

No. 8/1/89-2GSI

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, the Commissioners,  
Ambala and Hissar Divisions, all Deputy Commissioners  
and Sub-Divisional Officers in Haryana :

2. The Registrar, Punjab and Haryana High Court.

Dated Chandigarh, the 8th August, 1989

**Subject : Probation**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 4183 2GSI-71/34032, dated 15.12.71 wherein it was laid down that as soon as an officer/official placed on probation has completed the period of probation, a decision should be taken whether the probation was completed satisfactorily or not. Government have received a few references in which clarification about the word 'satisfactorily' used in the said letter, and the criteria for judging the record, has been sought.

2. Government have considered the matter and it is clarified that for the purpose of probation no percentage of good or better than good record has been prescribed and as such if an employee has earned satisfactory or average reports and there is nothing adverse, he may be considered to have completed the period of probation satisfactorily. However, in the cases where the period of probation is two years and the first report of the employee is adverse and the second one is good or above which means that he is showing improvement, it would be appropriate to extend the period of probation. In cases where first report is good and the second report is adverse, in such cases the nature of the adverse entry should be kept in view to decide whether the probation period may be extended or the service of the employee may be dispensed with.

3. It is further reiterated that such decision should be taken at the earliest and in any case within a period of 3 months. It is, therefore, important that the Reporting/Reviewing authorities must record their report immediately on expiry of the prescribed period without waiting for the close of the financial year.

4. With a view that the decision on probation cases is not delayed the departments should keep a note of completion of the period of probation of each employee and take up his case well in advance. With regard to writing of ACRs of such employees the following schedule be observed :-

- i) In cases where the completion of period of probation falls between 1st April and 29th June the report for the year ending in March may be taken in to account to decide the cases.
- ii) In cases where the completion of period of probation falls between 30th June and end of February, a special report upto the date of completion be obtained.

5. The above instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Under Secretary General Administration  
for Chief Secretary to Government, Haryana

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A copy each is forwarded for information and necessary action to all Financial Commissioners and Secretaries to Government, Haryana.

Sd/-

Under Secretary, General Administration  
for Chief Secretary to Government, Haryana