



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email: dir-gen@esic.nic.in
Website: www.esic.nic.in / www.esic.in

File No. Z-11/11/1/2025-Estt.-I

Dated :17-06-2025

Circular

Subject:- Forwarding of Probation Progress Reports for issuance of Probation Completion Order-regarding.

Instructions have been issued by DoPT OM No.28020/3/20 18-Estt.(C) dated 11.03.2019 regarding completion of probation period in respect of employees. In this regard it is observed that PPRs in respect of eligible employees are not being forwarded by many offices in time which cause delay in issuing Probation Completion Order.

In view of the above all the Head of the Offices are requested to forward the Probation Progress Reports (PPRs) of officials selected through Direct Recruitment or by promotion (as applicable) along with their recommendations in prescribed time limit and proforma, for completion of probation or extension of probation period, as the case may be, to this office in respect of Ministerial cadres, drawing pay levels corresponding to Group 'A', 'B' & 'C' (SSO Only) in Central Government.

Further **National Training Academy** is also requested to conduct induction training, additional training to the candidates as recommended by UPSC in its recommendation letter and also to conduct Probation clearance exams of SSO on regular basis, so that probation clearance order can be issued in time bound manner.

This issues with the approval of competent authority.

Deputy Director(E-I)

To

1. PPS to all Principal Officers, ESI Corporation.
2. PPS/ PS to all Divisional Heads, Headquarters, New Delhi.
3. Insurance Commissioner (NTA), Dwarka, New Delhi.
4. All Zonal Insurance Commissioner/ All Zonal Medical Commissioner.
5. All Additional Commissioners & Regional Directors/ Joint Directors (I/c)/ Director, Estt. - V, Headquarters, New Delhi.
6. Directorate (M) Noida/ Directorate (M) Delhi/ Zonal Training Institutes.
7. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
8. All Deans of Medical Colleges/ PGIMS/ Dental Colleges/ Principal, Nursing Colleges.

9. Deputy Director/ Assistant Director, concerned Zonal Vigilance/ Concerned Finance & Accounts Divisions.
10. Website content manager for uploading on website of ESIC.