

No. 8/5/94-2GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments;
2. The Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions;
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State
4. The Registrar, Punjab & Haryana High Court

Dated Chandigarh, the 10th July, 1995

Subject : Probation

Sir,

I am directed to invite your attention to Haryana Government instructions issued vide let No. 4183-2GSI-71/34032, dated 15th December, 1971, wherein it was *inter alia* stated that decision regarding the completion of the period of probation should be taken expeditiously after the expiry prescribed period of probation and in any case not later than a period of 3 months. The instructions also laid down that if such a decision was not taken within the prescribed time-limit, the satisfactory completion of probation will be presumed and if a permanent post is available, confirmation will also be presumed. Later on, these instructions were modified vide Haryana Government let No. 116-1GSI-77/1735, dated 25th January, 1977 to the extent that confirmation cannot be presumed even if a permanent post is available and a specific order to this effect will have to be passed.

2. The instructions quoted above do not encompass instances where an employee, during period of probation, has earned adverse remarks about his work, conduct and/or integrity. Such employee cannot be allowed to successfully complete his probation in the face of adverse remarks merely on the ground that a timely order was not passed by the competent authority.

3. It is, therefore, clarified that where during probation work, conduct and/or integrity of employee has been unsatisfactory, the said employee is not entitled to complete his probation successfully. More delay in passing a timely order cannot lead to an interpretation in favour of the employee. It has also been decided that in all such cases strict disciplinary action should be taken against office officials found responsible for suppression of the matter resulting in non-passing of the order in time.

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These instructions may be brought to the notice of all concerned.

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

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

Under Secretary General Administration
for Chief Secretary to Government, Haryana

To

All the Financial Commissioners/Commissioners
and Secretaries to Government, Haryana.

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A copy is forwarded to the Accountant General, Haryana, Chandigarh w.r.t. Haryana Government endorsement No. 4183-2GSI-71/34033, dated 15th December, 1971 and No. 116-1GSI-77/1735, dated 25th January, 1977 for his information.