

I/127758/2023

**IMMEDIATE**

Government of India  
Central Water Commission  
Estt.-IX Section  
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3<sup>rd</sup> Floor(S), Sewa Bhawan,  
R.K.Puram, New Delhi-66.

**Circular**

Subject: Timely completion of Annual Performance Appraisal Reports (APARs) in SPARROW Portal for year 2022-23-regarding.

The creation of workflow and generation of APARs, for the year ending 31<sup>st</sup> March, 2023 will shortly become due.

2. All officers of CSS/CSSS/CSCS Cadres are requested to kindly intimate the name of their respective Reporting and Reviewing Officers along with periods as per the proforma (copy enclosed) to this Section latest by **23.03.2023**, positively, so that the APARs in SPARROW portal can be generated accordingly.

Encl.: As above.

To,

Signed by Sachin Dev  
Verma  
Date: 16-03-2023 16:55:26  
Reason: Approved

(Sachin Dev Verma)  
Under Secretary  
Tel.: 011-29583637

All officers of CSS/CSSS/CSCS Cadres, CWC (Through official website of CWC).

**PROFORMA**

Sl. No.	Name & Designation	Name of Reporting Officer	Signature of Reporting Officer	Name of Reviewing Officer	Signature of Reviewing Officer	Period of APAR