

AP STATE & SUBORDINATE SERVICE RULES 1996 - PROBATION

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METHOD OF APPOINTMENT

- Direct Recruitment
- Recruitment/Appointment by Transfer
- Promotion
- Contract/Agreement/Re-Employment – Rule 4 (a)

PROBATION - PROBATIONER

- Probation means the period during which a fresh entrant/promotee to a service is put on test for determining his fitness to hold the post in a service, class or category – Rule 2 (24)
- Probationer means a member in a service, class or category who has not completed his probation – Rule 2 (25)

DIRECT RECRUITMENT

- Direct Recruitment shall be made only against the substantive vacancies – Rule 4 (b)
- Substantive Vacancies shall mean all vacancies in permanent in nature cadre and all vacancies in the posts which have been in existence for more than 5 years – Explanation (i) to Rule 4 (b)
- Posts earmarked for Direct Recruitment shall be filled by Direct Recruits strictly and not by any other method – Explanation (ii) to Rule 4 (b)
- Percentage of earmarked for Direct Recruitment should not fall of $33\frac{1}{3}\%$ in respect of State Service and 30% in respect of posts in subordinate service – Explanation (iii) to Rule 4 (b)

APPOINTING AUTHORITY

Rule 7: State Service

- **First Level Gazetted Officer:** Regional Officer, if exists. HoD if Regional Office does not exist
- **Second Level Gazetted Officer:** HoD
- **Third Level and above Gazetted Officers:**
Government

(GO Ms No 401 GA (Ser.D) Department dated 30.09.1999 with effect from 22.05.1999)

APPOINTMENT – Rule 10 (a)

- Where it is necessary in the public interest to fill emergently a vacancy and if the filling of such vacancy is resulted in undue delay the appointing authority may appoint a person temporarily either by direct recruitment or by promotion or by appointment by transfer as may be specified as the method of appointment in respect of that post in the special rules

TIME LIMIT TO JOIN – Rule 11

- **Direct Recruitment** – 30 days from the date of dispatch of Appointment Letter through Registered Posts with Acknowledgement Due (RPAD) – Rule 11 (a)
- **Other than Direct Recruitment** – 15 days from the date of dispatch of Appointment Letter through Registered Posts with Acknowledgement Due (RPAD) or by any other means – Rule 11 (b)

LANGUAGE TEST IN TELUGU

- **Language Test in Telugu:** Every person appointed to a service, shall, within the period of probation, pass the Language test in Telugu – Rule 13
- **Results of Failure to pass Language Test in Telugu:**
 1. Probation shall be extended till passing of Test
 2. Increments shall be postponed without cumulative effect till passing of the test – Rule 13
- **Exemptions – Rule 14**
- Pass of SSC or any other higher examination with Telugu as the medium of instructions and one of the subjects – Rule 14 (a)
- Crossing the age of 45 years – Rule 14 (c)

PROBATION

- **Commencement:** Direct Recruit shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority – Rule 16 (a)
- **Period:**
 - (a) **For Direct Recruits** - A period of two years on duty within a continuous period of three years – Rule 16 (c) (i)
 - (b) **For Promotees:** A period of one year on duty within a continuous period of two years – Rule 16 (c) (ii)

PROBATION – TESTS & QUALIFICATIONS

- **Rule 16 (e)** - A person who has commenced his probation shall pass such tests or acquire such qualifications with the period of Probation
- Failure to pass Departmental Tests/Acquire Qualifications
 1. Extension of Probation – Rule 17 (b)
 2. Change of Date of Probation – Rule 16 (e)
 3. Discharge from service – Rule 16 (f) (i)

EXTENSION OF PROBATION

- **When?**

1. Failure to pass prescribed Tests
2. Failure to acquire prescribed qualifications

- **By whom and How much time?**

- a. Appointing Authority – One Year - Rule 17 (b)
- b. Governor – Rule 31

- **Conditions to be satisfied: Rule 31**

1. Appear to be just and equitable
2. Necessary in Public Interest
3. Cause undue hardship to the person(s) concerned

- **Results of Extension:**

- a. Increment shall be postponed till passing tests/acquiring qualification
- b. Loss of Seniority

CHANGE OF DATE OF PROBATION

- Rule 16 (h): A probationer who does not pass the prescribed tests or acquire the prescribed special qualifications within the period of probation or within the extended period of probation under Rule 17 and whose probation is further extended by the Government by an order under Rule 31, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government

DECLARATION OF PROBATION

- Appointing Authority issue an order after completion of Probation satisfactorily – Rule 18 (a)
- The decision, whether the Probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken by the Appointing Authority soon after the expiry of the prescribed period of probation – Rule 18 (b) (i)
- Lapses noticed during the probation should be communicated to the Probationer, as soon as such lapse is noticed, for rectification – Rule 18 (b) (i)

DECLARATION OF PROBATION

- Decision on declaration/extension/suspension/discharge of Probation shall be taken within 8 weeks after the expiry of the prescribed period of Probation – Rule 18 (b) (i)
- If no order is issued as per Rule 18 (a) within ONE YEAR from the date of expiry of prescribed period, the Probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of prescribed period and a FORMAL ORDER to that effect may be issued for purpose of record – 18 (b) (ii)

DISCHARGE FROM PROBATION

- Termination of Probation – Rule 17 (a) (ii)
- Discharge from Probation after giving one month's notice to the Probationer or one month's pay in lieu of such notice – Rule 17 (a) (ii)
- Grounds for Termination/Discharge – Rule 17 (a) (ii)
 1. Unsatisfactory Performance or Progress during Training **or**
 2. Unsatisfactory Performance of Duties **or**
 3. Unsatisfactory Conduct **or**
 4. Any other sufficient reason to be recorded in writing