

File No. A-52011/58/2020-Estt-I

Government of India

DoWR, RD & GR

Central Water Commission

3<sup>rd</sup> Floor(S), SewaBhawan,  
R.K. Puram-I, New Delhi-66

Dated: the 14<sup>th</sup> March, 2024

**Office Memorandum**


Subject: Details of Reporting and Reviewing Officers for the purpose of APAR Generation in SPARROW-reg.

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All Central Water Engineering Group 'A' Officers are requested to submit details of their reporting and reviewing officers in the attached Pro-forma, to their concerned Establishment Sections, latest by **22.03.2024**, to facilitate timely generation of APARs.

2. It is further requested that in case a reporting/reviewing authority of the officer reported upon retires during the year, a request for generation of APAR may be send to the concerned establishment section, so that the remarks of the retiring officer could be timely recorded.

Enclosure: As above.

  
(Vivek Kumar)  
Section Officer  
Tel: 011-29583310

Copy to:

All Central Water Engineering Group 'A' Officers (through CWC Circular Portal)

**Proforma for submitting details of Reporting and Reviewing Officer (s)  
for the year 2023-24**

**Name of the Officer:**

**Designation of the Officer:**

<b>Period of APAR</b>	<b>Place of Posting of the Officer reported upon</b>	<b>Name and Designation of the Reporting Officer</b>	<b>Name and Designation of Reviewing Officer</b>

**(Signature)**

**Date:**