

F.No. A-52011/58/2020-ESTT-I

Government of India

DoWR, RD & GR

Central Water Commission

3rd Floor(S), SewaBhawan,

R.K. Puram-I, New Delhi-66

Dated: the 12th March, 2025

Office Memorandum

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

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 21.03.2025**, 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 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.



(Narinder Kumar)

Under Secretary

Tel: 011-29583344

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 2024-25**

Name of the Officer:

Designation of the Officer:

Period of APAR	Place of Posting of the Officer reported upon	Name and Designation of the Reporting Officer	Name and Designation of Reviewing Officer

(Signature)

Date: