

I/20816/2020

**Government of India
Central Water Commission**

4th Floor(S), Sewa Bhawan,
R K Puram, New Delhi-66
Dated the June, 2020

Sub:- Clearance of Probation of Senior Research Assistants of CWC.

In terms of DoP&Ts O.M. No.10011/1/86-Estt(D), dated 29.3.1988, confirmation is to be made only once in the entire service of an employee which will be in the entry grade. An Official who has successfully completed the probation is to be considered for confirmation. The details of Senior Research Assistants of Scientific Cadre, who joined this Commission during the year 2018 and are completing or have completed their two year probation period up to 30th June, 2020 and upto 31st December, 2020 are given below:-

S.No.	Name	Date of Birth	Date of Commencement of service	Date of completion of probation	Where Posted
1.	Sh.Anup Kumar Sharma	07.03.1988	31.01.2018	30.01.2020	Mahanadi Division Burla (Lab. Raipur)
2.	Ms. Mallika Kumar	11.01.1992	16.04.2018	15.04.2020	Tapi Divn, Surat
3.	Ms. Utsa Sen	09.02.1987	20.06.2018	19.06.2020	Mahi Divn, Gandhinagar
4.	Ms. Shikha Sharma	19.09.1989	06.04.2018	05.04.2020	Mahi Divn., Gandhinagar
5.	Sh.Manoj Kr.Maurya	25.12.1989	11.07.2018	10.07.2020	LGD-II Patna
6.	Sh.Lalit Kr. Maurya	16.04.1991	16.07.2018	15.07.2020	LGD-III, Berhampur
7.	Sh.Ankit Kumar Maurya	03.04.1987	01.05.2018	30.04.2020	Narmada Divn, Bhopal
8.	Sh.Saileswar Nayek	17.01.1994	27.07.2018	26.07.2020	ERD, Bhubaneswar
9.	Sh.Ajaya Kr. Behera	15.05.1992	11.07.2018	10.07.2020	ERD, Bhubaneswar
10.	Sh. Angad	12.09.1986	08.11.2018	07.11.2020	Chenab,

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	Kumar				Jammu
11.	Sh. Burri Jagadeesh Yadav	11.07.1987	13.02.2018	12.02.2020	SRD Coimbatore
12.	Sh.Vijay Kumar Angaraju	11.05.1987	22.02.2018	21.02.2020	CD Bengaluru
13.	Sh.Janardhan Atmakuru	06.02.1988	08.03.2018	07.03.2020	SWRD Kochi
14.	Sh.Srikanth Reddy Alla	01.03.1988	12.02.2018	11.02.2020	SRD, Coimbatore
15.	Sh.Chembuli Ajay Kumar	28.08.1988	16.02.2018	15.02.2020	HD, Chennai
16.	Sh.Vallakati Ajay Chaitanya	11.06.1991	12.03.2018	11.03.2020	CD, Bengaluru
17.	Sh.Kotagiri Sasidhar	13.06.1992	08.03.2018	07.03.2020	SWRD, KOchi
18.	Ms.Srujana Radha	18.11.1993	21.02.2018	20.02.2020	SRD, Coimbatore
19.	Sh.J.Krishna Pratap V.	17.03.1991	08.03.2018	07.03.2020	HD, Chennai
20.	Sh.Rajat Sharma	12.06.1993	18.06.2018	17.06.2020	MGD-I, Lucknow
21.	Sh.Rishabh Pachouri	25.11.1994	08.06.2018	07.06.2020	MGD-II, Lucknow
22.	Smt.Geetu Krishna V	31.05.1990	25.06.2018	24.06.2020	MGD-I, Lucknow
23.	Sh.Vikrant Babu	01.07.1993	08.06.2018	07.06.2020	HGD, Dehradun
24.	Sh.Yash Kumar	20.07.1991	15.06.2018	14.06.2020	MGD-III, Varanasi
25.	Sh.Neeraj Kumar	03.05.1989	08.06.2018	07.06.2020	HGD, Dehradun

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26.	Sh.Ajay Kr. Singh	20.07.1990	07.06.2018	06.06.2020	MGD-III, Varanasi
27.	Ms.Madhuri Saroj	01.01.1986	13.06.2018	12.06.2020	MGD-III, Varanasi
28.	Sh.Abhishek Kumar	04.10.1994	12.06.2018	11.06.2020	MGD-III, Varansi
29.	Sh.Snehasish Sanyal	21.11.1989	27.11.2018	26.11.2020	LGD-III Berhampur
30.	Sh. Kamalesh Pal	14.09.1990	16.11.2018	15.11.2020	LBD Jalpaiguri
31.	Sh. Abhijeet Nandan	25.02.1990	09.11.2018	08.11.2020	LBD Jalpaiguri
32.	Sh. JUNE A. LALTANPUIA RABHA	17.06.1987	04.10.2018	03.10.2020	MBD, Guwahati
33.	Sh. Dwinjendra Prasad kukri	22.10.1992	09.11.2018	08.11.2020	MBD, Guwahati
34.	Ms.Gayatree Doley	03.04.1993	24.10.2018	23.10.2020	UBD, Dibrugarh

2. It is, therefore, requested to furnish the Assessment Reports (for two years separately for each year; from the date of joining) in the enclosed Proforma along with Checklist, if they have successfully completed their probation period up to 30.06.2020, to this Commission by 31st July, 2020 through email at estt11@nic.in. The hard copy of the same is also required to be sent to this Commission. It is also requested that the Assessment Reports of the SRAs who are completing their probation period up to 31.12.2020, may also be sent to this Commission on the completion of their probation period immediately.

End: As above

[Signature]
11/6/2020
(P.N.Mohan)
Under Secretary
Tel:011-29583328

To

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1. Superintending Engineer(Coord.) M&ERO,Bhubaneswar/MTBO Gandhinagar/ LGBO Patna/ NBO Bhopal/ IBO Chandigarh/ C&SRO,Coimbatore /KGB0 Hyderabad/UGBO Lucknow/B&BBO,Shillong/T&BDBO Kolkata
2. Superintending Engineer – HOC, Bhubaneswar /HOC, Patna/ HOC Maithon/ C&SRC Bengaluru/KCC, Hyderabad/ HOC, Varanasi/ HOC Dehradun /HOC,Guwahati/
3. Director(M&A) Chandigarh/ Director(M&A),Lucknow/
4. Executive Engineer Tapi Division Surat/Mahi Division Gandhinagar/LGD-II Patna/LGD-III Berhampur/Narmada Division Bhopal/ERD Bhubaneswar/Chenab Division Jammu/SRD Coimbatore/CD Bengaluru/ SWRD Kochi/HD Chennai/MGD-I Lucknow/MGD-II Lucknow/HGD Dehradun/MGD-III Varanasi/LBD Jalpaiguri/MBD Guwahati/UBD Dibrugarh.
5. All other concerned through website.

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ASSESSMENT OF OFFICERS ON PROBATION
CENTRAL WATER COMMISSION

PART – I

Probation Report for the 1st Year/2nd Year/ Extended Period
from _____ to _____

1. Name
2. Post Held & Scale
3. Brief Nature of duties

PART – II

Each officer's ability and fitness in his PRESENT occupation or for promotion may be appraised with a reasonable degree of accuracy and uniformity, through this report. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE. It is essential, therefore that snap judgement be replaced by careful analysis as you are building up administrative leaders of tomorrow. Please follow these instructions carefully.

1. Disregard your general impressions of the officer and concentrate on one factor at a time.
2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL CASES.
4. Make your assessment with utmost care and thought, DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR ASSESSMENT.
5. After your have given your assessment for each factor please sum up your general views about the officer indicating in it any additional factors particularly those related to his INTEGRITY and ability to correct himself if his faults are pointed out to him.
6. The relevant Performance Grade against each Performance Factors may be tick-marked (✓)
7. The Probation Report is to be written/reviewed separately for each completed year of Probation.

PERFORMANCE GRADE					
Performance factors		Exceeds requirements of his job	Meets requirements of his job	Partially meets requirements of his job	Does not meet requirements of his job.
1		2	3	4	5
I	MENTAL CAPACITY				
1.	Knowledge of the technical requirements of the job				
2.	Analytical ability				
3.	Spirit of enquiry				
4.	Command of language				
5.	Ability to participate in discussions.				
6.	Sense of responsibility				

Contd.....P/2.

II	WORK HABITS & ATTITUDES				
1.	Interest in work and aptitude				
2.	Initiative				
3.	Self reliance				
4.	Thoroughness				
5.	Punctuality				
6.	Resourcefulness				
7.	Manner of performance (whether methodical & orderly)				
III	STABILITY				
1.	Poise				
2.	Fairness				
3.	Dependability				
IV	ABILITY TO GET ALONG				
1.	Facts				
2.	Helpfulness to fellow officials/subordinates				
3.	Public relations				
4.	Ability to inspire others				
V	ABILITY TO MANAGE				
1.	Decision making				
2.	Ability to plan and Programme				
3.	Direction and Control				
4.	Ability to evaluate the work of individuals and projects or schemes				

COMMENTS

General appraisal about the Integrity and Officer's good and bad qualities in narrative form particularly those related to his ability to correct himself if his faults are pointed out.

SIGNATURE OF THE REPORTING OFFICER
(With name and Designation)

REMARKS OF THE REVIEWING OFFICER

Brief remarks indicating whether assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

SIGNATURE OF THE REPORTING OFFICER
(With name and Designation)

CHECK LIST FOR CONSIDERATION OF CASES FOR CONFIRMATION

1.	Name/Present Designation	:	
2.	Date of Birth	:	
3.	Date of entry into continuous Govt. Service/Grade/Post in which appointed.	:	
4.	Whether confirmed in any grade earlier, if so, the date of confirmation and the grade.	:	
5.	Appointment made through UPSC/SSC/Promotion on Departmental Exam. for Group-D Staff/Promotion on Seniority –Cum-Fitness basis.	:	
6.	In case Affirmative answer to 4, quote reference	:	
7.	a) Character and Antecedents verified or not. b) Medical fitness.	:	
8.	Eligibility: a) Whether initial appointment made in accordance with recruitment rules/prescribed conditions. b) Length of Service.	:	
9.	In case of relaxation under any of the head under-7, please quote the authority.	:	
10.	Is this the first occasion of confirmation, if not please state reasons thereof	:	
11.	In case of any break in service please state, if the break has been condoned and authority thereof.	:	
12.	Character roll, is it complete and upto date.	:	
13.	Grade/Post, pay scale and classification of the post in which the officer is proposed to confirmed.	:	
14.	Whether considered eligible and suitable for confirmation	:	
15.	Whether cleared from probation period or not?	:	
16.	Remarks	:	

The above information is verified from the Service Book and from the available records.

(Signature of the Controlling Officer with Seal)

Date:

Place: