

**Central Electricity Authority
Adm.I Section**

No. 7/4/2021-Adm.I(CEA)/Vol.II

Dated the 06th May, 2022

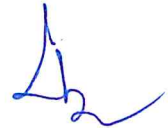
Subject: Clearance of Probation/Confirmation of Assistant Director, Grade-II, CEA of ESE-2018 (Reserve List) - Assessment Report regarding.

The Assistant Director (Grade-II) who joined CEA through ESE-2018 (Reserve List) during January, 2020 to June, 2020 have completed/will be completing their 2 years of service as Assistant Director-II/Assistant Engineer grade during the year 2022 and will be eligible to be considered for promotion for the panel year-2023 subject to fulfilling of the eligibility criteria and availability of vacancies as on the crucial date i.e. 01.01.2023. The two years of service period in respect of some of the officers has already been completed whereas some officer will be completing their 2 years of service period as per the dates indicated against their name (Annexure-I).

For preparing the proposal for clearance of probation/confirmation, the performance of these officers has to be assessed by their respective Controlling Officers. It is also to bring to your kind notice that the Assessment Report shall be written year wise and if the officers have been posted in two divisions or more during the period of two years, Assessment Report from those Divisions may also be obtained from the Controlling Officers of that Division separately. Remarks regarding Integrity of the Officers may be clearly written in the Assessment Reports. Remarks regarding Extension of probation period if any, may be clearly written in the Assessment Report of the concerned AD-II.

Controlling Officers are therefore requested that :

- (iii) Performance report in r/o the officers, who have completed their two years of service as on date, may be sent to this Section latest by 20.05.2022.
- (iv) Performance report in r/o the officers, who would complete their probation in near future, may be sent to this Section within 15 days of completion of their probation period.



Encis. : As above.

**(Tuls Dass)
Under Secretary (P)**

To,

1. All the AD-IIs and their respective Controlling Officers as per Annexure-I.
2. CEA website : www.cea.nic.in

ANNEXURE-I

Sl.No.	Name (S/Shri/Ms.)	Date of joining service as AD-II/AE	Date of completion of two years of service	Present Posting
1.	Chander Prakash	10.01.2020	09.01.2022	F&CA
2.	Saswat Ranjan Swain	19.06.2020	18.06.2022	ERPC
3.	Kumar Satyam	13.01.2020	12.01.2022	ERPC
4.	Umesh Mangal	13.01.2020	12.01.2022	FS&A
5.	Gaurav Goyal	22.06.2020	21.06.2022	OPM
6.	Kushal Rastogi	19.03.2020	18.03.2022	HPA
7.	Nishant Kumar	17.01.2020	16.01.2022	R&D
8.	Girija Sankar Pati	28.02.2020	27.02.2022	IRP
9.	Satyam Soni	24.01.2020	23.01.2022	OPM

Period :

CENTRAL ELECTRICITY AUTHORITY

Assessment Report

PART - I FACTUAL

Name : SHRI
Date of Birth :
Service/Department: :
Post held : Assistant Director / Assistant Executive Engineer
Date of Appointment as AD/AEE :
AD/AEE

RECORD OF EMPLOYMENT :

- (a) Record of Training Institutes attended, if any (for officers undergoing formal training)

Percentage of marks secured at
i) the tests/examinations held during and
ii) at the end of the period of training.

Separate sheet may be added, if necessary.

- (b) Nature of duties on which he has been employed
e.g. duties requiring public relations and field work
formation of plans, general direction and execution thereof.

Secretarial work of general nature.

Supervision and control of subordinate staff.

Please list the above duties in order of importance.

EXPERIENCE PRIOR TO APPOINTMENT

Period of probation/trial ends on

Number of days leave (other than casual leave and special casual leave)

ASSESSED BY DATE

APPROVED BY DATE

PART-II ASSESSMENT

PERFORMANCE	FACTORS			PERFORMANCE GRADE	
	Exceeds requirements of this job	Meets fully requirements of this job	Just meets requirements of this job	Partially meets requirement of this job	Does not meet requirements of this job
1.	2.	3.	4.	5.	6.

I. MENTAL CAPACITY :

- 1. Efforts made to acquire knowledge if relevant to job.
- 2. Analytical ability
- 3. Power of grasp
- 4. Spirit of enquiry
- 5. Power of expression
 - a) Oral
 - b) Written
 - c) Sense of responsibility

II. WORK HABITS AND ATTITUDES :

- 1. Aptitude
- 2. Interest in work
- 3. Promptness
- 4. Initiative
- 5. Originality
- 6. Self-reliance
- 7. Manner of Performance (Whether methodical & orderly)
- 8. Thoroughness
- 9. Punctuality
- 10. Resourcefulness

1.	2.	3.	4.	5.	6.
----	----	----	----	----	----

III. STABILITY

1. Poise
2. Fairness
3. Dependability

IV. ABILITY TO GET ALONG :

1. Tact
2. Dealings with :
 - a) Subordinates
 - b) Fellow officials
 - c) Superiors
 - d) Public
3. Ability to inspire others

V. ABILITY TO MANAGE :

1. Quality of judgement
2. Decision making
3. Ability to plan and Programme
4. Direction & Control
5. Ability to evaluate the work of individuals & projects & schemes

COMMENTS :

General appraisal of the officer's good and bad qualities in narrative form particularly those related to his integrity & ability to correct himself; if his faults are pointed out to him.

Decisions, if any, taken regarding fitness for drawing 1st/2d increments (where applicable)

Signature.....

Designation.....

Date

REMARKS OF REVIEWING OFFICER :

Brief remarks indicating what assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Signature of Reviewing Officer

Designation.....

Date

REMARKS AND RECOMMENDATIONS OF THE REVIEWING BOARD/ COMMITTEE

Recommendation whether the probationer :

- 1. Is fit for retention/confirmation :
OR
- 2. Should be watched for another _____ months :
(Here list what improvements are required in the probationer)
OR
- 3. May be tried for some other post :
(Where such a course is permissible under the relevant recruitment rules).
OR
- 4. May be reverted to his substantive post :
(Here give reasons for recommending this course of action)
OR
- 5. Should be discharged from Govt. service :
(here give reasons for recommending this course of action).

OVERALL GRADING FOR DUTIES

- 1. Outstanding
- 2. Very Good
- 3. Good
- 4. Satisfactory with some shortcomings
- 5. Not really satisfactory

(Please put a ring around the appropriate/grading)

Signature of Chairman,
Reviewing Board/Committee

Orders of the Head of Department
of the Administrating/Controlling
Department/Ministry

Signature of Head of Deptt.
of Administrating/Controlling
Department/Ministry