

No.51/5/2019-Estt.XIII/730-731  
Government of India  
Central Water Commission

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4<sup>th</sup> Floor, SewaBhawan,  
R.K. Puram, New Delhi – 66.  
Dated the 1<sup>st</sup> November, 2019.


**Sub: Request for furnishing the details in Proforma and reporting the APAR for the year 2018-19 in hard copy/offline.**

With reference to this Commission's letter of even No dated 31.05.2019(copy enclosed) and subsequent reminder 22.08.2019 on the above mentioned subject and to say that it has been decided that APAR Module in SPARROW for the reporting year 2019-20 is to be implemented for the remaining cadre of Group B and Group C.

It is, therefore requested that the details of all Canteen staff working under your offices may be sent in the enclosed proforma immediately to facilitate the implementation of APAR in APAR Module from the year 2019-20 in all posts in Communication Cadre.

It is also stated that reporting of APAR of all posts in Canteen Staff in your Office may be made in hard copy/offline mode for the year 2018-19.

**Encl : As above**

  
(Rajesh Sharma)  
Under Secretary  
Tele.No.29583317

To,

1. Honorary Secretary, CWC Deptt Canteen, CWC, New Delhi.
2. DD(SMD) for uploading on the website.

No. 51/5/2019-Estt-XIII/352  
Central Water Commission  
Government of India

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R.No.324, Sewa Bhawan,  
R.K. Puram, New Delhi – 66.  
Dated the 3/ May, 2019

**Sub: Generation of APAR in SPARROW Portal for 2018-19-reg.**

I am directed to say that the information/details are required to generate APAR of an employee of following posts for filling up their APAR for the year 2018-19 onwards in SPARROW Portal.

**(A). Communication Cadre**

- |                                        |                                                      |
|----------------------------------------|------------------------------------------------------|
| 1. Assistant Director (Communication)  | 2. Assistant Engineer (Communication)                |
| 3. Junior Engineer (Communication)     | 4. Technical Assistant (Communication & Maintenance) |
| 5. Technical Assistant (Communication) |                                                      |

**(B). Publication Cadre/ Isolated Cadre/Publication Cadre**


- |                                |                                        |
|--------------------------------|----------------------------------------|
| 1. SPA(Publication)            | 2. Chief Cameraman(Microfilming)       |
| 3. Sr. Cameraman(Microfilming) | 4. Cameraman (Microfilming)            |
| 5. Sr. Artist                  | 6. Plate Maker                         |
| 7. Offset Machine Operator     | 8. Sr. Library & Information Assistant |

**(C). Canteen Cadre**

- |                     |            |
|---------------------|------------|
| 1. Store Keeper     | 2. Cashier |
| 3. Clerk            | 4. Halwai  |
| 5. Assistant Halwai | 6. Bearer  |
| 7. Wash Boy         | 8. Sweeper |

It is requested that the details of all the incumbents of the above mentioned posts, posted in your office i.e. Section/Directorate/Region/Organisation may kindly be furnished in enclosed proforma(Excel/Word Format) and sent to the undersigned through E-mail at [estt13-cwc@nic.in](mailto:estt13-cwc@nic.in) latest by 07.06.2019

Encls:- As above

  
(Rajesh Sharma)  
Under Secretary  
Tele.No.29583317

To,

- ✓ 1. All Chief Engineers of CWC by E-mail.
- 2. All Superintending Engineers/Director(M&A) in Circle Office of CWC.
- 3. Director(WSE)/Director(Training)/Director(RMCD)/Director(FFM), Dte, CWC
- 4. US(Budget)/US(Estt-IV)/Honorary Secretary, CWC Deptt Canteen, CWC
- 5. Deputy Director(WPC)/US(CM&V)/US(APAR), CWC
- 6. DD(SMD) for uploading on the website.

Proforma for details required to generate APAR in SPARROW Portal for the year 2018-19

No.	Name of the Employee	Designation	Gender	Father's Name	Date of Birth	Aadhaar Number	Biometric Code	NIC E-mail ID e.g.abc@nic.in	Mobile No.	Organization Name	Date of entry in current designation	Name of reporting Officer with NIC e-mail id and Mobile Number	Name of reporting Officer with NIC e-mail id and Mobile Number

Note:- Separate details should be provided for different periods under different Reporting/Reviewing Officers