

I/167189/2024



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

4th Floor(S), Sewa Bhawan,
R.K. Puram, New Delhi-66.

Dated the 21st March, 2024

Office Memorandum

Online submission of APARs has been introduced for CWES Gr. B Gazetted officers (SDEs/ AD-II) since 2018-19. The same has to be implemented with some changes for the year 2023-24 onwards. As some SDEs/ AD-II are working in remote areas, it has been decided that the basic data for the generation of APAR for the year 2023-24 will be sought only through online mode. Employee Master Data (EMD) with respect to all SDEs/ AD-II has already been created.

2. Workflow for APAR 23-24 in respect of AD-II/SDEs posted in CWC (Hq) will 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.) by **15-04-2024**. All SDEs/AD-IIs posted in field offices are, therefore, requested to intimate their basic data for workflow generation in excel sheet as per **Annexure** to concerned Superintending Engineer (Coord) through their Controlling Officers by **31-03-2024**. Similarly, AD-IIs posted in Central Water Commission Headquarters (Delhi) are requested to forward the details as per **Annexure** to Estt.-V Section by **31-03-24**.

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, 31st May, 2024/31st July, 2024/30th Sept. 2024. The name of Officers Reported Upon,

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Reporting Officers and Reviewing Officers who will fail to write/report/review the APARs within the prescribed timelines will be brought to the notice of the Chairman, CWC. Chairman, CWC may direct to call for the explanation of the concerned officers for not having performed his duty of writing the APARs within the due date and in the absence of proper justification, action as deemed fit will be taken against the defaulting officers.

5. It is reiterated that all information must be sent to their concerned Superintending Engineer (C)/ Establishment-V Section as per Annexure attached with this O.M. For any clarification the officer concerned may contact the following helpline phone numbers of establishments:

Establishment V Section (for AD Gr.II/ SDEs)	011-29583327
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6. Since some AD Gr-II/ SDEs work in far-flung areas, all the controlling officers are requested to ensure that a copy of this O.M. is sent to all concerned AD Gr-II/ SDEs urgently through email or any other electronic/telephonic means.

(अमित श्रीवास्तव/Amit Srivastava)

अवर सचिव/Under Secretary

To:

All Superintending Engineers (Co-ordination), Central Water Commission (through email):

Copy for information and necessary action:

1. Chief Engineer (HRM), Central Water Commission, Delhi.
2. All Chief Engineers of Central Water Commission, Delhi.
3. Secretary, Central Water Commission, Delhi.
4. Director, Central Electricity Authority, Delhi.
5. Senior Joint Commissioner, DoWR, RD&GR, SPR-1
6. All Directors/SE of Central Water Commission
7. All SDEs/AD Gr. IIs of Central Water Commission through CWC's portal.

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ANNEXURE**Proforma for creating Work Flow**

S.NO	Assessment Period (from 01-04-2023 to 31-03-2024)	Officer Reported upon (ORU)					
		Name	Designation	Employee Code	Biometric Code	mobile Number	nic email
1	2	3	4	5	6	7	8

Reporting Officer				Reviewing Officer			
Name	Designation	Biometric Code	Employee Code	Name	Designation	Biometric Code	Employee 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 of 2023)	Educational Qualification
17	18	19

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