

No. 5/1/2017-E-XI/1872
Government of India
Central Water Commission

528(N), Sewa Bhawan,
R.K. Puram, New Delhi

Dated the 17th October, 2017

To,
The Chief Engineer,
Central Water Commission
B&BBO Shillong, UGBO Lucknow, YBO, New Delhi

Sub.: Clearance of probation period in respect of Scientific Assistant – reg.

Sir,

I am directed to refer to the subject mentioned above and to say that Assessment Report of the Scientific Assistant, who were recruited in CWC on or after 2005 and are completing or have completed their two years probation period (as per Annexure I) up to 31st March, 2018 may be sent to this office by 31.10.2017 for confirming the officers in the grade of Scientific Assistant.

Yours faithfully,


(Ratnakar Yadav)
Under Secretary, E-XI
☎ 011-29583637

Copy to:

1. Superintending Engineer (C) B&BBO Shillong, UGBO Lucknow, YBO, New Delhi
2. Deputy Director, SMD, CWC, New Delhi for uploading on CWC website.


24/10/17

SMD
अनु./Sec./वि. /Die.
अ. सं./Dy. No. 2156
दिनांक/Date 24/10/17

Annexure-I

S. No.	Name (S/Smt/Ku)	DOB	Date of appointment in the Govt Service	Date of Completion of Probation	Place of Posting
1	Supriya Dhar	31-05-1977	19-04-2005	18-04-2007	CWC (HQ), New Delhi
2	Prashant Prabhat (Technical Resignation)	26-08-1981	27-12-2011	26-12-2013	HGD, Dehradun
3	Shravan Kumar Singh	15-08-1988	25-10-2011	24-10-2013	MGD-I, Lucknow
4	Pratibha Singh	20-01-1991	14-10-2013	13-10-2015	MBD, Guwahati
5	Prasan Kumar Samantara	21-07-1989	11-11-2014	10-11-2014	UYD, New Delhi

PART – I

Probation Report for the I Year/II Year/ Extended Period
 From _____ To _____

1. Name :
2. Post held and 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 judgment 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 Factor may be tick marked (...).
7. The Probation Report is to be written/reviewed separately for each completed year of Probation.

Performance Factors	PERFORMANCE GRADE			
	Exceeds requirement 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
1. 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 & 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				
ABILITY TO GET ALONG TACT				

Helpfulness to fellow officials/ Subordinates				
Public relations				
Ability to inspire others				
ABILITY TO MANAGE				
Decision making				
Ability to plan and programme				
Direction and control				
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)