

I/200529/2025

**A - 28014/1/2024 - E-X**

Government of India

Ministry of Jal Shakti

DoWR, RD&amp; GR

Central Water Commission

Establishment - X Section

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Third Floor (S), Sewa Bhawan

R.K. Puram, New Delhi-110066

Dated: 21<sup>st</sup> 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:

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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 since posted in current grade	Date of appointment to present post	
Reporting Officer Details				Reviewing Officer Details				Period of absence from duty (on training/ leave	Educational Qualification	Date of Filling Annual Property Return
Name (Shri/Smt/ Kum)	Designation, Office, Employee Code, Cadre, Nic Mail	Period From To		Name (Shri/Smt/ Kum )	Designation, Office, Employee Code, Cadre, Nic Mail	Period From To				

Signature of Officer

Counter sign by Reporting Officer