



शैक्षिक समाचार  
राजस्थान

## प्रोबेशन में अवैतनिक अवकाश लेने से प्रोबेशन आगे बढ़ने बाबत आवश्यक जानकारी



1👉 11/06/14 से पहले 90 दिन अवैतनिक ले सकते थे।  
प्रोबेशन आगे नहीं बढ़ेगा।

2👉 11/06/14 और इससे आगे 07/08/19 तक एक माह  
से अधिक अवैतनिक अवकाश पर रहने पर एक माह से जितना  
ज्यादा उतना प्रोबेशन आगे बढ़ेगा।

उदाहरण👉 इस अवधि में 33 दिन अवैतनिक पर 3 दिन  
प्रोबेशन आगे बढ़ेगा।

3👉 08/08/2019 से 30 दिन से अधिक अवैतनिक  
अवकाश लेने पर प्रोबेशन में कुल जितना अवैतनिक अवकाश  
लिया है उतना ही पूर्ण अवधि के लिए प्रोबेशन बढ़ेगा।

उदाहरण👉 08/08/2019 के बाद प्रोबेशन अवधि में 33 दिन  
अवैतनिक अवकाश लिया है तो प्रोबेशन 33 दिन आगे बढ़ेगा।  
वर्तमान में यही नियम प्रचलित में है।

नोट:- (1) वर्तमान नियमानुसार प्रोबेशन में 30 दिन तक का  
अवैतनिक अवकाश लेने पर प्रोबेशन आगे नहीं बढ़ता है।  
(2) वर्तमान में प्रोबेशन में अवैतनिक अवकाश स्वयं या  
परिवार के किसी सदस्य के बीमारी पर Dr के प्रमाण पत्र के  
आधार पर ही स्वीकृत होता है।



**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

F.1(2)FD/Rules/2008 Pt-I

Jaipur, dated:

08 JAN 2020

**MEMORANDUM**

**Subject :- Regarding successful completion of period of probation by probationer-trainee and grant of pay in the pay scale / running pay band of the post.**

In partial modification of Finance Department memorandum of even Number dated 11.06.2014, powers are delegated for grant of extraordinary leave to probationer trainee in place of existing provisions contained in para 2 and 3 of aforesaid Memorandum as under:-

s. No	Period of Extraordinary Leave	Authority competent to grant EoL
1	Upto one month	Appointing authority
2	Beyond one month in exceptional and unavoidable circumstances	Administrative Department

The powers for grant of extraordinary leave to probationer trainee shall be subject to observation of following guidelines:-

1. Prior sanction of extraordinary leave shall be pre-requisite in all such cases.
2. No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
3. Extraordinary leave shall be granted up to one month by appointing authority on reasonable grounds. Extraordinary leave beyond one month shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
4. In case of extraordinary leave applied for critical illness of self, wife/husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorized medical attendant.
5. Those who proceed on extraordinary leave without prior sanction shall be treated as cases of wilful absence and liable to disciplinary action.
6. If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study / preparing for competitive examination, the period of absence shall be treated as dies non and the same shall not be countable for any purpose.
7. In all cases where extraordinary leave period is exceeding one month, the probation period shall be extended for the entire period of extraordinary leave.

  
31/12/20

**(Hemant Gera)**  
**Secretary to the Government,**  
**Finance (Budget)**



**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**MEMORANDUM**

No. F. 1(2)FD/Rules/2006-I

Jaipur, dated : **8 AUG 2019**

**Sub:- Regarding successful completion of period of probation by probationer-trainees and grant of pay in the pay scale / running pay band of the post.**

In partial modification of Finance Department Memorandum of even number dated 11.06.2014, powers are delegated for grant of extraordinary leave to probationer trainee in place of existing provisions contained in para 2 and 3 of aforesaid Memorandum as under:-

S. No	Period of Extraordinary Leave	Authority competent to grant EoL
1	Upto one month	Appointing authority
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3. In case of extraordinary leave applied for critical illness of self, wife/husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorized medical attendant.
4. Extraordinary leave shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
5. No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
6. If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study / preparing for competitive examination, the period of absence shall be treated as dies non and the same shall not be countable for any purpose.
7. In all cases where extraordinary leave period is exceeding one month, the probation period shall be extended for the entire period of extraordinary leave.

  
(Manju Rajpal)

Secretary to the Government,  
Finance (Budget)

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**CLARIFICATION**

No. F. 1(2)FD/Rules/2006-I

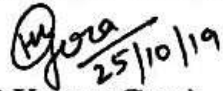
Jaipur, dated : **25 OCT 2019**

**Sub:- Regarding successful completion of period of probation by probationer-trainees and grant of pay in the pay scale / running pay band of the post.**

Attention is invited FD Memorandum of even number dated 22.05.2009, 11.06.2014, 07.08.2014 and 08.08.2019 under which provisions are contained for grant of extraordinary leave to probationer trainee. Certain clarification / doubts has been raised for implementation of the above Memorandums.

Accordingly, the matter has been considered with reference to the provisions of Rule 4A of Rajasthan Service Rules under which it has been mentioned that an Officer's claim to leave shall be regulated by the rules in force at the time leave is applied for and granted. Hence, it is clarified that:-

1. In all pending cases of employees who availed extraordinary leave exceeding three months prior to 11.06.2014 the period of probation is to be extended by the period of extraordinary leave availed beyond three months.
2. The employees who were continuing to avail extraordinary leave exceeding three months even before 11.06.2014 and onwards, in such cases also the period of probation is to be extended by the period of extraordinary leave availed beyond three months.
3. In all cases where extraordinary leave exceeding one month is availed on or after 11.06.2014, till 07.08.2019 the probation period will be extended for the period of extraordinary leave taken beyond one month.
4. The employees who were continuing to avail extraordinary leave exceeding one month even before 08.08.2019 and onwards, in such cases also the period of probation is to be extended by the period of extraordinary leave availed beyond one month.
5. In all cases where extraordinary leave exceeding one month is availed on or after 08.08.2019, the probation period shall be extended for the entire period of extraordinary leave.

  
(Hemant Kumar Gera)  
Secretary to the Government,  
Finance (Budget)

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**MEMORANDUM**

**No. F. 1(2)FD/Rules/2006-I**


**Jaipur, dated : 28 JAN 2020**

**Sub:- Regarding successful completion of period of probation by probationer-trainees and grant of pay in the pay scale / running pay band of the post.**

At the end of Finance Department Memorandum of even number dated 06.01.2020 the following new para be inserted.-

'Finance Department Memorandum of even number dated 08.08.2019 shall stand superseded.

Finance Department Clarification of even number dated 25.10.2019 shall be applicable for implementation of the provisions of Memorandum dated 06.01.2020.'

  
28/01/2020  
(Hemant Kumar Gera)  
Secretary to the Government,  
Finance (Budget)

GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)

F.1(2)FD/Rules/2006 Pt-I

Jaipur, dated: 17 AUG 2014.

MEMORANDUM

**Subject :- Regarding successful completion of period of probation by probationer-trainee and grant of pay in the pay scale / running pay band of the post.**

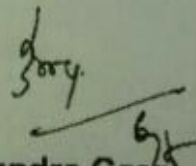
As per provisions contained in Finance Department Memorandum of even number dated 22.05.2009 Probationer-Trainee who have availed extra-ordinary leave during the period of probation exceeding the period of 90 days but upto one year, the period of probationer-trainee was extended by the period beyond 90 days.

In partial modification of aforesaid memorandum, vide Finance Department Memorandum of even number dated 11.06.2014, the period of extra-ordinary leave availed beyond one month and upto one year, the period of probation is to be extended by the period of extra-ordinary leave availed beyond one month and this provision has also been made applicable to the cases pending on 11.06.2014.

This has resulted in disparity between the same class of employees because delay in deciding the cases of grant of extra-ordinary leave was on the part of concerned appointing authorities and not on the part of concerned employees.

Accordingly, the matter has been considered and it has been decided that in all pending case of employees who availed extra-ordinary leave prior to 11.06.2014 the period of probation is to be extended by the period of extraordinary leave availed beyond three months. However, the competent authority for sanctioning leave would be as per provision of FD memorandum dated 11/06/2014.

It is also made clear that employees who are continuing to avail extra ordinary leave even before 11.06.2014 and onwards, such cases shall be decided in accordance with the provisions of Finance Department memorandum of even number dated 11.06.2014.



(Subhash Chandra Garg)  
Principal Secretary to the Government



**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**MEMORANDUM**

No.F.1(2)FD(Rules)/06 Part-I

Jaipur, dated : **11 JUN 2014**

**Sub. :- Regarding successful completion of period of probation by probationer-trainees and grant of pay in the pay scale / running pay band of the post.**

Provisions regarding grant of extraordinary leave to a Probationer-Trainee in the probation training period and successful completion of period of probation have been made vide Finance Department memorandum of even No. dated 22.05.2009. The appointing authority is presently authorised to sanction extraordinary leave upto three months to a probationer-trainee during the entire period of probation training. Extraordinary leave beyond three months in the probationer training period can be granted by the appointing authority in exceptional circumstances with the concurrence of Finance Department. It has also been provided in the memorandum that the period of probation shall be extended upto the period of extraordinary leave taken beyond three months subject to a maximum of one year.

For early disposal of extraordinary leave cases of probationer trainees, it has been decided to delegate powers to grant extraordinary leave as under:-

S.No.	Extraordinary leave period	Competent Authority to sanction leave
1.	Upto three months	Appointing Authority
2.	Beyond three months but period not more than one year.	Appointing Authority with the approval of Administrative Department.

Extraordinary leave beyond the period of one year in exceptional and unavoidable circumstances shall be granted by the Appointing Authority only with the prior approval of Department of Personnel and Finance Department.

It has also been decided to modify provision relating to extension of period of probation. In all cases where extraordinary leave is taken for a period exceeding one month, the probation period will be extended for the period of extraordinary leave taken beyond one month.

Pending cases of extraordinary leave pertaining to Probationer Trainee prior to issue of this memorandum may also be decided by the Appointing Authority and Administrative Department in terms of this order.

This order shall come into force with immediate effect.

  
(Subash Chandra Garg)  
Principal Secretary, Finance