A - 28014/1/2024 - E-X

Government of India

Ministry of Jal Shakti

DoWR,RD& GR

Central Water Commission

Establishment – X Section

Third Floor (S), Sewa Bhawan R.K. Puram, New Delhi-110066
Dated: 21st March, 2025

OFFICE MEMORANDUM

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

All Chief Draughtsman & Senior Draftsman are hereby requested to submit details of their reporting and reviewing officers in the prescribed Pro-forma enclosed herewith to Establishment – X Section positively by 31.03.2025 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 period, a request for generation of APAR may be send to the Establishment – X Section, CWC to enable us to timely record the remarks of the retiring officer.

Encl: As Above.

Signed by Parveen Kumar Date: 21-03-2025 17:29:52

Reason: Approved

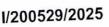
(Parveen Kumar)

Section Officer

Ph. No. 011-29583316

Copy to:

File No.A-28014/1/2024-E-X



All Chief Draughtsman/Senior Draftsman (Through CWC Circular Portal)

Proforma for generating workflow in SPARROW Portal for the year 2024-2025(01/04/2024 to 31/03/2025) in respect of Shri/Smt.-----Head Draftsman/Senior Draftsman

S.No	Official Name	Date of Birth	NIC Email ID e.g. abc@nic.in	Mobile No	Place of posting	Date since posted at present office	Designation/ Grade		Date of appointment to present post	
		Officer Details		Reviewing Officer Details Name Designation, Period			eriod	Period of absence from duty (on	Educational Qualification	Date of Filling
Name (Shri/Smt/ Kum)	Designation, Office, Employee Code, Cadre, Nic Mail	From	To	(Shri/Smt/Kum		From	То	training/ leave		Annual Property Return

Signature of Officer

Counter sign by Reporting Officer