

I/24994/2020

**Government of India  
Central Water Commission**

**Estt.XI Section**

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Fourth Floor (S), Sewa Bhawan,

R.K. Puram, New Delhi

Dated the 28st July, 2020

To,

All Chief Engineer

Central Water Commission

Sub.: Clearance of probation period in respect of Scientific Assistant, CWC - reg.

Sir,

I am directed to refer to the subject mentioned above and to say that following documents of the Scientific Assistants, who were recruited in CWC during the year 2018 and are completing or have completed their two years of probation period (as per Annexure I) up to 31st August, 2020 are required for completion of probation period and confirming the officers in the grade of Scientific Assistant:

1. Assessment form,
2. Vigilance Clearance Certificate,
3. Declaration about date of filling IPR and foreign visit since joining.

2. It is requested that above information may be sent to this office via e-mail: [estt11@nic.in](mailto:estt11@nic.in) before 15.09.2020.

I/24994/2020

Yours faithfully,

(Asha Bhatt)

Section Officer, E-XI

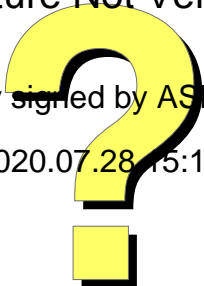
011-29583328

Copy to:

1. All Superintending Engineer (C);
2. Director FFM Dte., CWC (HQ), New Delhi.
3. Director Hyd. (H), CWC (HQ), New Delhi.
4. Deputy Director, SMD, CWC, New Delhi.

Signature Not Verified

Digitally signed by ASHA  
BHATT  
Date: 2020.07.28 15:10:06 IST



**Annexure-I**

<b>S. No.</b>	<b>Name (S/Smt/Ku)</b>	<b>Date of appointment in the Govt Service</b>	<b>Place of Posting</b>
1	Uttam Kumar Saini	14.08.2018	MTBO, Gandhinagar
2	Jaya Srivastava	19.06.2018	CWC HQ, New Delhi
3	Ramesh Rai	14.06.2018	CWC HQ, New Delhi
4	Manoj Bansal	09.07.2018	LGBO, Patna
5	Garvita Jaiswal	30.06.2018	YBO, New Delhi
6	Mahima Yadav	03.07.2018	LGBO, Patna
7	Satyam Verma	18.06.2018	KGBO, Hyderabad
8	Alok Dalal	08.06.2018	CSRO, Coimbatore

**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 & ATITUDES				
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				
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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)