

THE INDIAN FOREST SERVICE (PROBATION) RULES, 1968

In exercise of the powers conferred by sub-section (1) of section 3 of the All-India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely:-

1.Short title and commencement.-1(1) These Rules may be called the Indian Forest Service (Probation) Rules, 1968.

1(2) They shall be deemed to have come into force on the 1st day of October, 1966.

2.Definitions- In these rules, unless the context otherwise requires,-

2 (a) `Academy' means the Indira Gandhi National Forest Academy, Dehradun;

2¹(b) `Commission' means the Union Public Service Commission;

2(c) `Period of probation', in relation to a probationer means the period of probation specified in rule 3;

2¹(d) `Director' means the Director of the Indira Gandhi National Forest Academy, Dehradun;

2(e) `Probationer' means a person appointed to the Service on probation;

2(f) `Schedule' means the Schedule appended to these rules;

2(g) `Service' means the Indian Forest Service;

2(h) `State' means a State specified in the First Schedule to the Constitution and includes a Union Territory;

2(i) `State Government' means the Government of that State to which probationer is allotted or deputed for practical training and in relation to a probationer allotted to a Joint Cadre, the Joint Cadre Authority.

3. Period of Probation.-3(1) Every person recruited to the Service in accordance with sub-rule (1) of rule 4 of the Indian Forest Service (Recruitment) Rules, 1966, shall be appointed to the Service on probation for a period of one year:

Provided that the Central Government may, on the recommendation of the State Government, dispense with the period of probation of a person, who prior to his recruitment to the Service, was holding substantively the post of or above the rank of Conservator of Forest or its equivalent.

3(2) Every person recruited to the service in accordance with the Indian Forest Service (Appointment by Competitive Examination) Regulation, 1967 or the Indian Forest Service (Released Emergency Commissioned and Short Service Commissioned Officers) (Appointment by Competitive Examination) Regulations, 1968 shall be appointed to the Service on probation for a period of three years:

Provided that any period of training for Diploma Course in Forestry at the 1Academy, Dehradun or in any other Institution recognised by the Central Government as equivalent thereto when followed by appointment to a gazetted post in State Forest Service may be counted towards the period of probation on the recommendation of the State Government.

3(3) Every person recruited to the Service in accordance with the Indian Forest Service (Appointment by Promotion) Regulations, 1966, shall be appointed to the Service on probation for a period of one year:

Provided that in the case of any person so recruited any period for which he has been appointed to a cadre post may, having regard to his performance in such post, be counted towards the period of probation.

Provided further that the Central Government may, in exceptional circumstances of any case, after consulting the Commission, reduce the period of probation.

3 (4) The Central Government may, if it so thinks fit in any case or class of cases extend the period of probation subject to the conditions, that-

(a) the total period upto which a person recruited to the service referred to in sub-rule (i) or sub-rule (3) may be kept on probation, shall not ordinarily exceed two years; and

(b) the total period upto which a person recruited to the service referred to in sub-rule (2) of sub-rule (3) may be kept on probation, shall not ordinarily exceed six years.

3(4)A- Notwithstanding anything contained in sub-rule (4) if during the period of probation, a probationer is placed under suspension, or disciplinary proceedings are contemplated, or started against him, or an investigation, inquiry or trial relating to a criminal charge is pending against him, the period of his probation may be extended for such period as the Central Government may think fit in the circumstances of the case.

3(5) In this rule, 'Cadre post' has the same meaning as in clause (b) of rule 2 of the Indian Forest Service (Cadre) Rules, 1966.

4. Confirmation-Where a probationer has completed his period of probation to the satisfaction of the Central Government, he shall subject to the other provisions of these rules, be confirmed in the Service at the end of his period of probation.

4¹A Reports,- The report on the work of a probationer shall be made in the form of an assessment report as specified in Schedule I.

5. Execution of agreement -A probationer shall on appointment to the Service execute an agreement in the form specified in the 1Schedule-II binding himself and one surety, jointly and severally, in the event of his failing to comply with any of the provisions of these rules to the satisfaction of the Central Government to refund any moneys paid to him consequent on his appointment as a probationer:

Provided that the provisions of this rule shall not apply to probationer appointed to the Service in accordance with the Indian Forest Service (Appointment by Promotion) Regulations. 1966.

6. Training-6(1) Every probationer referred to in sub-rule (2) of rule 3 shall, on appointment to the Service, attend and undergo such training and for such periods as the Central Government may direct in

⁵(i) the Lal Bahadur Shastri National Academy of Administration; and

(ii) the Indira Gandhi National Forest Academy, Dehradun:

Provided that the Central Government may if it think fit, dispense with such training or any part thereof with respect to any class of probationers after taking into consideration any training already undergone by such class of probationers.

6(2) On completion of the training in the Lal Bahadur Shastri National Academy of Administration and the Indira Gandhi National Forest Academy, Dehradun, every probationer shall undergo such further training in the State to which he is posted and for such period as the Central Government may, in consultation with the State Government concerned, direct.

6(3) Every probationer referred to in sub-rule (3) of rule 3 who has not attained the age of 52 years on such appointment and who has not already undergone any training before his appointment to the Service shall undergo such training in the Lal Bahadur Shastri National Academy of Administration, Mussoorie, Indira Gandhi National Forest Academy, Dehradun, the State Training Institutions and other established training institutions in the country and for such period as the Central Government may consider necessary.

7. Record in the Academy, Dehradun and in the Lal Bahadur Shastri National Academy of Administration: 7(1) A probationer under training shall attend such lectures and undergo such tests and exercises as the Director may from time to time direct.

7(2) At the end of the period of training, the Director shall assess the record in the Academy of each probationer by awarding him such number of marks out of a maximum of 250 marks as he may, in each case, think fit.

7 (3) At the end of the period of training in the Lal Bahadur Shastri Academy of Administration, the Director of the Academy shall assess the record in the Academy of each probationer by awarding him such number of marks out of a maximum of seventy five marks as he may, in each case, think fit on the results of the examination held at the end of the Foundational Course."

8. Final Examination: 8(1) Every probationer shall be required during the period of training to appear at such examinations to be conducted by the Director as may be prescribed by the Central Government.

Provided that no probationer in the Service shall, during the period of training at the Indira Gandhi National Forest Academy, Dehradun, appear in either the Civil Services Examination, or any other examination for appointment to the Central or State Service by open competitive examination.

8(2) The examinations shall be conducted by the Director in accordance with such regulations as the Central Government may, in consultation with the State Governments and the Commission from time to time make.

9. Failure to appear at the final examination in certain circumstances- Where a probationer is prevented by sickness or other cause over which he has no control from completing his

course of studies for the final examinations or from appearing at such examinations, the Central Government may allow him to appear at the next final examination or an special examination which the Director may hold for the purpose, or may exempt him from appearing in all or any of the subjects prescribed for the final examinations.

10. Failure to pass the final examination- Where a probationer fails to obtain the minimum number of marks prescribed for any subject, group of subjects or part of the final examinations, under the regulations framed under rule 8, the Central Government may permit him to sit for re-examination in the subject or subjects in which he failed ,,

Provided that the marks awarded to a probationer on such re-examination shall not be taken into account in determining his seniority.

"Provided further that the Central Government may exempt a probationer appointed to the service on the basis of results of the competitive examination held in 1970 or earlier, from reappearing in the subject or subjects in which he failed, to obtain the prescribed minimum number of marks in the final examination."

11. Seniority of probationers:-11(1) The Central Government shall prepare a list of all probationers who are appointed to the Service on the results of same competitive examination. Such list shall be arranged in order of merit, which shall be determined on the basis of the marks obtained by each probationer, calculated in the manner specified below:

(a) full aggregate marks in the competitive examination; and

(b) 50% of the aggregate marks in the Indian Forest Service Probationer's Final Examination and the assessment of the record in the Academy, Dehradun¹³ and in the Lal Bahadur Shastri National Academy of Administration:

Provided that in determining such order of merit no account shall be taken of marks awarded to a probationer in any subject in which he has failed to satisfy the Director:

Provided further that if two or more probationers have secured equal number of marks in the aggregate, their order of merit shall be the order of their dates of birth.

Explanation- In the case of probationers exempted under Proviso to rule 6 from undergoing training at the Academy, the marks obtained in the Final Diploma Course Examination or in any other Institution recognised by the Central Government as equivalent thereto passed by them before their appointment to the State Forest Service shall be transformed in the ratio that the total aggregate marks of the Diploma Course Examination, or an examination recognised as equivalent thereto, passed by them bears to the aggregate marks in the examination referred to in rule 8 and the maximum marks referred to in rule 7(2). The number thus arrived at shall be further reduced by 50% for purposes of sub-clause (b) of this sub-rule. Further in such cases as it may be applicable, the marks obtained by probationers covered by this explanation in any subject in which they were reexamined shall be excluded in terms of the proviso to rule 10.

11(2) The seniority inter-se of the probationers recruited on the basis of each competitive examination shall be determined in accordance with the list prepared under sub-rule (1).

11(3) The provisions of sub-rules (1) and (2) shall not apply to probationers appointed to the Service in accordance with rule 7A of the Indian Forest Service (Recruitment) Rules, 1966.

12 Discipline and (conduct):-12(1) A probationer referred to in rule 5 shall be under the disciplinary control of the Director while under going training in the Academy, Dehradun and of the Director, Lal Bahadur Shastri National Academy of Administration while undergoing training in the said Academy and shall obey such general or special orders as may be given by the Directors of the Academies from time to time.

12(2) While working in the State every probationer shall be under the disciplinary control of the State Government.

12(3) A probationer shall be liable to be removed or dismissed from service if he fails to obey any order which he may receive from the Central Government, or from any other competent authority or if, in the opinion of the Central Government he has wilfully neglected his probationary studies or duties or is guilty of conduct unbecoming a member of the service:

Provided that before any action is taken against a probationer under this sub-rule the procedure prescribed in rule 8 of the All India Service (Discipline and Appeal) Rules, 1969, shall be followed.

Provided further that before any final order is passed against a probationer under this sub-rule, the Commission shall be consulted.

13. Discharge of a probationer- A probationer shall be liable to be discharged from the Service, or, as the case may be, reverted to the, permanent post on which he holds a lien, or would hold a lien, had it not been suspended under the rules applicable to him prior to his appointment to the Service.

(a) if he fails to pass the final examination in the circumstances mentioned in rule 10; or

(b) if the Central Government is satisfied that the probationer was ineligible for recruitment to the service or is unsuitable for being a member of the service; or

(c) if he is found lacking in qualities of mind and character needed for the service or in the constructive outlook and human sympathy needed in the public services generally; or

¹(cc) if in the opinion of the Central Government, he has wilfully neglected his probationary studies or duties; or

(d) if he fails to comply with any of the provisions of these rules.

¹Provided that except in a case falling under clause (a), the Central Government shall held a summary enquiry before passing an order under these rules.

14. Salary during the period of probation.-14 [(1) A person recruited to the Service,-

14(1)(i) in accordance with the Indian Forest Service (Appointment by Competitive Examination) Regulations, 1967, referred to in sub-rule (2) of Rule 3, shall receive salary in the lowest stage of the junior time scale applicable to the Service during the first year at the second stage of that scale during the second year and the third stage of that scale during the remaining period of probation, and

14(1)(ii) in accordance with the Indian Forest Service (Released Emergency Commissioned and Short Service Commissioned Officers) (Appointment by Competitive Examination) Regulations, 1968, referred to in sub-rule (2) of rule 3 shall receive salary in the stage fixed for him, of the junior time scale during the first year, the next higher stage of that scale during the second year and the next higher stage after that of the junior time scale during the remaining period of probation.]

"Provided that, if the pay of the permanent post on which a person, referred to in clause (i) holds a lien, or would hold a lien, had it not been suspended, under the rules applicable to him prior to his appointment to the Service is, at any time, more than the minimum of the junior time scale, he shall draw the pay of the permanent post."

14(2) A person referred to in sub-rule (3) of rule 3 shall receive salary in the stage fixed for him in the senior scale in accordance with rule 4 of the Indian Forest Service (Pay) Rules, 1968 and also draw increments which may be due to him.

14A. Travelling Allowance. (1) A probationer shall be entitled to travelling allowance for the journeys which he may undertake:-

(a) during the period of his training at the Academy, Dehradun and the Lal Bahadur Shastri National Academy of Administration, Mussoorie;

(b) in connection with his practical training in the State, on the same scale as may be admissible to a member of the Service on tour under the All India Service (Travelling Allowances) Rules, 1954.

(2) A probationer shall not be entitled to any daily allowance during his halt at the Academy or at various places to which he may be posted in the course of his practical training in the State.

(3) A probationer shall -

(a) in respect of his journey from the Academy to the State on completion of the Professional phase of training be entitled, in addition to travelling allowance on the scale as admissible under sub-rule (1) to an ad-hoc transfer grant of rupees one hundred and joining time as on transfer;

(b) in respect of his journey from the State to the Academy for the advanced phase of training be entitled, in addition to travelling allowance on the same scale as admissible under sub-rule (1), to an ad-hoc transfer grant of rupees three hundred:

Provided that, where a probationer has a family, which term shall denote the same meaning as applicable for purposes of travelling allowance in case of officers belonging to Central Civil Services - Group A, he shall, in addition, be entitled in respect of the journey mentioned in this sub-rule to the reimbursement of actual railway fare not exceeding that of first class for each member of his family for the distance beyond 400 Kilometres from the place of his last posting in the State to his home town or that for the distance beyond 400 Kilometres from the said place of posting to the Academy whichever is less.

(4) A probationer shall, in respect of the journey from the Academy to the State on completion of the advanced phase of training, be entitled to such travelling allowance as may be

admissible to a member of the service on tour as well as joining time as on transfer and, where he has a family, he shall, in addition, be entitled to the reimbursement of actual railway fare not exceeding that of first class for each member of his family for the distance beyond 400 Kilometres from his home town to the place of his posting, or that for the distance beyond 400 Kilometres from the Academy to the place of posting, whichever is less:

Provided that, where a probationer is posted to a place other than that from which he had undertaken the journey mentioned in clause (b) of sub-rule (3), he shall be entitled in respect of himself and his family to joining time and travelling allowance as may be admissible to a member of the service on transfer.

15. Saving-Nothing in these rules shall be construed as limiting the power of the Central Government for good and sufficient reasons, to dismiss or remove a probationer at any time from the service.

16. Interpretation-If any question arises as to the interpretation of these rules, the same shall be decided by the Central Government.

¹SCHEDULE I

(See rule 4 A)

ASSESSMENT REPORT OF OFFICERS ON PROBATION READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING UP

Each Officer's ability and fitness in the PRESENT occupation or for promotion may be appraised with a reasonable degree of accuracy and uniformity through this report. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE. It is essential, thereof, that snap judgement be replaced by careful analysis as you building up administrative leaders of tomorrow. Please follow these Instructions carefully:-

1. Disregard you general impression of the officer and concentrate on one factor.
2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL CASES which are not typical.
4. Make your assessment with the utmost care, thought and objectivity.

DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR ASSESSMENT.

5. After you have given your assessment for each factor, please sum up your general views about the officer indicating in it any additional factors particularly those related to his INTEGRITY to correct himself if his faults are pointed out to him.

PART I - FACTUAL

Name of the Probationer

Date of Birth

Educational qualifications

Cadre to which allotted

Year of allotment

Date of joining Indian Forest Service

**Position in the order of merit list of
successful candidates at the competitive
examination held by the Union Public
Service Commission**

**Experience prior to joining the Indian
Forest Service**

Present post held

INDIAN FOREST SERVICE PROBATIONER

Record of Employment:

(a) Record of Training Institutions

**attended, if any (for officers
undergoing formal training).**

- i. Date of joining the Indira Gandhi
National Forest Academy, Dehradun.**
 - ii. Number of candidates in the batch.**
 - iii. Rank in the batch.**
 - iv. Result of the first year/final
Examination.**
-

Sl. Subject Total marks Marks Position in Remarks

No. allotted obtained the class

PLEASE SEE THE LIST ATTACHED

(Separate sheet may be attached, if necessary)

Note: In the case of in-service officers not required to undergo formal training after appointment to the service, record of previous training at the Forest Reserch Institute and Colleges, if any, may be appended, for reference with the first report on the officer.

(b) Nature of duties on which he has been employed, e.g. Duties requiring public relations and field work formulation of plans, general direction and exeurion thereof Secretariat work of general nature. Supervision and control of subordinate staff. (Please list the above duties in order of importance)

- 1. Symposia and group discussions.**
- 2. Ability for individual field performance.**
- 3. Leadership qualities through overall performance as a Liaison Officer.**
- 4. Organisation qualities in the capacity of office bearers for various co-curricular activities and games.**
- 5. Power of observation and analysis during field training on tour.**

Note: In the case of officers undergoing formal training at the Indira Gandhi National Forest Academy, Dehradun, please state, in brief the duties/activities (including seminars and group discussions) in which they were expected to participate outside the class room.

Period of Probation ends on :

Number of days leave (other than casual leave and special casual leave).

Assessed by Date Approved by Date

PART II - ASSESSMENT

PERFORMANCE GRADE WITH REFERENCE TO PRESENT ASSIGNMENT PERFORMANCE -----

FACTORS Exceeds Fully Just Partially Does not

require- meets meets meets meet

ments require- require- require require-

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1 2 3 4 5 6

I. Mental capacity

1. Efforts made to acquire

knowledge relevant to job.

2. Analytical ability.

3. Power of grasp.

4. Spirit of enquiry.

5. Power of expression:

(a) Oral

(b) Written

6. Ability to participate in

discussions and seminars.

7. Sense of responsibility.

II. Work, habits and attitudes

1. Aptitude

2. Interest in work

3. Promptness

4. Initiative

5. Originality

6. Self-reliance

**7. Manner of performance(whether
methodical and orderly)**

8. Thoroughness

9. Punctuality

10. Resourcefulness

III. Technical and Professional ability

**1. Knowledge of Forestry and allied
subjects**

**2. Practical knowledge of the job
assigned**

3. Technical judgement

**4. Ability to guide subordinate in
technical and professional matters**

**5. Aptitude and physical capacity for
outdoor life**

IV. Performance during -

1. Technical Field Tours

(a)

(b)

(c)

(d)

(e)

2. Army Attachment -

3. Parliamentary Attachment -

4. Qualifying tests:

(a) First aid

(b) Weapon Training

(c) Equitation Training

(d) Use and Maintenance of

Mechanised equipment

(e) Swimming

V. Stability

1. Poise

2. Fairness

3. Dependability

VI. Ability to get along

1. Tact

2. Dealing with :

(a) Subordinates

(b) Fellow-officials

(c) Superiors

(d) Public

3. Ability to inspire others

VII. Ability to manage -

1. Quality of judgement

2. Decision making

3. Ability to plan and programme

4. Direction and control

5. Ability to evaluate the work

of individuals and projects

or schemes

VIII. State of Health

Comments

General appraisal of the officer's

good and bad qualities in narrative

form particularly those related to

his INTEGRITY and ability to correct

himself if his faults are pointed

out to him.

Decisions, if any, taken regarding

fitness for drawing 1st/2nd increments

(where applicable).

Signature

Designation

Date

REMARKS OF REVIEWING OFFICER

Brief remarks indicating what

assessment of the Reporting

Officer may be accepted or

rejected or otherwise modified.

Signature of the Reviewing Officer

Designation :

Date :

REMARKS AND RECOMMENDATIONS OF THE REVIEWING BOARD/COMMITTEE

1. Is fit for retention/confirmation.

or

2. Should be watched for another.....

months (here list what improvements are required in the probationer).

or

3. May be tried for some other post

(where such a course is permissible under the relevant recruitment rules).

or

4. May be reverted to his substantive

post (here give reasons for recommending this course of action).

or

5. Should be discharged from Government

Service (here give reasons for recommending this course of action).

Signature of Chairman of Reviewing

Board/Committee

SCHEDULE II

1(See rule 5)

To

The President of India.

Whereas I,*

a probationer in the Indian Forest Service (hereinafter) referred to as "as probationer") being entitled [subject to compliance with the Indian Forest Service (Probation) Rules, 1968] to receive from the President of India (hereinafter referred to as the Central Government) or from the Government of the State to which I may be posted pay and allowances during the period in which I am under training.

Now, we, the probationer, and **

(hereinafter referred to as "the surety") jointly and severally do hereby in pursuance of the said rules, promise and agree in the event of the failure of the probationer to complete probation to the satisfaction of the Central Government, to refund to the Central Government, on demand any moneys paid to him, including the pay and travelling expenses to join appointment.

The surety hereby agrees that his liability hereinunder shall not be affected by the Central Government extending the period of probation or giving the probationer an extension of time for payment of or compounding the amount payable hereunder.

Stamp duty payable on this bond shall be borne and paid by the Government.

Dated this day of 19

Signature of probationer

Signed by the probationer in the presence of

Name of witness

Address

Occupation

Signature of the surety

Signed by the surety in the presence of

Name of witness

Address

Occupation

I\$

Whose signature is appended to the above agreement as surety, do hereby declare that I am

\$\$a) in the permanent service of the Government of

or

\$(b) ordinarily resident in India and that I possess means which will enable me to repay to that Central Government the sums of money referred to in the event of my being called upon to do so in accordance with the terms of the agreement.

Signature of the surety

Signed by the surety in the presence of

Name of witness

Address

Occupation

16019/4/75-AIS(III)-A dated 21-1-76.

20Added vide DP & AR Notification No. 11037/12/75-AIS(III)-C

dated 30.3.1976. [No.2/4/65-AIS(IV), dated the 6th May, 1968.]

***The full name and address of the probationer should be inserted**

**** The surety is requested his full name and address and**

occupation

\$ The surety is requested to insert his full name and address

and occupation

\$\$ One of these should be struck out.