

## <sup>1</sup>7.THE INDIAN ADMINISTRATIVE SERVICE (PROBATION) RULES, 1954

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

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

<sup>2</sup>2. **Definitions-** In these rules, unless the context otherwise requires,-

- (a) 'Academy' means <sup>3</sup>Lal Bahadur Shastri National Academy of Administration;
- (b) 'Commission' means the Union Public Service Commission;
- (c) 'Director' means the Director of the Academy;
- (d) 'Period of probation' in relation to a probationer means the period of probation specified in rule 3;
- (e) 'Probationer' means a person appointed to the Service on probation;
- (f) 'Schedule' means a Schedule appended to these rules;
- (g) 'Service' means the Indian Administrative Service;
- <sup>4</sup>(h) 'State' means the State to which a probationer is allotted or deputed for practical training;
- <sup>5</sup>(i) 'State Government' means the Government of the State to which a probationer is allotted or deputed for practical training and in relation to a probationer allotted to a Joint Cadre, the Joint Cadre Authority.

### **Rule 3. Period of Probation**

- (1) <sup>6</sup>Every person recruited for the Service in accordance with-
  - (i) the Indian Administrative Service (Appointment by Competitive Examination) Regulations, 1955;
  - (ii) Clause (a) regulation 3 of the Indian Administrative Service (Special Recruitment) Regulations, 1956;

---

<sup>1</sup> Principal Rules published vide GSR No.152(E) dated 08.09.1954

<sup>2</sup> Substituted vide MHA Notification No.2/1/61-AIS-I, dated 05.06.1961

<sup>3</sup> Substituted vide DP&AR Notification No. 9/3/73-AIS(III),dated 02.05.1974

<sup>4</sup> Added vide MHA Note NO.4/36/75-AIS(II), dated 06.05.1969

<sup>5</sup> Substituted vide DP&AR Notification No. 13/4/71-AIS (II), dated 11.01.1972

<sup>6</sup> Substituted vide DP&T Notification No. 11037/3/86-AIS (III), dated 25.08.1986

shall be appointed to the Service on probation for a period of two years.

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

- (i) the Indian Administrative Service (Appointment by Promotion) Regulations, 1955 or
- (ii) the Indian Administrative Service (Appointment by Selection) Regulations, 1956.

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 Administrative 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.

<sup>7</sup>(3) The Central Government may, if it so thinks fit, in any case extend the period of probation for a period of one year.

<sup>7</sup>(3A) Notwithstanding anything contained in sub-rule(3),

- (i) if during the period of probation a probationer has not undergone the requisite training course prescribed under sub-rule (2) of rule 5, the period of his probation may be extended up to a maximum limit of two years, or
- (ii) the period of probation may be extended for such period as the Central Government may think fit in the circumstances of the case in respect of a probationer who is;
  - (a) under suspension;
  - (b) against whom a charge sheet has been issued ;
  - (c) against whom disciplinary proceedings are pending; or
  - (d) against whom prosecution for criminal charge is pending.

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

<sup>8</sup>**3-A Confirmation-** Where a probationer has completed his period of probation to the satisfaction of the Central Government, he shall, subject to the other provisions of these rules, be confirmed in the Service at the end of his period of probation.

---

<sup>7</sup> Substituted vide DP&T Notification No. 11037/3/86-AIS (III), dated 25.08.1986

<sup>8</sup> Added vide MHA Notn. No 2/1/61-AIS, dated 05.06.1961

**4. Execution of agreement-** A probationer shall, on appointment to the Service, execute an agreement in the form specified in the Schedule binding himself and one surety, jointly and severally, in 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:

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

#### **5. Training.-**

(1) A probationer referred to in sub-rule (1) of rule 3 shall, on appointment to the Service, undergo such training in the Academy and the State for such period as the Central Government may direct.

<sup>9</sup>(2) A probationer referred to in sub-rule (2) of rule 3, shall within the period of probation or the extended period of probation, as the case may be, undergo such training in the Academy or in the 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 the extended period of probation, as the case may be, he shall be reverted to his substantive post in the State Civil Service.

<sup>10</sup>Provided further that a probationer who has less than four years of service for retirement on superannuation at the time of his induction into IAS or has undergone mid-career training programme category III after induction, may not be nominated for induction training. in such cases, the first proviso of the aforesaid sub-rule shall not be applicable

<sup>11</sup>(3) The provisions of rules 6 to 9 shall not apply to a probationer referred to in sub-rule (2).

<sup>12</sup>[ ]

#### **6. Record in Academy:-**

- (1) A probationer, under training, shall attend such lectures and undergo such examinations, tests and exercises as the Director or the State Government, as the case may be, may, from time to time, direct.
- (2) At the end of the period of training, the Director shall assess the record in the Academy and in the State, of such probationer by awarding him such number of marks out of a maximum of 900 marks in accordance with such instructions as may be issued by the Central Government in this behalf;

---

<sup>9</sup> Inserted vide Notification No. 11058/01/2002-AIS(III), dated 10.05.2011 (GSR No.379(E) dt. 11.05.2011)

<sup>10</sup> Inserted vide Notification No. 11058/03/2014-AIS(III), dated 04.12.2014 (GSR No.873(E) dt. 04.12.2014)

<sup>11</sup> Inserted vide DP&AR Notification No. 11037/7/76-AIS(III), dated 09.12.1976

<sup>12</sup> [ ] Proviso deleted vide DP&AR Notification No. 11037/66/76-AIS(III), dated 17.09.1976

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

**8. 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.

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

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

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

**10. Seniority of Probationers:-**

<sup>13</sup>(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;
- (b) in respect of his record in the Lal Bahadur Shastri National Academy of Administration and in the State;
- (c) and at the final examination, or the special examination in the circumstances mentioned in Rule 8.

<sup>14</sup>Provided that in determining such order of merit no account shall be taken of marks awarded to a probationer in any subject specified under regulation 4 of the Indian Administrative Service (Probation Final Examination) Regulation, 1955 in which he is not able to obtain the minimum number of marks determined by the Director with the previous approval of the Central Government appear to be redundant.

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

---

<sup>13</sup> Substituted vide DP&T Notification No. 11037/2/88-AIS(A), dated 23.06.1989

<sup>14</sup> Substituted vide DP&T Notification No. 11037/2/98-AIS(III)-(A), dated 07.06.1999

- (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).

- <sup>15</sup>(3) The provisions of sub-rule (1) and (2) shall not apply to probationers appointed to the Service in accordance with the Indian Administrative Service (Special Recruitment) Regulations, 1956, <sup>16</sup>and rule 7A of the Indian Administrative Service (Recruitment) Rules, 1954.

<sup>17</sup>**11. Discipline and Conduct:-**

- (1) While at the Academy, a probationer shall be under the disciplinary control of the Director and shall obey any such general and special orders as may be given by him from time to time.
- (2) The All India Services (Conduct) Rules, 1968 and the All India Services (Discipline and Appeal) Rules, 1969 shall, so far as may be, apply to a probationer.

**12. Discharge of a probationer:-** A probationer shall be liable to be discharged from Service or, as the case may be, reverted to the permanent 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 the 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 willfully 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 referred to in clause (i) of sub-rule(1) of rule 3 shall receive salary in the lowest stage of the junior time scale applicable to the Service during the first year and at the second stage of that scale during the remaining period of probation:

<sup>18</sup>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,

---

<sup>15</sup> Added vide MHA Notification No. 13/1/57-AIS(II)-E, dated 17.03.1958

<sup>16</sup> Added vide MHA Notification No. 22/1/69-AIS(III)-A, dated 07.08.1969

<sup>17</sup> Substituted vide DP&AR Notification No. 11037/3/86-AIS(III), dated 25.08.1986

<sup>18</sup> Substituted vide DP&T Notification No. 9/7/80-AIS(I), dated 22.09.1972

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 (ii) of sub-rule (1) shall receive salary in the stage, fixed for him, of the junior or senior scale as the case may be, and also draw increments which may be due to him.
- (3) A person referred to in clause (i) or clause (ii) of sub-rule (2) of rule 3 shall receive salary in the stage fixed for him in the senior scale in accordance with rule 4 of the Indian Administrative Service (Pay) Rules, 1954<sup>19</sup> and also draw increments which may be due to him.

<sup>20</sup>14. **Travelling allowance.-**

(1) A probationer shall be entitled to traveling allowance for the journeys which he may undertake,-

- (i) during the period of his training at the Academy, and
- (ii) in connection with his practical training in the State, on the same scales as may be admissible to a member of the Service on tour under the All India Services (Travelling Allowances) Rules, 1954.

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

<sup>21</sup>(3) (a) In respect of the journey from the Academy to the State on completion of the first phase of training, a probationer shall, in addition to travelling allowance on the same scale as admissible under sub-rule (1), be also entitled to an ad-hoc transfer grant of Rs.100 and joining time as on transfer.

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

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

(4) In respect of the journey from the Academy to the State on completion of the second phase of training, a probationer shall be entitled to such travelling allowance as may be admissible to a member of the Service on tour<sup>21</sup> as well as joining time as on

---

<sup>19</sup> Substituted vide DP&AR Notification No. 11037/3/86-AIS(III), dated 25.08.1986

<sup>20</sup> Substituted vide DP&AR Notification No.22/2/71-AIS(III), dated 15.06.1974

<sup>21</sup> Substituted vide DP&AR Notification No. 11037/12/75-AIS(III)-A, dated 30.06.1976

transfer and, where a probationer has a family, which term shall denote the same meaning as assigned to it in the proviso to clause (b) of sub-rule (3) he shall, in addition, be entitled to the reimbursement of actual railway fare not exceeding that of first class for each member of his family for the distance beyond 400 KM from his/her home town to the place of his posting, or that for the distance beyond 400 KM from the Academy to the place of posting, whichever is less:

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

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

<sup>22</sup>16. **Interpretation:-**If any question arises as to the interpretation of these rules, the Central Government shall decide the same.

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

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

## **GOVERNMENT OF INDIA'S DECISIONS**

### ***Government of India's Decisions Under Rule 3***

1. The amended rule takes effect from the 5th June, 1961, but the period of probation shall be two years even in the case of candidates appointed on the 1st June, 1961, on the basis of the combined competitive examination held in 1960, as, in their offers of appointment, two years, probation had been indicated.

[G.I., M.H.A. letter No. 2/1/61-AIS(I), dated 11th September, 1961.]

2. Under the first proviso to sub-rule(2), only the officiating service in a cadre post after the inclusion of the officer's name in an approved Select List is to be taken into account for the purpose of computing the period of probation.

[G.I., M.H.A. letter No. 2/1/60-AIS(I), dated 11th September 1961 read with MHA Notification No. 16/28/65-AIS(III), dated 17th January, 1967.]

### ***Government of India's Decisions: Under Rule 3-A***

1. The confirmation of the probationers should be based on the assessment of the record of the probationers during the period of training undergone in the State. Failure to pass Departmental Examination may well be an indication of the generally unsatisfactory nature of the officer's work during probation and may be taken into account as such. It should not, however, in the opinion of the Government of India operate automatically as a bar against such confirmation.

---

<sup>22</sup> Substituted vide Notification No. 7/1/73-AIS(II)-K, dated 02.01.1975

It is the general assessment of the entire record, and not merely success or failure at the Departmental Examination that should count in this respect.

I am, therefore, to request that the State Government may kindly consider these circumstances while forwarding their recommendations about confirmations.  
(Govt. of India MHA letter no. 11/2/57-AIS.I, dated 20.9.1957)

2.1 Delay in the Confirmation of probationers results in non-drawls of increments by them on due dates vide Rule 13.

2.2 The State Government should, therefore, endeavor to forward assessment reports, as soon as the probation period of the probationer is over and in any case not later than six weeks after the last date of the probationary period with their recommendations.

[G.I., M.H.A. letter No. 23/2/64-AIS(III), dated 4th June, 1964.]

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

[G.I. M.H.A. letter No. 16/3/65-AIS(I), dated 4th July, 1965.]

#### ***Government of India's Decisions under Rule 10.***

1. 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.

[G.I. M.H.A. letter No. 3/16/58-AIS(I), dated 19/2/1958.]

2. Government of India's Decision (1) above would apply also to cases, where, after joining the Academy, a probationer is prevented from taking the final examination of his batch, due to sickness or other reasons beyond his control.

[G.I., MHA F.No. 18/18/65-AIS(I).]

#### ***Government of India's Decisions Under Rule 13***

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

1.2. The I.P.S. (Probation) Rules, 1954, deal with all matters in relation to the I.P.S. probationers to the extent specified therein. Salary during the period of probation is one of the matters provided for in these rules. The special provision in the Probation Rules would prevail over the other general provisions in the other rules, including the IPS(Pay) Rules, 1954 so long as a person is on probation. On this principle, a probationer if appointed to a post in a post included in Schedule III to the IPS (Pay) Rules, 1954, would not get anything more than what he is entitled to as a probationer because his status as probationer is not in any way affected by the post which he holds from time to time.

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

[MHA letter No. 22/2/70-AIS(III), dated 14/4/70.]



2. Although sub-rule (3) is silent about increments, promoted officers are to be allowed during the period of probation, increments from the dates on which they accrue.

[G.O.I. M.H.A. letter No. 2/1/61-AIS(I), dated 11/9/61, read with letter No. 920/71-AIS(III), dated 23/1/71.]

### **GOVERNMENT OF INDIA'S INSTRUCTIONS:**

1. Extract of DOP letter No. 22/3/71-AIS.III, dated 13.7.72:

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 (Probation) Rules, 1954, to discharge probationers should be used systematically and vigorously so that necessity of dispensing with the services of the members of the Service at late stages may arise only rarely. A probationer who is found not to possess the basic qualities of character and ability essential in a member of the Indian Administrative Service should be discharged early from the service. There is little to be gained by continuing such a probationer in service for long. It would also not be fair to the probationer himself.
- (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 probationer's final examination within a period of four years, should ordinarily be discharged from the service.
- (iii) The decision whether a member of Service should be confirmed or the period of his probation should be extended should be taken soon after the expiry of the initial probationary period, that is, ordinarily within six to eight weeks thereof, and communicated to him together with the reasons in case of extension. With a view to enabling the Central Government to take a prompt decision in each case, the assessment report in the prescribed form, covering the period of practical training in the State should be sent to the Department of Personnel and Administrative Reform immediately after the training is over.
- (iv) A probationer, who is not making satisfactory progress or who shows himself to be inadequate for the Service, in any way, should be informed of his shortcomings well before the expiry of the original probationary period 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 get variety of experience on land tenures, agricultural practices, departmental programmes as well as problems relating to law and order, industrial unrest and welfare.
- (vi) The utilisation of the practical training will, to a great extent, depend on the choice of the Collectors to whom the probationers are attached. Unless the Collectors give proper guidance to the probationers, the probationers will not benefit from the training. Great care should therefore, be exercised in selecting the Collectors to whom the probationers are attached. The Collectors should be instructed to take personal interest in the training of the probationers and to inculcate in them a positive attitude towards the various problems facing the Administration. During the practical training, all relevant acts, laws, codes and Five Year Plan documents with particular reference to the district should be studied by the probationers. Reasonable facilities for accommodation etc. may be provided to the probationers.
- (vii) It should be ensured that the probationers take the training seriously. They should be discouraged from taking long spells of leave, except for unavoidable reasons, as this would affect their training.

{Deptt. Of letter No. 11037/11/1987-AIS-III of Government of India, Ministry of Personnel, Public Grievances and Pensions,(Department of Personnel and Training),dated the 23 Dec, 1987}

2. SUBJECT: Confirmation of Probationers in the Indian Administrative Service under IAS (Probation) Rules,1954-proposals regarding-

I am directed to invite your attention to the amendments carried out in this Department's notification No. 11037/03/1986-AIS.I dated 25.08.1986 in the IAS (Probation) Rules, 1954 and the pronouncement in the Hon'ble Supreme Court on India in Civil Appeal 1237. of 1979 in State of Gujarat Vs A.C. Bhargava and Others pronounced on 26.08.1987 and to say that in view on the implications the said Judgement, it has been decided that the following guidelines should be observed in dealing with matters relating to the probation and confirmation of IAS Probationers:-

- (a) The LBSNAA shall recommend the continuance of probation of each and every IAS probationer of a particular batch, who had attended the Foundational Course and Professional Course and Professional Course (PH.I) Training at the Academy and had appeared in the IAS (Probationers Final Examination) conducted at the end of Phase I Training, on the basis of the performance of the officer during the Foundational Course, Phase I Training, the Final Examination and the Director's Assessment of the Probationer during that period. Proposals in this regard shall reach the Department of Personnel & Training latest by the month of October of the year in which the Final Examination has been held. In case of any eventuality which may occasion the postponing of the Final Examination, the Director, LBSNAA may, nonetheless, send proposals in this regard without waiting for the holding of the final Examination and in that event, the proposals may reach the Department of Personnel & Training by the month of July of the year in which the Final Examination would have been held but for the postponement. The recommendations of the Director, LBSNAA may also be endorsed to the respective State Governments simultaneously.
- (b) The State Governments shall hold the meetings of the Review Board in respect of the IAS probationers undergoing training in the State immediately after the completion of the State Training and send the recommendations of the State Government regarding the confirmation or otherwise of the probationers concerned to the Department of Personnel & Training latest by the month of June of the year in which

the District Training of the probationers has been completed. In case, the State Government feel that a probationer deserves to be given further chance so as to improve his performance, they shall specifically mention this in their recommendation and make suggestions regarding the period up to which the probation is to be extended but such extension shall in no case exceed six months in the first instance beyond the normal 2 year period of probation as laid down in the rules.

- (c) The performance of a probationer, during the extended period of 6 months in terms of clause (b) above, shall be closely watched. During this period the probationer is likely to be in the Academy for the second phase of the training for 10 weeks period. The State Government shall hold a further review and in case the performance of the probationer is required to be watched for some more time, proposal for extending the probation for a further period of 6 months should be sent to the Department of Personnel & Training at least one month prior to the completion of the first extended period of 6 months.
  - (d) Nothing in the above clauses shall be construed to mean that any restriction applies either on the Director of the Academy or the respective State Governments to recommend discharge of any probationer, if in his/their view such step is called for, under the relevant provisions of the I.A.S. (Probation) rules in this regard, at any time during the period of probation of a probationer.
  - (e) The Director, LBSNAA, shall, immediately on completion of the Phase II Training of the IAS, send his further recommendations on the basis of assessment of the performance of each probationer during his District Training as well as during the Phase II Training, including the performance in the Regional Language Test by special messenger, so as to reach the Department of Personnel and Training latest within one week of the completion of the Phase II Training. It is essential that such recommendations reach well before the completion of the 2 years normal period of probation so that a decision can be taken, if need be, for extending the period of probation of any probationer before the completion of the 2 year period.
  - (f) In case the probation period of any probationer has been extended during the 2 year normal period of probation and subsequently by a total period not exceeding one year over and above the original 2 years period of probation, the State Government shall hold a review meeting in respect of the performance of the probationer during the extended period of probation two months before the expiry of the extension and send the recommendations of the State Government for confirmation of the probationer or termination of the probation under the relevant provisions of the IAS (Probation) Rules so as to reach the Department of Personnel & Training at least one month before the expiry of the extended period of probation.
2. These instructions are to be followed strictly so as to obviate any legal claim on behalf of a probationer at a later date, on his right to automatic confirmation after the completion of the normal period of probation and any claim to the effect that an order of extension of probation is void on the ground that at the point of time when such order has been passed, the concerned probationer had put in the normal period of probation without any order having been passed extending the period of probation within the normal period of probation.

[Copy of DP&T letter No. 11037/6/87-AIS(III), dated 2/2/88.]

[In supersession of MHA letter No. 16/3/69-AIS(III), dated 24/6/70.]

3. In view of the comprehensive amendments that have been carried out in the IAS(Probation) Rules vide this Department's Notification No. 11037/3/86-AIS(III), dated 25/8/86 and revision in

the CR format of IAS officers, it has been decided in consultation with UPSC to revise the format of Assessment Report in respect of the IAS probationers. The revised proformae (one for Direct recruits and one for Promotees) are enclosed. It is requested that in future the assessment reports may be furnished in the revised proforma.

(Extracts from DOP&T. O.M.No.11037/15/93-AIS-III , dated 3<sup>rd</sup> December, 1993)

Instances have been brought to the notice of Government of IAS Lady Probationers conceiving during their training period leading to disruption of their training schedule on account of their inability to take up classes and examinations, specially in items like village visit, trek, P.T. and Horse Riding etc. Representations for exemption are often received from probationers on this account.

2. There is need for stricter discipline and ensuring that the training of probationers is completed in time, in their own interest. It is, therefore, essential that lady IAS Probationers take necessary precautions to ensure against conception during their training period.

3. Probationers, as well as in the interest of their health and the health of the offspring, it has been decided that:

- i) Lady IAS Probationers should take all possible care/precautions to ensure against conception during their training period.
- ii) It will be obligatory on the part of the lady IAS Probationers to inform the Director, LBSNAA in case they conceive during the period of their training in the Academy.
- iii) The Director, LBSNAA, will not allow such probationers who conceive during their training at the Academy, to continue with their training.
- iv) Such probationers will be allowed to complete the remaining part of their training, after one year, along with the batch that may be under training at the Academy at that time. Their training will recommence from the beginning of the phase during which it was discontinued originally (e.g., FC 1st or 2nd phase training in LBSNAA/District Training as the case may be).

4. The period of absence from training will be treated as extra ordinary leave as provided for in Rule 15 of the AIS (Leave) Rules, 1955 except for the period which can be treated as maternity leave as provided for in Rule 18 of AIS (Leave) Rules, 1955 and the period of probation will be extended accordingly. This will, however, not effect the seniority of the probationers in the IAS.

5. Director, LBSNAA may suitably inform all lady probationers on their joining the Academy.

[DP&T O.M. No. 11037/15/93-AIS(III) dated 3rd Dec., 1993.]

Subject: Leave to lady IAS (Probationers) during training period- Instructions regarding.

The undersigned is directed to refer to this Department's O.M. No.11037/15/93-AIS (III), dated 3.12.1993 regarding Lady IAS Probationer Officers conceiving during their training period.

2. This Department has been receiving verbal requests from Lady IAS Officers stating that the existing instructions, especially that the Director, LBSNAA will not allow such probationers who conceive during their training at the Academy, to continue with their training, are discriminatory. After completion of training, they work in the field and undergo strenuous and rigorous exercises which are more difficult and cumbersome, than the exercises to be performed during the training period.

3. The proposal has been re-examined and it has been decided that Para 3 (iii) of this Department's letter dated 3.12.1993 be amended as under:

“ Lady IAS Officers who are capable of completing the training will be allowed to complete the training. Those who require leave will be allowed to take leave as due and admissible and will complete the training with the batch that may be training in Mussoorie at that time.”

[ DoP&T O.M. No.11037/10/2004-AIS (III) dated 16.11.2004]

Subject: Making 'Induction Training' compulsory for the officers inducted to Indian Administrative Service by promotion/selection.

I am directed to invite your attention to the amendment carried out in this Department's notification No. 11058/01/2002-AIS-III in the Rule 5(2) of Indian Administrative Service (Probation) Rules, 1954 and to say that a probationer referred to in sub-rule (2) of rule 3, shall not be confirmed in the Indian Administrative Service, if he/she does not undergo such training in the Academy or in the State training institution in any other recognised training institution in the country for such period as the Central Government may consider necessary within the period of probation or the extended period of probation, as the case may be.

2. It is further directed that induction training is to be provided to all officers promoted from State Civil Services to Indian Administrative Service immediately on induction and in any case, not later than one year after induction except in such cases where probation has been extended as per rules.

[ DoP&T letter No.11058/01/2002-AIS (III) dated 15.06.2011]

#### **[SCHEDULE [See Rule 4]**

To

The President of India

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

Now, we, the probationer, and the Surety is requested to insert full name, address and occupation (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.

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

Dated this- day of

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

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

(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 by the surety in the presence of

Name of witness

Address

Occupation

[No. 4/1/54-AIS(II), dated 8/9/1954.]

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

1. Name :
2. Date of Birth :
3. Year of allotment :
4. Period of Probation :
5. Date of commencement of probation (i.e.date of joining) :
6. Due date of termination of probation :

7. Date of Termination of probation :
8. Extension, if any, with particulars. :
9. No. of days of leave taken during Probation :
10. Previous Service if any prior to joining the IAS :

Assessed by:

Dated:

Approved by:

Dated:

## **PART II**

### **ASSESSMENT OF PERFORMANCE FOR FOUNDATIONAL COURSE/PHASE I**

1. State of Health :
2. Mental Capacity :
  - (a) Efforts made to acquire knowledge relevant to job
  - (b) Analytical ability
  - (c) Power of Comprehension
3. Communication Skill :-
  - (a) Power of Expression:
    - (i) Oral
    - (ii) Written
  - (b) Ability to participate in discussions and seminars
4. Participation in class (Please comment on interest in work, punctuality, thoroughness and whether methodical and orderly etc.)
5. Participation in Sports and Co-curricular activity :
6. Performance during village visit programme :
7. Performance during the Trek :
8. Marks obtained in the Foundational Course Examinations Phase I :
  - (a) Participation in class
  - (b) Participation in Sports and Co-curricular activities :
  - (c) Performance during
    - (i) Army attachment
    - (ii) Attachment in Public Sector Undertaking
    - (iii) Attachment with voluntary agencies

(iv) Tribal/village visit

(v) Parliamentary attachment

9. Inter-personal relations and team work : (Please comment on quality of relationship with superiors and colleagues, ability to appreciate each others point of view and also on the capacity to work as a member of a team and to promote team-spirit).

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

Signature :

Designation :

**Remarks of the Reviewing officer :**

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

Signature of the Reviewing Officer :

Designation :

-----  
**Training in the State Performance during the District Training**

1. Efforts made to acquire knowledge relevant to the job :

2. Power of Comprehension :

3. Spirit of Enquiry :

4. Quality of output :

5. Work habits and attitude :

(i) Initiative :

(ii) Self-reliance :

(iii) Thoroughness :

(iv) Resourcefulness :

(v) Interest in work :

(vi) Punctuality :

(vii) Whether methodical and orderly :

6. Stability :

(i) Poise :



- (ii) Fairness :
- (iii) Dependability :

7. Whether independent charge was given and if so :

- (a) Decision making ability :
- (b) Ability to evaluate projects or schemes :
- (c) Ability to plan and programme :
- (d) Quality of judgement :

8. Efforts made to acquire sufficient knowledge of local languages:

9. Knowledge of revenue and other local laws for the time being in force.

10. Performance in State Training Institute (where applicable)

11. Efforts made to imbibe the ethos and culture of the State of allotment.

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

Signature

Designation

**Remarks of the Reviewing Officer :**

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

Signature of the Reviewing officer

Designation

**ASSESSMENT OF PERFORMANCE FOR THE PHASE II TRAINING**

- 1. Quality of District assignments :
- 2. Participation in District experience presentation :
- 3. Participation in class/Group syndicate sessions and seminars :
- 4. Participation in co-curricular activities :

signature

(REPORTING AUTHORITY)

**Remarks of the Reviewing Officer :**

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

Signature of the Reviewing Officer :

Designation :

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

Recommendation whether the probationer :

1) is fit for retention/confirmation :

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

or

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

#### **OVERALL GRADING FOR DUTIES**

1) Outstanding

2) Very good

3) Good.

4) Satisfactory with some shortcomings.

5) Not satisfactory.

( Please put a ring round the appropriate grading)

Signature of Chairman

Reviewing Board/Committee

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

Signature of Head of Deptt.

Administering Controlling

Department/Ministry.

:-----:

#### **ASSESSMENT FORM IN RESPECT OF OFFICERS APPOINTED BY PROMOTION/SELECTION**

#### **PART I (FACTUAL)**

Name :

Date of Birth :

Service/Department:

Post held :

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

(b) Nature of duties on which he has been employed e.g. duties requiring public relations and field work, formulation of plans, general direction and execution thereof, Secretariat work of general nature, supervision and control of subordinate staff.

(Please list the above duties in order of importance)

Note:

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

Experience prior to Appointment on probation :

Period of probation/trial ends on:

Number of days Leave (other than casual leave and Special Casual leave) :

Assessed by :

Dated

Approved by :

Dated

## **PART II**

1. State of Health :

2. Mental Capacity :

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

(b) Analytical ability :

(c) Power of Comprehension:

3. Work habits and attitude

(a) Self reliance :

(b) Thoroughness :

(c) Resourcefulness :

(d) Punctuality :

4. Quality of output :

5. Decision making ability :

6. Communication skill :

(a) Power of expression

(i) Oral

(ii) Written

(b) Ability to participate in discussions and Seminars :

7. Inter-personal relations and team work; (Please comment on quality of relationship with superiors and colleagues, ability to appreciate each others point of view and also on capacity to work as a member of a team and to promote team-spirit).

8. Relations with public: (Please comment on the officer's accessibility to the public and responsiveness to their needs).

9. Stability :

(a) poise :

(b) Fairness :

(c) Dependability :

10. Ability to manage:

11. Knowledge of relevant laws and rules and regulations in the work entrusted to the officer.

12. Performance during training :

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

**Remarks of the Reviewing Officer :**

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

Signature of the Reviewing Officer:

Designation :

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

Recommendation whether the probationer :

1) is fit for retention/confirmation

2) should be watched for another-----months (here list what improvements are required in the probationer), or

- 3) may be tried for some other post (where such a course is permissible under the relevant recruitment rules.), or
- 4) may be reverted to his substantive post (here give reasons for recommending this course of action), or
- 5) should be discharged from Government service (here give reasons for recommending this course of action).

### **OVERALL GRADING FOR DUTIES**

- 1) Outstanding
- 2) Very Good
- 3) Good
- 4) Satisfactory with some shortcomings
- 5) Not satisfactory

(Please put a ring around the appropriate grading).

Signature of Chairman :  
Review Board/Committee

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

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

[Copy of Cab. Sectt. letter No.22/1/70-AIS(III), dated 16/9/70.]

### **APPENDIX - II**

Clarifications have been sought by some State Governments on the following points:-

- (i) A column "Remarks and recommendations of the Reviewing Board/Committee" figures in the assessment report. What should be the composition of the Board/Committee?
  - (ii) Should the assessment reports be prepared at the end of each calendar year or financial year?
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:
- (i) The Board/Committee may comprise the following namely:

### **INDIAN ADMINISTRATIVE SERVICE**

- (1) Chief Secretary.

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

#### **INDIAN POLICE SERVICE:**

- (1) Home Secretary.
  - (2) Inspector General of Police.
  - (3) The most senior among the holders of the posts of Deputy Inspectors General of Police.
- (ii) The practice followed in the case of confidential reports may be followed in the case of assessment reports also.
3. These decisions may please be noted by the State Governments.

[Relevant extracts of the letter No. 16/33/69-AIS(III), dated 8/8/72.]

#### **APPENDIX - III**

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

2. The Governments of Assam, Karnataka and Kerala have not agreed to participate in the scheme. However, the Government of Kerala has agreed to arrange to hold the examination in Malayalam for officers belonging to other State cadres. No reply has so far been received from the Government of Jammu & Kashmir. Efforts are being made to persuade the Governments of Assam and Karnataka to agree to similar arrangements, and to obtain the concurrence of the Government of Jammu & Kashmir to the scheme, failing which alternative arrangements for holding the examinations in Assamese, Kashmiri and Kannada will be made by the Central Government through the Lal Bahadur Shastri National Academy of Administration, Mussoorie.

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

Enclosure to Deptt. of Personnel & A.R. Letter No. 22/4/70-AIS(II), dated 28/1/1974.

Scheme for the grant of financial incentives to the members of the All India Services to learn a language, other than English, Hindi, Sanskrit, the mother-tongue and the principal official language of the State of allotment.

1. The scheme shall apply to all the languages mentioned in the Eighth Schedule to the Constitution of India and the subsidiary language(s) adopted by the State Governments for all or any official purposes of the State, under Article 345 of the Constitution of India, except English,

Hindi, Sanskrit, the mother-tongue of the members of the All India Service concerned and the principal official language of the State to which he is allocated.

1.1 In addition to the languages referred to in paragraph 1, the scheme shall apply to Manipuri language also.

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

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

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

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

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

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

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

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

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

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

9. The member of the Service shall be treated as on duty on the day(s) he takes the examination (s). If he has to undertake some journey to take the examination (s) he shall be treated as on duty for the actual journey period and he shall be paid travelling allowance as on tour for the journey with no daily allowance for the period of halt.

#### ANNEXURE 1

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

Copy of D.P. & A.R. Letter No. 26/1/74-AIS(III), dated 19/10/74:

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

#### APPENDIX – IV

Copy of letter No. 11037/1/98-AIS.III of Govt. of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel and Training) dated 19. June, 1998.

SUBJECT: Exemption from Passing Departmental Examination  
For the IAS Officers who change their cadre – reg.

It has been brought to the notice of this Department that where an IAS officer gets his cadre changed, he is often required, by the State Government of the cadre which he joins, to pass the Departmental examinations irrespective of whether he has already passed the Departmental examinations in his previous State cadre and irrespective of whether he is already confirmed in the service.

2. Normally, the Departmental Examinations held by the State Governments are a part of the training of an officer and even in respect of confirmation, it has been clarified earlier that the confirmation of a probationer after completion of two years training is based on the general assessment of the entire record 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 (vide G.I. MHA letter No. 11/2/57-AIS.I dated 20.9.1957)

3. It is in view of this that failure to pass at the Departmental Examination, whether before cadre change or after cadre change, cannot be operated automatically as a bar against promotions also.

4. At the same time, it is appreciated that an IAS officer should fully acquaint himself with the local language and the local bye laws. In case of a cadre change, at any point of time of his career, he cannot be effective in the new place of posting unless he immediately acquires knowledge of the local bye-laws and the local language of the State to which he is allotted after cadre change. In such a situation, the State Government concerned may resort to sub-rule 1 of Rule 6 of IAS (Pay) Rules, 1954 which empowers the State Government to withhold, for such time as it may deem fit, increment due to any member of the service if the latter has failed to pass the Departmental Examination or Examinations within such time as the State Government may prescribe by general or special order but the withholding of such increments shall not have cumulative effect. A period of two years after cadre change should be sufficient for passing such departmental examinations. State Governments may accordingly prescribe the period within which such officers should pass the said departmental examinations. The prescribed period may, of course, be extended by the State Government in appropriate cases.

5. The State Government may also take appropriate steps under AIS (CR) Rules, 1970, by virtue of which the reporting authority may record his remarks in part- III of the ACR format against the items "Knowledge of sphere of work" and "Communication Skill" as well as for the item "General Assessment" in Part - IV. It would be within the competence of the State Government if the promotion to any grade is withheld on the basis of the remarks in this respect in the ACR of the officer after he has been given sufficient time (as mentioned in para 4 above ) for passing the departmental examination. These will be sufficient to ensure that the member of the Service takes interest in passing the Departmental Examinations in the new State Cadre.

6. If any promotion is, however, due to an officer within a period of two years from the date of the cadre change, he should not be deprived of the same only in view of the fact that he has not passed the departmental examination in the new state cadre, provided he has already passed such examination in the previous State cadre. This is so in view of the fact that the officer needs sufficient time to learn the local language and the local laws and pass the departmental examination in the new State cadre. Failure to pass such examinations may be taken into account only in respect of promotions which are due after the period mentioned in paragraph 4 above.

7. State Governments may issue suitable instructions accordingly to the concerned officers.