

CT/14153/2018-G2

Office of the Commissioner  
State Goods and Services Tax  
Department  
Thiruvananthapuram  
Dated :10.09.2018

**CIRCULAR No. 20/2018**

Sub:-PS-SGST Department- Declaration of probation of officers appointed in various cadre- forwarding of proposals- Instructions issued-Reg.

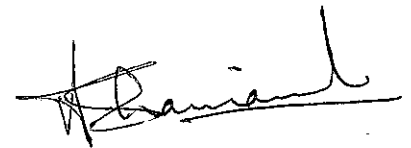
Ref:-1. Circular No.24/15/CT dated 19.10.2015 of the Commissioner  
2. Letter No. G2- 26070/11/CT dated 02.08.2011 of the Joint Commissioner-I

Attention of all officers is invited to the references cited, wherein guidelines were issued to all Deputy Commissioners regarding the procedure to be followed while forwarding proposals to the Commissionerate for declaring the probation of officers in various cadre.

At present, a person appointed in the cadre of Assistant State Tax Officer will be on probation for a period of one year duty within a continuous period of two years and a person appointed in the cadre of State Tax Officer will be on probation for a period of two years duty within a continuous period of three years. The period of probation of Assistant Commissioners/ Deputy Commissioners/ Joint Commissioners are six months duty within a continuous period of one year.

In continuation to the guidelines issued in the circulars referred above, all Deputy Commissioners are further directed to avoid the late submission of proposals for declaration of probation of officers working under their administrative control. They shall forward the proposals for declaration of probation of officers in the prescribed proforma within three months after the completion of the period of probation. The proposal in respect of officers having non qualifying service during the period of probation shall be forwarded immediately after the expiry of such period. The Deputy Commissioners are directed to strictly adhere to the above time limit.

The Deputy Commissioners shall acknowledge the receipt of the Circular and obtain acknowledgement from their subordinates.



ADDITIONAL COMMISSIONER

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To  
All Officers.

PROFORMA FOR DECLARATION OF PROBATION

(For Joint Commissioner, Deputy Commissioner, Assistant Commissioner)

1. PEN and GE No. :
2. Name of Officer :
3. Designation and present office in which working :
4. Pay and Scale of Pay :
5. (a) Method of appointment :
- (b) Advice No./Govt. Order No. and date :
- (c) Order No. & Date by which the promotion was ordered :
- (d) Date of commencement of service/ Date of :

commencement of service in the probation post(FN/AN)

6. Details regarding the regularisation of  
Provisional appointments :

7. (a) Details of Departmental Tests to be  
passed for declaration of probation :
- (b) No. and Date on which passed :
- (c) Whether the details of passing of the

Departmental Tests have been entered in SB:

- (d) Whether there is any excess out-turn  
for declaration of probation :
- (e) Details regarding the work and conduct  
of the Officer during the period of probation :

8. (a) Whether a member of GPF :
- (b) Whether a member of SLI :
- (c) Whether a member of GIS :
- (d) Whether the details regarding the  
membership on the above schemes have  
been entered in SB :

- 9 (a) Period which does not count for probation:

(b) Whether the leaves taken during probation period have been attached in :  
separate statement along with proforma  
(prefix/suffix should also be noted)

10) Whether any disciplinary action initiated/ :  
pending during the period of probation,  
if yes, details

11. (a) Date of commencement of probation (FN/AN):

(b) Period of probation :

(c) If there is extension of probation ; details :

(d) Period which does not count for probation :

(e) Date on which the period of probation :  
completed (FN/AN)

(f) Date from which the probation is to be :  
declared completed satisfactorily (FN/AN)

If any increment has been sanctioned, before  
the declaration of probation, details of :  
sanctioning such increment

The above particulars are verified with reference to the Service Book and other connected records and found correct.

Place: Office Seal

Signature

Date:

Name and Designation Seal

of the Controlling Officer

PROFORMA – ASSISTANT STATE TAX OFFICER (PROMOTEE)

1. PEN :
2. Name of Officer :
3. Designation and present office in Which working :
4. Order No. & Date by which the Promotion was ordered :
5. Date of joining duty :
6. Details of provisional appointments held Under Rule 9 A (i) :
7. Date from which appointment is to be regularized :
8. Date of commencement of probation :
9. Details and nature of leave availed :
- 9A. Prefix or suffix if any :
10. Date on which the period of probation completed. :
11. Date from which the probation is to be declared completed satisfactorily :

12 Signature of the Employee

13 Remarks:

- (i) The work and conduct of the individual during the period of probation is satisfactory.
- (ii) The details furnished in the proforma have been verified with reference to the Service Book and found correct.
- (iii) No disciplinary action cases are pending against the individual during the period of probation as far as this office is concerned.

Place:

Signature :

Date:

Name and Designation  
of the Controlling Officer:

PROFORMA – STATE TAX OFFICER(PROMOTEE)

1. PEN / G.E No :
2. Name of Officer :
3. Designation and present office in :  
which working
4. Order No. & Date by which the :  
Promotion was ordered
5. Date of joining duty :
6. Details of provisional appointments :  
held Under Rule 9 A (i)
7. Date from which appointment is to :  
be regularized
8. Date of commencement of probation :
9. Details and nature of leave availed :
- 9A. Prefix or suffix if any :
10. Date on which the period of probation :  
completed.
11. Date from which the probation is to :  
be declared completed satisfactorily

**12. Signature of the Employee**

13. Remarks:

- (i) The work and conduct of the individual during the period of probation is satisfactory.
- (ii) No disciplinary action cases are pending against the individual during the period of probation as far as this office is concerned.

Place:

Signature :

Date:

Name and Designation  
of the Controlling Officer:

