

6. ¹THE INDIAN POLICE 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 Governments of the States concerned, hereby makes the following rules, namely: -

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

²2. **Definitions-** In these rules, unless the context otherwise requires,-

³2(a) [];

2(b) [];

2(c) `Commission' means the Union Public Service Commission;

⁴2(d) [];

⁵2(e) `Probationer' means a person appointed to the Service on probation;

⁶2(ee) []

2(f) `Period of probation' in relation to, a probationer means the period of probation specified in rule 3;

2(g) `Schedule' means a Schedule appended to these rules;

2(h) `Service' means the Indian Police Service;

⁷2(i) State Government concerned in relation to a probationer allotted to a joint cadre, means the Joint Cadre Authority;

⁸2(j) [].

3. **Period of probation: -**

3(1) Every person recruited for the service in accordance with the Indian Police Service (Appointment by Competitive Examination) Regulations, 1955 shall be appointed to the service on probation for a period of two years.

⁹3(2) Every person recruited to the Service in accordance with

¹ The principal rule was published vide Notification No.4/2/54-AIS(II) dated 08.09.1954 vide GSR No.152(E) dt. 08.09.1954

² Amended vide MHA Notification No. 11/2/60-AIS(I) dated 12.01.1962

³ Deleted vide MHA Notification No.25/2/68-AIS-III dated 11.09.1968

⁴ Deleted vide MHA Notification No.25/5/66-AIS-III dated 11.01.1976

⁵ Inserted vide DP&Trg Notification No.11037/4/87-AIS-III dated 31.03.1987

⁶ Omitted vide DOPT Notification No.14014/21/97-AIS(I) dated 05.02.2000

⁷ Substituted vide DP&AR Notification No.13/4/71-AIS(I) dated 11.01.1972

⁸ Deleted vide MHA Notification No.25/2/68-AIS-III dated 11.09.1968

- (i) the Indian Police Service (Appointment by Promotion) Regulations, 1955,
- (ii) Regulation 3 of the Indian Police Service (Special Recruitment) Regulations, 1957 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 Police Service (Appointment by Promotion) Regulations, 1955, any period for which he has been appointed to ¹⁰a 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.

¹¹3(3) The Central Government may, if it so thinks fit, in any case extend the period of probation for a period of one year.

- (a) the total period upto which a person recruited to the service referred to in sub-rule (1) may be kept on probation, shall not ordinarily exceed three years; and
- (b) the total period upto which a person recruited to the service referred to in sub-rule (2) may be kept on probation, shall not ordinarily exceed two years.

¹²¹³3(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 (4) of rule 5, the period of his probation may be extended upto 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 and disciplinary proceedings are pending; or (c) against whom prosecution for criminal charge is pending”;

3(4) In this rule, 'Cadre Post' has the same meaning as in clause (b) of rule 2 of the Indian Police Service (Cadre) Rules, 1954.

¹⁴3A. **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.

⁹ Inserted vide DP&Trg Notification No.11037/4/87-AIS-III dated 31.03.1987

¹⁰ Substituted vide MHA Notification N0.11/2/60-AIS(I) dated 12.01.1962

¹¹ Inserted vide DP&Trg Notification No.11037/4/87-AIS-III dated 31.03.1987

¹² Inserted vide DP&Trg Notification No.11037/4/87-AIS-III dated 31.03.1987

¹³ Substituted vide DOPT Notification No.11058.2/2000-AIS-III dated 29.08.2002 vide GSR No.355 dt.14.09.2002

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:

¹⁵Provided that the provision of this rule shall not apply to probationers appointed to the Service in accordance with the Indian Police Service (Appointment by Promotion) Regulations, 1955.

5. Training:- ¹⁶5(1) A probationer referred to in sub-rule (1) of rule 3 shall on appointment to the Service attend the ¹⁶Lal Bahadur Shastri National Academy of Administration and undergo such training therein and for such period as the Central Government may direct.

5(2) On completion of the training at the ¹⁷Lal Bahadur Shastri National Academy of Administration a probationer shall undergo such further training at the ¹⁵Sardar Vallabhbhai Patel National Police Academy and for such period as the Central Government may direct.

5(3) On completion of the Training at the ¹⁸Sardar Vallabhbhai Patel National Police Academy, a probationer shall undergo such further training in the State to which he is posted and for such period as the Central Government may, in consultation with the State Government concerned, direct.

^{18-A}5(4) A Probationer referred to in sub-rule (2) or rule 3, shall within the period of probation or the extended period of probation, as the case may be, undergo such training in the Sardar Vallabhbhai Patel National Police Academy, Hyderabad, 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 Police Service.”

¹⁹**6. Attendance at Lectures etc:-** 6(1) A probationer referred to in sub-rule (1) of rule 3 shall attend such lectures and undergo such tests and exercises as may be prescribed from time to time.

²⁰6(2)(a) The ^{20-A}Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, the Director, Sardar Vallabhbhai Patel National Police Academy, Hyderabad, Director General, National Academy of Direct Taxes, Nagpur and Principal, Railway Staff College, Vadodra shall award to each probationer such marks

¹⁴ Added vide MHA Notification No.11/2/60-AIS(I) dated 12.01.1962

¹⁵ Amended vide MHA Notification No. 11/2/60-AIS(I) dated 12.01.1962

¹⁶ Substituted vide DP&AR Notification No. 9/3/73-AIS(III)-B dated 02.05.1974

¹⁷ Substituted vide DP&AR Notification No. 9/3/73-AIS(III)-B dated 02.05.1974

¹⁸ Substituted vide MHA Notification No.11037/12/75-AIS(III)-B dated 30.06.1976 effective from 29.03.1976

^{18-A} Substituted vide DOPT Notification No.11058/01/2002-AIS-III dt.10.05.2011(GSR No. 380(E) dt.11.05.2011)

¹⁹ Amended vide MHA Notification No. 11/2/60-AIS(I) dated 12.01.1962

²⁰ Substituted vide DOPT Notification No.11058/2/92-AIS(III) dated 08.11.1993

^{20-A} Substituted vide DP&AR Notification no.9/3/73-AIS(III)-B dt.02/05/1974

out of a maximum of 50 marks as they may deem fit on the results of the examination held at the end of the Foundational Course in their respective institutions.

²¹6(2)(b) At the end of the period of training at ^{21-A}Sardar Vallabhabhai Patel National Police Academy, Hyderabad, the ^{21-B}Director of that Academy shall assess the record in the Academy and in the State, of each probationer and award him marks out of a maximum of 400 marks in accordance with such instructions as may be issued by the Central Government in this behalf.

6(3) At the end of the period of training in the State, the State Government concerned shall assess the record of the probationer during the period of training undergone in the State and forward it to the Central Government.

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

²³8. **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.

²⁴9. **Failure to pass the final examination:-** Where a probationer fails to obtain the minimum number of marks prescribed for any subject, group of subject or part of the final examination under the regulations framed in 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 the rule shall also apply to a probationer who was permitted to take a special examination in the circumstances mentioned in Rule 8.

²⁵²⁶10. **Seniority of Probationer:-** ²⁷10(1) The Central Government shall prepare a list of all probationers, who are appointed to the service on the result of the same competitive examination. The list shall be arranged in the order of merit which shall be determined in accordance with the aggregate marks obtained by each probationer.

(i) at the competitive examination;

²¹ Substituted vide DOPT Notification No.11058/2/92-AIS(III) dated 08.11.1993

^{21-A} Substituted vide MHA Notification No.11037/12/75-AIS(III)-B dated 30.06.1976 effective from 29.03.1976

^{21-B} Substituted vide MHA Notification No.25/2/68-AIS-III dt.01.09.1968

²² Inserted vide Notification No.11037/1/80-AIS(III)-B dated 22.04.1980

²³ Inserted vide Notification No.11037/1/80-AIS(III)-B dated 22.04.1980

²⁴ Inserted vide Notification No.11037/1/80-AIS(III)-B dated 22.04.1980

²⁵ Inserted vide Notification No.11037/1/80-AIS(III)-B dated 22.04.1980

²⁶ Substituted vide DOPT Notification No.11058/3/92-AIS(III) dated 20.10.1993

²⁷ Substituted vide Notification No.14014/21/97-AIS-III dated 05.02.2000

- (ii) in respect of his record in the Lal Bahadur Shastri National Academy of Administration and in the Sardar Vallabhbhai Patel National Police Academy; and
- (iii) at the final examination ²⁸or at the special examination in the circumstances mentioned in rule 8, as the case may be;

Provided 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.

²⁹10(2) The seniority interse of the probationers, who are assigned the same year of allotment, shall be determined in accordance with the list prepared under sub-rule (1) and probationers who are appointed on the basis of an earlier competitive examination shall be ranked above those appointed consequent to a later competitive examination.

11. Discipline and conduct:-

³⁰11(1) while at the Academy a probationer shall be under the disciplinary control of the Director, Lal Bahadur Shastri National Academy of Administration, the Director, Sardar Vallabhbhai Patel National Police Academy and shall obey any such general and special orders as may be given by him from time to time.

11(2) The All India Service (Conduct) Rules, 1968 and the All India Services (Discipline and Appeal) Rules, 1969 shall, so far as may be, apply to a probationer.

11(3) A probationer shall be liable to be removed or dismissed from Service, if he fails to obey any order which he may receive from the Central Government or from any other competent authority, or if in the opinion of the Central Government he has wilfully neglected his probationary studies or duties or is guilty of conduct unbecoming of a member of the Service;

Provided that before any action is taken against a probationer under this sub-rule, the procedure prescribed in rule 8 of the All India Service (Discipline and Appeal) Rules, 1969, shall be followed.

Provided further that before any final orders are passed against a probationer under this sub-rule, the Commission shall be consulted.

³¹12. **Discharge of 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

²⁸ Inserted vide DPPT Notification No.11058/1/99-AIS-III dated 03.04.2000

²⁹ Substituted vide DOPT Notification No.11058/3/92-AIS(III) dated 20.10.1993

³⁰ Inserted vide DP&Trg Notification No.11037/4/87-AIS-III dated 31.03.1987

³¹ Inserted vide DP&Trg Notification No.11037/4/87-AIS-III dated 31.03.1987

- (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 wilfully 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:-

³²13(1) ³³A person recruited to the Service.-

- (i) in accordance with the Indian Police Service (Appointment by Competitive Examination) Regulations, 1955, referred to in 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; and
- (ii) in accordance with the Indian Police Service (Emergency Commissioned and Short Service Commissioned Officers) (Appointment by Competitive Examination) Regulations, 1966, referred to in sub-rule (1) of sub-rule 3 shall receive salary in the stage, fixed for him of the junior time scale during the first year and at the next higher stage of that scale during the remaining period of probation:

³⁴Provided 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 more than the minimum of the junior time scale, he shall draw the pay of the permanent post.

13(2) A person referred to in clause (ii) of sub-rule (2) of rule 3 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.

13(3) A person referred to in clause (i) sub-rule (2) of rule 3 shall receive salary in stage fixed for him in the senior scale in accordance with rule 4 of the Indian Police Service (Pay) Rules, 1954 and also draw increments which may be due to him:

Provided that a State Government shall sanction the grant of advance increments in the junior time-scale of the Service in accordance with the provisions of rule 7 of the Indian Police Service (Pay) Rules, 1954, to a person referred to in sub-rule

³² Amended vide MHA Notification No. 11/2/60-AIS(I) dated 12.01.1962

³³ Substituted vide DP&AR Notification No.22/1/68-AIS(III)-B dated 24.07.1968

³⁴ Substituted vide DP&AR Notification No.9/19/72-AIS(III)-B dated 22.09.1972

(1) of rule 3, if after joining duty in a State on completion of training at the Training College, and during the probationary period, he qualifies at such departmental examination with such standard of proficiency as may from time to time be specified by the State Government.

³⁵14. **Travelling allowance-** 14(1) A probationer shall be entitled: -

- (a) for the journey from the Lal Bahadur Shastri National Academy of Administration to the ³⁶Sardar Vallabhbhai Patel National Police Academy, to a traveling allowance as may be admissible to a member of the Service on tour.
- (b) for the journey from the ³⁷Sardar Vallabhbhai Patel National Police Academy to the state, to traveling allowance as may be admissible to a member of the Service on tour, plus a lump sum of Rs. 100 and also to joining time as on transfer.

14(2) A probationer shall not be entitled to any daily allowance during his halt at the Lal Bahadur Shastri National Academy of Administration or the ³⁸Sardar Vallabhbhai Patel, National Police Academy, or at various places to which he may be posted in the course of his practical training in the State.

14(3) A probationer shall be entitled to traveling allowance for the journeys which he may undertake:-

- (a) While undergoing training at the Lal Bahadur Shastri National Academy of Administration/ ³⁹Sardar Vallabhbhai Patel National Police Academy; and
- (b) While undergoing training in the State, on the same scale as may be admissible to a member of the Service on tour under the All India Services (Traveling Allowance) Rules, 1954.

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

⁴⁰16. **Interpretation:-** If any question arises as to the interpretation of these rules, the Central Government shall decide the same.

17. Repeal and Saving:- 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:

³⁵ Substituted vide DP&AR Notification No.22/2/71-AIS(III)-B dated 15.06.1974 and substituted further vide DP&AR Notification No.16019/4/75-AIS(III)-B dated 21.01.1976.

³⁶ Substituted vide MHA Notification No.11037/12/75-AIS(III)-B dated 30.06.1976 effective from 29.03.1976

³⁷ Substituted vide MHA Notification No.11037/12/75-AIS(III)-B dated 30.06.1976 effective from 29.03.1976

³⁸ Substituted vide MHA Notification No.11037/12/75-AIS(III)-B dated 30.06.1976 effective from 29.03.1976

³⁹ Substituted vide MHA Notification No.11037/12/75-AIS(III)-B dated 30.06.1976 effective from 29.03.1976

⁴⁰ Substituted vide DP&AR Notification No.7/1/73-AIS(III)-B dated 06.01.1975

Provided further that nothing in these rules shall apply to the probationers appointed before the commencement of these rules and they shall continue to be governed by the orders and instructions relating to probationers in force immediately before the commencement of these rules.

SCHEDULE

To

The President of India

Whereas I⁴¹ a probationer in the Indian Police Service (hereinafter referred to as "the probationer") being entitled [Subject to compliance with the Indian Police 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 allowance during the period in which I am under training.

Now we, the probationer, and⁴² 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.

⁴³The 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 thisday of19

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.....

⁴¹ Full name & address of the probationer should be inserted. The surety is requested to insert his full name, address & occupation.

⁴² The surety is requested to insert his full name, address & occupation

⁴³ Added vide MHA Notification No.22/4/68-AIS(III)-B dated 14.10.1068

Name of witness.....

Address.....

Occupation.....

I &⁴⁴ whose signature is appended to the above agreement as surety, do hereby declare that I am:

- (a) ⁴⁵in 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. 4/2/54-AIS(II), dated 8/9/1954].

Government of India's Instructions: 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 Government:-

- (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 Police 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 later 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 Police 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, probationer, who does not complete the probationers' final

⁴⁴ The surety is requested to insert his full name

⁴⁵ One of these should be struck out

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 form prescribed in letter No. 16/3/69-AIS(III), dated the 24th June, 1970, of the Ministry of Home Affairs, covering the period of practical training in the States, should be sent to this Department immediately after the training is over as envisaged in this Department's letter No. 23/2/71-AIS (III), dated the 19th January, 1972.
- (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 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 give a variety of experience on land tenures, agricultural practices, departmental programme as well as problems relating to law and order, industrial unrest and welfare.
- (vi) The utility of the practical training will, to a great extent, depend on the choice of the Superintendent of Police to whom the probationers are attached. Unless the Superintendents of Police give a proper guidance to the probationers, the probationers will not benefit from the training. Great care should, therefore, be exercised in selecting the Superintendents of Police to whom the probationers are attached. The Superintendents of Police 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.

[G.I., Deptt. of Per. & A.R. letter No. 22/3/71-AIS(III), dated 13/7/72.]

APPENDIX

ASSESSMENT REPORT OF OFFICERS ON PROBATION

INSTRUCTIONS-READ CAREFULLY

Each Officer's ability and fitness in his PRESENT occupation or for promotion may be appraised with a reasonable degree of accuracy and uniformity, through this report. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE. It is essential therefore that snap judgement be replaced by careful analysis as you are building up administrative leaders of tomorrow.

Please follow these instructions carefully:-

1. Disregard your general impression of the officer and concentrate on one factor at a time.
2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that the typical of his work and way of acting. Do not be influenced by UNUSUAL CASES which are not typical.
4. Make your assessment with the utmost care and thought. DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR ASSESSMENT.
5. After you have given your assessment for each factor, please sum up your general views about the officer indicating in it any additional factors particularly those related to his INTEGRITY and ability to correct himself if his faults are pointed out to him.

Part I-Factual

Name.....

Date of Birth.....

Service/Department.....

Post held.....

Record of Employment

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

Percentage of marks secured in all tests/examination (i)

held during and at the end of the period of training (ii)

(Separate sheet may be added, if necessary) (iii)

(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 under-going formal training at the National Academy of Administration/National Police Academy, 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 leave and special casual leave).

ASSESSED BY..... DATED

APPROVED BY..... DATED

Part II--Assessment

PERFORMANCE GRADE

Performance factors	Exceeds Requirements of a job	Meets fully requirements of a job	Just meets requirements of a job	partially meets requirements of a job	Does not meet requirements of a job
(1)	(2)	(3)	(4)	(5)	(6)

I. Mental Capacity

1. Efforts made of acquire knowledge relevant to job.
2. Analytical ability.
3. Power of Grasp.
4. Spirit of enquiry.
5. Power of expression
 - (a) Oral
 - (b) Written
6. Sense of responsibility.
7. Ability to participate in discussion and seminars.

II. Work Habits and Attitudes

1. Aptitude.
2. Interest in work.
3. Promptness.
4. Initiative.
5. Originality
6. Self reliance.
7. Manner of performance (Whether methodical and orderly).
- 8 Thoroughness.
9. Punctuality.
10. Resourcefulness.

III. Stability

1. Poise
2. Fairness
3. Dependability

IV. Ability to get along

1. Tact
2. Dealings with:
 - (a) subordinates
 - (b) fellow-officials
 - (c) superiors
 - (d) public
3. Ability to inspire others

V. Ability to manage

1. Quality of judgement
2. Decision making
3. Ability to plan and programme

4. Direction and control

5. Ability to evaluate the work of individuals and projects or schemes.

VI. Physical fitness

State of health, sportsmanship etc.

Comments

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself if his faults are pointed out to him.

Decisions if any taken regarding fitness for drawing 1st/2nd increments (where applicable)

Signature:

Date:

Designation:

Remarks of reviewing officer

Brief remarks indicating what assessment of the reporting Officer may be accepted or rejected or otherwise modified.

Signature of Reviewing Officer:

Designation:

Date:

REMARKS AND RECOMMENDATION OF THE REVIEWING BOARD/COMMITTEE

Recommendation whether the probationer:-

(1) Is fit for retention confirmation,
or

(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 really 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. or
Administering/Controlling Department/Ministry

[Prescribed, vide MHA Letter No. 16/3/60-AIS(III), dated 24/6/1970, read with DP Letter
No. 27/1/70-AIS, dated 16/9/1970.]

GOVERNMENT OF INDIA INSTRUCTIONS/DECISIONS

Government of India decision below Rule 3

1. Under the first proviso to sub-rule (2), only the officiating service in a cadre post after the inclusion of 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., MHA letter No. 2/1/60-AIS(I), dated 11/9/1961 read with MHA Notn. No. 16/28/65-AIS(III)-A, dated 17/1/1967.]

2.1 The State Governments are aware that State Police Service Officers appointed to the Indian Police Service in accordance with the Indian Police Service (Appointment by Promotion) Regulations, 1955 are placed on probation for a period of one year. The State Governments are required to forward the assessment reports in respect of such officers as soon as the period of probation is over and in any case not later than six weeks after the last date of the probationary period, with their recommendations for confirming the officer or otherwise vide Government of India Decision No. 3.2 under Rule 3 of the Indian Police Service (Probation) Rules, 1954. In spite of these clear instructions, proposals for the confirmation of State Police Service officers appointed on probation to the IPS against the promotion quota are not being received within the stipulated period after the expiry of the probation period of one year. The delay in the receipt of the recommendations from the State Governments leads to delay in confirming the officers or for extending their period of probation. This is not conducive to proper cadre management and leads to various complications. The State Governments are therefore requested to follow the above referred instructions strictly and ensure that the proposals for confirmation/extension of probation of State Police Service Officers appointed on probation are forwarded to this Ministry complete in all respects within six weeks of the expiry of the period of probation. All cases of officers who have already completed the period of probation may also be reviewed immediately and proposals for their confirmation sent to this Ministry early for further consideration.

[G.O. letter 18012/3/77/IPS dated 5th August, 77.]

2.2 In spite of the instructions contained in 1 above, it is observed that confirmation proposals of promoted I.P.S. officers are not being referred to this Ministry in time. The State Governments are, therefore, requested once again to adhere to the instructions contained in the circular dated the 5th August, 1977 and expedite their proposals for the confirmation/extension of probation of all S.P.S. officers promoted to I.P.S. in whose case the period of probation is already over.

2.3. I am also to draw the attention of the State Governments to the first proviso to rule 3(2) of the Indian Police Service (Probation) Rules, 1954 which envisages that in the case of a Select List Officer appointed on probation to I.P.S. 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. In view of this, if a State Police Service Officer had officiated in an I.P.S. cadre post prior to his appointment to the service and the officiation had been duly approved by the Central Government under Rule 9 of the I.P.S. (Cadre) Rules, 1954, the State Government concerned can make suitable recommendations for taking into account the approved cadre officiation of the officer towards the period of one year probation having due regard to his performance in the

cadre posts. It is, therefore, suggested for the consideration of the State Governments that they may resort to the provisions of the first provision to the Rule 3(2) of the Indian Police Service (Probation) Rules 1954 in all deserving cases on an uniform basis with a view to accelerate the process of confirmation of promoted officers.

[G.I. letter No. 18012/3/77-IPS, dated 22/9/78.]

Government of India decision below Rule 3 A

1. As the confirmation of a probationer after completion of 2 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.

[G.I. MHA letter No. 11/2/57-AIS(II), dated 20/9/1957.]

2. It has been decided that reports on the work of probationers should be made in the form of assessment report appended to these Rules, as distinct from the usual confidential report. (See Appendix)

[G.I., MHA letter No. 2/3/59-AIS(I), dated 14/2/1962.]

3.(1) Clarifications have been sought by some State Governments on the following points:-

- (a) During the first five years of service, members of the Indian Administrative Service and the Indian Police Service are posted at different stations under different district officers. Should assessment reports on their work be obtained from all the district officers. Divisional Commissioner etc. under whom they were posted?
- (b) Should assessment reports be prepared on all the persons recruited to the Indian Administrative Service and the Indian Police Service on the basis of competitive Examination since 1948?
- (c) A column "Remarks and recommendations of the Reviewing Board/Committee" figures in the assessment reports. What should be the composition of the Board/Committee?
- (d) Should the assessment reports be prepared at the end of each calendar year or financial year?
- (e) Should the assessment reports cover a full period of five years?

3(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:-

- (a) The assessment reports may be written by the authorities who write the annual confidential reports.

(b) Reports on the persons recruited on basis of the combined competitive examinations held in 1956 and after for the first five years of their service, may be prepared and sent to Union Public Service Commission in the following manner:-

(i) reports for the years 1969 and onwards may be got recorded in the proforma prescribed in letter No. 16/3/69-AIS(III), dated the 24th June 1970 of the Ministry of Home Affairs.

(ii) where assessment reports for the previous years have already been recorded but have not been sent to the Union Public Service Commission, they may now be sent to them and

(iii) where such assessment reports have not been recorded in the previous years copies of the relevant annual confidential reports may be sent

(c) 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 post 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:

Indian Police Service:

(1) Addl. Chief Secretary (Home)/Home Secretary/Secretary Incharge of Police Administration of the State Government.

(2) Director General of Police/Commissioner of Police/Addl.DGP

(3) Inspector General of Police (Administration/Pers./Headquarters).

[M.H.A. F. No. 11058/2/99-AIS-III].

(d) The practice followed in the case of confidential reports may be followed in the case of assessment reports also.

(e) The first report is not likely to cover the full period of twelve months. Therefore in addition to the first report, five more reports in respect of completed years of service should be prepared.

[G.O.I. Cabinet Sectt. letter No. 16/3/69-AIS(III), dated 15/9/1971.]

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

[G.I., MHA letter No. 16/3/65-AIS(I), dated 14th July, 1965.]

Government of India decision below Rule 10

(1) It has been decided that, where for reason beyond 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. MHA letter No. 3/16/58-AIS(II), 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).]