

I/167024/2024

File No.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: 18th March, 2024

OFFICE MEMORANDUM

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

All Head Draftsman & Senior Draftsman are hereby requested to submit details of their reporting and reviewing officers in the prescribed Pro-forma enclosed herewith to **Establishment – X Sections positively by 31.03.2024** 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.

(Madhav Kumar Jha)
Section Officer
Ph. No. 011-29583316

Copy to:

All Head/Senior Draftsman (Through CWC Circular Portal)

Signed by Madhav Kumar
Jha
Date: 19-03-2024 10:14:4
Reason: Approved

Proforma for generating workflow in SPARROW Portal for the year 2023-2024(01/04/2023 to 31/03/2024) 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