

I/50894/2021

**IMMEDIATE**

F.No. A-52012/1/2018-Estt.-IX

Government Of India

Central Water Commission

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3<sup>rd</sup> Floor(S), Sewa Bhawan,  
R.K.Puram, New Delhi-66,  
Dated 09.03.2021.

Subject: Timely completion of Annual Performance Appraisal Reports (APARs) in SPARROW portal for year 2020-21-regarding.

The creation of workflow and generation of APARs, for the year ending 31<sup>st</sup> March, 2021 will shortly become due. 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 enclosed to this Section latest by **12.03.2021**, positively, so that the APAR in SPARROW portal can be sent accordingly.

Encl.: As above.

Signature Not Verified  
Digitally signed by JYOTSNA KAPUR  
Date: 2021.03.09 15:46:28 IST

(Jyotsna Kapur)  
Section Officer (Estt.-IX)  
Tel.: 011-29583314

To,

All officers of CSS/CSSS/CSCS Cadres, CWC

**PROFORMA**

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