

F.No. A-31016/1/2024-S.O.(E-VII)/138  
Government of India  
Department of Water Resources, RD & GR  
Central Water Commission  
Establishment-VII Section

\*\*\*\*\*

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

Dated: 28<sup>th</sup> August, 2024.

To,

1. The Superintending Engineer(C), YBO, CWC, New Delhi.
2. The Superintending Engineer/ Director - Nepal & Bhutan Coordination, CWC, New Delhi/ RDC-I Dte., CWC, New Delhi.
3. The Executive Engineers – MGD-II, CWC, Lucknow/ CD, CWC, Jaipur/ P&I Division, CWC, Faridabad/ Mahi Division, CWC, Gandhinagar/ HGD, CWC, Haridwar/ Tapi Division, CWC, Surat.

**Sub: Completion of probation clearance/confirmation in the post of Lower Division Clerk belonging to the Ministerial Cadre of Subordinate Offices of CWC.**

Sir,

In terms of DoP&Ts O.M. No.18011/1/86-Estt(D), dated 28.3.1988, 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, if they successfully completed their probation period, to this Commission by **10.09.2024**:-

Sl. No.	Name & Designation	Present place of posting	Assessment Report required from the O/o	Vigilance Clearance etc. Certificates required from O/o
1.	Km. Jyoti Devi, LDC	P&I Division, CWC, Faridabad	CE, YBO, New Delhi	P&I Division, CWC, Faridabad
2.	Sh. Siddharth Shrivastava, LDC	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow
3.	Sh. Nishant Singh, LDC	RDC-I Dte., CWC, New Delhi	RDC-I Dte., CWC, New Delhi	RDC-I Dte., CWC, New Delhi
4.	Miss Sheetal, LDC	Mahi Division, CWC, Gandhinagar	Mahi Division, CWC, Gandhinagar	Mahi Division, CWC, Gandhinagar
5.	Smt. Ritu, LDC	HGD, CWC, Haridwar	HGD, CWC, Haridwar	HGD, CWC, Haridwar


Contd....P/2.....

6.	Sh. Jhony Kumar Saini, LDC	Tapi Division, CWC, Surat	Tapi Division, CWC, Surat	Tapi Division, CWC, Surat
7.	Sh. Mohan Lal, LDC	CD, CWC, Jaipur	CD, CWC, Jaipur	CD, CWC, Jaipur
8.	Sh. Ajay Singh Bisht, LDC	Nepal & Bhutan Coord., CWC, New Delhi	Nepal & Bhutan Coord., CWC, New Delhi	Nepal & Bhutan Coord., CWC, New Delhi

2. The Vigilance Clearance etc. Certificate of the above officials may be furnished in the enclosed proforma. The proposal for Probation Clearance/Confirmation may also be sent by email on [estt7@nic.in](mailto:estt7@nic.in).

**Encl: As above.**

Yours faithfully,

  
(Krishna Toppo)  
Section Officer  
☎: 011-29583287

**Copy to:-**

The Section Officer, APAR Section with request to furnish the APAR Dossiers(Original) of the above LDC of Ministerial Cadre of Subordinate Offices of CWC to this Section at the earliest so that the probation case may be processed in time.



**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 REVIEWING 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:

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.*