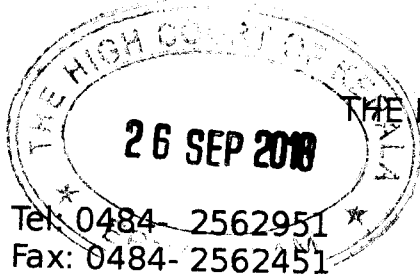


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THE HIGH COURT OF KERALA

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Kochi : 682 031

C1-59584/2018

Dated :18/09/2018

OFFICIAL MEMORANDUM

Sub:Declaration of probation in respect of Clerks- General
Directions- Issuing of- Regarding.

Ref:1.Government Circular No.55792/Rules-1/79/GAD dated
29/08/1979.
2.High Court O.M.No.C1-58074/2017 dated 20/07/2017(Copy
enclosed).

Attention of all District Judges and Chief Judicial Magistrates is
invited to the references cited.

It has come to the notice of the High Court that many staff members
who are appointed as Clerks are not giving due importance in passing
'M.O.P' test, thereby causing delay in declaration of probation. It is also
noticed that appointing authorities are not extending the period of
probation of those employees who fail to pass the M.O.P test within the
prescribed period of time and applications for extension of probation to be
sanctioned by the Government are forwarded after very long period
without following the instructions issued as per the High Court O.M cited
2nd.

The District Judges and the Chief Judicial Magistrates shall take note
of the fact that it is a duty vested with the appointing authority to take
action for extension or termination of probation under Rule 19, Part II,
KS&SSRs when the probationers fail to pass the prescribed tests within the
normal period of probation. It is brought to the notice that the
Government also, as per reference cited 1st had warned against
probationers being allowed to continue in service without extending their
probation in accordance with Rule 21, until they pass the test.

While examining the matters of extension of probation it is also seen that data furnished do not tally with the data available in service books.

In view of the above, the following instructions are issued to the appointing authorities for strict compliance:

1. All the employees working under their administrative control shall be instructed to take earnest efforts to pass M.O.P test within the prescribed time so that undue delay in declaration of probation can be avoided;

2. All pending matters of declaration of probation/extension of probation in each Court under their administrative control shall be examined and shall take necessary steps as per Rules and report compliance within one month;

3. While forwarding proposal for extension of probation to the High Court proper entries should be made in the service book of the employee with respect to the leave sanctioned i.e suffix and prefix to the leave, rejoining date and the leave sanctioning order pasted in the service book. Details of leave taken by the incumbent during the period of probation for calculating two years of duty shall be furnished in the tabular format enclosed herewith;

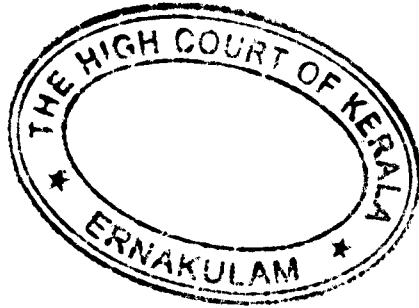
4. Details of tests appeared by the incumbent during the period of probation and if he has not appeared for any test, explanation of the employee in this regard shall be furnished alongwith the copy of certificate for M.O.P test and copy of hall ticket;

5. If there is delay in extending the period of probation of the employee on time and in taking up the matter with the Government after the employee had passed the test, the reason for the delay shall be furnished;

6. In the case of those who are eligible for exemption from passing M.O.P test as per rule 13 B, Part II, KS&SSRs, proper action shall be taken on time.

The appointing authorities shall ensure that above directions are followed scrupulously.

The lapses in complying with the above instructions will be viewed seriously.



(By Order)



K. Haripal
Registrar (Subordinate Judiciary)

To

All District Judges and Chief Judicial Magistrates.

✓ The IT Section, High Court (for publishing in the website)

Copy to:

C2 Seat, High Court.

Note: Reply, if any, shall be addressed to the Registrar (Subordinate Judiciary) or can also be sent to fax No/E-mail Id shown above.

Format for calculating period on duty for declaration probation

Type of leave	Leave Period		Total No. of days	Prefix, if any	Suffix, if any	Rejoining date	Total No. of days absent from duty
	From	To					