

No.A-31013/1/2016-E-VI / 463  
Government of India  
Central Water Commission

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528(N), Sewa Bhawan,  
R.K. Puram, New Delhi  
Dated the 12<sup>th</sup> October, 2017.

13/10/17

To,

The Superintending Engineers (Co-ord.),  
CWC, IBO, Chandigarh/ B&BBO, Shillong/ C&SRO, Coimbatore/  
LGBO, Patna.

Sub.: Clearance of probation period in respect of Junior Engineer (C&M).

Sir,

The Assessment Report in the prescribed proforma of the following Junior Engineers (C&M), have not been received in CWC(HQ), Estt.VI Section so far or incomplete assessment report received in r/o some JEs. Therefore, it is requested to all concerned controlling officer/Executive Engineers to send their assessment report in the enclosed proforma for complete 2 years w.e.f. their date of joining in CWC, so that their probation clearance case may be taken up with higher authority.

S. No.	Name (S/Smt/Ku)	DOB	Date of appointment in the Govt Service.	Date of Completion of Probation	Place of Posting
1.	Baljit Singh	30-09-1991	11-08-2014	10-08-2016	IBO, Chandigarh
2.	Ranjeet Sukla	21-05-1989	06-08-2014	05-08-2016	BBBO, Shillong
3.	Pramod Kumar Prajapati	01-07-1994	05-08-2014	04-08-2016	BBBO, Shillong
4.	Geethu B.	24-05-1990	11-08-2014	10-08-2016	CSRO, Coimbatore (Incomplete assessment recd.)
5.	Arun Kumar G.	10-04-1990	05-08-2014	04-08-2016	CSRO, Coimbatore
6.	Amit Kumar Dubey	01.07.1991	04-03-2013	03-03-2015	LGBO, Patna

2. It is also requested to confirm the following:-

- That they have submitted their annual property return, if not submitted, the same may please also be attached.
- That there is no administrative action/disciplinary action initiated or proposed to be initiated against them.

3. The above information may please be sent in time bound positively by 20-10-2017.

Yours faithfully,

4/17

( SACHIN DEV VARMA )  
Under Secretary, E-VI  
☎ 011-29583510

Copy to:- DD, SMD, CWC for uploading on website.

Encl  
16.10.17

SMD अनु. /Sec. निदेश. /Dte.  
डा. सं. /Dy. No. 2121  
दिनांक /Date 23/10/17

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**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. Resourcefulness				
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				
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### 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)