

No.Per (AP)-C-B(2)-2/2015
Government of Himachal Pradesh
Department of Personnel (AP-III)

From Dated: Shimla-171002, the 21ST November, 2015

To Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. All Head of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.

Subject: Probation of a Government servant appointed to the service under the State Government – instructions thereto.

Sir,

I am directed to refer to the subject cited above. A person is appointed on probation in order to assess his suitability for absorption in the service to which he has been appointed and probation should not be treated as a mere formality. Presently, the period of probation for direct recruitment as well as promotion in the services of the State is prescribed two years. The matter regarding re-defining of period of probation in the case of promotion from one grade to another but within the same Class of post was under consideration of the Government for some time past.

2. It has now been decided that in the case of promotion from one Class to another e.g. Class-II to Class-I, the period of probation shall be two years or the period of probation prescribed for the direct recruitment to the post, if any, and in case of promotion from one grade to another but within the same Class of post e.g. from Class-III to Class-II, no probation shall be prescribed. There will be no probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

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3. It is, therefore, requested that the following provisions may be inserted suitably in the respective Recruitment & Promotion Rules:-

i) Direct Recruitment	ii) Promotion
(a) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.	(a) Two year or the period of probation prescribed for the direct recruitment to the post, if any, in the case of promotion from one group to another e.g. Class-II to Class-I.
(b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.	(b) No probation in the case of promotion from one grade to another but within the same Class of posts e.g. from Class-III to Class-III.

4. These instructions may also be brought to the notice of all concerned for strict compliance.

Yours faithfully,



(Prem Singh Thakur)

Joint Secretary (Personnel) to the
Government of Himachal Pradesh
Telephone No. 0177-2624183

Endst.No.Per(AP)-C-B(2)-2/2015 Dated: Shimla the 21st November, 2015

Copy forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. SSSB, Hamirpur.
6. All the Section Officers in H.P. Secretariat, Shimla-171002.
7. Spare Copies (50).



Joint Secretary (Personnel) to the
Government of Himachal Pradesh
