

CO/Mktg/ZD/FPDO/31/2024

Date: 28.10.2024

To  
All Zonal Managers, Regional Managers (Marketing)  
Officers In-Charge Of Divisions  
Audit And Inspection Centres

**Re: Treatment of EOL availed by Probationary Development Officers**

We are receiving references from various offices regarding the impact of EOL, availed by the Probationary Development officers, on their probationary period.

It is to inform that availing EOL during the Probationary period should be strongly discouraged. However, in exceptional cases, if the competent Authority is satisfied that the period of absence was beyond control of Probationary Development Officer, EOL maximum up to 30 days may be sanctioned for the reasons of accident or medical treatment of Probationary Development Officer.

It has been decided by the Competent Authority that the impact of EOL on probationary period of the PDOs will be as under: -

No. of Days EOL, during entire period of probation	Extension of Probationary period
Maximum Up to 30 days	Extension for One Month, provided the EOL is sanctioned by the Competent Authority mentioned in Rule 65 (Schedule IV) of Staff Rules, 1960.
Beyond 30 days	Not to be allowed.

The Zonal Manager will be the Competent Authority to decide in the very exceptional cases, where the Probationary Development Officer has availed Extra Ordinary Leave for more than 30 Days for the reason of accident/ Hospitalisation/Critical illness of PDO.

Such cases, where EOL is beyond 30 days, shall be forwarded to the Zonal Manager, along with the proper recommendation of Sr./ Divisional Manage In-charge, giving full details of the case and supporting documents like medical reports and opinion of DMR.

In any case, the total Probationary period shall not exceed the period of 24 months.

Needless to add that, the confirmation of a PDO will be subject to fulfilment of the business targets, as decided by the Appointing Authority and other factors like Confidential Report, Vigilance clearance etc.

You are requested to bring these instructions to the notice of all the offices under your jurisdiction.

  
Executive Director (Marketing/PD)& CMO