

<b>Sub :- Completing probation period and confirmation – Simplified Procedure</b>		
<b>Sr. No.</b>	<b>Existing Procedure for posts of Group –A (including Junior Engineer of Group-B posts)</b>	<b>New Procedure</b>
1.	Applicant submits his/her application to his/her Concerned Xen ( In Case of Division level)	<p>1. The system will generate list of employees who have completed probation period as per their appointment/promotion letter. The moment employee completes probation period, it will send notification to DDO.</p> <p>2. If case of any complaint against the employee/officer then pop out window will appear.</p> <p>3. If the employee is fit for case and no complaint is pending against him then concerned DDO will examine the case online and make recommendations online and forward it to Probation Clearance Manager.</p> <p>4. Probation Clearance Manager in office of CE/HQ will verify the details and forward it to CE/HQ for approval. CE/HQ will take action online or can send the case to the Principal Secretary online, if so required.</p> <p>5. Principal Secretary will take the action online and send it back to the CE/HQ office online.</p> <p>6. Automatically the sanction letter bearing the clause regarding the action will be generated online by the system, the moment the</p>
2.	Concerned Xen forwards the application to S.E ( In Case of Circle level)	
3.	Concerned Xen/S.E forwards the application to I and R Branch (Head Office)	
4.	I and R Branch forwards the application to E.E-1 Branch after verifying the documents	
5.	E.E-1 Branch Superintendent marks the application to Diary Clerk.	
6.	Diary Clerk registers the application in Diary Register and assigns a Diary Number.	
7.	Application delivered to marked assistant.	
8.	Assistant marks the application to clerk	
9.	Clerk puts up the application in concerned file and mark the file to assistant.	
10.	Assistant examine and deal the file.	
11.	Assistant marks the file to Superintendent.	
12.	Superintendent marks the file to S.E/H.Q	
13.	S.E/H.Q marks the file to C.E/H.Q	
14.	C.H/H.Q marks the file to Secretary Irrigation	
15.	Secretary Irrigation gives the approval and down marks the file to C.E/H.Q	
16.	C.E/H.Q down marks the file to S.E/H.Q	
17.	S.E/H.Q down marks the file to Superintendent	
18.	Superintendent down marks the file to Assistant	

19.	Assistant down marks the file to type clerk
20.	Type clerk types the draft and marks the file to assistant.
21.	Assistant checks the draft and forward the draft to Superintendent.
22.	Superintendent signs the draft and mark the file to dispatch clerk.
23.	Dispatch clerk assign a dispatch number and marks it on sanctions.
24.	Dispatch clerk sends the sanction to the applicant and concern branches and marks the file back to corresponding assistant.

competent authority approves the case and a copy of the sanction letter will be sent to the following:-

- i) Applicant
- ii) DDO
- iii) CE/HQ

Note: There should be no pending enquiry, no criminal case or no other condition against him. If the department later gets to know about any charges against him, then his confirmation will be cancelled.