
**INDIAN ADMINISTRATIVE SERVICE (PROBATION) RULES,
1954**

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SCHEDULE 1 :- SCHEDULE

**INDIAN ADMINISTRATIVE SERVICE (PROBATION) RULES,
1954**

¹1. Vide G.S.R. 152 (E), dated 8th September, 1954. In exercise of the powers conferred by sub-section (1) of Sec. 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 Administrative Service (Probation) Rules, 1954.

2. Definitions :-

In these rules, unless the context otherwise requires,-

(a) 'Academy' means ¹[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;

(c) '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;

²[(h) 'State' means the State to which a probationer is allotted or deputed for practical training;]

³ [(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.]

1. Subs. by DP and AR Notification No.9/3/73-AIS (III)-A, dated 2nd May, 1974.

2. Added by MHA Notification No. 4/36/65-AIS(III), dated 6th May, 1969.

3. Subs. by D.P. Notification No. 13/4/71-AIS(II), dated 11th January, 1972.

3. Period of Probation :-

¹[(1). Every person recruited for the service in accordance with the Indian Administrative Service (Appointment by Competitive Examination) Regulations, 1955 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, 1956, or

(ii) the Indian Administrative Service (Appointment by Selection) Regulations, 1956, ² [* * *] shall be appointed to the Service on probation for a period of one year: 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.

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

(3-A) Notwithstanding anything contained in sub-rule (3) if during the period of probation a probationer is placed under suspension pending investigation, inquiry trial relating to a criminal charge against him or pending disciplinary proceedings which are contemplated or started against him, the period of his probation may be extended for such period as the Central Government may think fit in the circumstances of the case.]

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

1. Subs. by G.S.R. 1036(E) dated 25th August, 1986.
2. Omitted by G.S.R. 1036(E) dated 25th August, 1986.

3A. 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.] GOVERNMENT OF INDIA'S DECISIONS:

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.

2. It has been decided that reports on the work of probationer should be made in the form of assessment report appended to these rules, as distinct from the usual confidential report.

3.1 Delay in the confirmation of probationer results in non-drawals of increments by them on due dates vide Rule 13.

3.2 The State Governments should, therefore, endeavour 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.

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

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 event of his failing to comply with any of the provisions of these rules to the satisfaction of the Central Government to refund any money paid to him consequent on his appointment as a probationer: ¹ [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.]

1. Subs. by G.S.R. 1036(E), dated 25th August, 1986.

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]

¹[(2) A probationer referred to in sub-rule (2) of rule 3, who has not attained the age of 52 years on appointment to the Service and who has not already undergone the training prescribed under sub-regulation (5) of Regulation 7 of the Indian Administrative Service (Appointment by Promotion) Regulations, 1955 or sub-regulation (5) of Regulation 3 of the Indian Administrative Service (Appointment by Selection) Regulations, 1956 before such appointment, shall undergo such training in the Academy, the State training institutions and other established training institutions in the country for such period as the Central Government may consider necessary.]

²[(3) The provisions of rule 6 to rule 9 shall not apply to a probationer referred to in sub-rule (2).] ³ [* * *]

1. Ins. by DP and AR Notification No.11037/7/76-AIS(II), dated 9th December, 1976 and Modified vide DP and AR Notification No. 11037/6/77 AIS(III), dated 10th June, 1978.

2. Ins. by DP and AR Not. No.11037/7/76-AIS(III), dated 9th

December, 1976.

3. Proviso deleted by DP and AR Notification No. 11037/66/76-AIS(III), dated 17th September, 1976.

6. Record in Academy :-

(1) A probationer under training shall attend such lectures and undergo such examinations, test 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.]

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 in rule 7, the Central Government may permit him to sit for re-examination in the subject or subjects 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 :-

(1) The Central Government shall prepare a list of all probationers who are appointed to the Service on the results of the same competitive examinations. 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 Academy and in the State; and

(c) at the final examination or the special examination in the circumstances mentioned in rule 8: ¹ ["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 (Probationer's Final Examination) Regulations, 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.".]

(2) The seniority inter se of the probationers recruited on the basis of each competitive examination shall be determined in accordance with the list prepared under sub-rule(1).

[(3) The provisions of sub-rules (1) and (2) shall not apply to probationers appointed to the Service in accordance with the Indian Administrative Service (Special Recruitment) Regulations, 1956, [and rule 7-A of the Indian Administrative Service (Recruitment) Rules, 1954.]] GOVERNMENT OF INDIA'S DECISIONS :

(1) It has been decided that, where for reasons 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 probationers final examination of his batch his inter se seniority should be decided in accordance with this rule.

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.

1. Substituted for "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." ", vide " INDIAN ADMINISTRATIVE SERVICE (PROBATION) RULES, 1954" Dt.July 7,

1999 Published in Ministry of Personnel, P.G. and Pensions (Deptt. of Personnel and Training), Noti. No. G.S.R. 222, dated July 7, 1999, published in the Gazette of India, Part II, Section 3(i), dated 17th July, 1999, p. 1347, No. 29 [No. 11037/2/98-AIS. III(A)] [L]

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 three-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 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 Cl. (a) above, the Central Government shall hold a summary enquiry before passing an order under these rules.] Order under rule 12(b) by way of punishment liable to be quashed.- In the instant case though the impugned order purports to be an innocent order of discharge under rule 12(b) in truth it is one intended to punish the probationer by way of removal on the ground that he was guilty of conduct which was unbecoming of a member of the Service. One is not interfering with the order by substituting his own opinion for that of the Government as regards the suitability of the petitioner to be retained in service. ¹

1. V.K. Singh v Union of India, 1984 Lab. I.C1559 at p. 1566 (All.).]

13. Salary during the period of probation :-

(1) A person referred to in Cl. (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: ¹ [Provided that, if the pay of the permanent post, on which a person, referred to in Cl. (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.]

(2) A person referred to in Cl. (iii) of sub-rule (1) of 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.]

(3) A person referred to in Cl. (ii) of sub-rule (1) and Cl. (iii) 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.

(4) 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 [and also draw increments which may be due to him.]

GOVERNMENT OF INDIA'S DECISIONS:

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.

2. The I.P.S. (Probation) Rules, 1954, deal with all matters in relation to the I.P.S. probationer 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 a 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.

3. 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 11th September, 1961, read with letter No. 920/71- AIS(III), dated 23rd January, 1971.

1. Subs. by D.P. Notification No. 9/9/72-AIS (III)-A, dated 22nd September, 1972.

14. Travelling allowance :-

(1) A probationer shall be entitled to travelling 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.

(3)

(a) ¹[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

(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:

(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 ² [as well as joining time as on transfer and, where a probationer has a family,] which term shall denote the same meaning as assigned to it in the proviso to Cl. (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 Cl. (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.]

1. Subs. by DP and AR Notification No.11037/12/75-AIS (III)-A, dated 30th June, 1976.

2. Subs. by DP and AR Notification No.11037/12/75-AIS-III-A, dated 30th June, 1976.

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.

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.

SCHEDULE 1

SCHEDULE

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 probationers, and (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 money 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 19. 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 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 sum 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 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 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, 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 give a 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 utilise 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. The proforma prescribed in this Ministry's letter No. 68/69-AIS(I), dated the 22nd October, 1969 for writing the assessment reports on the work and performance of the candidates appointed to the I.A.S./I.P.S. on the basis of the Combined Competitive Examination has since been revised in consultation with the Union Public Service Commission. The revised proforma is enclosed. I am to request that, in future, the assessment reports may be furnished in the revised proforma.

PROFORMA 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 judgment be replaced by careful analysis as you are building 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 are 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.....

POSTHELD..... RECORD OF EMPLOYMENT (a) Record of Training Institute attended, if (i) any, (for officers undergoing formal (ii) training), (iii) Percentage of marks secured at the tests/ examinations held during and at the end of the period of training. (Separate sheet may be added, if necessary) (b) Nature of duties on which he has been employed, e.g. Duties requiring public relations and field works. Formulation of plans, general direction and execution thereof. Secretarial 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 classroom. 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-ASSESSMENT Performance factors PERFORMANCE GRADE Exceeds Meets Just Partially Does not require- fully meets meets meet re- ments require- require- require- quire- of this ments ments ments ments of job of this of this of this this job job job job (1) (2) (3) (4) (5) (6) 1. MENTAL CAPACITY 1. Efforts made to acquire knowledge rele- vant 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 discussions 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 me- thodical and orderly) 8. Thoroughness 9. Punctuality 10. Resourcefulness III. STABILITY 1. Poise 2. Fairness 3. Dependability IV. ABILITY TO GET ALONG 1. Tact 2. Dealing with : (a) subordinates (b) fellow-officials (c) superiors (d) public 3. Ability to inspire others V. ABILITY TO MANAGE 1. Quality of judgment 2. Decision making 3. Ability to plan and programme 4. Direction and control 5. Ability to evaluate the work of indivi- duals and projects or schemes VI. PHYSICAL FITNESS State of health, sportsmanship etc. qualities in narrative form particularly those related to his integrity and ability of correct himself if his faults are pointed out to him. Decisions if any taken regarding fitness for drawing 1st/2nd increments (where applicable) Signature Designation: Date: 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 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). (3) May be tried for some other post (where such a course is permissible under the relevant recruitment rules). (4) May be reverted to his substantive post (here give reasons for recommending this course of action). (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 appro- priate grading) Signature of Chairman Reviewing Board/Committee Orders of the Head of Department or the Administering/Controlling Departnieit/Ministry. Signature of Head of Depit. or Administering/Controlling Department/ Ministry. I am directed to invite a reference to the Ministry of Home Affairs letter of even number, dated the 4th May, 1970, on the above subject, and to say that the Government of India have since decided that the proforma prescribed in the Ministry of Home Affairs' letter No. 16/3/69-AIS(III), dated the 24th June, 1970 shall be adopted for writing the assessment reports of probationers recommended for confirmation in the IAS/IPS. Reference letters No. 68/69-AIS(I), dated the 22nd October, 1969 and No. 16/3/69-AIS(III), dated the 24th June, 1970 of the Ministry of Home Affairs and to say that 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 Commissioners 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 report. What should be the composition of the Board/Committee? (d) Should the assessment reports be prepared at the

end of each calendar year of financial year? (e) Should the assessment reports cover a full period of five years? 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 the basis of the combined competitive examination held in 1956 and after, for the first five years of their service, may be prepared and sent to the Union Public Service Commission in the following manner :- (i) reports for the year 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 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. (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. 3. These decisions may please be noted by the State Governments. Reference paragraph 2(b) of this Department's letter of even number dated the 15th September, 1971; according to which the State Governments were required to furnish, to the Union Public Service Commission, the assessment reports on the members of the Indian Administrative Service and the Indian Police Service recruited on the basis of the combined competitive examinations held in 1956 and thereafter for the first five years of service. 2. Some of the State Governments pointed out that a lot of difficulty is involved in the preparation of copies of the assessment reports for so many years. The matter has been examined in consultation with the Union Public Service Commission. It has now been decided that only the assessment report in respect of the officers recruited on the basis of the examinations held in 1969 and thereafter need be sent to the Union Public Service Commission in the proforma prescribed in letter No. 16/3/69-AIS (III), dated the 24th June, 1969, of the Ministry of Home Affairs. 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 finalised is enclosed. 2. The Governments of Assam, Karnataka and Kerala have not agreed to participate in the scheme. However, the Government of Kerala have 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 and Kashmir. Efforts are being made to persuade the Governments of Assam and Karanataka to agree to similar arrangements, and to obtain the concurrence of the Government of Jammu and Kashmir to the scheme, failing which alternative arrangements for holding (he examinations in Assamese, Kashmiri and Kanada 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 and A.R. letter No. 22/4/70-AIS-II, dated 28th January, 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 Art.345 of the Constitution of India of the Constitution of India, except English, Hindi, Sanskrit, the mother-tongue of the member 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 I, 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 Probations' Final Examination. The Government of States, on the 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 I 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 prescribed for the members of the Service borne on the cadre of the State shown in Annexure I. 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 1) 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 book(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 examinations) 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.