

CONFIRMATION

- 6.1 As per the present instructions of the government, confirmation will be made only once in the service of an official which will be in the entry grade. However, if a government servant is appointed to another post by direct recruitment either in the same department or a different department, it will 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.
- 6.2 A person appointed against a permanent post as a direct recruit with definite conditions of probation is to be confirmed in the grade with effect from the date on which he successfully completes the period of probation. The decision whether he should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, i.e. ordinarily within 6 to 8 weeks and communicated to the employee together with the reasons in the case of extension.
- 6.3 Both confirmation and denial of confirmation involve assessment of the work done by the officer concerned and such assessment can best be done by the DPC. Before confirming a person, integrity clearance should always be obtained from the vigilance unit of the Ministry/Department concerned. In the case of confirmation, the DPC should not determine the relative merit of officers but it should assess the officers as 'Fit' or 'Not yet fit' for confirmation in their turn on the basis of their performance in the post as assessed with reference to their service record.
- 6.4 The Union Public Service Commission need not be associated with a Departmental Promotion Committee constituted for considering the cases of confirmation of officers. The proceedings of the DPC which considered the confirmation of Group 'A' officers, should, however, be sent to the Commission for their approval. While doing so, the cases of officers not considered fit for confirmation along with their records should be specifically referred to the Commission for their approval.
- 6.5 As regards consideration of cases for confirmation of officers under suspension or in respect of whom disciplinary/criminal cases are pending the same procedure, which is followed by the DPC in respect of promotion of government servants under cloud, should be followed.
- 6.6 If the Recruitment Rules do not prescribe any probation on promotion post, an officer promoted on regular basis will have all the benefits that a person confirmed in that grade would have. Where probation 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 or grade from which he was promoted, or extend the period of probation, as the case may be.

- 6.7 Passing of typewriting test for persons appointed as LDC by promotion from Group 'D' or by direct recruitment through SSC or otherwise or by other methods including appointment on compassionate grounds etc. is compulsory for confirmation unless they are exempted from passing the typewriting test. They would be eligible for regularisation/confirmation in LDC grade from a date not earlier than the date of exemption or the date of the test at which they passed the typing test, as the case may be.

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