



GENERAL ADMINISTRATION AND CONTROL DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR.

NO. C.31018/1/2019-2020/CADC(G)/Pt-I/ 616

Dated Kamalanagar,
the 12th January, 2024.

OFFICE MEMORANDUM

With a view to streamline the process of probation, confirmation in service and award of advance increment the following instructions are issued for compliance by all concerned.


1. As per the Office Memorandum issued by the Govt. Of Mizoram probation & confirmation in Govt. Service Vide No.A.31011/1/2019-DP&AR (GSW) Dt.14.06.2019, the period of probation for different posts is prescribed as under:-

<u>Sl.No.</u>	<u>Method of Appointment</u>	<u>Period of Probation</u>
1.	Direct Recruitment (Group A, B, C & D)	2 (two) years.
2.	Absorption (Group A, B, C & D)	2 (two) years.
3.	Officials re-employed before the age of Superannuation.	2 (two) years.
4.	Regularization (Contract, Workcharged, MR, Adhoc or officiating employees of Group A, B, C & D Posts.	1 (one) year.

2. An official who has successfully completed the probation may be considered for confirmation. Proposal for confirmation in all aspects lies with the General Administration & Control Department. Henceforth, no application requesting for service confirmation shall be entertained.

3. The employees are forbidden to approach the Executive Members, Members of District Council or any other office holders in connection with the matter relating to service confirmation. In this respect it is clarified that approaching the superior authority in connection with their service confirmation related issue violates the provisions of the Central Civil Services (Conduct) Rules, 1964 and attract disciplinary action under the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

4. It has been decided that practice of granting advance increment to the retiring employees is stopped forthwith. Henceforth, no such employee shall be granted advance increment and application/representation in this regard shall not be processed from General Administration & Control Department, CADC.

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(PRONIT BIKASH CHAKMA)
Executive Secretary
Chakma Autonomous District Council
Kamalanagar.

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