

No.A-31016/1/2020-Estt.VII/ 46  
Government of India  
Central Water Commission

\*\*\*\*\*

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

Dated:17<sup>th</sup> February, 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.
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-II, Aizawal/CD, Jammu/ LYD, Agra/ERD, Bhubaneswar/MGD-II,CWC, Lucknow/ Mahandi Division Burla.

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

Sir,

In continuation of this Section's letters of even number dated 18<sup>th</sup> October, 2019 and 28<sup>th</sup> October, 2019 on the subjects mentioned above. The requisite information has yet not been received from your Offices. You are therefore, requested to furnish the requisite information send to this Section for further necessary action.

Yours faithfully,

**Encl: As above.**

*[Signature]*  
17/2/20  
Section Officer  
☎ : 011-29583287

Government of India  
Central Water Commission

\*\*\*\*\*

Sewa Bhawan, R.K. Puram,  
New Delhi - 110066.Dated: 18<sup>th</sup> October/2019.

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.
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-II, Aizawal/CD, Jammu/LYD, Agra/ERD, Bhubaneswar/SGD-II, CWC, Lucknow/Mahandi Division Burla.

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 **15.11.2019:-**

Sl. No.	Name	Present place of posting	Assessment Report required from the O/o	Vigilance Clearance etc. Certificates required from O/o
1.	Shri Vishwanath Sagar	MGD-III, Varanasi	MGD-III, Varanasi	MGD-III, Varanasi
2.	Shri C.K. Sarma	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
4.	Shri Neeraj Kumar	HGD, Dehradun	<b>Received</b>	HGD, Dehradun
5.	Shri Amit	RDC-I, West Block-I, New Delhi	<b>Received</b>	RDC-I, West Block-I, New Delhi
6.	Shri Anuj Rathi	SHD, Shimla	<b>Received</b>	SHD, Shimla

Contd....P/2.

7.	Shri Vikas	UYD, New Delhi	Received	UYD, New Delhi	✓
8.	Shri L. Lunminlal Haokip	NEID-II, Aizawl	Received	NEID-II, Aizawl	✓
9.	Shri Dorje Bodh	M&A Dte., Jammu	M&A Dte., Jammu	M&A Dte., Jammu	✓
10.	Shri Murli	IBO, Chandigarh	IBO, Chandigarh	IBO, Chandigarh	✓
11.	Shri Rajinder Kumar	CD, Jammu	CD, Jammu	CD, Jammu	✓
12.	Shri Sanjay	LYD, Agra	LYD, Agra	LYD, Agra	✓
13.	Shri K.C. Mallick	ERD, Bhubaneswar	ERD, Bhubaneswar	ERD, Bhubaneswar	✓
14.	Miss Sharanya Gandikota	GC, Hyderabad	Received	GC, Hyderabad	✓
15.	Sh. Siddharth Shrivastava	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow	✓
16.	Shri P.N. Mahali	M&ERO, Bhubaneswar	M&ERO, Bhubaneswar	M&ERO, Bhubaneswar	✓
17.	Anuj Kumar	M&Dte Shimla	M&Dte Shimla	M&A Dte Shimla	✓
18.	Zulifkar Ali	Mahandi Division Burla	Mahandi Division Burla	Mahandi Division, Burla	✓

The following certificates of the above officials may also be furnished along with Assessment Report and Check List.

1. Vigilance Clearance Certificate.
2. Integrity Certificate.
3. Vigilance Certificate regarding suspension.
4. Vigilance Clearance regarding prosecution.
5. Vigilance Certificate regarding penalty/penalties.
6. Property Return.
7. Person al foreign visit undertaken on the last three years.

**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
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	<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)

No.A-31016/1/2020-Estt.VII/593  
Government of India  
Central Water Commission

\*\*\*\*\*

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

Dated: 28<sup>th</sup> October, 2019.

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.
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-II, Aizawal/CD, Jammu/ LYD, Agra/ERD, Bhubanesar/MGD-II,CWC, Lucknow/ Mahandi Division Burla.

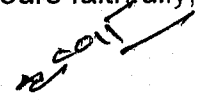
Sub: Confirmation in respect of LDCs & Stenographer Grade-II belonging to the Ministerial Cadre of Subordinate Offices of Central Water Commission.

Sir,

In continuation of this Section's letter of even number dated 18<sup>th</sup> October, 2019 on the subjects mentioned above and to enclose herewith a copy of Check List for further necessary action.

Encl: As above.

Yours faithfully,

  
(Krishna Toppo)  
Section Officer  
☎ : 011-29583320

## 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: