

No.6/13/2015-PER/Prob/ 115
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220
e-mail : pers-dd@nic.in

Dated : 13 / 04 / 2015

C I R C U L A R

Sub: Proposals for probation clearance / confirmation – reg.

DoPT vide its O.M. No. 28020/1/2010-Estt(C) dated 21st July, 2014, has issued consolidated instructions on Probation and Confirmation in Central Services annexed as **Annexure-I**.

2. It is decided that all departments shall henceforth put up the proposal for probation clearance and confirmation in the model format as annexed as **Annexure-II**, draft **Agenda Note** in the model format as annexed herewith as **Annexure -III** & draft minutes of the meeting of the Departmental Screening Committee in the model format annexed as **Annexure - IV** for **probation clearance and confirmation**. All documents (Recruitment Rules, Joining Report, Order of Appointment, etc.) as required in the annexed formats must be placed in the file on the correspondence side duly referenced. These are Model Formats and could be modified based on specific facts of individual case. The model format for statement showing employee Vigilance clearance Certificate / Work Performance – Integrity is annexed as **Annexure-V**.

3. **All Heads of Offices must invariably ensure** that their proposals are submitted as per the formats annexed herewith and proposals which are not in the annexed formats shall be returned forthwith to the concerned departments.

4. The recommendations of the DSC, vide its approved minutes are then required to be processed by the concerned Head of Office for approval of the Appointing Authority. Consequent to such approval, the Department may issue an Order as per the model format at **Annexure-VI**.

5. The formats annexed herewith are for clearance of probation / confirmation to **Group 'B' & 'C' (including Multi Tasking Staff) posts only**. The department shall continue to prepare proposals in the format prescribed by UPSC for all Direct Recruitments / Promotions to Group 'A' posts.

Encl : **Annexure – I, II, III, IV, V & VI.**


(P. Lalchhuanga)
Special Secretary (Pers.)

To,
All Heads of Offices,
Daman / Diu.

Copy to :

1. All Secretaries in the UT Administration of Daman & Diu.
2. The Collector, Diu to circulate the same to all the Heads of Office in Diu District.

ANNEXURE - II**Noting (Model Format)**

Subject: Proposal for clearance of probation / confirmation-reg.

Submitted:

The following <designation of employee> was / were appointed to the post of <Name of post> with probation for a period of ____ year(s).

Sr. No.	Name of Employee(s) and Designation	Date of Joining	Date of completion of Probation Period	No. of days Extra Ordinary Leave granted, if any.	Proposed Date of Confirmation
(1)	(2)	(3)	(4)	(5)	(6)

2. The copy of Offer of Appointment dated ____ in respect of above employee(s) is/are placed at C/____.
3. The copy of Appointment Order dated ____ in respect of above employee(s) is/are placed at C/____. A copy of joining report is at C/____.
4. As provided under the Recruitment Rules for the post of <Name of post> [C/____], the appointment was / were made on probation for a period of ____ years. [C/____]
5. Agenda for the clearance of probation period is placed at C/____.
6. A statement showing the assessment report, Vigilance clearance and Integrity of the employees is placed at C/____.
7. It is further certified that all the above employees were on duty for whole period of two years and no any Extra Ordinary Leave was granted, and there is no break in service in respect of above employees.
8. In view of above, <Designation of Chairman> / Chairman, DSC may kindly like to approve the proposal to clear the probation by way of circulation and nominate one additional member.

Draft minutes placed at C/____ for approval please.

Submitted please.

ANNEXURE - IV

Minutes of the Departmental Screening Committee regarding clearance of probation period dated _____ in respect of <Name of post> in the office of the <Name of department>

(Model Format)

The Departmental Screening Committee for clearance of probation period of following **<Name of post>** as per Notification No. 1-1-87/CS/Vol.I/3961 dated 12/03/2014 considered the proposal of **<Name of department>** by circulation.

2. The following **<Name of post>** was / were on probation for a period of _____ years.

Sr. No.	Name of Employee(s) and Designation	Date of Joining	Date of completion of Probation Period	No. of days Extra Ordinary Leave granted, if any.	Proposed Date of Confirmation
(1)	(2)	(3)	(4)	(5)	(6)

3. As provided under the Recruitment Rules for the post of **<Name of post>**, the appointment of above employee were made on probation for a period of _____ years. The assessment reports were placed before the members of the Committee.

4. The Committee was informed that there is no Vigilance or Departmental Inquiry contemplated against any of the above employee(s) and also the / their Integrity are certified to be beyond doubt.

5. The Committee after considering the Assessment Report and keeping in view of facts brought on record, recommends the cases of above mentioned officials for confirmation after completion of probation period with effect from the date as mentioned in column-6 of Para-2 above against their names.

(Member)

(Member)

(Member)

(Member)

(Chairman)

ANNEXURE - III

Agenda for clearance of probation period in respect of <Name of post> in the office of <Name of department>.

The following <Name of post> were on probation for a period of ____ years.

Sr. No.	Name of employee(s) and designation	Date of joining	Date of completion of probation period	No. of days Extra Ordinary Leave granted, if any.	Present Department where working
(1)	(2)	(3)	(4)	(5)	(6)

2. As provided under the Recruitment Rules for the post of <Name of post> (**Annexure-A**), the appointment were made on probation for a period of ____ years.

3. A statement showing the Assessment Report, Vigilance Clearance and Integrity of the employees is annexed as (**Annexure-B**).

4. A copy of the O.M. issued by Govt. of India on confirmation in various Central Civil Services is annexed as (**Annexure-C**).

5. The matter is placed before the Screening Committee for its consideration and recommendation.

ANNEXURE - V

**A STATEMENT SHOWING EMPLOYEES VIGILANCE CLEARANCE
CERTIFICATE / WORK PERFORMANCE – INTEGRITY CERTIFICATE.**

Sr. No.	Name of Employee and Designation	Date of Joining	Date of completion of Probation Period	Whether clear from Vigilance Angle		Work Performance / Integrity Certificate
				Yes / No.	Mention Page No. on which VCC placed	Mention Page No.
					___/C	___/C

ANNEXURE - VI

No. [Mention the File No.]
Administration of
Daman & Diu, UT
[Mention your department Name]
[Address]
[e-mail id: Mention department mail id]

Date : ____/____/201

Read:	Minutes of the Departmental Screening Committee dated ____ regarding clearance of probation period in respect of <Name of post> in the office of the <Name of department>.
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ORDER

On the recommendations of the Departmental Screening Committee, the <Designation of Appointing Authority> / Appointing Authority, U.Ts of Daman & Diu and Dadra & Nagar Haveli is pleased to confirm the following employees with effect from the date as mentioned in column-5 against their names.

Sr. No.	Name of Employee and Designation	Date of Joining	Date of completion of Probation Period	Date of confirmation
(1)	(2)	(3)	(4)	(5)

2. All concerned Heads of Office shall release their annual increments, if not released and necessary entry be made in the respective Service Book.

3. Necessary entry to this effect shall be made in Service Book of concerned employee.

This issues with the approval of the <Designation of the Appointing Authority> / Appointing Authority, Daman & Diu and D&NH vide diary No. _____ dated _____.

(Name of the Officer)
Deputy Secretary < concerned Department>

To

- (i) All concerned through their respective Heads of Office.
- (ii) All concerned Heads of Office, Daman & Diu for information and necessary action please.

Copy to:

- (i) The Director (IT), Daman & Diu with a request to upload in the Daman & Diu website and webpage of Personnel department.
- (ii) Guard file.