



Personnel and Administrative  
Reforms (S) Department.  
Secretariat,  
Chennai-9.

**Letter No.14735/S/10-1, Dated 8.4.2010.**

From

Thiru. K.N. Venkataramanan, IAS,  
Secretary to Government.

To

All Secretaries to Government, Chennai-9.  
All Heads of Departments.  
All District Judges.  
All District Magistrates.

Sir,

Sub: Establishment - Declaration of satisfactory  
completion of probation - Orders to be issued  
in time - Instructions - Issued.

Ref: G.O. Ms. No.24, Personnel and Administrative  
Reforms (AR I) department, dated 17.2.2010.

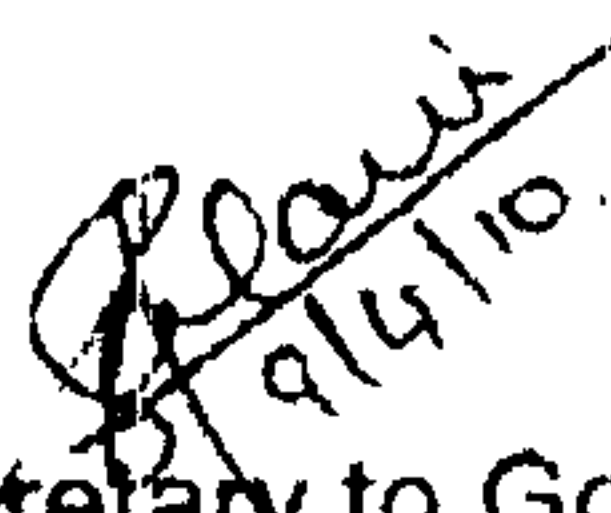
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As per rule 27 of General Rules for Tamil Nadu State and Subordinate Services, at the end of the period of probation the appointing authority shall assess the suitability of the probationer for full membership and if the probationer is found suitable for such membership, he shall as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of period of probation. However, a formal order declaring the completion of probation has to be issued by the appointing authority.

2. The Administrative Reforms Committee in its first report has recommended that Departmental action shall be effected against Supervisory Officers who do not issue orders on satisfactory completion of probation of any staff working under him. In the Government Order cited Government have accepted the above said recommendation.

3. If orders of satisfactory completion of probation are not issued in time by the competent authorities, the Secretaries to Government of the Departments and the Heads of Departments may take appropriate disciplinary action against the supervisory officers for the lapses.

Yours faithfully,

  
for Secretary to Government.

Copy to:-

All Officers / All Sections in Personnel and Administrative Reforms Department,  
Chennai-9.