



Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha, Rajendra Place,
New Delhi – 110008

Date: .12.2020

To

The Principal Chief Commissioner/Chief Commissioner (CGST) (All CCA)
The Principal Chief Commissioner/Chief Commissioner (Customs) (All CCA)
The Principal Director General/Director General, Directorate General (All CCA)

Subject: Inputs for effective implementation and better monitoring of the performance of freshly recruited officers – reg.

Madam/Sir,

Please find enclosed herewith a copy of letter F. No. A.32018/13/2019-Ad.IIIA dated 27.11.2020 on the above mentioned subject. The Board, vide letter dated 27.11.2020, also refers to the earlier letter dated 09.10.2020 on the cited subject (copy enclosed for ready reference), addressed to all Cadre Controlling Authorities (CCAs) under CBIC.

Board vide letter dated 09.10.2020 stated that the instructions of DoPT No.28020/3/2018-Estt.(C) dated 11.03.2019 regarding completion of probation period are not being followed properly by some of the CCA's/Commissionerates. The observations of the Member (Admin and Vig.) were also conveyed, that all CCAs need to be sensitised about the system in place for training and monitoring performance of freshly recruited officers and that the DoPT instructions may be brought to the notice of all officers and also to the freshly recruited officers, who are on probation.

In this regard the Board vide letter dated 27.11.2020 has assigned DGHRD the task of periodic collection of information from Cadre Controlling Authorities (CCAs) regarding deviations from DOPT OM dated 11.03.2019, if any, and intimate the same to the Board. Hence, a report in respect of all direct recruited officers of Group B & C grades as on 01st January of every year and 01st July of every year may kindly be provided to this office in the enclosed proforma.

Yours faithfully,

Signed by Arvind Kumar

Date: 29-12-2020 17:27:32

Reason: Approved
(Arvind Kumar)

Assistant Director (Policy)

Encls: As above

Copy to: The Under Secretary, Ad.IIIA, CBIC, Ground Floor, HUDCO Vishala Building, R.K. Puram, New Delhi – for kind information.

Proforma

Sr. No	Direct Recruit Officer Name	Post	Date of Joining service	Expiry Date of Probation Period	Date of communication to Probationer regarding his/her shortcomings before the expiry of the original probation period	Date of communication/orders of Extension of the Probation period (if any)	Date of communication/orders of termination of service (if any)	Remarks

BY SPEED POST

F.No.A.32018/13/2019-Ad.III.A

Government of India

Ministry of Finance

Department of Revenue

Central Board of Indirect Taxes & Customs



5th Floor, Hudco Vishala Building,
Bhikaji Cama Place, R.K. Puram,
New Delhi, dated 27th Nov, 2020

Imp
A examine & submit
by 11/12/2020 - inputs may
be sought from HRM II also if needed
04.12.2020
ADD HRM I

To

National Academy of Custom, Indirect Tax & Narcotics (NACIN),
NACIN Complex, Sector-29,
Faridabad- 121008,

Subject: Inputs for effective implementation and better monitoring of the performance of freshly recruited officers- reg

Sir,

I am directed to refer to Board's letter of even no dated 09.10.2020 (copy enclosed), wherein directions in respect of monitoring the performance of freshly recruited officers were issued to all CCA under CBIC, and to say that for effective implementation and better monitoring of the same, below inputs from the Board may be considered.

- a. The rules regarding probation can be made part of the training (Induction Training) of DRs as well as Departmental training of officers.
 - b. All CCAs may send a periodic report to DGHRD on compliance to DOPT OM dated 11.03.2019. DGHRD can share deviations to the Board for necessary action.
2. On this issue, it is requested to consider the above mentioned inputs; otherwise comments may be furnished to the Board.

Encl: As above



Yours faithfully,

Nirbhai Singh
27.11.2020
(Nirbhai Singh)

Under Secretary to Govt of India
011-26161187

Copy to :-

DG, HRD, HRM-I, Bhai Vir Singh Sahitya Sadan, Bhai Vir Singh Marg, New Delhi- 110001, for information, and necessary action (as above).

Likh
7/12

ADD (SGS)

Does it pertain to HRM II?

R. S. Singh
AD(RR)

F.No. A-32018/13/2019-Ad.III.A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes and Customs

4th Floor, Hudco Vishala Building,
Bhikaji Cama Place, R.K. Puram,
New Delhi, dated 9th October, 2020

To,

All Cadre Controlling Authorities under CBIC
The Director General, NACIN

Subject: Monitoring the performance of freshly recruited officers who are on probation period -reg.

Sir,

Kind reference is invited to DoPT O.M. No.28020/3/2018-Estt.(C) dated 11.3.2019 (**copy enclosed**) wherein Department of Personnel & Training has circulated the Master Circular on Probation/Confirmation in Central Services.

2. It has been observed that in some cases, Cadre Controlling Authorities/Commissionerates forwarding the request of the Direct Recruit officers to Board for extension of probation period beyond the prescribed period. In this regard, please refer to Para 19 of the above DoPT circular wherein it is clearly mentioned that in case of a probationer, who is not making satisfactory progress or who shows himself to be inadequate for the service in any way, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self improvement. Further as per Para 20, on expiry of the period of probation, steps should be taken to obtain the assessment report on the probationer, so as to confirm or extend or terminate the probation.

3. It is seen that the instructions of DoPT regarding completion of probation period are not being followed properly by some of the CCA's/Commissionerates. It has been observed by the Member (A) that all Cadre Controlling Authorities need to be sensitised about the system in place for training and monitoring performance of freshly recruited officers. The DoPT instructions may be brought to the notice of all officers and also to the freshly recruited officers who are on probation. Efforts also may be made in co-ordination with NACIN to build capacities, on this subject, amongst officers of all levels of CCA chain.

Encl.:- as above

Yours faithfully,

 09.10.2020

(Mohammad Ashif)
Under Secretary to the Govt. of India
011-26162780