

I/200042/2025

No. 53/01/2023-Estt.XIII/

Government of India
Central Water Commission
Estt.-XIII Section

R. No. 424 (N), Sewa Bhawan,
R.K.Puram, New Delhi-110066.

CIRCULAR

Subject: Timely completion of Annual Performance Appraisal Reports (APARs) in SPARROW Portal for year 2024-25-regarding.

The creation of workflow and generation of APARs for the year ending 31.03.2025 will be generated from 01.04.2025 of officials of Communication Cadre in CWC.

2. Therefore, All officers of Communication Cadres i.e. Assistant Director (Communication) and Assistant Engineer (Communication)}, Library Cadre & Canteen Cadre are requested to intimate the name of their respective Reporting and Reviewing Officers along with periods to this Section latest by 28.03.2025, positively in the given prescribed proforma:-

Sl. No.	Official Name	Designation/Grade	Date of Birth	NiC Email I.D

Mobile No.	Place of Posting	Date since posted in present office	Date since posted in current grade	Date of posted to present grade

Period of absence from duty (on training/leave)	Education Qualification	Date of filing Annual Property Return

Reporting Officer	Reviewing Officer

I/200042/2025

Name	Designation	Period		Name	Designation	Period	Period

(Asha Bhatt)
Section Officer

To
CWC All officers of Communication Cadres, Library Cadre & Canteen Cadre of

Signed by Asha Bhatt
Date: 18-03-2025 10:21:36
Reason: Approved