

I/134161/2023

File No: A-31015/1/2023-E-X
भारत सरकार/ Government of India
केंद्रीय जल आयोग/ Central Water Commission
स्थापना दस अनुभाग/ Establishment-X Section

तृतीय तल, सेवा भवन
Third Floor(S), Sewa Bhawan,
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R.K. Puram, New Delhi-66.

Dated, the May, 2023

कार्यालय ज्ञापन / Office Memorandum

विषय / Subject: वरिष्ठ ड्राफ्ट्समैन के ग्रेड में अधिकारियों की परिवीक्षा अवधि की पुष्टि/मंजूरी के संबंध में। Confirmation/clearance of the probation period of the officials in the grade of Senior Draftsman-regarding.

अधोहस्ताक्षरी को ऊपर वर्णित विषय का उल्लेख करने और यह कहने का निर्देश दिया जाता है कि 4 मई, 2023 को वरिष्ठ ड्राफ्ट्समैन के ग्रेड में अधिकारियों की परिवीक्षा अवधि दो साल की सेवा पूरी करने वाले वरिष्ठ ड्राफ्ट्समैन के संबंध में प्रत्येक वर्ष की मूल्यांकन रिपोर्ट की पुष्टि/मंजूरी के संबंध में आवश्यक है।

The undersigned is directed to refer to the subject mentioned above and to say that assessment reports for the each year in respect of Senior Draftsman who have completed two year of service as on May 4th, 2023, are required in connection with confirmation/clearance of the probation period of the officials in the grade of Senior Draftsman.

2. सभी संबंधित निदेशकों से अनुरोध है कि वरिष्ठ ड्राफ्ट्समैन के कार्यभार ग्रहण करने की तिथि से प्रत्येक वर्ष के लिए मूल्यांकन रिपोर्ट (अनुलग्नक के अनुसार) अधोहस्ताक्षरी को भेजें। वरिष्ठ ड्राफ्ट्समैन की सूची संलग्न में दी गई है।

All concerned Directors are accordingly requested to send Assessment Report (as per annexure) for each year from the date of joining of the Senior Draftsman to the undersigned. A list of Senior Draftsman is given in the annexure.

Signed by Seema Juneja

Date: 16-05-2023 12:21:23

Reason: Approved

सीमा जुनेजा / (Seema Juneja)

अवर सचिव / Under Secretary

प्रति / To,

सभी सम्बंधित निदेशक, केंद्रीय जल आयोग / All concerned Directors Central Water Commission

Annexure

List of Senior Draftsman for Confirmation/clearance of the probation period

Ser	Name (Shri/Smt.)	Date of Birth	Date of entry in the Govt. service	Employee code	Organization/ Directorate	Assessment report required	
						from	to
1	Karan Rawat	23-02-1989	04-05-2021	062021007	HCD(E&NE)	04-05-2021	03-05-2023
2	Gaurav	05-10-1987	04-05-2021	062021008	CMDD(NW&S)	04-05-2021	03-05-2023
3	Rupesh	07-04-1995	05-04-2021	062021003	HCD(N&W)	05-04-2021	04-04-2023
4	Vikash kumar	11-05-1993	05-04-2021	062021004	Accounts-III	05-04-2021	04-04-2023
5	Chiranjit Das	25-03-1990	05-05-2021	062021009	Estt-VIII	05-05-2021	04-05-2023
6	Bubai Das	03-09-1988	05-05-2021	062021010	Gates(E&NE)	05-05-2021	04-05-2023
7	Roshan Baa	03-10-1991	12-04-2021	062021005	Accounts-II	12-04-2021	11-04-2023
8	Mrs. Savita	18-01-1991	26-03-2021	062021001	Gates(NW&S)	26-03-2021	25-03-2023
9	Anuj Manohar Jadhav	25-10-1988	12-04-2021	062021006	Gates(N&W)	12-04-2021	11-04-2023
10	Amit	21-06-1983	31-03-2021	062021002	HCD(NW&S)	31-03-2021	30-03-2023

**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 REVIEWING OFFICER
(With name and Designation)