THE HIGH COURT OF KERALA

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HCKL/1636/2025-C3-HC KERALA Date: 21-08-2026

OFFICIAL MEMORANDUM

Sub:- Declaration of probation of Clerk/Protocol Officer (Civil Unit) and Clerk (Criminal Unit) categories – extension of transitional dispensation regarding Computer Word Processing Proficiency Test – Orders issued.

Ref:-
1. G.O.(P) No.11/2024/P&ARD dated 27.11.2024.
2. High Court Office Memorandum HCKL/1636/2025-C3-HC KERALA dated 01.03.2025.
3. High Court Office Memorandum HCKL/1636/2025-C3-HC KERALA dated 18.03.2025.
4. High Court Office Memorandum HCKL/1636/2025-C3-HC KERALA dated 01.04.2026.
5. W.P.(C) No.11981/2026 filed before the High Court of Kerala.

Attention of all Appointing Authorities is invited to the references cited.

Vide the Government Order cited 1st above, the requirement of possessing a certificate in Computer Word Processing for declaration of probation in the clerk category was dispensed with and, in lieu thereof, demonstration of proficiency in Computer Word Processing was prescribed as a mandatory condition for declaration of probation. Consequent upon the said Government Order, detailed instructions were issued from time to time regarding the assessment of Computer Word Processing Proficiency and declaration of probation.

Vide the Office Memorandum cited 3rd above, a transitional dispensation was granted, in the interest of fairness, permitting employees advised by the Kerala Public Service Commission or who joined duty on or after 26.10.2022, who had completed two years of service and passed the Office Procedure Test within the prescribed period but whose probation could not be declared with effect from the day following the completion of two

years of service for want of qualifying the Computer Word Processing Proficiency Test, to have their probation so declared, provided they qualified the Computer Word Processing Proficiency Test in any of the three opportunities made available under the said Office Memorandum, namely, the special test conducted on 26.03.2025 and the regular tests conducted in April 2025 and October 2025.

The Office Memorandum cited 4th above reiterated the said transitional dispensation, prescribed further procedural modifications regarding the conduct of the Computer Word Processing Proficiency Test and also laid down the manner in which consequential seniority and promotional benefits arising therefrom were to be regulated. The aforesaid transitional dispensation was initially confined to three opportunities for qualifying the Computer Word Processing Proficiency Test, namely, the special test conducted on 26.03.2025 and the regular tests conducted in April 2025 and October 2025. However, on review, it has been noticed that the intended objective of the said transitional dispensation could not be achieved in respect of all employees who were otherwise eligible for the benefit thereof, as certain employees had not qualified the Computer Word Processing Proficiency Test within the aforesaid period. Consequently, the benefit of declaration of probation with effect from the due date contemplated under the said transitional dispensation could not be granted to such employees, thereby affecting their seniority and consequential service benefits.

In order to give full effect to the transitional dispensation granted vide the Office Memorandum cited 3rd above and to ensure that employees who are otherwise eligible are not deprived of the intended benefit solely on account of their inability to qualify the Computer Word Processing Proficiency Test within the period originally prescribed, it has been decided, in the interest of fairness, to extend the period of the aforesaid transitional dispensation. Accordingly, employees advised by the Kerala Public Service Commission or who joined duty on or after 26.10.2022, who have completed two years of service and have passed the Office Procedure Test within the normal period of probation, but whose probation has not been declared with effect from the day following the completion of the prescribed period of probation for want of qualifying the Computer Word Processing Proficiency Test, shall have their probation declared with effect from the day following the completion of the prescribed period of probation, provided they qualify the Computer Word Processing Proficiency Test in any of the tests conducted up to and including the test scheduled for April 2027 and satisfy all other conditions prescribed for declaration of probation.

All Appointing Authorities shall review the service records of employees in their respective establishments and identify those who satisfy the conditions prescribed in this Office Memorandum. In respect of such employees, appropriate orders shall be issued,

wherever necessary, declaring probation or, where probation has already been declared, revising the effective date of declaration of probation to the day following the completion of the prescribed period of probation, subject to the conditions stipulated herein. Consequential benefits, including restoration of seniority and grant of notional promotion, wherever admissible, shall be regulated strictly in accordance with the Office Memorandum cited 4th above, without disturbing promotions already effected.

The implementation of this Office Memorandum shall be subject to the final judgment in W.P.(C) cited 5th above, pending before the Hon'ble High Court of Kerala and to such further orders as may be passed therein.

The above transitional dispensation shall remain in force up to and including the Computer Word Processing Proficiency Test scheduled for April 2027.

Except as modified herein, all other provisions, conditions and directions contained in the Office Memoranda referred to above shall continue to remain in full force and effect.

(By Order)

Digitally signed by
Saina P S
Date: 21-08-2026
10:44:22

Saina P S
JOINT REGISTRAR

To:- All Appointing Authorities.