

**By Speed Post/Mail**

No. 12-01/2020-Sci Estt. — 1406  
Government of India  
Ministry of Jal Shakti,  
Department of Water Resources,  
River Development & Ganga Rejuvenation,  
Central Ground Water Board,  
Bhujal Bhawan,  
NH-4, Faridabad (Haryana) - 121001

Date:

11 MAR 2020

To

- (1) The Regional Director  
Central Ground Water Board  
WCR, Ahmedabad / NWR, Chandigarh / NR, Lucknow / SECR, Chennai / MER, Patna / CR, Nagpur / NER,  
Guwahati / NWHR, Jammu / SR, Hyderabad / SER, Bhubaneswar / WR, Jaipur / NCR, Bhopal / NCCR,  
Raipur / SWR, Bangalore / ER, Kolkata / KR, Trivandrum / NHR, Dharamshala / UR, Dehradun / RGI,  
Raipur.
- (2) The Officer In-Charge  
Central Ground Water Board  
State Unit Office  
Pune / Jodhpur / Belgaum / Naharlagun / Agartala / Shillong / Ranchi / Visakhapatnam / Allahabad / R.K.  
Puram, New Delhi.
- (3) The Head of Office, CGWA, Jamnagar House, New Delhi.
- (4) The Administrative Officer (Local Admn),  
Central Ground Water Board,  
NH IV, Faridabad.

**Sub: Submission of Annual Work Report duly initiated for the year 2019-2020 in respect of Group 'A' Scientific Officers.**

Sir,

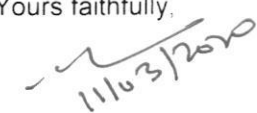
Please refer to Recruitment Rules 2020 for Group 'A' Scientific Officers in Central Ground Water Board published vide GSR No.35 dated 22.02.2020, same are also uploaded on CGWB website. All concerned are hereby intimated that in addition to APAR, initiation of Annual Work Report is mandatory for Group 'A' Scientific Officers under FCS as per DoP&T OM No.AB-14-17/37/2008-Estt (RR) dated 10.09.2010. The format of Annual Work Report is given at Appendix 'A'.

All concerned Regional Directors/Head of Offices are requested to ensure that in addition to APAR, Annual Work Report for the year 2019-2020 is initiated separately for all Group 'A' Scientific Officers.

This issues with the approval of the Chairman, CGWB.


Yours faithfully,

Encl.: As above.

  
(C. Balasubramanian)  
Administrative Officer

**Copy to:**

1. The Under Secretary, (GWE), Ministry of Jal Shakti, Deptt. of WR, RD & GR, Shram Shakti Bhawan, New Delhi.
2. The Under Secretary, (NWIC), Ministry of Jal Shakti, Deptt. of WR, RD & GR, Seva Bhawan, New Delhi.
3. The Programmer, CGWB, CHQ, Faridabad for uploading the same in the CGWB website.
4. P.A. to Chairman, CGWB, CHQ, Faridabad.
5. P.S./P.A. to Member (HQ/ED& MM and North & West/RGI and South/WQ&TT/CGWA), CGWB, Faridabad/New Delhi
6. P.S. to Director (Admn.), CGWB, CHQ, Faridabad.
7. Guard file.

  
(C. Balasubramanian)  
Administrative Officer

(Refer to CGWB letter no.10-02/2020-Sci.Esst dated 03.03.2020)

**Annual Work Report**

**Part A**

**SELF ASSESSMENT BY THE OFFICER REPORTED UPON**

1. Name:
2. Designation:
3. Area of Work Function
4. Brief Description of work
  
5. Work output indicators for assessment and measurement of work function (as appropriate to the officer)
  
6. Enumeration of major outputs from work Function
  
7. Innovation content of work done (about 100 words)
  
8. Major impact reported during the financial year (if any) for work done during previous three years.
9. Scientific and technological methodologies used in the work function
  
10. Suggestions (if any) for work functions based on new or emerging scientific principles

11. New technologies if any introduced by the officer in work plan/  
functions

12. Any other highlight of special content in the work

13. One page summary of the scientific and technical elements in the  
work done during the financial year

14. Quantified Work outputs as per the selected indicators  
(as annexed)

Signature of the officer reported upon

Annexure  
(to Annual Work Report)

1. Lectures delivered in universities/seminars/ industry meets
  - a. Enrolled
  - b. Invited
2. Books edited or written
3. Research publications
4. State- of –the Art Reports prepared on the subject handled or otherwise
5. Annual reports prepared
6. Internal reports generated
7. New work function areas/ gaps identified for enlarging the scope of the existing schemes
8. New work functions identified and nurtured and S&T inputs added to ongoing schemes pertaining to Ground Water
9. Data bases prepared for scientific handling of the projects

10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country
  
11. Identification of New Areas for demonstration of technologies and follow-up
  
12. Project Monitoring Parameters evolved and deployed
  
13. Technology intelligence/ assessment report prepared for the work function
  
14. Work function inputs provided to inter-Ministerial discussions in various committees
  
15. Number of projects scientifically evaluated for closure during the year
  
16. Networked Programmes initiated (please give numbers and salient features of your contribution)
  - a. Between Department to Department
  - b. Department and industry
  - c. Bilateral
  - d. Multilateral
  
17. Policies/ Bills prepared during the year
  
18. Awards/ Membership of Institutions/ Academies
  
19. Others (please specify)

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**Part-B**  
**ASSESSMENT BY THE REPORTING AUTHORITY**

1. Accuracy of the work report
  - a. Generally accurate
  - b. Modifications needed (please specify)
2. Scientific merit of the work done
3. Short summary of the innovative content of the work done
4. General assessment of the scientific work report (in brief)
5. Any other input / comment

Signature of the Reporting Officer