

No.A-31016/1/2020-Estt.VII/180  
Government of India  
Central Water Commission

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Sewa Bhawan, R.K. Puram,  
New Delhi – 110066.

Dated: 21 September, 2020.

To,

1. Superintending Engineer(C) – UGBO Lucknow/ B&BB-Shillong/YBO, New Delhi/ IBO-Chandigarh/ M&ER-Bhubaneswar/ K&GB-Hyderabad.
2. Superintending Engineer – GC, Hyderabad/ KCC, Hyderabad/ HOC, Bhubaneswar/HOC, Guwahati/HOC, Dehradun/PC, Faridabad/IC, CWC, Gangtok.
3. Directors – N&B Coord., New Delhi/RDC-1 Dte., New Delhi/M&A Dte., Jammu/M&A Dte, Shimla.
4. Executive Engineers – MGD-III, Varanasi/ MD, Silchar/HGD, Dehradun/SHD, Shimla/UYD, New Delhi/ NEID-I, CWC, Silchar/NEID-II, Aizawal/CD, Jammu/LYD, Agra/ERD, Bhubaneswar/MGD-II, CWC, Lucknow/Mahandi Division Burla/LGD, CWC, Hyderabad/P&I, CWC, Faridabad/ MID, CWC, Shillong/UBD, CWC, Debrugarh.

Sub: Confirmation in respect of LDCs & Stenographer Grade-II belonging to the Ministerial Cadre of Subordinate Offices of Central Water Commission.

Sir,

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. It is, therefore, requested to furnish the Assessment Report(for two years from the date of joining) and Check List in the enclosed proforma of the following Lower Division Clerks & Stenographer Grade-II, if they successfully completed their probation period, to this Commission by Nic Mail on ID [estt7@nic.in](mailto:estt7@nic.in) and speed post **30.09.2020**:-

Sl. No.	Name	Present place of posting	Assessment Report required from the O/o	Check list required from the O/o	Vigilance Clearance and Integrity Certificate required from O/o
1.	Shri Vishwanath Sagar	MGD-III, Varanasi	MGD-III, Varanasi	MGD-III, Varanasi	MGD-III, Varanasi
2.	Shri C.K. Sarma	MD, CWC, Silchar	MD, CWC, Silchar	MD, CWC, Silchar	MD, CWC, Silchar
3.	Miss. Jyoti Devi	CE, YBO, New Delhi	CE, YBO, New Delhi	CE, YBO, New Delhi	CE, YBO, New Delhi

Contd....P/2.

4.	Shri Neeraj Kumar	HGD, Dehradun	Received	Received	HGD, Dehradun
5.	Shri Amit	RDC-I, West Block-I, New Delhi	Received	Received	RDC-I, West Block-I, New Delhi
6.	Shri Anuj Rathi	SHD, Shimla	Received	Received	SHD, Shimla
7.	Shri Vikas	UYD, New Delhi	Received	Received	UYD, New Delhi
8.	Shri L. Lunminlal Haokip	NEID-II, Aizawl	Received	Received	NEID-II, Aizawl
9.	Shri Dorje Bodh	M&A Dte., Jammu	Received	M&A Dte., Jammu	M&A Dte., Jammu
10.	Shri Murli	IBO, Chandigarh	Received	Received	IBO, Chandigarh
11.	Shri Rajinder Kumar	CD, Jammu	Received	Received	CD, Jammu
12.	Shri Sanjay	LYD, Agra	Received	Received	LYD, Agra
13.	Shri K.C. Mallick	ERD, Bhubaneswar	Received	Received	ERD, Bhubaneswar
14.	Miss Sharanya Gandikota	GC, Hyderabad	Received	Received	GC, Hyderabad
15.	Sh. Siddharth Shrivastava	MGD-II, CWC, Lucknow	Received	Received	MGD-II, CWC, Lucknow
16.	Shri P.N. Mahali	M&ERO, Bhubaneswar	Received	Received	M&ERO, Bhubaneswar
17.	J. Sajan Kumar	LGD, CWC, Hyderabad	LGD, CWC, Hyderabad	LGD, CWC, Hyderabad	LGD, CWC, Hyderabad
18.	N.C. Sharma	P&I Div., Faridabad	P&I Div., Faridabad	P&I Div., Faridabad	P&I Div., Faridabad
19.	Preeti Devi	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow
20.	Sumit Kumar Khamari	MD, CWC, Burla	MD, CWC, Burla	MD, CWC, Burla	MD, CWC, Burla
21.	Navneet Kumar	IC, CWC, Gangtok	IC, CWC, Gangtok	IC, CWC, Gangtok	IC, CWC, Gangtok
22.	Vivek Kumar	UBD, CWC, Debrugarh	UBD, CWC, Debrugarh	UBD, CWC, Debrugarh	UBD, CWC, Debrugarh
23.	Neeraj Kr. Sahu	UGD, CWC, Hyderabad	UGD, CWC, Hyderabad	UGD, CWC, Hyderabad	UGD, CWC, Hyderabad
24.	Sonu Kumar	Meghna Circle, Silchar	Received	Meghna Circle, Silchar	Meghna Circle, Silchar

25.	Deepak Kumar	LBD, CWC, Jalpaiguri	LBD, CWC, Jalpaiguri	LBD, CWC, Jalpaiguri	LBD, CWC, Jalpaiguri
26.	Sunanda Bhardwaj	IC, CWC, Gangtok	IC, CWC, Gangtok	IC, CWC, Gangtok	IC, CWC, Gangtok
27.	Sunanda Bhardwaj	IC, CWC, Gangtik	IC, CWC, Gangtik	IC, CWC, Gangtik	IC, CWC, Gangtik
28.	Dheeraj Kumar	CD, CWC, Bangalore	CD, CWC, Bangalore	CD, CWC, Bangalore	CD, CWC, Bangalore
29.	Kumar Ujjwal	NEID-I, CWC, Silchar	NEID-I, CWC, Silchar	NEID-I, CWC, Silchar	NEID-I, CWC, Silchar
30.	Prachi Rashmi	LGD-II, CWC, Patna	<b>Received</b>	<b>Received</b>	LGD-II, CWC, Patna
31.	Amit Kumar	MID, CWC, Shillong	MID, CWC, Shillong	MID, CWC, Shillong	MID, CWC, Shillong
32.	Shweta Singh	WD, CWC, Nagpur	WD, CWC, Nagpur	WD, CWC, Nagpur	WD, CWC, Nagpur
33.	Narendra Kumar	NEID-III, CWC, Itanagar	NEID-III, CWC, Itanagar	NEID-III, CWC, Itanagar	NEID-III, CWC, Itanagar
34.	Shri Surjan Meena	MD, CWC, Gandhinagar	MD, CWC, Gandhinagar	MD, CWC, Gandhinagar	MD, CWC, Gandhinagar
35.	Shri Md. Shahnawaj	MD, CWC, Burla	MD, CWC, Burla	MD, CWC, Burla	MD, CWC, Burla
36.	Miss Anjali Bhadola	IBO, CWC, Chandigarh	IBO, CWC, Chandigarh	IBO, CWC, Chandigarh	IBO, CWC, Chandigarh
37.	Shri Abhijith P.	K&GBO, Hyderabad	K&GBO, Hyderabad	K&GBO, Hyderabad	K&GBO, Hyderabad
38.	Shri Vikram Kumar	M&A, CWC, Kolkata	M&A, CWC, Kolkata	M&A, CWC, Kolkata	M&A, CWC, Kolkata
39.	Anuj Kumar	M&Dte Shimla	<b>Received</b>	<b>Received</b>	M&A Dte Shimla
40.	Zulifkar Ali	Mahandi Division Burla	<b>Received</b>	<b>Received</b>	Mahandi Division, Burla

2. The Vigilance Clearance Certificate etc. **(proforma enclosed)** of the above officials may also be furnished in 18 point proforma along with Assessment Report and Check List.

3. The Integrity Certificate may also be furnished separately alongwith 18 points format.

4. The date of submission of Annual Property Return may be indicated in the Sl. No. 17 in the 18 point Proforma.

**Encl: As above.**

Yours faithfully,

(Krishna Toppo)  
Section Officer  
☎ : 011-29583320

# ASSESSMENT OF OFFICERS ON PROBATION CENTRAL WATER COMMISSION

## PART – I

Probation Report for the 1<sup>st</sup> Year/2<sup>nd</sup> 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
<b>I MENTAL CAPACITY</b>				
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	<b>WORK HABITS &amp; ATTITUDES</b>				
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	<b>STABILITY</b>				
1.	Poise				
2.	Fairness				
3.	Dependability				
IV	<b>ABILITY TO GET ALONG</b>				
1.	Facts				
2.	Helpfulness to fellow officials/subordinates				
3.	Public relations				
4.	Ability to inspire others				
V	<b>ABILITY TO MANAGE</b>				
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.	Whether Type-Test passed through SSC, if so, date of passing the test in case of the candidate appointed through Compassionate Appointment, Departmental Examination for Group-D Staff and Promotion from Group-D Staff.	:	
14.	Whether exemption from passing Type-Test has been granted. If so, Order No. & Date.	:	
15.	Grade/Post, pay scale and classification of the post in which the officer is proposed to confirmed.	:	
16.	Whether considered eligible and suitable for confirmation	:	
17.	Whether cleared from probation period or not?	:	
18.	Remarks	:	

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

(Signature of the Controlling Officer with Seal)

Date:

Place:

# PROFORMA FOR SEEKING VIGILANCE CLEARANCE

1.	Name of the Officer																			
2.	Designation																			
3.	Present place of posting																			
4.	Whether on deputation or from with the organization																			
5.	Service to which belong																			
6.	Whether the service/post belongs to Central Civil Service/Central Civil Post/All India Service																			
7.	Date of Joining in CWC																			
8.	Date of Superannuation																			
9.	Level/Group of post and pay scale																			
10.	Appointing/Disciplinary Authority																			
11.	Vigilance Clearance is required with respect to	<p><i>(Please tick the relevant column)</i></p> <table border="1"> <tr> <td>1) Empanelment (Promotion, MACP, etc)</td> <td></td> </tr> <tr> <td>2) Deputation (Internal or Foreign)</td> <td></td> </tr> <tr> <td>3) Appointment</td> <td></td> </tr> <tr> <td>4) Assignment to training programme</td> <td></td> </tr> <tr> <td>5) Mandatory training</td> <td></td> </tr> <tr> <td>6) Obtaining Passport only</td> <td></td> </tr> <tr> <td>7) Forwarding of application for outside job</td> <td></td> </tr> <tr> <td>8) Voluntary retirement</td> <td></td> </tr> <tr> <td>9) For other purpose not covered by above</td> <td></td> </tr> </table>	1) Empanelment (Promotion, MACP, etc)		2) Deputation (Internal or Foreign)		3) Appointment		4) Assignment to training programme		5) Mandatory training		6) Obtaining Passport only		7) Forwarding of application for outside job		8) Voluntary retirement		9) For other purpose not covered by above	
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8) Voluntary retirement																				
9) For other purpose not covered by above																				
12.	Details of the purpose for which VC has been sought																			
13.	Whether Vigilance status of the officer from the concerned organization and/or Cadre Controlling Authority have been obtained	Yes/No (enclosed copy)																		
14.	Whether the officer has been placed under suspension	(Give details with date of suspension)																		
15.	Whether any penalty imposed upon the officer in the past Specific details after ascertaining from the service records																			
16.	Whether any administrative/ disciplinary action/ case is pending/ contemplated against the officer. If so, details thereof																			
17.	Whether the officer/official has submitted his annual Immovable Property Return (IPR) of previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed time limit																			
18.	Personal foreign visit undertaken in the last three years																			

(Signature with date)