. JITENDRA SINGH)**

(a) & (b): Instructions/guidelines in this regard are issued from time to time. A Master Circular on Probation/Confirmation in Central Services has been issued by Department of Personnel and Training (DoPT) on 11.03.2019.

(c): Performance of work, successful completion of mandatory training and overall conduct of the probationers etc. are primarily considered for confirmation of probation.

(d) to (f): In case the probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed, if any, or the Appointing Authority thinks it fit in a particular case, the period of probation may be extended by such period or periods as may be necessary. Further, where the probationers do not complete 75% of the total duration prescribed for probation on account of any kind of leave, the probation period may be extended by the length of the leave availed. The probation period should not exceed double the prescribed period of probation.

(g) & (h): Action for confirmation of probation is taken by the respective Cadre Controlling Authorities. DoPT has been issuing instructions from time to time on the subject and, in order to avoid delay in confirmation of probationers, it has been provided that probation period should not exceed double the prescribed period of probation.