



भारत सरकार/ Government of India
केंद्रीय जल आयोग/ Central Water Commission
स्थापना छः अनुभाग/ Establishment VI Section

**Third Floor(S), Sewa Bhawan,
R.K. Puram, New Delhi-66.**

Dated, the May, 2023

Office Memorandum

Subject: Confirmation/clearance of the probation period of the officials in the grade of Junior Engineer (Civil & Mechanical)-regarding.

The undersigned is directed to refer to the subject mentioned above and to say that assessment reports for the first year and second year in respect of junior engineers who have completed or are going to complete their first and second years of service as of June 30th, 2023, are required in connection with confirmation/clearance of the probation period of the officials in the grade of Junior Engineer (Civil & Mechanical).

All concerned Superintending Engineers (Co-ordn.) are requested to send the Assessment Reports (as per Annexure I) for the first and second years along with some other documents (as per Annexure-II) from the date of joining of the Junior Engineer to the undersigned through email (estt6@nic.in).

Signed by Seema Juneja
Date: 15-05-2023 12:43:32
Reason: Approved
(Seema Juneja)
Under Secretary

To,

All Superintending Engineer (Coord), Central Water Commission.

ANNEXURE I

SN	Name (Sh-Smt-Kumari)	Date of Birth	Date of entry in the Govt. service	Employee code	Organisation
1	Rahul Kumar Meena	20-02-1997	20-04-2021	022021026	BBO, Guwahati
2	Ashutosh Muwal	31-03-1996	21-04-2021	022021017	BBO, Guwahati
3	Harkesh Meena	18-06-1994	21-04-2021	022021023	BBO, Guwahati
4	Gaurav Bhora	14-07-1996	21-04-2021	022021024	BBO, Guwahati
5	Virendra Singh	05-10-1995	22-04-2021	022021020	BBO, Guwahati
6	Mohammad Mustaqeem	21-07-1992	23-04-2021	022021018	BBO, Guwahati
7	Vishvendra Singh Jareda	24-09-1993	23-04-2021	022021021	BBO, Guwahati
8	Ankur Kumar Meena	10-05-1995	23-04-2021	022021022	BBO, Guwahati
9	Dinesh Kumar Meena	08-10-1992	23-04-2021	022021025	BBO, Guwahati
10	Deepak Kumar Meena	26-07-1993	10-05-2021	022021098	BBO, Guwahati
11	Praveen Kumar Verma	12-05-1994	02-06-2021	022021095	BBO, Guwahati
12	Akash Babu	20-03-1993	16-04-2021	022021005	BOBO, Shillong
13	Ajay Raj Meena	11-10-1996	17-04-2021	022021007	BOBO, Shillong
14	Abhishek Jaigrawall	02-07-1996	20-04-2021	022021028	BOBO, Shillong
15	Arjun Verma	11-05-1996	20-04-2021	022021029	BOBO, Shillong
16	Shailendra Kumar Gautam	15-08-1997	01-05-2021	022021108	BOBO, Shillong
17	Ravi Kant	06-05-1997	19-05-2021	022021107	BOBO, Shillong
18	Naman Bichpuriya	22-05-1997	19-05-2021	022021109	BOBO, Shillong
19	Lakhan Lal Meena	18-07-1995	17-06-2021	022021104	BOBO, Shillong
20	Chandra Prakash Murya	13-03-1998	17-04-2021	022021003	C&SR, Coimbatore
21	Srajan Rastogi	07-09-1997	28-05-2021	022021093	C&SR, Coimbatore
22	Nishchal Verma	01-07-1998	28-05-2021	022021100	C&SR, Coimbatore
23	Kaviya R	10-07-1994	10-06-2021	022021074	C&SR, Coimbatore
24	Sorab Gupta	11-10-1993	12-04-2021	022021033	IBO, Chandigarh
25	Pooja Garg R	22-12-1997	17-04-2021	022021002	IBO, Chandigarh
26	Atul Shishodia	07-07-1996	12-04-2021	022021058	KGBO, Hyderabad
27	Dasari Raja	25-08-1995	26-04-2021	022021027	KGBO, Hyderabad
28	Dinakar Gurivindapalli	26-05-1992	26-04-2021	022021030	KGBO, Hyderabad
29	Chiranjit S Samanta	16-02-1994	27-04-2021	022021032	KGBO, Hyderabad
30	Bareedula Sumanth Reddy	16-10-1994	29-04-2021	022021008	KGBO, Hyderabad
31	Lakhan Singh Meena	29-06-1991	29-04-2021	022021009	KGBO, Hyderabad
32	Aakash Keshariya	24-04-1996	03-05-2021	022021073	KGBO, Hyderabad
33	Gaurvendra Singh	01-04-1996	06-05-2021	022021068	KGBO, Hyderabad
34	Vesham Manoj Yadav	29-06-1998	07-05-2021	022021101	KGBO, Hyderabad
35	Kaushal Patle	15-07-1996	24-05-2021	022021067	KGBO, Hyderabad
36	Ajay Singh Chauhan	05-06-1996	24-05-2021	022021072	KGBO, Hyderabad
37	Salana Gnaneswara Rao	29-08-1997	04-06-2021	022021069	KGBO, Hyderabad
38	Ganta Ramakrishna Reddy	16-12-1994	07-06-2021	022021065	KGBO, Hyderabad
39	Vanjarapu Ananda Rao	06-01-1995	21-06-2021	022021099	KGBO, Hyderabad
40	Harjeet Singh	23-09-1995	23-04-2021	022021015	M&ER, Bhubaneswar
41	Saleem Ansari	20-07-1996	24-04-2021	022021012	M&ER, Bhubaneswar
42	Rahul Tomar	07-07-1995	17-05-2021	022021053	MC, Nagpur
43	Manju Mayank Tiwari	15-12-1995	24-05-2021	022021041	MC, Nagpur
44	Watan Dubey	25-03-1995	24-05-2021	022021045	MC, Nagpur
45	Shubham Agrahari	13-07-1996	24-05-2021	022021046	MC, Nagpur
46	Mohammad Ashik	11-08-1995	31-05-2021	022021057	MC, Nagpur
47	Akshay Pachwan	03-10-1997	07-06-2021	022021056	MC, Nagpur
48	Deepak Kumar Saini	07-01-1996	16-04-2021	022021001	MS, Bangalore

49	Pawan	18-03-1995	18-05-2021	022021066	MS, Bangalore
50	Ankit Sen	09-08-1995	18-05-2021	022021077	MS, Bangalore
51	Khem Chand Saini	13-09-1997	19-05-2021	022021080	MS, Bangalore
52	Amar Chand Bhati	29-01-1997	20-05-2021	022021078	MS, Bangalore
53	Om Prakash Meena	06-07-1992	31-05-2021	022021082	MS, Bangalore
54	Subhash Prasad	06-08-1987	24-04-2021	022021006	MTBO, Gandhinagar
55	Rishabh Sharma	26-06-1996	17-05-2021	022021116	MTBO, Gandhinagar
56	Amul Porwal	07-03-1997	18-05-2021	022021036	MTBO, Gandhinagar
57	Krishan Kant Gautam	09-02-1995	01-05-2021	022021051	MTBO, Gandhinagar.
58	Saurabh Sharma	21-06-1997	01-05-2021	022021054	MTBO, Gandhinagar.
59	Anurag Pratap Singh	15-04-1996	14-06-2021	022021047	NBO, Bhopal
60	Chaitanya Pankar	25-05-1995	12-04-2021	022021059	NWA
61	MD Tanweer Alam	23-10-1997	30-04-2021	022021010	T&BDBO, Kolkata
62	Deepak Kumar	21-08-1996	03-05-2021	022021090	T&BDBO, Kolkata
63	Vishal Kumar	15-09-1997	04-05-2021	022021052	T&BDBO, Kolkata
64	Shivam Tyagi	10-10-1994	08-05-2021	022021061	T&BDBO, Kolkata
65	Ravi Kumar	28-05-1995	15-05-2021	022021083	T&BDBO, Kolkata
66	Jayram Kumar	27-08-1995	03-06-2021	022021064	T&BDBO, Kolkata
67	Kumar Siddhant	20-06-1997	08-06-2021	022021097	T&BDBO, Kolkata
68	Aman Chaudhary	13-04-1994	07-05-2021	022021114	UGBO, Lucknow
69	Urman Ali	01-08-1992	18-05-2021	022021113	UGBO, Lucknow
70	Shivangi	07-03-1994	08-06-2021	022021087	UGBO, Lucknow
71	Shivam Soni	10-07-1996	01-06-2021	022021079	YBO, New Delhi
72	Sonia	28-12-1995	15-06-2021	022021070	YBO, New Delhi
73	Deepak Sagar	10-07-1994	17-06-2021	022021037	YBO, New Delhi
74	Ayush Kansal	23-10-1994	28-06-2021	022021039	YBO, New Delhi

ANNEXURE II

Sn	Document
1	I st Year Assessment Report
2	II nd Year assessment Report
3	Induction Training Programme Completion Certificate
4	Vigilance Clearance Certificate (revised format)

**FORMAT FOR VARIOUS CERTIFICATES TO BE ISSUED BY FIELD OFFICES
FOR SEEKING VIGILANCE CLEARANCE AND OTHER CERTIFICATES IN R/O
GROUP 'B' AND 'C' OFFICERS/ OFFICIALS IN CWC'S FIELD OFFICES**

Name of office and address

As per service records available, it is certified that Shri/ Smt./ Ms.
.....(name).....,(designation)....., posted in(name of
office)..... from(date of joining in that office).....

1. As on date, no administrative action/ disciplinary proceedings are pending or contemplated against him/ her and he/ she is clear from vigilance angle. He/ She has submitted his/ her Annual Immovable Property Return (IPR) of the previous year on(date of filling of IPR).....
2. No recognized penalty under the CCS (CCA) Rules, 1965 has been imposed on him/ her.
3. There is no doubt about his/ her integrity.
4. He/ She is not under suspension.
5. Neither any prosecution for a criminal charge is pending nor sanction for prosecution has been issued or a decision has been taken to accord action for prosecution against him/ her.
6. He/ she had undertaken no personnel foreign visits during last three years.

Or

He/ She had undertaken *(number of visits with details)* personnel foreign visits during last three years.

Date:

Signature of controlling/certifying officer:
(Name of controlling/certifying officer)
Designation
Phone

Note: If any of the above certification needs any change, the same may be modified accordingly on case to case basis giving details.

**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				

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)