

No.A-31015/1/2022-Admn
भारत सरकार
Government of India
जल शक्ति मंत्रालय
Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
Department of Water Resources, River Development & Ganga Rejuvenation
(Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 26th March, 2024

OFFICE MEMORANDUM

Subject: Termination of probation and subsequent confirmation for the Assistant Section Officers' of 2018 batch – reg.

The undersigned is directed to refer to this Department's Order dated 24.08.2021 vide which twenty-six (26) ASOs of CGLE – 2018 had been taken on the strength of this Department and to state that the concerned ASOs have now completed their period of probation and are due for confirmation in the ASO grade.

2. In this regard, Assessment Reports (in the prescribed proforma) has to be obtained in respect of all the ASOs of 2018 batch for the two-year probation period w.e.f. their date of joining in this Department. All the reporting and reviewing officers as per the annexure enclosed are therefore requested to kindly fill the assessment reports, for the peiod mentioned therein, in respect of the ASO(s) who are presently working or had been previously working under them.



(Raju)

Under Secretary to the Government of India

Tel.No. 23710333

Email: usadmn-mowr@nic.in

To

1. All reporting officers as per the annexure enclosed.
2. All reviewing officers as per the annexure enclosed.

ANNEXURE

FOR THE YEAR 2021-22					
S.NO.	NAME	POSTING	Period	REPORTING OFFICER	REVIEWING OFFICER
1	Vinod Kumar Gupta	Coord	16.08.2021-13.12.2021 14.12.2021-31.03.2022	Omendra S. Gautam, SO Balbir S. Godhwal, Jr. Ana.	S.N. Pal, US (Coord)
2	Harsh Kaushik	NHP	05.08.2021-31.03.2022	O.P. Katoch, SO	K.H. Sivaramakrishnan, US
3	Chetan Chauhan	IEC	18.08.2021-31.03.2022	Ajay Kumar, SO	B.H.T. Vaiphei, US
4	Mahendra Tripathi	SPR-I	18.08.2021-31.03.2022	Anup Kr. Srivastava, SJC	A.S. Goel, Comm. (SPR)
5	Dharmender	Admn / O&M	18.08.2021-30.09.2021 @ 01.10.2021-13.12.2021 @ 14.12.2021-31.03.2022	Shashi kumar, SO Pramod Kumar, SO Shambhu Nath Pal, US	S.B. Pandey, US (A) -do- A.C. Mallick, DS
6	Balvinder Kumar	Admn	18.08.2021-30.09.2021 @ 01.10.2021-31.03.2022	Shashi kumar, SO Pramod Kumar, SO	S.B. Pandey, US (A)
7	Gaurav Sood	FM/ Pen. River	09.08.2021-23.09.2021 @ 24.09.2021-21.03.2022 22.03.2022-31.03.2022 @	Vikash Khichi, SO H.Paulin Gangte, SO Abhiram Kumar, SO	Mithlesh Garg, US Rajesh Sharma, US Kanchan Bala Hamza, US
8	Ruchika Yadav	Vig.	05.08.2021-31.03.2022	Dilip Kumar, SO	Prashant Malik, US
9	Mahima Kumawat	B&B	06.08.2021-31.03.2022	Radha William, SO	Amit Kumar Singh, US
10	Divya Singh	E-IV	09.08.2021-31.03.2022	Sanjeev Kumar Tiwari, SO	Shalini Juneja, US
11	Garima Nehra	FM	06.08.2021-23.09.2021 @ 24.09.2021-31.03.2022	Vikash Khichi, SO H.Paulin Gangte, SO	Mithlesh Garg, US Y.P. Yadav, US
12	Niraj Patel	E-IV	09.08.2021-31.03.2022	Sanjeev Kumar Tiwari, SO	Shalini Juneja, US
13	Hemant	E-III	11.08.2021-13.09.2021 @ 14.09.2021-31.03.2022	Abhishek Kr. Bhadani, SO Anupa Venugopal, SO	A.K. Kaushik, US

FOR THE YEAR 2022-23					
S.NO.	NAME	POSTING	Period	REPORTING OFFICER	REVIEWING OFFICER
1	Vinod Kumar Gupta	Coord/ Admn/ Coord.	01.04.2022-25.07.2022 26.07.2022-08.08.2022 @ 09.08.2022-31.03.2023	Balbir S. Godhwal, Jr. Ana. Vijay Kumar, SO (A) Praveen Kumar, SO (Coord)	S.N. Pal, US (Coord) Ashish Kumar Sao S.N.Pal, US(Coord)
2	Harsh Kaushik	NHP	01.04.2022-31.03.2023	O.P. Katoch, SO	Sambhu Nath Gupta, US (NHP)
3	Chetan Chauhan	IEC	01.04.2022-10.10.2022 11.10.2022-26.01.2023 27.01.2023-31.03.2023 @	Ajay Kumar, SO Pramod Kumar, SO Arpan, SO	B.H.T. Vaiphei, US
4	Mahendra Tripathi	SPR-I	01.04.2022-09.12.2022 10.12.2022-31.03.2023	Anup Kr. Srivastava, SJC D.C. Bhatt, SJC (SPR I)	A.S. Goel, Comm. (SPR)
5	Dharmender	O&M	01.04.2022-31.03.2023	Balbir Godhwal, Jr. Analyst	S.N. Pal, US
6	Balvinder Kumar	Admn	01.04.2022-25.07.2022 26.07.2022-31.03.2023	Pramod Kumar, SO (A) Vijay Kumar, SO (A)	S.B. Pandey, US (A) Ashish Kumar Sao, US(A)
7	Gaurav Sood	FM/ Pen. River	01.04.2022-29.06.2022 30.06.2022- 24.10.2022 @ 25.10.2022-31.03.2023	Abhiram Kumar, SO No Rept. Off. Rajendra Kumar	Kanchan Bala Hamza, US Abhiram Kumar, US
8	Ruchika Yadav	Vig.	01.04.2022-31.03.2023	Dilip Kumar, SO	Prashant Malik, US
9	Mahima Kumawat	B&B	01.04.2022-31.03.2023	Radha William, SO	Sh. Dileep Singh Meena, DC (B&B)
10	Divya Singh	E-IV	01.04.2022-31.03.2023	Sanjeev Kumar Tiwari, SO	S.K. Basu, DS (E IV)
11	Garima Nehra	FM	01.04.2022-31.03.2023	Vikash Khichi, SO	Rakesh Toteja, Sr. JC(FM)
12	Niraj Patel	E-IV	01.04.2022-31.03.2023	Sanjeev Kumar Tiwari, SO	S.K. Basu, DS (E IV)
13	Hemant	E-III	01.04.2022-31.03.2023	Anupa Venugopal, SO (E-III)	Anil Kumar Sharma, US (E III)

ASSESSMENT OF OFFICERS ON PROBATION
MINISTRY OF WATER RESOURCES

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 connect 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 GRADE				
Performance factors	Exceeds requirement s of his Job	Meets requirement s of his job	Partially meets requirement s of his job	Does not meet requirements of his job
1	2	3	4	5
i. MENTAL CAPACITY				
1. Knowledge of the technical requirement 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				
iv. ABILITY TO GET ALONG				
1. Tact				
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 REVIEWING OFFICER
(with name and designation)