

I/50449/2021

(Most Immediate)
Reminder II

**Government of India
Central Water Commission
Establishment VI Section**

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

Dated the 04th March, 2021

Office Memorandum

SUB: Clearance of Probation Period in respect of Junior Engineers (C&M).-reg.

The undersigned is directed to refer to Estt.VI's OM No. A-28013/1/2019-ESTT-VI dated 08-02-2021 and to say that Assessment Reports for two years and Vigilance Clearance report in respect of few Junior Engineers who have completed their two years of services as on 31st January, 2021, have not received in this section.

Therefore, all concerned Superintending Engineers (Coordn.) and Director, GFCC are requested to send pending assessment report (as per Annexure I) to this **office latest by 10.03.2021 through email (estt6@nic.in)**. List of JEs is given in the Annexure I.

**(Sachin Dev Verma)
Under Secretary
011-29583304**

To

- 1. All Superintending Engineer (Coord.) Central Water Commission.**
- 2. Director (Admn.), GFCC, Patna**

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List of Junior Engineers who have completed two years as on 31st January 2021.

ANNEXURE I

SN	Name (Sh-Smt-Kumari)	Date of Birth	Date of apointment to the Grade	Organisation	Assessment Report received		Period of which assessment report is pending	Remarks
					From (Date)	To (Date)		
1	ARVIND SINGH MOLFA	03.07.1994	21.08.2018	BBBO, Shillong	21-08-2018	20-08-2019	21-08-2019 to 20-08-2020	
2	VISHNU KUMAR JATAV	20.02.1993	18.08.2018	BBBO, Shillong	-	-	18-08-2018 to 17-08-2020	
3	RAM BABU	08.07.1992	30.07.2018	BBBO, Shillong	30-07-2018	31-07-2019	01-08-2019 to 31-07-2020	
4	SOUNDARYA S	13.02.1994	11.07.2018	C&SR, Coimbatore	11-07-2018	31-07-2019	01-08-2019 to 11-07-2020	
5	G MONISHA	06.06.1995	02.07.2018	C&SR, Coimbatore	-	-	02-07-2018 to 01-07-2020	
6	AVINASH KUMAR SINGH	01.07.1994	13.07.2018	GFCC, Patna	-	-	13-07-2018 to 12-07-2020	
7	PRATIK RAJ	25.12.1993	20.07.2018	GFCC, Patna	-	-	20-07-2018 to 19-07-2020	
8	CHINNAPU CHAITANYA REDDY	21.08.1992	05.07.2018	KGBO, Hyderabad	05-07-2018	04-07-2019	05-07-2019 to 04-07-2020	
9	DASARAPALLI NARENDRA REDDY	15.06.1994	09.07.2018	KGBO, Hyderabad	09-07-2018	08-07-2019	09-07-2019 to 08-07-2020	
10	MOHD MUNNAWWAR QADIR	08.05.1994	16.01.2018	KGBO, Hyderabad	-	-	16-01-2018 to 15-01-2020	
11	RAM CHANDRA SUTHAR	25.11.1993	11.07.2018	KGBO, Hyderabad	11-07-2018	10-07-2019	11-07-2019 to 10-07-2020	
12	PRASHANT CHAURASIYA	01.03.1994	15.10.2018	KGBO, Hyderabad	-	-	15-10-2018 to 14-10-2020	
13	DHEERAJ KUMAR HANS	04.10.1992	02.07.2018	KGBO, Hyderabad	01-01-2019	01-07-2019	02-07-2018 to 31-12-2018 & 02-07-2019 to 01-07-2020	
14	GIRIRAJ SHARAN SINGH DANGI	02.07.1993	26.06.2018	MC, Nagpur	26-06-2018	25-06-2019	26-06-2019 to 27-06-2020	Received but without VC
15	JITENDRA NAYAK	03.01.1993	23.07.2018	MC, Nagpur	23-07-2018	23-07-2019	24-07-2019 to 23-07-2020	Received but without VC
16	VAITHESWARI K	26.11.1992	16.07.2018	MS, Bangalore	16-07-2018	31-08-2019	01-09-2019 to 15-07-2020	
17	VIRENDRA SINGH RAJPUROHIT	13.02.1992	06.06.2018	MTBO, Gandhinagar	06-06-2018	05-06-2019	06-06-2019 to 05-06-2020	
18	DEEPAK KUMAR JATAV	01.01.1993	25.08.2018	MTBO, Gandhinagar	-	-	25-08-2018 to 24-08-2020	
19	CHETAN PAWAR	12.05.1993	20.09.2018	MTBO, Gandhinagar	-	-	20-09-2018 to 19-09-2020	
20	ILTIKAT ANWAR	01.07.1992	01.09.2018	MTBO, Gandhinagar	-	-	01-09-2018 to 31-08-2020	
21	BHOLA MAURYA	15.08.1996	25.08.2018	MTBO, Gandhinagar	-	-	25-08-2018 to 24-08-2020	
22	SHIVKESH MEENA	20.10.1995	01.09.2018	MTBO, Gandhinagar	-	-	01-09-2018 to 31-08-2020	
23	AJAY KUMAR	01.01.1994	30.08.2018	MTBO, Gandhinagar	-	-	30-08-2018 to 29-08-2020	
24	AKASH KUMAR BUTOLIA	13.09.1991	30.08.2018	MTBO, Gandhinagar	-	-	30-08-2018 to 29-08-2020	
25	CHANDAN KUMAR	14.08.1995	17.09.2018	MTBO, Gandhinagar	-	-	17-09-2018 to 16-09-2020	
26	SHASHANK SINGH	22.12.1993	25.07.2018	NBO, Bhopal	25-07-2018	25-07-2019	26-07-2019 to 24-07-2020	
27	SASIKUMAR S	04.10.1990	21.08.2018	TBO, Siliguri	21-08-2018	31-08-2019	01-09-2019 to 20-08-2018	Received but without VC
28	SUJEET KUMAR PATEL	06.05.1990	28.07.2018	TBO, Siliguri	28-07-2018	27-07-2019	28-07-2019 to 27-07-2020	Received 27-12-2019 to 27-07-20
29	HANSRAJ KALWANIYA	04.04.1992	28.07.2018	TBO, Siliguri	28-07-2018	27-07-2019	28-07-2019 to 27-07-2020	Received but without VC
30	RAHUL RAJA	04.07.1995	24.07.2018	TBO, Siliguri	24-07-2018	28-05-2019	29-05-2019 to 23-07-2020	Received without VC and stamp
31	PUNEET KUMAR	17.06.1995	17.07.2018	UGBO, Lucknow	17-07-2018	17-07-2019	18-07-2019 to 16-07-2020	Received but 18-07-19 to 30-06-19

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 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 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	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 REPORTING OFFICER
(With name and Designation)

**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.