

Government of India  
Central Water Commission  
Establishment VI Section

\*\*\*

Third Floor (S), Sewa Bhawan,  
R.K. Puram, New Delhi-66.  
Dated the 09<sup>th</sup> April, 2021

OFFICE MEMORANDUM

**SUB: Implementation of SPARROW w.r.t. AD Gr. II/SDE/ JE (C&M) of CWC-reg.**

Online submission of APARs has been introduced for CWES Gr. B officers (SDEs/ AD-11/ JEs) since 2018-19. The same has to be implemented for the year 2020-21 also. As some SDEs/ AD-11/ JEs work in remote areas, it has been decided that the basic data for generation of APAR for the year 2020-21 will be sought only in online mode. Employee Master Data (EMD) with respect to all SDEs/ AD-11/ JEs has already been created last year. However, with respect to newly joined employees and left out cases (if any) new EMD has to be created. The soft version of new EMD in Excel format is enclosed at Annexure-I. All SDEs/AD IIs/JEs are requested to ensure that their EMDs are in place in SPARROW/PARICHAY portal ([https:// parichay.nic.in/ Accounts/ NIC/ index.html?service= SPARROWCWES](https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWCWES)). In case of requirement of new EMD concerned employee will forward the data in excel sheet only through email to his controlling officer by 20.04.2021 or earlier and their controlling officer will forward the same to estt5@nic.in and estt6@nic.in for AD Gr. II and JE (C&M) respectively latest by 27.04.2021.

2. Further, all AD Gr. IIs and JEs are requested to intimate regarding their workflow i.e. name of reporting and reviewing offices in excel sheet only as per the proforma given in **Annexure II** to **estt5@nic.in (for AD Gr. II/ SDEs)** and to **estt6@nic.in (for JEs)**. The duly filled work-flow in excel sheet will be forwarded by SDEs/ AD-IIs/ JEs to their controlling officers by 20.04.2021 through e-mail. The controlling officers will forward all these data after verification and corrections, if any, to concerned SE (Coord.) by 27.04.2021. All SE (Coord.) will further forward these data after verification and compilation to estt5@nic.in (for AD Gr. II/ SDEs) and to estt6@nic.in (for JEs) by 11.05.2021 positively. In short, following is the timeline for creation of work flow:

Creation by AD Gr. II/ SDEs/ JEs	20.04.2021
Verification and forwarding by Controlling Officer	27.04.2021
Compilation and forwarding by concerned SE (C)	11.05.2021
Uploading of data by Establishment V & VI in SPARROW portal	31.05.2021

3. As per DOPT's O.M. No. 21011/02/2009-Estt. (A) dated 16.2.2009, it has been decided that the time-limits prescribed in the Annexure III should be adhered to as far as possible. In case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st August of the year in which the financial year ended. The names of those Group 'A' and

'B' Reporting Officers and Group 'A' Reviewing Officers who have failed to initiate/review the APARs even by 30th June or 31st August, as the case may be, will be brought to the notice of the Chairman, CWC. Chairman, CWC may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification, direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

4. All the officers are requested to keep the following points in mind at the time of writing of the APARs:-

- a. All the columns have been properly filled in.
- b. The Reporting Officers should ensure that the column pertaining to filing of Immovable Property Return is duly filled in by the officer reported upon, failing which the APAR of the officer should be returned for completion of the same.
- c. The numerical grading with reference to prescribed weight age should be calculated properly.
- d. If the final grading in the APAR has been up-graded/ down-graded by the Reviewing Officer, then the grading for each attribute under Sections (A), (B) & (C) in Part-3 of the APAR should be clearly indicated and duly initialled by him.

5. It is reiterated that all information must be sent in excel format only attached with this O.M. In case any officer finds any kind of discrepancy or wants any clarification, he/she may contact the following helpline phone numbers of Establishments:

Establishment V Section (for AD Gr.II/ SDE)	<b>011-29583327</b>
Establishment VI Section (for JE (C&M))	<b>011-29583510</b>

6. Since, some AD Gr II/ JE work at far flung areas, all the controlling officers (DO/ Ex.En.) are requested to ensure that copy of this O.M. is sent to all concerned AD Gr. II/ Junior Engineer by 14-04-2021 through email or any other electronic/telephonic means.

**(RATNAKAR YADAV)**  
**UNDER SECRETARY**  
**Tel. No. 011-29583304**  
**Fax no. 011-29583327**

**To:**

**All Superintending Engineers (Co-ordination),**

**Central Water Commission (through email)- it is requested to forward soft version of this letter through email to all concerned officers.**

**Copy to:**

- 1. PPS to Chief Engineer (HRM) ewe**
- 2. Secretary, CWC**
- 3. Director, CEA**
- 4. Senior Joint Commissioner, DoWR, RD&GR, SPR-1**
- 5. All Directors/SE of CWC**
- 6. SMD, for uploading in CWC website**

ANNEXURE I

**Pro-Forma for creating EMD**

S.NO.	Employee code	Appellation	Name	Father Name	Date of Birth	Date of Joining	Qualification	nic-email

## ANNEXURE II

S.NO	Assessment Period (from 01-04-2020 to 31-03-2021)	Officer Reported upon (ORU)					
		Name	Designation	Employee Code	Biometric Code	mobile Number	nic email
1	2	3	4	5	6	7	8

Reporting Officer				Reviewing Officer			
Name	Designation	Biometric Code	Employee Code	Name	Designation	Biometric Code	Employee Code
9	10	11	12	13	14	15	16

Date of continuous appointment to the present grade	Date on which Property return is submitted (for the year of 2020)	Educational Qualification
17	18	19

## ANNEXURE III

S.No.	Activity	Date by which to be completed
1	The creation of workflow and generation of APARs in SPARROW portal to all concerned	31-05-2021
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15-06-2021
3	Submission of report by reporting officer to reviewing officer	30-06-2021
4	Report to be completed by Reviewing Officer and to send to CR Section/ Administration Section or accepting authority, wherever provided	31-07-2021
5	Appraisal by accepting authority, wherever provided	31-08-2021
6	a) Disclosure to the officer reported upon where there is no accepting authority b) Disclosure to the officer reported upon where there is accepting authority	01-09-2021 15-09-2021
7	Receipt of representation in SPARROW, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	21-09-2021 06-10-2021
9	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15-11-2021
11	End of entire APAR process, after which the APAR will be finally taken on record	30-11-2021

