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**MANIPUR UNIVERSITY OF CULTURE
Palace Compound, Imphal East**

NOTIFICATION

Imphal, the 23rd June, 2022

No. 23/1/22-MUC(Regulations): The following Regulations of the Manipur University of Culture which received the approval of Executive Council of Manipur University of Culture in its 17th Meeting held on 30th May, 2022 as per the decisions taken on agenda no. 2 under Statutes No. 39(1), 11(2), 22(1) and 23(1) of the Statutes of the university appended to The Manipur University of Culture Act, 2015 is hereby published in the Official Gazette as required under Section 42(1) of the Act.

L. RADHAKANTA,
Registrar, Manipur University of Culture.

**“REGULATIONS ON PROBATION AND CONFIRMATION OF SERVICES IN RESPECT
OF EMPLOYEES OF THE MANIPUR UNIVERSITY OF CULTURE”**

A. PROBATION :

1. A person is appointed on probation in order to assess his suitability for absorption in the service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for employees re-employed before the age of superannuation.
3. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.
4. Concentration of attention on the probationer's ability to pass the probationary departmental examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and

aptitude for the kind of work that has to be done in the service before a probationer is confirmed.

5. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

6. A probationer, who is not making satisfactory progress, 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. This can be done by giving a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

MANDATORY INDUCTION TRAINING:

7. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation.

8. The period of probation is prescribed for different posts/services on the following lines:

Sl. No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	2 years.
DIRECT RECRUITMENT		
3.	For direct recruitment to posts	2 years
4.	Officers re-employed before the age of superannuation	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

(a) DIRECT RECRUITMENT TO ANOTHER POST IN SAME OR DIFFERENT DEPARTMENT

If an employee of the university is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the employee was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

(b) PROMOTION :

- (i) Persons who are inducted into a new service through promotion shall also be placed on probation. There shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.
- (ii) Consequent upon the decision of delinking confirmation from the availability of permanent posts it was also decided that if the recruitment rules do not prescribe any probation, an employee appointed/promoted on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

LEAVE TO PROBATIONER, A PERSON ON PROBATION :

9. A probationer shall be entitled to leave under the provisions of Manipur Civil services (Leave) Rules, 1979 as amended from time to time .

EXTENSION OF PROBATION PERIOD :

10. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed, if any, the period of probation may be extended

by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

11. If the Competent Authority thinks it fit, they may extend the period of probation of an employee by a specified period but the total period of probation should not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at a time.

12. Where a probationer who has completed the period of probation to the satisfaction of the university is required to be confirmed, he shall be confirmed in the Service/ Post at the end of his period of probation, having completed the probation satisfactorily.

13. Some employees are not able to complete the probation on account of availing leave for long duration during probation period. In such cases if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his probation period may be extended by the length of the leave availed, but not exceeding double the prescribed period of probation.

TERMINATION OF PROBATION :

14. The decision whether an employee should be confirmed or his probation be extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated in writing to the employee together with reasons, in case of extension. 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.

15. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer so as to: -

- (i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or

(ii) Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

16. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.

17. If it appears to the Competent Authority, at any time, during or at the end of the period of probation that an employee has not made sufficient use of his opportunities or is not making satisfactory progress, the competent Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from service.

18. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

B. CONFIRMATION :

19. Confirmation is de-linked from the availability of permanent vacancy in the grade. In other words, an employee of the university who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an employee of the university which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. A specific order of confirmation should be issued when the case is cleared from all angles.

20. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Probation should not be extended for more than a year and, in no circumstance, an employee should be kept on probation for more than double the normal prescribed period of probation. The employee will be deemed to have successfully completed the probation

period if no order confirming, discharging or reverting the employee is issued within eight weeks after expiry of double the normal period of prescribed probation.

C. Composition of Committees to consider Confirmation of Services:

(i) Group 'A' Posts :

- (a) Vice-Chancellor -Chairman
- (b) Registrar -Member
- (c) Finance Officer -Member

(ii) Group 'B' Posts:

- (a) Registrar -Chairman
- (b) Finance Officer -Member
- (c) Deputy Registrar -Member

(ii) Group 'C' & 'D' Posts:

- (a) Registrar -Chairman
- (b) Finance Officer -Member
- (c) Deputy Registrar -Member

The posts shall be classified as per the orders issued by Government of Manipur from time to time.

L. RADHAKANTA,
Registrar, Manipur University of Culture.