



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

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

Dated the 12th October, 2021

Office Memorandum

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

The undersigned is refer to the above mentioned subject and to say that Assessment Reports as per Annexure I and Vigilance Clearance report as per Annexure II in respect of Junior Engineers, are required in connection with termination of probation period of JEs.

All concerned Superintending Engineers (Coordn.) and Director, GFCC are requested to send pending assessment report (as per Annexure I) to this **office latest by 22.10.2021 through email (estt6@nic.in)**. List of JEs is given in the Annexure I & II.

Digitally Signed by
Ratnakar Yadav
Date: 12-10-2021 13:29:46
Reason: Approved

(Ratnakar Yadav)
Under Secretary
011-29583304

To

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

Annexure I

SN	Name	Date of Birth	Date of appointment	Organisation	Assessment Report		Period of which assessment report
1	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	01-07-2020	
2	Shivam Gupta	02.03.1994	25.03.2019	UGBO, Lucknow	-	-	25-03-2019 to 24-03-2020 &
							25-03-2020 to 24-03-2021
3	Puneet Kumar	17.06.1995	17.07.2018	UGBO, Lucknow	17-07-2018	21-01-2019	01-07-2020 to 16-07-2020
					22-01-2019	17-07-2019	
					18-07-2019	30-06-2020	

Annexure II

SN	Name	Date of Birth	Date of appointment	Organisation
1	Giriraj Sharan Singh Dangi	02.07.1993	26.06.2018	MC, Nagpur
2	Virendra Singh Rajpurohit	13.02.1992	06.06.2018	MTBO, Gandhinagar
3	Avinash Kumar Singh	01.07.1994	13.07.2018	GFCC, Patna
4	Divyam Garg	13.03.1993	20.07.2018	BBBO, Shillong
5	Soundarya S	13.02.1994	11.07.2018	C&SR, Coimbatore
6	Sasikumar S	04.10.1990	21.08.2018	TBO, Siliguri
7	Puneet Kumar	17.06.1995	17.07.2018	UGBO, Lucknow
8	Santosh Kumar	16.08.1993	31.07.2018	NBO, Bhopal
9	Chinnapu Chaitanya Reddy	21.08.1992	05.07.2018	KGBO, Hyderabad
10	Sumit Agrawal	05.03.1992	24.07.2018	BBBO, Shillong
11	Nishant	04.03.1997	26.09.2018	YBO, New Delhi
12	Anurag Mishra	20.01.1995	17.08.2018	LGBO, Patna
13	Dasarapalli Narendra Reddy	15.06.1994	09.07.2018	KGBO, Hyderabad
14	Jyoti Prakash Dash	09.07.1992	30.07.2018	BBBO, Shillong
15	Arunachalam R	19.05.1991	06.08.2018	C&SR, Coimbatore
16	Kishan Rawlani	14.10.1993	07.07.2018	KGBO, Hyderabad
17	Sujeet Kumar Patel	06.05.1990	28.07.2018	TBO, Siliguri
18	Hansraj Kalwaniya	04.04.1992	28.07.2018	TBO, Siliguri
19	Mohd Munnawwar Qadir	08.05.1994	16.01.2018	KGBO, Hyderabad
20	Dinesh R	19.06.1995	11.07.2018	C&SR, Coimbatore
21	Rupesh Kumar Yadav	12.07.1991	09.10.2018	KGBO, Hyderabad
22	Jitendra Nayak	03.01.1993	23.07.2018	MC, Nagpur
23	Ram Chandra Suthar	25.11.1993	11.07.2018	KGBO, Hyderabad
24	Prashant Chaurasiya	01.03.1994	15.10.2018	KGBO, Hyderabad
25	Rahul Raja	04.07.1995	24.07.2018	TBO, Siliguri
26	Shivam Gangwar	04.06.1991	23.07.2018	C&SR, Coimbatore
27	Murari Kumar	15.10.1993	10.10.2018	LGBO, Patna
28	Rajeev Rajan Rathour	21.11.1994	18.08.2018	BBBO, Shillong
29	Arvind Singh Molfa	03.07.1994	21.08.2018	BBBO, Shillong
30	Dikshant Rangari	29.01.1993	30.07.2018	BBBO, Shillong
31	Anmol	25.02.1994	24.07.2018	BBBO, Shillong
32	Ankur Chaudhry	11.03.1992	08.09.2018	LGBO, Patna
33	Vaitheswari K	26.11.1992	16.07.2018	MS, Bangalore
34	Pratik Raj	25.12.1993	20.07.2018	GFCC, Patna
35	Gaurav Kumar	01.03.1993	12.07.2018	LGBO, Patna
36	Dheeraj Kumar Hans	04.10.1992	02.07.2018	KGBO, Hyderabad
37	Swarn Bharti	10.07.1993	20.07.2018	UGBO, Lucknow

38	Shivam Gupta	02.03.1994	25.03.2019	UGBO, Lucknow
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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.