

I/200986/2025

Government of India
Department of Water Resources, RD & GR
Central Water Commission
Establishment-VII Section

Room No. 528 (N), Sewa Bhawan
R.K. Puram, New Delhi-110066

Dated: March, 2025

CIRCULAR

Sub: APAR generation in SPARROW platform for the Assessment year 2024-25 in respect of the officials borne on Ministerial Cadre of Subordinate offices of CWC - regarding.

All concerned Officials of Ministerial and Non-Ministerial Cadre of Field Offices of CWC are requested to submit duly filled proforma (**copy enclosed**) to this Section at *estt7@cw.cdelhi.nic.in* for generating APAR in SPARROW platform for the Assessment year 2024-25, latest by 30.03.2025 so that timely generation of workflow can be done till 31st March 2025 as per DoPT guidelines.

Encl: As above.

Digitally Signed by Nisha
Gupta

Date: 26-03-2025 17:00:24

Reason: Approved

(Nisha Gupta)
Under Secretary
Tell: 011-29583287.

To

All concerned Officials Ministerial and Non-Ministerial Cadre of Field Offices of Central Water Commission.

Details to be provided by the Officers to PAR Custodian/PAR Manager in Admn-II Section for PAR generation for the year 2024-25 (along with the relevant documents such as transfer/posting, retirement etc. order, If any)

Name of Officer Date of Birth

Designation Service

Employee Code Basic Pay

Date of Joining the Designation

Reporting Authority		Reviewing Authority	
Name	<input type="text"/>	Name	<input type="text"/>
Period from	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Period from	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Designation	<input type="text"/>	Designation	<input type="text"/>
Service	<input type="text"/>	Service	<input type="text"/>
Employee Code	<input type="text"/>	Employee Code	<input type="text"/>
(Mentioned staff No. if ITS/IRRS/IP& TAFS Officer)		(Mentioned staff No. if ITS/IRRS/IP& TAFS Officer)	
e-mail	<input type="text"/>	e-mail	<input type="text"/>

Leave (EL/CCL/COML/Study Leave/ Training) taken during the year 2024-25.

Type of Leave/ Training details:

From to = Days
 From to = Days
 From to = Days
 From to = Days

Self-Certification:- Certified that the information provided above is true and correct to the best of my knowledge.

Mobile No:

Signature with date e-mail:

For OFFICE (Concerned Admn Section) Use only – For Ministerial Cadre of Subordinate Offices of CWC.
The Information provided by the officer/officials is verified as per available records.

Signature of the verifying authority

- * Please submit details for each part of reporting in separate form (Normal Period is 01.04.2024 to 31.04.2025)
- * Forms received without verification from Concerned Admn Section not be accepted.