

**F. No. FCI HQ-EP047/2/2022-EP  
FOOD CORPORATION OF INDIA  
HEADQUARTERS,  
16-20, BARAKHAMBA LANE, NEW DELHI**

**Dated: # Approved Date #**

**(CIRCULAR NO. EP-01-2023-14)**

**Subject: Probation/Confirmation, and procedure thereof, for employees of Food Corporation of India – reg.**

Reference is invited to Circular No. EP-04-2011-19 dated 09.09.2011 regarding 'Procedure of confirmation of Food Corporation of India employees placed on probation'. The said instruction has been reviewed in view of DoPT OM No. DOPT-1669273111735 dated 24.11.2022 regarding 'Probation / Confirmation in Central Services' and DoPT OM No. 28020/3/2018-Estt.(C) dated 11.03.2019 on the subject 'Master Circular on Probation/Confirmation in Central Services'.

2. Accordingly, in supersession of Circular No. EP-04-2011-19 dated 09.09.2011 and earlier circulars issued by FCI on the subject, consolidated guidelines for 'Probation/Confirmation, and procedure thereof, for employees of Food Corporation of India' are hereby issued to provide clarity and ease of reference. The same has been attached for information, guidance and compliance by all the concerned.

3. These instructions shall come into force from the date of issue of this circular.

4. This issues with the approval of C&MD.

**(Prasad P.R.)  
Asst. Genl. Manager (EP)**

**Distribution:  
As per mailing list.**

## **PROBATION AND CONFIRMATION IN FCI**

### **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. 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. 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 Category to another or for officers re-employed before the age of superannuation. As per the Regulation 15 of FCI (Staff) Regulations, 1971, a person regularly appointed to any post in the corporation shall be required to be on probation for a period of one year from the date of appointment. However, there will be no probation for a person promoted from one grade to another grade within the same category and for persons appointed on contract basis, tenure basis and absorption.

3. The probation shall stand successfully completed upon issue of orders in writing. It is, however, not desirable that an employee should be kept on probation for long periods.

4. The first probation report covering the services for the initial year should be written on the basis of the performance of one year. The probation report should be initiated immediately after completion of one year of probation and should be sent to the Appointing Authority within 15 days on completion of the period of probation.

5. During the period of probation, or any extension thereof, candidates may be required by the Corporation to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as the Corporation may deem fit, as a condition for the satisfactory completion of probation.

6. If an employee is appointed to another post in the Corporation by direct recruitment, he shall be required to undergo probation in the new post irrespective of the fact that the employee was holding the earlier post on a substantive basis.

### **EXTENSION OF PERIOD OF PROBATION**

7. If the Appointing Authority thinks it fit, they may extend the period of probation of an employee by a further period not exceeding one year and in no circumstance an employee should be kept on probation for more than 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.

8. In case it is decided to extend the probation period beyond normal period of probation of one year, the performance of the Officer/ Official will be assessed and the report will be submitted immediately after completion of the extension period in the same manner as is prescribed in respect of the first year of probation. While the period of probation is extended, the Officer/ Official will simultaneously be informed about the shortcomings noticed in the working of the person concerned so that there could be suitable opportunity for improvement in the performance. Unless there is an extension of the probation period, there is no necessity of conveying any remarks of shortcomings to the concerned Officer/ Official. It will also be ensured that the Officer/ Official is placed under different Controlling/ Reporting/ Reviewing Officers during the extended period to the extent possible. If the employee works under two or more Reporting Officers during the probation period or the extended period, the report will be initiated by all the Reporting Officers under whom the employee has served for more than 3 months during the period of extended probation period.

9. 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 by the Corporation, 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.

10. 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**

11. 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 completion 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, if the probationer has not completed the period of probation satisfactorily.

12. 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 but not exceeding eight weeks of completion of normal probation period of one year, and/ or any extension thereof, and communicated in writing to the employee together with reasons, in case of extension.

13. If it appears to the Appointing Authority, at any time, during or at the end of the period of probation, or any extension thereof, that an employee 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.

14. During the period of probation, an employee directly recruited shall be liable to be discharged from service without assigning any reason by giving him a notice of 30 days or pay and allowances in lieu thereof. In case of employees promoted from a lower post to higher post, he shall be liable to be reverted to the lower post without notice and without assigning any reason.

15. 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**

16. Where a probationer who has completed the period of probation to the satisfaction of the Corporation is required to be confirmed, he shall be confirmed in the Service/ Post at the end of his period of probation i.e. one year, having completed the probation satisfactorily.

17. A specific order of confirmation should be issued when the case is cleared from all angles.

18. 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 employee will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the employee is issued within eight weeks after expiry of double the normal period of prescribed probation.

19. 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.