

I/184134/2024

REMINDER**F. No- A-52/7/2019-ESTT-VI****भारत सरकार/ Government of India****जल शक्ति मंत्रालय /Ministry of Jal Shakti****जल संसाधन ,नदी विकास और गंगा संरक्षण विभाग /DOWR,RD& GR****केंद्रीय जल आयोग/ Central Water Commission****स्थापना छ: अनुभाग/ Establishment VI Section***********Room No.324(S), Sewa Bhawan,
R.K. Puram, New Delhi-66.****Dated the September 2024****Office Memorandum****Subject: Implementation of Online APAR Submission for CWES Gr. B Officers (JEs) for the Year 2023-24-regarding**

Attention is invited to CWC (HQ)'s OM dated 05.04.2024 vide which it was informed that the workflow for APAR 2023-24 in respect of JEs posted in CWC (HQ) will be generated by Estt-VI Section and that for JEs posted in the field offices will be generated by the concerned SE (Coord.) by 15.04.2024.

2. Consequent upon generation of APARs in their SPARROW account, the Officers Reported Upon/Reporting Officers/Reviewing Officers were requested to initiate and complete the action on their part within the timeline prescribed by DoPT i.e.31st May, 2024/31st July, 2024/30th Sept., 2024.

3. However, the APAR Section, CWC (HQ) has reported that the workflow for APAR 2023-24 of several JEs posted in field offices has not yet been created by the concerned SE(Coord.), which may lead to unnecessary delays in the submission and completion of the APAR 2023-24 process. A list of such JEs is attached herewith for reference.

4. The officers who have been promoted from JE to AD-II/SDE are requested to inform their basic data for workflow generation for the period of JE to the concerned SE (Coord.). It is noteworthy to mention here that their SPARROW account shall be transferred from Group-B Non-gazetted to Group- B Gazetted only after the completion of APAR 2023-24 for the JE period.

5. It is imperative to note that all actions related to the APAR 2023-24 shall be completed by 31st December 2024. Therefore, all concerned officers are requested to take necessary actions to create the workflow for the APAR 2023-24 for all JEs posted in field offices. Additionally, Reporting Officers and Reviewing Officers are requested to complete the APARs 2023-24 for JEs promptly to meet the timeline prescribed by DoPT.

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Signed by Anil Kumar

Singh

Date: 18-09-2024 10:49:50

Reason: Approved

(Anil Kumar Singh)
Director (Admn)

To,

**All Superintending Engineers (Co-ordination), Central Water Commission
(through email)**

Copy for information and necessary action:

- 1. Chief Engineer (HRM), Central Water Commission, Delhi**
- 2. All Chief Engineers of Central Water Commission, Delhi**
- 3. Secretary, Central Water Commission, Delhi**
- 4. Director, Central Electricity Authority, Delhi**
- 5. Senior Joint Commissioner, DoWR, RD&GR, SPR-1**
- 6. All Directors/SE of Central Water Commission**
- 7. All JEs of Central Water Commission through CWC's portal**

S.No	Name	Employee Code	Designation
1	AMIT SHARMA	TEMP79	JUNIOR ENGINEER
2	PANKAJ KUMAR	22018072	JUNIOR ENGINEER (CIVIL & MECHANICAL)
3	JYOTI SHARMA	22016032	JUNIOR ENGINEER (CIVIL & MECHANICAL)
4	ANKUR PATEL	60426922	JUNIOR ENGINEER
5	CHANDAN KUMAR	022018130	JUNIOR ENGINEER (CIVIL & MECHANICAL)
6	SHIVAM	59399430	JUNIOR ENGINEER
7	AKASH TOOR	TEMP03_2034	JUNIOR ENGINEER
8	SASI KUMAR	67494686	JUNIOR ENGINEER (CIVIL & MECHANICAL)
9	SHRI RAHUL SHARMA	85703155	JUNIOR ENGINEER (CIVIL & MECHANICAL)
10	VINIT KUMAR	809862	JUNIOR ENGINEER
11	SAMRAT DUTTA	65256594	JUNIOR ENGINEER
12	AMIT KUMAR	022016073	JUNIOR ENGINEER (CIVIL & MECHANICAL)
13	HARKESH MEENA	022021023	JUNIOR ENGINEER
14	RAVI KUMAR	22016050	JUNIOR ENGINEER (CIVIL & MECHANICAL)
15	CHANDRA KANT KUMAR	022022049	JUNIOR ENGINEER
16	VIJAY GUPTA	176582	JUNIOR ENGINEER
17	ANURAG JHA	32744246	JUNIOR ENGINEER (CIVIL & MECHANICAL)
18	ASHISH KUMAR	736498	JUNIOR ENGINEER
19	SUNIL NEGI	989864	JUNIOR ENGINEER
20	DIKSHANT RANGARI	022018152	JUNIOR ENGINEER (CIVIL & MECHANICAL)
21	JITENDRA KARVA	22016038	JUNIOR ENGINEER (CIVIL & MECHANICAL)
22	JALAJ CHOUDHURY	022021110	JUNIOR ENGINEER (CIVIL & MECHANICAL)
23	AJAY KUMAR	022018103	JUNIOR ENGINEER (CIVIL & MECHANICAL)
24	DHEER SINGH	28085754	JUNIOR ENGINEER
25	SHASHI KUMAR	618830	JUNIOR ENGINEER
26	RAHUL KUMAR	3313 3759	JUNIOR ENGINEER (CIVIL & MECHANICAL)
27	PRASHANT KUMAR	808103	JUNIOR ENGINEER
28	RENU	TEMP_40	JUNIOR ENGINEER
29	HASNA P. A.	21074697	JUNIOR ENGINEER (CIVIL & MECHANICAL)
30	JITENDRA KUMAR MEENA	202294	JUNIOR ENGINEER
31	SUMIT AGRAWAL	22018120	JUNIOR ENGINEER (CIVIL & MECHANICAL)
32	ARVIND SINGH MOLFA	022018109	JUNIOR ENGINEER (CIVIL & MECHANICAL)
33	DIVYAM GARG	022018100	JUNIOR ENGINEER (CIVIL & MECHANICAL)
34	AKASH BHARADWAJ	22018066	JUNIOR ENGINEER (CIVIL & MECHANICAL)
35	MD. IMRAN	76484096	JUNIOR ENGINEER (CIVIL & MECHANICAL)
36	SHARIQ SHAFIQ	430460	JUNIOR ENGINEER
37	AKASH KUMAR BUTOLIA	22018012	JUNIOR ENGINEER (CIVIL & MECHANICAL)
38	ABHISHEK SINGH	7231 9059	JUNIOR ENGINEER (CIVIL & MECHANICAL)
39	ANIT KUMAR	28451381	JUNIOR ENGINEER (CIVIL & MECHANICAL)
40	ABHISHEK TIWARI	22018064	JUNIOR ENGINEER (CIVIL & MECHANICAL)
41	PARVATHY.V	22013041	SUB DIVISIONAL ENGINEER
42	VAITHESWARI K	28646175	JUNIOR ENGINEER (CIVIL & MECHANICAL)
43	PRANJUL KUMAR SINGH	61710314	JUNIOR ENGINEER (CIVIL & MECHANICAL)
44	JYOTI PRAKASH DASH	22018151	JUNIOR ENGINEER (CIVIL & MECHANICAL)
45	VISHAL GULERIA	47332083	JUNIOR ENGINEER (CIVIL & MECHANICAL)
46	AMIT KUMAR	22016042	JUNIOR ENGINEER (CIVIL & MECHANICAL)
47	ANKIT KUMAR SHUKLA	11905428	JUNIOR ENGINEER (CIVIL & MECHANICAL)
48	SHIVAM SONI	22021079	JUNIOR ENGINEER
49	SUNIL KUMAR MEENA	TEMP-43	JUNIOR ENGINEER

50	CHALIVENDRA SUMAN	22014022	JUNIOR ENGINEER (CIVIL & MECHANICAL)
51	KULDEEP KUMAR	80138612	JUNIOR ENGINEER (CIVIL & MECHANICAL)
52	DHARMENDER TIWARI	10963	JUNIOR ENGINEER
53	SHIVAM KUMAR	TEMP_115	JUNIOR ENGINEER
54	MOHD IQBAL	82429861	JUNIOR ENGINEER
55	GAGAN	683310	JUNIOR ENGINEER
56	NISHU RAJ	290084	JUNIOR ENGINEER
57	RASHMI KUMAR	48961642	JUNIOR ENGINEER (CIVIL & MECHANICAL)
58	MANJU PHILIP	9441817	JUNIOR ENGINEER
59	GEETHU B.	19167629	JUNIOR ENGINEER (CIVIL & MECHANICAL)
60	THEETI PAVAN KUMAR	TEMP09052024	JUNIOR ENGINEER
61	SAURAV KUMAR	88276308	JUNIOR ENGINEER (CIVIL & MECHANICAL)
62	AJAY KUMAR YADAV	926551	JUNIOR ENGINEER
63	HIMANCHAL	552801	JUNIOR ENGINEER
64	SUNIL VERMA	22018073	JUNIOR ENGINEER (CIVIL & MECHANICAL)
65	ATUL KUMAR PACHAURI	88010488	JUNIOR ENGINEER (CIVIL & MECHANICAL)
66	ARUN KUMAR BHARTI	22014015	JUNIOR ENGINEER (CIVIL & MECHANICAL)
67	ARJUN CHAUDHARY	22018025	JUNIOR ENGINEER (CIVIL & MECHANICAL)
68	RAHUL KUMAR SHARMA	03 0032	JUNIOR ENGINEER (CIVIL & MECHANICAL)
69	SHASHANK SINGH	58768660	JUNIOR ENGINEER (CIVIL & MECHANICAL)
70	M KUTHALA CHELLAM	022022064	JUNIOR ENGINEER
71	RAHUL KUMAR	22016051	JUNIOR ENGINEER (CIVIL & MECHANICAL)
72	SATYA HARISH CHANDRA KUMAR	96085675	JUNIOR ENGINEER (CIVIL & MECHANICAL)
73	DEEPAK KUMAR	22018003	JUNIOR ENGINEER (CIVIL & MECHANICAL)
74	PANKAJ KUMAR VERMA	22018045	JUNIOR ENGINEER (CIVIL & MECHANICAL)
75	DHANANJAY KUMAR	239937	JUNIOR ENGINEER
76	AMAN GUPTA	72171947	JUNIOR ENGINEER (CIVIL & MECHANICAL)
77	PUNEET KUMAR	97784818	JUNIOR ENGINEER
78	BIVIN C KURIEN	TEMP-42	JUNIOR ENGINEER
79	RANJEET RAUSHAN	022021081	JUNIOR ENGINEER
80	KUMAR GAURAV	037683	JUNIOR ENGINEER
81	MAYAPATI TIWARI	22014060	JUNIOR ENGINEER (CIVIL & MECHANICAL)
82	ANSHUL VERMA	90589623	JUNIOR ENGINEER (CIVIL & MECHANICAL)
83	MD. AZIZ MOKHTAR	60361637	JUNIOR ENGINEER (CIVIL & MECHANICAL)
84	NEETU KATRE	TEMP83	JUNIOR ENGINEER
85	RAJESH P R	22018061	JUNIOR ENGINEER (CIVIL & MECHANICAL)
86	SHOBI SHARMA	02751915	JUNIOR ENGINEER
87	ABHISHEK MADHESIYA	22016031	JUNIOR ENGINEER (CIVIL & MECHANICAL)
88	VISHAL KUMAR	313543	JUNIOR ENGINEER
89	PANKAJ KUMAR	62071138	JUNIOR ENGINEER (CIVIL & MECHANICAL)
90	SHASHWAT NAGAR	TEMP_80	JUNIOR ENGINEER
91	SHIVAM GUPTA	022019004	JUNIOR ENGINEER (CIVIL & MECHANICAL)
92	KUMAR KARTIK	071169	JUNIOR ENGINEER
93	AVINASH KUMAR	22018043	JUNIOR ENGINEER (CIVIL & MECHANICAL)
94	KULDEEP KUMAR	022015025	JUNIOR ENGINEER (CIVIL & MECHANICAL)
95	ASHUTOSH KUMAR MALL	22016033	JUNIOR ENGINEER (CIVIL & MECHANICAL)
96	SHRI SUMIT KUMAR SINGH	69 8292	JUNIOR ENGINEER (CIVIL & MECHANICAL)
97	RAVI SHANKAR SINGH	38754832	JUNIOR ENGINEER
98	VISHNUMAYA K	40035206	JUNIOR ENGINEER
99	AKHIL PRATAP SINGH	22018117	JUNIOR ENGINEER (CIVIL & MECHANICAL)

100	DIVYANK MANISH	TEMP102	JUNIOR ENGINEER
101	RAM VINOD SARASWAT	021985044	JUNIOR ENGINEER (CIVIL & MECHANICAL)
102	VARSHA BISHT	684131	JUNIOR ENGINEER
103	ANGESH KUMAR MAURYA	TEMP100	JUNIOR ENGINEER

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No. A-52/7/2019-ESTT-VI
भारतसरकार/ Government of India
जलशक्तिमंत्रालय/Ministry of Jal Shakti
जलसंसाधन, नदीऔरगंगासंरक्षणविभाग/DoWR, RD & GR
केंद्रीयजलआयोग/ Central Water Commission
स्थापनाछ: अनुभाग/ Establishment VI Section

Third Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi- 66
Dated 5th April, 2024

OFFICE MEMORANDUM

Subject: Implementation of Online APAR Submission for CWES Gr. B Officers (JEs) for the Year 2023-24-regarding

The undersigned is directed to refer to the subject mentioned above and to inform that the online submission of Annual Performance Appraisal Reports (APARs) has been in effect for CWES Gr. B officers (JEs) since the FY 2018-19. For the year 2023-24, certain modifications have been made to this system to ensure efficiency and ease of access, particularly for those of who are working in the remote areas.

2. It has been decided that the basic data required for the generation of APARs for the year 2023-24 will be collected solely through online mode. Employee Master Data (EMD) for all JEs has already been created. However, for newly joined employees and any cases that may have been inadvertently overlooked, new EMD should be created. This task will be carried out at the level of the concerned Superintending Engineer (Coordination) only. Detailed instructions for the creation of EMD are provided at **Annexure-I**. All JEs are requested to ensure that their EMDs are updated and accessible on the SPARROW/PARICHAY portal (<https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWCWES>).

3. Workflow for APAR 2023-24 in respect of JEs posted in CWC (HQ) will be generated by Estt-VI Section and that for JEs posted in the field offices will be generated by the concerned SE (Coord.) by **15.04.2024**. All JEs posted in field offices are, therefore, requested to intimate their basic data for workflow generation in **Annexure-II** to the concerned SE (Coord.) through their Controlling Officers by **08.04.2024**. Similarly, JEs posted in CWC (HQ) are requested to forward the details as per Annexure-II to Estt.-VI Section by **08.04.2024**.

4. The officers who have been promoted from JE to AD-II/SDE are requested to inform their basic data for workflow generation (**Annexure-II**) for the period of JE to the concerned SE (Coord.)/Estt-VI in CWC (HQ) before the transfer of their SPARROW from Group-B Non-gazetted to Group- B Gazetted. Similarly, the workflow of officers who have been transferred from one region/CWC (HQ) to another region will be generated by the concerned

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SE (Coord.)/CWC (HQ) for the period before their transfer.

5. On receipt of APARs in their SPARROW account the Officers Reported Upon/Reporting Officers/Reviewing Officers will initiate and complete the action on their part within the timeline prescribed by DoPT i.e. 31st May, 2024/31st July, 2024/30th Sept., 2024.

6. In the event of Reporting Officers and Reviewing Officers failing to initiate or review APARs within the stipulated timelines stated above, the names of these officers will be brought to the notice of the Chairman, CWC. The Chairman may then take appropriate action, including seeking explanations from the defaulting officers. If no proper justification is provided, suitable action will be taken for the delay in completing the APAR process.

7. Therefore, all the officers are requested to take necessary action in terms of DoPT instructions on the subject. It is reiterated that all the information should be sent to their concerned Superintending Engineer (C)/Establishment-VI Section as per the Annexure attached with this O.M. For any clarification, the officer concerned may contact the following helpline number:

Establishment VI Section [for JE (C&M)]:	011-29583510
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8. Since some JEs are working in far-flung areas, all the controlling officers are requested to ensure that a copy of this O.M. is sent to all the concerned JEs by **C.O.B today i.e. 05.04.2024** through email or any other electronic/telephonic means.

Signed by Anil Kumar
Singh

Date: 05-04-2024 13:15:48

Reason: Approved

(Anil Kumar Singh)
Director (Admn)

To

All Superintending Engineers (Co-ordination), Central Water Commission (through email): It is requested to go through the user manual attached with this OM for generation of work flow and data entry of new employees in the EMD portal.

Copy for information and necessary action:

1. Chief Engineer (HRM), Central Water Commission, Delhi
2. All Chief Engineers of Central Water Commission, Delhi
3. Secretary, Central Water Commission, Delhi
4. Director, Central Electricity Authority, Delhi
5. Senior Joint Commissioner, DoWR, RD&GR, SPR-1
6. All Directors/SE of Central Water Commission
7. All JEs of Central Water Commission through CWC's portal

ANNEXURE I

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Pro-Forma for creating EMD

S.NO.	Employee code	Appellation	Name	Father Name	Date of Birth	Date of Joining	Qualification	NIC-email

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ANNEXURE II

NO	Assessment Period (from 01-04-2023 to 31-03-2024)	Officer Reported upon (ORU)					
		Name	Designation	Employee Code	Biometric Code	mobile Number	NIC e-mail
1	2	3	4	5	6	7	8

Reporting Officer				Reviewing Officer			
Name	Designation	Biometric Code	Employee Code	Name	Designation	Biometric Code	Employee Code
9	10	11	12	13	14	15	16

Date of continuous appointment to the present grade	Date on which Property return is submitted (for the year of 2023)	Educational Qualification
17	18	19
