

भारत सरकार / Government of India
जल शक्ति मंत्रालय / Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग/Department of Water Resources, RD & GR
केंद्रीय जल आयोग / Central Water Commission
स्थापना पाँच अनुभाग / Establishment V Section

Sewa Bhawan, RK Puram

New Delhi, 21st Mar, 2025

Office Memorandum

Subject: APAR workflow generation for the assessment year 2024-25- regarding.

The workflow of APARs for the assessment year 2024-25 will be generated from 01-04-2025 for AD Grade II/ SDEs, CWC.

2. Workflow for APAR 2024-25 in respect of AD-II/SDEs posted in CWC (Hq) is to be generated by Estt-V Section and that for AD-II/SDEs posted in the field offices will be generated by the concerned SE (Coord.). All SDEs/AD-IIs posted in field offices are, therefore, directed to intimate their basic data for workflow generation in excel sheet as per **Annexure** to concerned Superintending Engineer (Coord) through their Controlling Officers by **31-03-2025**. Similarly, AD-IIs posted in Central Water Commission Headquarters (Delhi) are directed to forward the details as per **Annexure** to Estt.-V Section positively by **31-03-2025**.

3. The officers who have been promoted from AD-II/SDE to AD/AEE are requested to inform their basic data for workflow generation (Annexure) for the period of AD-II/SDE to the concerned Superintending Engineer (C) office/Estt-V in CWC(HQ) before the transfer of their SPARROW from Group B gazetted to CWES Gr-A. Similarly, the Workflow of officers who have been transferred from one region/CWC(HQ) to another region will be generated by the concerned SE(Coord.)/CWC(HQ) for the period before their transfer.

4. 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 timelines prescribed by DoPT, i.e, 15-04-2025 / 30-06-2025 / 31-07-2025. **All the concerned officers i.e. Officer Reported Upon / Reporting Officers / Reviewing Officers are to ensure adherence to time line prescribed for this purpose by the DoPT.**

5. It is reiterated that all information must be sent to their concerned Superintending Engineer (C)/ Estt-V Section as per Annexure attached with this O.M. For any clarifications, following helpline phone numbers of estt-5 may be contacted:

Establishment V Section (for AD Gr.II/ SDEs)	011-29583327
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6. All the controlling officers are requested to ensure that a copy of this O.M. is sent to all concerned AD Gr-II/ SDEs posted under them urgently through email or any other electronic/telephonic means.

(Ajay Malik)
Director(Admn), CWC

To: All ADs-II/SDEs of Central Water Commission (through CWC's portal)

Copy for information and necessary action:

- 1. Chief Engineer (HRM), CWC, New Delhi.
- 2. All Chief Engineers of CWC, New Delhi.
- 3. All Superintending Engineers (Co-ordination), CWC (through email).
- 4. Secretary, CWC, New Delhi.
- 5. Director, GFCC/NWA.
- 6. All Directors/SEs of CWC

ANNEXURE

Performa for Creating Work Flow (2024-2025)

S.No	Assessment Period	Officer Reported Upon (ORU)					
		Name	Designation	Employee Code	Biometric Code	Mobile Number	NIC Mail
1	2	3	4	5	6	7	8

Reporting Officer				Reviewing Officer			
Name	Designation	Employee Code	Biometric Code	Name	Designation	Employee Code	Biometric 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 2024)	Educational Qualification
17	18	19

