

Government of India
Central Water Commission
(Establishment XI)

7th Floor(N), Sewa Bhawan,
R.K.Puram, New Delhi-110066
Email:- estt11@nic.in
Dated April,2023

CIRCULAR

Sub: - Generation of APAR in SPARROW Portal for 2022-2023 -reg.

I am directed to say that all Senior Research Assistants(SRAs)/Assistant Research Officers(AROs)/Research Officers (ROs)of Scientific Cadre and Deputy Director(HM), Assistant Director(HM), Extra Assistant Director(HM), Scientific Assistants, Senior Computer and Junior Computers of Hydromet Cadre of CWC, are required to fill their APAR for the year 2022-2023 onwards in SPARROW Portal. To generate APAR of an employee certain details are required. A proforma has been devised to obtain detailed information.

2. It is requested that the details of all the above officers/officials posted in your Region/Organisation may kindly be furnished in enclosed proforma(Excel/Word Format) and sent to the undersigned through E-mail at estt11@nic.in at the earliest.

Encl: As above

Signed by Seema Juneja
Date: 21-04-2023 16:20:13
Reason: Approved

(Seema Juneja)
Under Secretary
Tel:011-29583534

To,

1. All Superintending Engineers/Director(M&A) in Circle Office of CWC.
2. All Executive Engineers (Field Organisation), through SE(Coord.)
3. All SRAs/AROs/ROs, through Executive Engineers.
4. All Deputy Director(HM)/ Assistant Director(HM)/Extra Assistant Director(HM)/Scientific Assistants, Senior Computer & Junior Computer through their controlling officers.

Proforma for details required to generate APAR in SPARROW Portal for the year <u>2022-2023</u>													
S.No.	Name of the Employee	Designation	Gender	Father's Name	Date of Birth	Aadhaar Number	Biometric Code	NIC E-mail ID e.g.abc@nic.in	Mobile No.	Organization Name	Date of entry in current designation	Name of reporting Officer with NIC e-mail id and Mobile Number	Name of reporting Officer with NIC e-mail id and Mobile Number

Note:- Separate details should be provided for different periods under different Reporting/Reviewing Officers

Reviewer

