



Circular

Sub: Implementation of SPARROW for online filling of APARs for various Cadres of CWC -reg.

This is to convey that the *Smart Performance Appraisal Report Recording Online Window* (SPARROW) for the post mentioned in **Annexure - I** have been made live.

2. The work flow generation, filling and recording of Annual Performance Appraisal Report (APAR) of these employees can be done online through SPARROW platform for the assessment year 2023-24 onwards. In this regard, roles have been assigned to Section officer/ ASO of concerned establishment for generating APAR forms online.
3. Employees referred in Annexure - I are categorised into “**CWC-OTH**” service. They can access through CWC’s SPARROW instance i.e. <https://sparrow-cwc.eoffice.gov.in>

Signed by Saikat Biswas
Date: 13-12-2023 13:22:41

Reason: Approved
(Saikat Biswas)

Deputy Director

To,

- Under Secretary, APAR-2/ Estt-7/ Estt-11/ Estt-13.

Copy to:

1. PS to Chief Engineer (HRM), CWC, New Delhi.
2. PS to Secretary, CWC, New Delhi.
3. PS to Director, E-II, CWC, New Delhi.
4. PS to Director, E-III, CWC, New Delhi.



Annexure I

APAR forms made live		
Sl. No	Designation	Cadre
1	Junior Engineer (Communication)	Communication Cadre
2	Junior Computer	Hydromet Cadre
3	Senior Computer	Hydromet Cadre
4	Scientific Assistant	Hydromet Cadre
5	Junior Translator	Subordinate Cadre
6	Assistant	Subordinate Cadre
7	Stenographer Grade - I	Subordinate Cadre
8	Stenographer Grade - II	Subordinate Cadre
9	Lower Division Clerk (LDC)	Subordinate Cadre
10	Upper Division Clerk (UDC)	Subordinate Cadre
11	Date Entry Operator (DEO)	DEO Cadre
12	Sr. Library & Information Assistant	Library & Publication Cadre
13	Sr. Professional Assistant (Publication)	Library & Publication Cadre
14	Sr. Professional Assistant (Publicity)	Library & Publication Cadre
15	IBM Operator	Library & Publication Cadre
16	Offset Machine Operator	Library & Publication Cadre
17	Modeller	Library & Publication Cadre
18	Electrician	Library & Publication Cadre