

केंद्रीय विद्यालय संगठन∕ Kendriya Vidyalaya Sangathan 18, संस्थानिक क्षेत्र∕ 18, Institutional Area शहीद जीत सिंह मार्ग∕ Shaheed Jeet Singh Marg नई दिल्ली–16∕ New Delhi – 16 011-26858570

फ.स.110239/51/2**019/ब**जट /केतीएस(मुख्याः) / 1056 - 1090

दिनांक:

3-5-19

भारत सरकार द्वारा जारी निम्न वर्णित कार्यालय ज्ञापन / आदेश, सूचना एवं आवश्यक कार्रवाई हेत् केन्द्रीय विद्यालय संगठन की वैबसाइट पर अपलोड किये जा रहे है।

- 1.G.I., CGHS, O.M.No.2 (16)Estt./CGHS/2018-19/1192 dated 18-2-2019 regarding Extension of Empanelment of Health Care Organization (HCOs) under Continuous Empanelment Scheme.
- 2. G.I., M.H.&F.W., CGHS, O.M.No.Z.15025/117/2017/DIR/CGHS/CGHS(P) dated 21-2-2019 regrding OPD consultation from Hospitals empanelled under CGHS.
- 3. G.I.,M.F.No.2/5/2017-E.II(B) dated 05-03-2019 regarding Dispensation of conditions of applying for Government Accommodation and furnishing of 'No accommodation Certificate' for admissibility of House Rent Allowance.
- 4. G.I.(CBDT), Corrigendum F.No.275/192/2018-IT(B), dated 8-2-2019 Corrigendum to Circular No.1 of 2019, dated 1-1-2019 regarding Income tax Deduction from Salaries during the Financial Year 2018-19 under Section 192 of the Income tax Act, 1961
- 5. G.I.,M.H. & F.W.,O.M.No.S.14021/39/2018-EHS, dated 4-1-2019 regarding Recognition of JP Hospital, Zirakpur, Punjab for treatment of Central Government employees under CS(MA)Rules,1944.
- 6. G.I.,M.H. & F.W.,O.M.no.S.14021/41/2017-EHS dated 6-2-2019 regarding Recognition of Sacred Heart Hospital, Jalandhar for treatment of Central Government employees under CS(MA)Rules,1944.
- 7. G.I., Dept. of Per.& Trg., O.M.No.1/4/2017-Estt.(Pay-I), dated 28-2-2019 regarding Restriction of officiating pay under FR 35 in the context of CCS(Revised Pay)Rules, 2016.
- 8. G.I.,M.F.,O.M.No.1/3(1)/2008-E.II(B), dated 08-03-2019 regarding rate of Dearness Allowance applicable with effect from 1-1-2019 to the employees of Central Government and Central Autonomous Badies continuing to draw their pay in the prerevised pay scale/Grade Pay as per Sixth Central Pay Commission.
- 9. G.I., Dept. of Pen. & P.W., O.M.No.41/21/2000-P&PW(D), dated 19-2-2019 regarding Issue of Pensioners' Identity Card to Pensioners Revised Format.

10. G.I., Dept. of Per. & Trg., O.M.No.28020/3/2018- Estt.(c), dated 11-3-2019 regarding Master Circular on Probation/Confirmation in Central Services.

(संतर्थ कुमार) सहायक आयुक्त(वित्त)

वितरण :

- 1. उपायुक्त, के॰ वी॰ एस॰ , सभी क्षेत्रीय कार्यालय।
- 2. वित्त अधिकारी , के. वी. एस. , सभी क्षेत्रीय कार्यालय।
- 3. सभी अधिकारी / अनुभाग , के वी एस (मु)।
- 4. प्राचार्य , के वी काठमांडू , मास्को एवं तेहरान ।
- 5. महासचिव , सभी मान्य संघ ।
- 6. निदेशक , जीट ग्वालियर , मुंबई , भैसूर , चंडीगढ़ एवं भूबनेश्वर।
- 7. उपायुक्त, ई डी पी , के वी एस (मु॰) को के वी एस (मु॰) की वैबसाइट के शीर्ष "सूचना पट(Announcements) " के अंतर्गत अपलोड करने हेत् प्रेषित ।
- 8. आर टी आई , के वी एस (म्.)।
- 9. गार्ड फ़ाइल

G.I., CGHS, O.M. No. 2 (16) Estt./CGHS/2018-19/1192, dated 18-2-2019

Extension of Empanelment of Health Care Organization (HCOs) under Continuous Empanelment Scheme

In continuation of Office Memorandum of even number, dated 12-2-2018 (Sl. No. 48 of Swamy's Annual, 2018), the period of empanelment of the following is extended for a period of one year with effect from 13-2-2019 or till next new empanelment, whichever is earlier on the same terms and conditions which were signed at the time of empanelment.

Exclusive Hospital / Centre Empanelled under CGHS, Bhopal

	ime of Eye care Center	NABH / NABL Status	Telephone No.	Empanelled for
Banja	AXY HOSPITAL 25, ri, Near Jain Mandir, h Kunj, Kolar Road, il	NABH	0755- 2411222	Orthopaedic, Arthroscopy and Joint Replacement



Z 15025/117/2017/DIR/CGHS/ CGHS(P) Government of India Ministry of Health & Family Welfare Department of Health & Family Welfare

Nirman Bhawan, New Delhi Dated the 21st February . 2019.

OFFICE MEMORANDUM

Sub: OPD Consultation from Hospitals empanelled under CGHS

With reference to the above mentioned subject the undersigned is to advise all the private hospitals empanelled under CGHS to ensure that CGHS beneficiaries referred by Govt. Specialists / CGHS Medical Officers are provided OPD Consultation facilities by Specialist and ensure that they shall not charge more than the CGHS Consultation charges.

(Dr.Atul Prakash)

Director, CGHS

To:

All Hospitals empanelled under CGHS through Addl. Director, CGHS of concerned city

2 Addi. DDG(HQ), CGHS /Addi. Director, CGHS(HQ)/Addi. Directors of all Cities/Zones

Copy for information to

1 PPS to AS&DG,CGHS

2 Advisor, MoHFW-CGHS

No. 2/5/2017-E.IIB Government of India Ministry of Finance Department of Expenditure

North Block, New Delhi Dated: 5th March, 2019

OFFICE MEMORANDUM

Subject:-

Dispensation of conditions of applying for Government Accommodation and furnishing of 'No Accommodation Certificate' for admissibility of House Rent Allowance.

Several references are being received in this Department to review the condition of applying for Government Accommodation and furnishing of 'No Accommodation Certificate' for admissibility of House Rent Allowance as contained in Para 4(a) of this Department's O.M. No. 2(37)-E.II(B)/64 dated 27.11.1965 read with Para 1(1) of O.M. No.11011/1/E.II(B)/75 dated 25.02.1977.

- 2. The matter has been examined in this Department and in supersession of Para 4(a) of this Department's O.M. No. 2(37)-E.II(B)/64 dated 27.11.1965 read with Para 1(1) of O.M. No.11011/1/E.II(B)/75 dated 25.02.1977 and to simplify the procedure relating to grant of House Rent Allowance to Central Government employees, the President, in consultation with Ministry of Housing and Urban Affairs and the Staff Side of the National Council (J.C.M.), is pleased to decide that the conditions of applying for Government Accommodation and furnishing of 'No Accommodation Certificate' by Central Government employees to become eligible for House Rent Allowance, are dispensed with for all places, in respect of General Pool Residential Accommodation(GPRA) controlled by Directorate of Estates.
- 3. Ministries/Departments having their separate pool of residential accommodation for their employees other than GPRA, may adopt these provisions, wherever feasible.
- 4. These orders shall be effective from the date of issue of the orders.
- 5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.

(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Government of India as per standard distribution list.

Copy to C&AG and UPSC etc. (with usual number of spare copies) as per standard endorsement list.

F.No. 275/192/2018-IT (B)

Government of India/ भारत सरकार

Ministry of Finance/ वित संवातय/ Department of Revenue/ (राजस्व विभाग)

Central Board of Direct Taxes/ (केन्द्रीय प्रत्यक्ष कर् बाई)

North Block, New Dethi 8th February 2019

CORRIGENDUM TO CIRCULAR NO. 1 OF 2019 DATED 31 01 2019

Sub: Income-Tax Deduction from Salaries during the Financial Year 2018-19 under Section 192 of the Income-tax Act, 1981-regarding.

In Circular No.1/2019 dated 1* January, 2019 on the above-mentioned subject the provisions of section 80TTB were inadvertently not correctly explained in para 5.5.12 of the circular. The correct position of the admissibility of deduction under section 80TTB is provided as under: -

*Section 80TTB introduced by Finance Act, 2018, w.e.f. 01.04.2019, allows deduction to a senior citizen from his gross total income in respect of income by way of interest on deposits with-

- (a) a banking company to which the Banking Regulation Act. 1949 (10 of 1949) applies (including any bank or banking institution referred to in section 51 of that Act);
- (b) a co-operative socially engaged in carrying on the business of banking findluditing a co-operative land mortgage bank or a co-operative land development bank); or
- (c) a Post Office as defined in clause (k) of section 2 of the indian Post Office Act 1898 (6 of 1898).

The amount of deduction in respect of above interest on deposit is as under. -

- (ii) In a case where the amount of such income does not exceed in the aggregate fifty thousand rupees, the whole of such amount and
- (ii) in any other case, fifty thousand rupees.

However, no deduction is allowed under section 80TTB to any partner of the firm or any member of the association or any individual of the body if sale interest is derived from any deposit held by, or on behalf of, a firm, an association of persons or a body of individuals.

For this purpose, "senior citizen" means an individual resident in India who is of the age of sixty years or more at any time during the relevant previous year.

However, texpayers claiming deduction under section 80TTB shall not be aligible for deduction under section 80TTA"

2 In view of above, Circular No.1/2019 may accordingly be treated as modified to this extent. The earlier corrigendum dated 01.02 2019 stands withdrawn and cancelled.

(Sandsep Singn; Under Secretary to the Govt. of thick

Recognition of IP Hospital, Zirakour, Punjab for treatment of Central Government chaployees under CS (MA) Rules, 1944

The undersigned is directed to say that the proposal received for recognition of TP Hospital, Zirakpur, Punjab for treatment of Central Government employees and their family members under Central Services (Medical Attendance) Rules, 1944 has been examined in this Ministry and found to be in order. It has been decided to grant recognition to JP Hospital, Zirakpur, Punjab under CS (MA) Rules, 1944.

- 2. The Schedule of charges for the treatment of Central Government employees and the members of their family under the GS. (MA) Rules, 1944, will be the rates fixed for CGHS, Non-NABH, Charles each rates. The approved rates are available on the website of the charge of the contract of
 - 3. The undersigned is further directed to clarify as under:-
- (a) "Package Rate" shall mean and include lumpsum cost of in-patient treatment / day care / diagnostic procedure for which a CS (Mx) beneficiary has been permitted by the Competent Authority or for treatment under emergency from the time of admission to the time of discharge, including (but not limited to) (i) Registration charges, (ii) Admission charges, (iii) Accommodation charges including patient's diet, (iv) Operation charges, (vi) hiection charges, (vii) Discourt Consultant visits harges, (viii) ICU / ICCU charges, (iv) Monitoring charges, (x) Transmission charges, (xi) Anaesthesia charges, (xii) Operation theatre charges, (xiii) Procederal charges / Surgeon's fee, (xiv) Cost of surgical disposables and all similares used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiothera y charges felo. (xviii) Nursing care and charges for its services.
- (b) Cost of implants is reimbursable in addition to package rates as per CGHS Ceiling rates for implants.
- (c) Treatment charges for new born baby are separately reimbursable in addition to delivery charges for mother.
- (d)JP Hospital, Zirakpur, Punjab shall not charge more than the package rates fixed for CGHS, Non-NABH, Chandigarh rates.
- (e)Expenses on tolletries, cosmetics, telephone bills, etc., are not reimbursable and are not included in package rates.
 - 4. Package rates envisage duration of indoor treatment as follows:-

Up to 12 days : for Specialized (Super Specialities) treatment

Up to 7 days : for other Major Surgeries

Up to 3 days for Laparoscopic Surgeries pormal Deliveries

1 day for day care/Minor (OPD) surgeries.

No additional charge on account of extended period of stay shall be allowed if that extension is due to infection on the consequences of surgical procedure or due to any improper procedure and is not justified.

In case, there are no CGHS prescribed rates for any test / procedure, then AIIMS rates are applicable. If there are no AIIMS rates, then reimbursement is to be arrived at by calculating admissible amount itemwise (e.g. room tent, investigations, cost of medicines, procedure charges, etc.) as per approved rates / actually, in case of investigations.

5. (a) CS (MA) beneficiaries are entitled to facilities of private, semiprivate or general ward depending on their Basic Pay. The entitlement is as follows:-

Si. No.	Corresponding Basic Pay drawn by the Officer in Seventh CPC per month	Ward Entitlement
1.	Up to ₹ 47,600	General Ward
2.	₹ 47,601 to 63,100	Semi-Private Ward
3	₹ 63,101 and above	Private Ward

- (b) The package rates given in rate list of CGHS are for semi-private ward.
- (c)The package rates prescribed are for semi-private ward. If the beneficiary is entitled for general ward, there will be a decrease of 10% in the rates; for private ward entitlement, there will be an increase of 15%. However, the rates shall be same for investigation irrespective of entitlement, whether the patient is admitted or not and the test, per se, does not require admission.
- (6)The hospital shall charge from the beneficiary as per the CGHS prescribed rates or its own rate list, whichever is lower. The hospital shall charge CGHS, Non-NABH, Chandigarh rates.
- (7) (a)The maximum room rent admissible for different categories would be:-

General ward	Rs.1,000 per day
Semi-private ward	Rs.2,000 per day
Private ward	Rs.3,000 per day
Day care(6 to 8 Hrs.)	Rs.500(same for all categories)

(b) Room rent mentioned above at (a) above is applicable only for treatment procedures for which there is no CGHS prescribed package rate.

Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine upkeeping.

- (c) During the treatmpent in ICCU/ICU, no separate room rent will be admissible.
- (d) Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have turnishings like wardrobe, dressing table, bed-side table, sofa set, etc., as well as a bed for attendant. The room has to be air-conditioned.
- (e) Semi-Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.
- (f) General ward is defined as hall that accommodates four to ten patients.
 - (g)Normally, the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward.

If on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over nd above entitlement will have to be borne by the beneficiary.

- 8. In case of non-emergencies, the bonoficiary shall have the option of availing specific treatment investigation from any of the empanelled hospitals of his / her choice (provided the hospital is recognized for that treatment procedure / test), after the specific treatment / investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his / her concerned Ministry / Department.
- 9. The hospital shall honour permission letter issued by Competent Authority and provide treatment / investigation facilities as specified in the permission letter.

- 10. The hospital shall also provide treatment/investigation facilities to the CGHS beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower. The hospital shall provide treatment to pensioner CGHS beneficiaries after authentication through verification of valid CGHS Cards.
- 11. However, pensioner CGHS beneficiaries would make payment for the medical treatment at approved rates as mentioned above and submit the medical reimbursement claim to the Additional Director,

GGHS through the CMO incharge of the CGHS Wellness Centre, where the CGHS Card of the beneficiary is registered.

- 12. In case of emergencies, the beneficiary shall have the option of availing specific treatment / investigation from any of the empanelled hospitals of his / her choice (provided the hospital is recognized for that treatment procedure / test), on production of valid ID card, issued by Competent Authority.
- 13. During the in-patient treatment of the CS (MA) beneficiary, the hospital will not ask the beneficiary or his attendant to purchase separately the medicines / sundries / equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CGHS which includes the cost of all the items.
- 14. In case of treatment taken in emergency in any non-recognized private hospitals, reinbursement shall be considered by Competent Authority at CGHS prescribed package/rates only.
- 15. If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.
- 16. The hospital shall agree for conducting all investigations / diagnostic tests / consultations, etc. of the Central Civil Services, Group 'A' Officers of age of 40 years and above and other categories of CGHS / CS (MA) beneficiaries as specified by Government from time to time as per prescribed protocol as per Annexure (not printed), subject to the condition that the hospital shall not charge more than ₹ 2,000 for conducting the prescribed medical examination of the male officers and ₹ 2,200 for female officers of Central Government who come to the hospital / institution with the requisite permission letter from their Ministry / Department / Competent Authority. The above rates for medical examination are valid until such time when the above rates are revised by the Central Government.
- 17. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled hospital. Services will be provided by the hospital as per the terms given above.
 - 18. Ministry of Health and Family Welfare reserves the right to withdraw / cancel the above recognition without assigning any reason.
 - 19. The order takes effect from the date of issue of the OM. The hospital stands recognized under CS (MA) Rules, 1944 for a period of 4 (four) years from the date of issue of this OM.
- 20. The authorities of JP Hospital, Zirakpur, Punjab will have to enter into an agreement with the Government of India to the effect that the hospital will charge from the Central Government employees at the rates fixed by the Government and they will have to sign a Memorandum
 - of Understanding (MeU) within a period of 3 months from the date of issue of the above-mentioned OM failing which the hospital will be derecognized (Two original copies of MoU printed on the stamp paper and duly signed by the hospital to be sent for acceptance). Subject to above the hospital can start treating Central Government employees covered under CS (MA) Rules, 1944.
 - 21. A communication in acceptance of the Para. 20 above may be sent to the undersigned within a week from the receipt of this Office Memorandum.

G.I.,M.H. & F.W.,O.M. No.S.14021/41/2017-EHS, dated 6-2-2019

Recognition of Scred Heart Hospital, Jalandhar for treatment of Central Government employees under CS (MA) Rules, 1944

The undersigned is directed to say that the proposal received for recognition of Sacred Heart Hospital, Jalandhar for treatment of Centrl Government employees and their family members under Central Services (Medical Attendance) Rules, 1944 has been examined in this Ministry and found to be in order. It has been decided to grant recognition to Sacred Heart Hospital, Jalandhar under CS(MA)Rules, 1944

- 2. The Schedule of charges for the treatment of Central Government employees and the members of their family under the CS(MA)Rules,1944 will be the rates fixed for CGHS,NABH, Chandigarh rates. The approved rates are available on the website of CGHS and may be downloaded/printed.
 - 3. The indersigned is further directed to clarify as under:-
- (a) "Package Rute" shall mean and include lumpsum cost of in-patient treatment / day care / diagnostic procedure for which a CS (MA) beneficiary has been permitted by the Competent Authority or for treatment under appropriate from the time of admission to the time of discharge, including (but not limited to) (f) Registration charges, (ii) Admission charges, (iii) Accorate edition charges including patient's dist, (iv) Coeration charges, (vi) Injection charges, (vi) Dressing charges, (vii) Doctor (Consultant visit charges, (viii) ICU / ICCU charges, (vi) Memittoring charges, (c) Transfusion charges, (vi) Anaesthesia charges, (vii) Cost of integral dispusables and all sundries used during hospitalization, (viv) Cost of integral dispusables and all sundries used during hospitalization, (viv) Cost of integral dispusables and all sundries used during hospitalization, (viv) Cost of integral dispusables, (vii) Related routine and essential investigations, (viv) Physiotherapy charges, vic. (xviii) Nursing care and charges for its services.

- (b) Cost of Implants is reimbursable in addition to package rates as yer CGHS ceiling rates for implants.
- (c) Treatment charges for new born haby are separately reimbursable to addition to delivery charges for mother.
- (d) Sacred Heart Hospital, Jalandhar shall not charge more than the package rates fixed for CGHS, NABH, Chandigarh rates.
- (e) Expenses on toiletries, cosmetics, telephone bills, etc., are not reimbursable and are not included in package rates.
 - 4. Package rates envisage duration of indoor treatment as follows:-

Un to 12 days of for Specialized (Super Specialities) treatment

Up to 7 days : for other Major Surgeries

Up to 3 days : for Laparoscopic Surgeries / normal Deliveries

day : for day care/Minor (OPD) surgeries.

No additional charge on account of extended period of stay shall be allowed if that extension is due to infection on the consequences of surgical procedure or due to any improper procedure and is not justified.

In case, there are no CGHS prescribed rates for any test / procedure, then AHMS rates are applicable. If there are no AHMS rates, then continuous mean is to be arrived at by calculating admissible amount itemuse (e.g. room rent, investigations, cost of medicines, procedure charges, etc.) as per approved rates / actually, in case of investigations.

5. (a) CS (MA) beneficiaries are entitled to facilities of private, once private or general ward depending on their Basic Pay. The entitlement is as follows:-

). No	Corresponding Basic Pay drawn by the Officer in Seventh CPC per month	Ward Entitlement
	Up to ₹ 47,600	General Ward
2. —	₹ 47,601 to 63,100	Semi-Private Ward
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(b) The package rates given in rate list of CGHS are for semi-private word.

(c) The package rates prescribed are for semi-private ward. If the beneficiary is entitled for general ward, there will be a decrease of 10% in the rates; for private ward entitlement, there will be an increase of 15%. However, the rates shall be same for investigation irrespective of entitlement, whether the patient is admitted or not and the test, per se, does not require admission.

- 6. The hospital shall charge from the beneficiary as per the CGHS prescribed rates or its own rate list, whichever is lower. The hospital shall obarge CCHS, NAEH, Chandigarh rates.
- 7. (a) The maximum room rent admissible for different categories would be:-

General ward ₹ 1,000 per day
Semi-private ward ₹ 2,000 per day
Private ward ₹ 3,000 per day

Day care (6 to 8 Hrs.)

₹ 500 (same for all categories)

(b) Room rent mentioned above at (a) above is applicable only for treatment procedures for which there is no CGHS prescribed package rate.

Room rent will include charges for occupation of bed diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine upkeeping.

- (c)During the treatment in ICCU/ICU, no separate room rent will be dmissible.
- (d)Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet(lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, etc., as well as a bed for attendant. The room has to be air-conditioned.
- (e)Semi-private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.
 - (f) General ward is defined as hall that accommodates four to ten-
- (g) Formally, the treatment in higher estagory of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled actogory accommodation is not available, admission in the immediate higher entogory may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the word as per entitlement of beneficiary, then the bospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward.

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hospitals of his / her choice (provided the hospital is recognized for that treatment procedure / test), who the specific treatment / investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his / her concerned Ministry / Department.

9. The hospital shall honour permission letter issued by Competent Authority and provide treatment investigation facilities as specified in the permission letter.

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- 10. The hospital shall also provide treatment/investigation facilities to the CGHS beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower. The hospital shall provide treatment to pensioner CGHS beneficiaries after numerication through verification of valid CGHS Cards.
- 11. However, pensioner CGHS beneficiaries would make payment for the medical treatment at approved rates as mentioned above and submit the medical reimbursement claim to the Additional Director, CGHS through the CMO incharge of the CGHS Wellness Centre, where the CGHS Card of the beneficiary is registered.
- 12. In case of emergencies, the beneficiary shall have the option of availing specific treatment / investigation from any of the empanelled nospitals of his / her choice (provided the hospital is recognized for that treatment procedure / test), on production of valid ID eard, issued by Comparent Authority.
- 13. During the in-patient treatment of the CS (MA) beneficiary, the hospital will not ask the beneficiary or his attendant to purchase separately the medicines / sundries / equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CGHS which includes the cost of all the items.
- 14. In case of treatment taken in emergency in any non-recognized private hospitals, reimbursement shall be considered by Competent Authority at CGHS prescribed package / rates only.
- 15. If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.
- 16. The hospital shall agree for conducting all investigations / diagnostic tests/consultations, etc. of the Central Civil Services, Group 'A' Officers of age of 40 years and above and other categories of CCIIS / CS (MA) beneficiaries as specified by Government from time to time as per prescribed protocol as per Annexure (not printed), subject to the condition that the hospital shall not charge more than ₹ 2,000 for conducting the prescribed medical examination of the male officers

- and ₹ 2,200 for female officers of Central Government who come to the hospital / institution with the requisite permission letter from their Ministry/Department/Competent Authority. The above rates for medical examination are valid until such time when the above rates are revised by the Central Government.
- 17. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled hospital. Services will be provided by the hospital as per the terms given above.
- 18. Ministry of Health and Family Welfare reserves the right to withdraw / cancel the above recognition without assigning any reason.
- 19. The order takes effect from the date of issue of the OM. The hospital stands recognized under CS (MA) Rules, 1944 for a period of 4 (four) years from the date of issue of this OM.
- 20. The authorities of Sacred Heart Hospital, Jalandhar will have to enter into an agreement with the Government of India to the effect that the hospital will charge from the Central Government employees at the rates fixed by the Government and they will have to sign a Mernorandum of Understanding (MoU) within a period of 3 months from the date of issue of the above-mentioned OM failing which the hospital will be derecognized (Two original copies of MoU printed on the stamp paper and duly signed by the hospital to be sent for acceptance). Subject to above, the hospital can start treating Central Government employees covered under CS (MA) Rules, 1944.
- 21. A communication in acceptance of the Para. 20 above may be sent to the undersigned within a week from the receipt of this Office Memorandum.

No. 1/4/2017-Estt.(Pay-I) Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

North Block, New Delhi Dated the 2&February, 2019

OFFICE MEMORANDUM

Subject:- Restriction of officiating pay under FR 35 in the context of CCS(Revised Pay) Rules, 2016-regarding

The undersigned is directed to state that in terms of the provisions contained in Fundamental Rule 35 (FR 35), the Central Government may fix the pay of an officiating Government servant at an amount less than admissible under the Fundamental Rules. Accordingly, orders have been issued from time to time indicating the circumstances and the extent to which provisions of FR 35 would apply. In this row, this Department vide OM No.1/4/2009-Estt(Pay-I) dated 08.03.2010 laid down the ceilings for restriction of basic pay under FR 35 in running pay bands and grade pay system in the 6th CPC scenario.

- 2. The question of revising these ceilings after implementation of CCS (RP) Rules, 2016 has been considered by the Government and the President is pleased to decide that the pay under FR 35 shall be restricted in a manner so that the increase in the basic pay of the post held by the Government Servant prior to the officiating appointment shall not exceed 12.5% subject to a maximum of Rs. 6700 per month. Any increase in excess of 12.5% of the basic pay with a further ceiling of Rs. 6700 per month shall be treated as substantial increase for the purposes of FR 35.
- 3. In case of appointment on promotion in the normal line within the cadre but which are not on regular basis, initially the pay may also be fixed under relevant rules. After such fixation of pay, if it is found that there is no substantial increase in the pay so fixed as defined in para 2 above, the restriction under FR 35 will not be applied as shown in *Illustration 1*. However, after such fixation of pay, if it is found that there is substantial increase in the pay so fixed, the restriction as mentioned in para 2 above will be applied. In that case, after restriction of basic pay if there is no such Cell equal to the amount so arrived after restriction is available in the Level of Pay Matrix of the officiating post, the officer shall be placed at the next higher Cell in that Level even if the limit for restriction mentioned in para 2 above is breached, as shown in *Illustration 2*. The Government servant will earn his annual increment on the basic pay so fixed after imposition of restrictions under FR 35.
- 4. However, in the cases where the pay of the officer after imposition of the restrictions in the manner indicated above is fixed at less than the value of the first Cell of the Level of the officiating post, in that case, his pay will be fixed in the Level of post held by him before such officiating appointment. If no such Cell equal to the amount so arrived after restriction is available in the Level of post held by him before such officiating

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appointment, the officer shall be placed at the next higher Cell in that Level even if the limit for restriction mentioned in para 2 above is breached and he will draw his annual increment(s) in that Level of the lower post till he reaches the minimum of the Level of the officiating post. After one year of reaching/surpassing the minimum of the Level of the officiating post, the officer will become entitled to increment in the Level of the officiating post and his pay will be fixed in Cell 2 of the Level of the pay matrix of the officiating post as shown in *Illustration 3*.

- 5. In cases of appointments on promotion in the normal line within the cadre but which are not on regular basis, the pay shall be restricted under FR 35 in the manner given above. However, restriction of officiating pay under FR 35 will not be invoked in respect of regular cadre promotion where the employee who becomes due for promotion falls within the zone of consideration and fulfils all the conditions of eligibility prescribed in the Recruitment Rules for promotion.
- 6. The new rates will be applicable with effect from the date an employee draws pay in the revised scale of pay applicable in accordance with Central Civil Services (Revised Pay) Rules, 2016.
- 7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the office of the Comptroller and Auditor General of India.

8. Hindi version will follow.

(**K**ajeev Bahree) Under Secretary (Pay) Tele: 23040489

То

All Ministries/ Departments of Government of India.

Annexure to No. 1/4/2017-Estt.(Pay-I) dated the 28 February, 2019

Illustration 1

An officer was drawing pay of Rs.78500 in Cell 6 of Level 11 before his appointment to officiate in Level 12 carrying duties and responsibilities of greater importance than those attaching to the post held by him before such appointment.

On the date of his officiating appointment, he may be granted one increment (Cell 7 in Level 11-Rs.80900) and thereafter, he is to be placed at a cell equal to the figure so arrived (Rs.80900) in the Level 12. Since no such cell equal to Rs. 80900 is available in Level 12, he shall be placed at the next higher cell in that Level [Cell 2 of Level 12-Rs.81200/-].

After such fixation since there is only an increase of amount of Rs.2700 (Rs. 81200-78500) which is less than 12.5% of the basic pay (Rs.78500) of the post held earlier by the officer before such officiating appointment and further limit of Rs.6700/-, there is no substantial increase in the pay so fixed. The restrictions under FR 35 will, therefore, not-apply inthis case and his pay will be fixed at Rs.81200/- (Cell 2 in Level 12).

Illustration 2

An officer was drawing pay of Rs.175500 in Cell 13 of Level 13 before his appointment to officiate in Level 14 carrying duties and responsibilities of greater importance than those attaching to the post held by him before such appointment. In this case, his pay is to be fixed in the following manner under FR 35:-

On the date of his officiating appointment, he may be granted one increment (Cell 14 of Level 13- Rs.180800) in the Level (Level 13) of the post held by him before officiating appointment. Since no cell equal to 180800 is available in Level 14 he shall be placed at the next higher cell in that Level (Rs.182700- Cell 9 of Level 14). By such fixation of pay, the increase in pay comes to Rs. 7200 (Rs. 182700-175500). Amount of /Increase of Rs.7200 is more than increase of Rs.6700/- permissible under FR 35 and as such this increase shall be treated as substantial increase for the purpose of restriction under FR 35. Thus, his pay is to be fixed at Rs. 182200(175500+6700). However, as no such cell equivalent to the value of Rs. 182200 is available in Level 14, his pay is to be fixed at next Cell in Level 14, i.e. Rs.182700 (Cell 9 in Level 14) breaching the limit of Rs.6700.

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Illustration 3

An officer was drawing pay of Rs.36500 in Cell 2 of Level 6 before his appointment to officiate in Level 7 carrying duties and responsibilities of greater importance than those attaching to the post held by him before such appointment. In this case, his basic pay is to be fixed in the following manner under FR 35:-

On the date of his officiating appointment, he may be granted one increment (Cell 3 of Level 6 Rs.37600) in the Level (Level 6) of the post held by him before officiating appointment. However, no cell equal to amount of Rs. 37600 is available in Level 7 as minimum Cell value in Level 7 is Rs.44900 (Cell 1 of Level 7). If his pay is fixed at Rs.44900 (Cell 1 of Level 7), the increase in pay comes to Rs. 8400 (Rs.44900-36500) which is more than increase of Rs.4562.5/- (12.5% of 36500) limit prescribed under this OM. As such this increase shall be treated as substantial increase for the purpose of restriction under FR 35. His basic pay is thus to be fixed at Rs.41062.5 (36500+4562.5) in the Level of the post held by him before such officiating appointment i.e. Level 6. Since no such Cell equal to the amount of Rs.41062.5 is available in Level 6, his pay is to be fixed at next Cell in that Level, i.e. Rs.41100 (Cell 6 in Level 6) breaching the limit of 12.5%.

No. 1/3(2)/2008-E.II(B) Government of India Ministry of Finance Department of Expenditure

> North Block, New Delhi Dated the 8th March, 2019.

OFFICE MEMORANDUM

Subject: Rate of Dearness Allowance applicable w.e.f. 01.01.2019 to the employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the prerevised pay scales as per 5th Central Pay Commission

The undersigned is directed to refer to this Department's O.M. No. 1/3/2008-E.II(B) dated 11th September, 2018 revising the rate of Dearness Allowance (DA) w.e.f. 01.07.2018 in respect of employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scales as per 5th Central Pay Commission.

- The rate of DA admissible to above categories of employees of Central Government and Central Autonomous Bodies shall be enhanced from the existing 284% to 295% w.e.f. 01.01.2019.
- The provisions contained in paras 3, 4 and 5 of this Ministry's O.M.No.1(13)/97-E.II(B) dated 3rd October, 1997 shall continue to be applicable while regulating Dearness Allowance under these orders.
- The payment of arrears of Dearness Allowance shall not be made before the date of disbursement of salary of March, 2019.
- The contents of this Office Memorandum may also be brought to the notice of all organisations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

TA Bandyopadhyay)

Under Secretary to the Government of India

To

All Ministries/Departments of the Government of India (as per standard distribution list). Copy to: C&AG, UPSC, etc.(as per standard endorsement list).

No. 41/21/2000-P&PW(D)

Government of India Ministry of Personnel, Public Grievances & Pensions Department of Pension and Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan Khan Market, New Delhi Dated the 19th Feb, 2019

OFFICE MEMORANDUM

Sub: Issue of Pensioners' Identity Card to Pensioners- Revised Format.

The undersigned is directed to refer to this Department's OM of even no. dated 12.08.2015 and to say that the instructions related to the issue of Pensioners' Identity Card to Pensioners were issued by this Department. In para 2 of the OM dated 12.08.2015, it is mentioned that Pensioners' ID Card shall include the Aadhaar No. of the pensioners, if available. Accordingly, a format for the pensioners' Identity Card was also issued.

2. The matter has been reconsidered. It has been decided that henceforth, the Pensioners' Identity Card may be issued to the pensioners in the revised format (copy enclosed).

Encl: as above

(Charanjit Taneja)

Under Secretary to the Govt. of India

To

All Ministries/Departments of Government of India

Revised Format for Pensioners' Identity Card for persons retiring under Central Civil Services (Pension) Rules 1972 (or other corresponding rule)

(FRONT)

PENSIONER'S IDENTITY CARD GOVERNMENT OF INDIA MINISTRY OF

No.

Space for

Name:

Photograph

Res. Address:

Telephone/Mobile No.:

Blood Group:

Signature of Card Holder

Signature of Issuing Authority with seal

(REVERSE)

Date of Birth:

Date of Superannuation/retirement:

Pay-scale nn retirement:

Post held on retirement:

Last Pay:

PPO No. and date:

Any Other Information:

Revised Format for Pensioners' Identity Card for persons retiring under New Pension Scheme

(FRONT)

PENSIONER'S IDENTITY CARD GOVERNMENT OF INDIA MINISTRY OF

No.

Space for

Name:

Photograph

Res. Address:

Telephone / Mobile No.:

Blood Group:

Signature of Card Holder

Signature of Issuing Authority with seal

(REVERSE)

Date of Birth:

Date of Superannuation/retirement:

Pay-scale on retirement:

Post held on retirement:

Last Pay:

PRAN Number:

Any Other Information:

No.28020/3/2018-Estt.(C) Government of India Ministry of Personnel, PG & Pensions Department of Personnel & Training

North Block, New Delhi Dated: 11 March, 2019

OFFICE MEMORANDUM

Subject: Master Circular on Probation/Confirmation in Central Services- reg.

The undersigned is directed to refer to this Department's O.M.No.28020/1/2010-Estt.(C) dated 21.07.2014 wherein consolidated instructions on Probation/Confirmation were issued.

It has been decided to further consolidate/modify the instructions/guidelines in relation to probation and confirmation as a Master Circular to provide clarity and ease of reference. The Master Circular issued vide O.M. dated 21.07.2014 has been suitably updated as on date and the same is enclosed. The list of O.M.s which have been referred for consolidation of instructions for this Master Circular is at Appendix.

Deputy Secretary to the Government of India
Telefax: 23094471

Copy to:

All Ministries/Departments of Government of India.

Copy to:

- (I) The President's Secretariat, New Delhi.
- (II) The Vice-President's Secretariat, New Delhi.
- (III) The Prime Minister's Office, New Delhi.
- (IV) The Cabinet Secretariat, New Delhi.
- (V) The Rajya Sabha Secretariat, New Delhi.
- (VI) The Lok Sabha Secretariat, New Delhi.
- (VII) The Controller and Auditor General of India, New Delhi.
- (VIII) The Secretary, Union Public Service Commission.
- (IX) The Secretary, Staff Selection Commission.
- (X) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (XI) All Officers and Sections in the Department of Personnel & Training.

MASTER CIRCULAR ON PROBATION AND CONFIRMATION IN CENTRAL SERVICES

PROBATION

- 1. 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. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
- 2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed upon issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.
- 3. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.
- 4. Concentration of attention on the probationer's ability to pass the probationary or the departmental examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.
- 5. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work may be obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officers for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation period reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation period reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation period reports should be written in addition to the usual APARs for the period of probation.
- 6. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

- 7. A probationer, who is not making satisfactory progress, 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 a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him 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 an opportunity before taking the drastic step of discharge.
- 8. During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as the Government may deem fit, as a condition for the satisfactory completion of probation.

MANDATORY INDUCTION TRAINING

9. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities in consultation with the Training Division of DOPT. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.

PERIOD OF PROBATION

10. The period of probation is prescribed for different posts/services in Central Government on the following lines:

S.No.	Method of appointment	Period of Probation
PROM	OTION	
1.	Promotion from one grade to another	No probation.
	but within the same group of posts e.g.	
	from Group 'C' to Group 'C'	
2.	Promotion from one Group to another	The period of probation
	e.g. Group 'B' to Group 'A'	prescribed for the direct
		recruitment to the higher post. If
		no period is prescribed then it
		should be 2 years.

3.	CT RECRUITMENT	
	(i) For direct recruitment to posts except	2 years
	Cause (II) Delow	
	(ii) For direct recruitment to posts	1 year
	carrying a Grade Pay of Rs. 7600 or above	- 9 000
	or to the posts to which the maximum age	
	limit is 35 years or above and where no	
	training is involved	
	Note: Training includes 'on the job' or	
	'Institution training'	
1.	Officers re-employed before the age of	2
_	superannuation	2 years
5.	Appointment on contract basis, tenure	7.
		ivo probation.
	superannuation and absorption	

(A) DIRECT RECRUITMENT TO ANOTHER POST IN SAME OR DIFFERENT DEPARTMENT

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post,, the job requirements of which may be quite different from those of the old post.

(B) PROMOTION

- (i) Persons who are inducted into a new service through promotion shall also be placed on probation. There shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.
- (ii) Consequent upon the decision of delinking confirmation from the availability of permanent posts it was also decided that if the recruitment rules do not prescribe any probation, an officer appointed/promoted on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

LEAVE TO PROBATIONER, A PERSON ON PROBATION

- 11. A probationer shall be entitled to leave under the provisions of the Rule 33 of the CCS (Leave) Rules, 1972. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend;
 - I. beyond the date on which the probationary period as already sanctioned or extended, expires, or
 - II. beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.
- 12. A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post; Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent Government servant.
- 13. As far as the matter of Child Care Leave to probationers is concerned, CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied regarding the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal. Further the other provisions contained in Rule 43-C of the CCS (Leave) Rules, 1972 will also apply.
- 14. Joining Time is granted to Government servants on transfer in public interest. The period of joining time availed by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed.

EXTENSION OF PROBATION PERIOD

- 15. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.
- 16. If the Appointing Authority thinks it fit, they may extend the period of probation of a Government servant by a specified period but the total period of probation should not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at a time.
- 17. Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be confirmed in the Service/ Post at the end of his period of probation, having completed the probation satisfactorily.

18. Some employees are not able to complete the probation on account of availing leave for long duration during probation period. In such cases if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his/ her probation period may be extended by the length of the leave availed, but not exceeding double the prescribed period of probation.

TERMINATION OF PROBATION

- 19. The decision whether an employee should be confirmed or his probation be extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated in writing to the employee together with reasons, in case of extension. 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.
- 20. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer so as to: -
 - (i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
 - (ii) Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.
- 21. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.
- 22. If it appears to the Appointing Authority, at any time, during or at the end of the period of probation that a Government servant has not made sufficient use of his opportunities or is not making satisfactory progress, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from service.
- 23. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

CONFIRMATION

- 24. Confirmation is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an officer which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. A specific order of confirmation should be issued when the case is cleared from all angles.
- 25. If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for permanent appointment, the Government may either discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.
- 26. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/service/cadre from which he was promoted, or extend the period of probation, as the case may be. There should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.
- 27. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Probation should not be extended for more than a year and, in no circumstance, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation.
- 28. A Government servant appointed by transfer would duly have been confirmed in the earlier post. In such a case further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. However, where a Government servant who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. During that period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these APARs.
