



रक्षा लेखा प्रधान नियंत्रक (सेना) करियप्पा मार्ग, लखनऊ छावनी -226002

Principal Controller of Defence Accounts (A) Cariappa Road,
Lucknow Cantt.- 226002

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No. AN/1A/1054/Probation/Second Year

Date: 21.02.2024

IMPORTANT CIRCULAR

To,

1. Officer-in-Charges
All Area Accounts Offices
2. Officer-in-Charges
All PAOs
3. All LAOs/RAO/ALAOs
- 4 All SAOs GE/AAO GEs
5. All Sub Sections (Main Office)

Subject: - Assessment report on Probation in respect of Officers and Staff
of the Defence Accounts Department.

As per conditions of appointment to various posts in Defence Accounts Department, all new recruits will be on probation for two years from the date of their appointment. Their probation will be assessed annually to consider continuation in service or otherwise by the Appointing Authority based on the assessment report submitted by Assessing and Reviewing officers.

2. In order to decided the fitness for retention in service by the appointing authority, a self contained format of assessment report has been advised in which the concerned officer has to record evaluated performance of the recruit during their probation.

3. Off late, it has been noticed that even after having self contained instruction for offering comments against each performance factors, comments on general appraisal of Government servants, Assessing officers are offering comments on requirements which has already covered and answered in an affirmative manner. Comments on general appraisal are expected to be focused on "Integrity and ability to correct himself/herself. If his/her faults are pointed out" on in Part-I of the assessment report which is to be endorsed in Part-II by Reviewing officer. In the event of disagreement with the Assessing Officer, Reviewing Officer may record his opinion for consideration by Reviewing Board/Committee and recommendation accordingly for decision by the Appointing Authority.

4. As the assessment report is the basis to adjudge retention or otherwise by Appointing Authority, it is enjoined upon all concerned to adhere to the instruction on the subject scrupulously to avoid delay in finalization and publication of Part-II in this regard.

P.T.O

5. All Assessing officers must fill the report within 5 days from the date of receiving and submit report to Reviewing officer and reviewing officer must complete his/her part within three days so that entire proceedings of writing of assessment reports and submitting the same to this office may be completed within 15 days.
6. The above instructions may be kindly brought to the notice of both Assessing and Reporting officer and their dated initials having noted an essential and mandatory requirement related to assessment report in respect of newly recruited officials may be obtained and recorded at your end.
7. Please acknowledge receipt.

GO (Admin) has seen

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(Vivek Srivastava)
Sr. Accounts Officer (Admin)

Copy to:-

OA Cell --- (For uploading)



Vivek Srivastava
Sr. Accounts Officer (Admin)