

No.5/2/2017-E.XI / 2066
Government of India
Central Water Commission

310(S), Sewa Bhawan,
R.K.Puram, New Delhi

Dated the 22/11/2017

To

The Chief Engineer,
Central Water Commission,
KGBO Hyderabad, YBO New Delhi, NRWQL New Delhi, Monitoring
Central Nagpur, C&SRO Coimbatore.

Sub :- Clearance of probation period in respect of Senior Research Assistant-reg.

Sir,

I am directed to refer to the subject cited above and to say that **Assesment Report along with Vigilance Clearance** of the Senior Research Assistants , who were recruited in CWC on or after 2009 and are completing or have completed their two year probation period (as per **Annexure I**) up to 31st March 2018 may be sent to this office by 30.11.2017 for confirming the officers in the grade of Senior Research Assistant .

Yours faithfully,



(R.N.Bharti)

Under Secretary
Establishment -XI
Ph.011-29583637

Copy to :

1. Superintending Engineer (C) KGBO Hyderabad, YBO New Delhi, NRWQL New Delhi, Monitoring Central Nagpur, C&SRO Coimbatore.
2. Deputy Director, SMD, CWC, New Delhi for uploading on CWC website.

AKL
23/11/17
JE

SM). अनु. / Sec. / अदे. / डि.
2394
डा. सं. / Dy. No. 23-11-17
दिनांक / Date

Annexure - I

S.No.	Name (Sh/Smt/ku)	DOB	Date of appointment in Govt service	Date of completion of probation	Place of Posting
1.	Vina D. Chavhan	25.05.81	07.03.09	06.03.11	Wainganga Divn. Nagpur
2.	Tanmoy Kar	01.05.83	11.03.09	10.03.11	SR Divn. Coimbatore
3.	Ajay kumar	22.02.85	01.03.12	28.02.14	UK Divn. Pune
4.	Narayanswamy	11.06.86	03.02.14	02.02.16	UYD, New Delhi
5.	Mallula Rupavathi	25.03.91	23.06.15	22.06.17	UGD Hyderabad
6.	Prasanth Yentapalli	19.01.87	26.06.15	25.06.17	UGD Hyderabad
7.	Karnakar Kolipaka	15.06.87	26.06.15	25.06.17	UGD Hyderabad
8.	M Ravindra Naik	01.06.89	08.07.15	07.07.17	UGD Hyderabad
9.	Amit Burud	15.08.85	20.07.15	19.07.17	UKD, Pune
10.	Maneesh T.P.	31.05.86	11.08.15	10.08.17	UGD Hyderabad
11.	Nitish kumar Singh	25.09.90	02.09.15	01.09.17	NRWQL, New Delhi
12.	Ashutosh Tripathi	14.11.90	07.09.15	08.09.17	NRWQL , New Delhi
13.	Shashi Kant Meena	23.01.88	09.09.15	08.09.17	LYD, Agra
14.	Kamaljeet Kaur	14.12.86	10.09.15	09.09.17	NRWQL , New Delhi
15.	Vasu Dhanavath	10.04.87	23.09.15	22.09.17	LYD Agra
16.	Neeru Tiwari	30.07.88	20.10.15	19.10.17	NRWQL New Delhi

ASSESSMENT OF OFFICERS ON PROBATION

MINISTRY/DEPARTMENT OF _____

PART I

Probation Report for the I Year/II Year/ Extended Period
From _____ To _____

1. Name
2. Post held and 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 judgment 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 you 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 Factor may be tick marked (...).
7. The Probation Report is to be written/reviewed separately for each completed year of Probation.

Performance Factors	PERFORMANCE GRADE			
	Exceeds requirement 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
1 .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					
II WORK HABITS & ATTITUDES					
1.Interest in work & aptitude					
2. Initiative					
3. Self reliance					
4.Thoroughness					
5. Punctuality					
6. Resource-fulness					
7. Manner of performance (whether methodical & orderly)					
III. STABILITY					
1 .Poise					
2. Fairness					
3. Dependability					
ABILITY TO GET ALONG TACT					

Helpfulness to fellow officials/ Subordinates					
Public relations					
Ability to inspire others					
ABILITY TO MANAGE					
Decision making					
Ability to plan and programme					
Direction and control					
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 REVIEWING OFFICER
(with name and designation)