

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.

March 31, 1989.

To All Secretaries to Ministries and
Heads of Departments.

Confirmation at the end of the Period of
Probation

It has been found that the procedure to be followed in the case of an officer appointed on probation, as prescribed in Chapter II of the Establishments Code is very often not observed.

2. The purpose for appointment on probation is to test an officer's suitability for permanent retention in the public service.

3. The attention of all officers concerned is invited to the following procedure to be followed in the case of an officer appointed on probation.

- 3:1 If the officer shows any tendencies which render doubtful his suitability for permanent retention, he should be given every assistance to overcome his failings, Admonition should be administered in writing for any fault which the officer persists in, and an acknowledgement obtained.
- 3:2 The Head of a Department should have a report made on every officer appointed on probation, at the end of his first year of probation, and then again after the second year.
- 3:3 A final report should be prepared six months before the expiry of the period of probation.
- 3:4 At the end of the period of probation, the Appointing Authority should, after considering the said report, ensure that the officer on probation is confirmed, or his period of probation extended or the probationary appointment terminated.
- 3:5 The decision in each case referred to at 3:4 above, should be communicated to the officer concerned.
- 3:6 If by the end of the period of probation, an inquiry into an irregularity committed by an officer remains incomplete, consideration of his confirmation should not be held up until the completion of the inquiry but the period of probation should be extended or the probationary appointment terminated.

3:7 Whenever verification of an officer's educational or other qualification is necessary before confirming him in his appointment, such action should be completed as soon as possible after his appointment, without keeping it pending till the officer completes his period of probation.

3:8 In the case of an officer appointed on probation who wilfully delays presenting himself for the Medical Examination etc. action should be taken in accordance with the relevant provisions in the Establishments Code. Attention is drawn to the provisions in Chapter II. 10 of the Establishments Code.

4. Since, with the decentralization of staff under the Provincial Councils, personal files of officers have to be brought upto date and transferred to the respective Provincial Councils very early, it is very necessary that reports in respect of officers in all services in the following stages of their probation appointment, be furnished to the Director of Combined Services or the respective Appointing Authorities, before April 30th 1989 :-

- i. Officers referred to at 3:1 above, who have been warned for unsatisfactory service during the period of probation.
- ii. Officers against whom disciplinary inquiries are pending during their probationary period.
- iii. Officers who have completed their probationary period but have not been confirmed in their appointments.
- iv. Officers whose probationary period has been extended on account of unsatisfactory service.
- v. Officers who have not fulfilled the requirements for confirmation for reasons within their control, Vide 3:8 above.

5. It is imperative that all pending disciplinary matters against officers referred to above should be finalised within a period of three months from today.

6. All officers concerned should take particular care not to transfer any personal files of officers without finalising all establishments work connected with their confirmation in their appointment.

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Secretary,
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