

No.A-31016/1/2021-Estt.VII 55  
Government of India  
Central Water Commission  
Establishment-VII Section  
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Sewa Bhawan, R.K. Puram,  
New Delhi – 110066.

Dated: 21 February, 2022.

To,

1. Superintending Engineer(C) – YBO, CWC, New Delhi/ Mon(S) Org., CWC, Bangaluru/ T&BDBO, CWC, Kolkata.
2. Superintending Engineer – NEIC, CWC, Shillong.
3. Directors – RDC-I Dte., CWC, New Delhi/RDC-2 Dte., CWC, New Delhi/ M&A Dte., CWC, Chandigarh
4. Executive Engineers – LYD, CWC, Patna/MGD-II, CWC, Lucknow/ UGD, CWC, Nagpur/LBD, CWC, Jalpaiguri/CD, CWC, Bangalore/ NEID-I, CWC, Silchar/ NEID-III, CWC, Itanagar/ LGD-II, Patna/LYD, CWC, Agra/ MGD-III Varanasi/WD, CWC, Nagpur/ SID, CWC, Gangtok.

Sub: Probation Clearance/Confirmation in respect of LDCs and Stenographer Grade-II belonging to the Ministerial Cadre of Subordinate Offices of Central Water Commission.

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 proformas of the following Lower Division Clerks/ Stenographers Grade-II, if they successfully completed their probation period, to this Commission by **20.03.2022**:-

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	CE, YBO, New Delhi	CE, YBO, New Delhi	CE, YBO, New Delhi
2.	Shri Sanjay, LDC	LYD, Agra	LYD, Agra	LYD, Agra

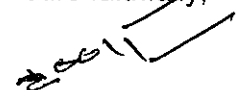
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3.	Sh. Siddharth Shrivastava, LDC	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow	MGD-II, CWC, Lucknow
4.	Shri Neeraj Kr. Sahu, LDC	UGD, CWC, Hyderabad	UGD, CWC, Hyderabad	UGD, CWC, Hyderabad
5.	Shri Deepak Kumar, LDC	LBD, CWC, Jalpaiguri	LBD, CWC, Jalpaiguri	LBD, CWC, Jalpaiguri
6.	Shri Dheeraj Kumar, LDC	CD, CWC, Bangalore	CD, CWC, Bangalore	CD, CWC, Bangalore
7.	Shri Narendra Kumar, LDC	NEID-III, CWC, Itanagar	NEID-III, CWC, Itanagar	NEID-III, CWC, Itanagar
8.	Shri Amit Kumar Rai, LDC	NEID-I, CWC, Silchar	NEID-I, CWC, Silchar	NEID-I, CWC, Silchar
9.	Ms. Madhulika, LDC	LGD-2, Patna	RDC-2 Dte., New Delhi and LGD-2, Patna	LGD-2, Patna
10.	Shri Rahul R. Nambiar, LDC	Mon(S) Org., Bangaluru	Mon(S) Org., Bangaluru	Mon(S) Org., Bangaluru
11.	Shri Vikram Kumar Manjhi, LDC	T&BDBO, CWC, Kolkata	T&BDBO, CWC, Kolkata	T&BDBO, CWC, Kolkata
12.	Mrs. Vandana, LDC	M&A Dte., CWC, Chandigarh	M&A Dte., CWC, Chandigarh	M&A Dte., CWC, Chandigarh
13.	Shri Nishant Singh, LDC	RDC-I, West Block, New Delhi	LYD, CWC, Agra	RDC-I, West Block, New Delhi
14.	Shri Indrajeet Kumar Singh, LDC	MGD-III, CWC, Varanasi	NEIC, CWC, Shillong	MGD-III, CWC, Varanasi
15.	Shri Yashasvi, Stenographer Grade-II	WD, CWC, Nagpur	WD, CWC, Nagpur	WD, CWC, Nagpur
16.	Shri Ashish Kumar, Stenographer Grade-II	SID, CWC, Gangtok	SID, CWC, Gangtok	SID, CWC, Gangtok

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  
☎ : 29583287

# 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				

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<b>II</b>	<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)				
<b>III</b>	<b>STABILITY</b>				
1.	Poise				
2.	Fairness				
3.	Dependability				
<b>IV</b>	<b>ABILITY TO GET ALONG</b>				
1.	Facts				
2.	Helpfulness to fellow officials/subordinates				
3.	Public relations				
4.	Ability to inspire others				
<b>V</b>	<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:

13

**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 filing 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.

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