



No. CWC/CO-PD0PLCY/19/2020-PERS

Dated: 28.06.2021

CIRCULAR

Sub: Issue of general instructions by the Board as per Regulation No. 3 of CWC (Staff) Regulations, 1986

Regulation No. 10 (i) of CWC (Staff) Regulation, 1986 was amended with the approval of Board of Directors and Administrative Ministry on 18.12.2019. As per this amendment, the employees on promotion from one Group to another Group, for example Group-B to Group-A, or person appointed against the direct recruitment shall be on probation for a specified period as per the guidelines.

On receiving several queries, regarding admissibility of increments, where period of probation is two years, the issue was placed to the Board of Directors for clarification and resolution.

The Board of Directors has issued following general instructions, as per Regulation No. 3 of CWC (Staff) Regulations:

1. Increment is not allowed during the period of probation.
2. The annual increment admissible to the employee as per regulation 29 (i) is allowed to the employees of the Corporation, who are on probation after completion of the probation period. However, no arrears will be paid for the period of probation.
3. In case the probation period is extended, no increment shall be allowed till the completion of the probation period and the increments admissible to the employees shall be granted with retrospective effect from the first of the month in which the initial period of probation has come through an end or 12 months are completed whichever is later, although no arrears will be paid for the extended period of probation up to the first of the month in which it is completed.

[Authority: Agenda item No. 358.06
358th meeting Board of Directors
held on 31.05.2021]

(Anil Manik Rao)
Group General Manager (Pers.)

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1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices