

F.No.: 37/01/2019-E.V / 356-363
Government of India
Central Water Commission

3rd Floor, SewaBhawan,
R.K. Puram, New Delhi-66.
Dated the 12.03.2020

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-II/ JEs) since 2018-19. The same has to be implemented for the year 2019-20 also. As some SDEs/ AD-II/ JEs work in remote areas, it has been decided that the basic data for generation of APAR for the year 2019-20 will be sought only in online mode. Employee Master Data (EMD) with respect to all SDEs/ AD-II/ 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>). In case of requirement of new EMD concerned employee will forward the data in excel sheet only through email to his controlling officers by 18.03.2020 or earlier and their controlling officer will forward the same to estt5@nic.in and estt6@nic.in for AD Gr. II and JEs respectively latest by 20.03.2020.

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 18.03.2020 through e-mail. The controlling officers will forward all these data after verification and corrections, if any, to concerned SE (Coord.) by 20.03.2020. 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 25.03.2020 positively. In short, following is the timeline for creation of work flow:

Creation by AD Gr. II/ SDEs/ JEs	18.03.2020
Verification and forwarding by Controlling Officer	20.03.2020
Compilation and forwarding by concerned SE (C)	23.03.2020
Uploading of data by Establishment V & VI in SPARROW portal	31.03.2020

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 SMD:

011-29583366, 29583377

6. Since, some AD Gr II/ JE work at far flung areas, all the controlling officers (DD/ Ex.En.) are requested to ensure that copy of this O.M. is sent to all concerned AD Gr. II/ Junior Engineer by 14.03.2020 through email or any other electronic/telephonic means.


13.03.2020

(RATNAKAR YADAV)

UNDER SECRETARY (E.V)

Tel. No. 011-29583304

Fax no. 011-29583327

To:

All Superintending Engineers (Co-ordination),

Central Water Commission - *through e-mail - It is requested to forward soft-version of this letter through e-mail to all concerned officers.*

Copy to:

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

ANNEXURE-I

Pro-Forma for creating EMD.

[illegible]

ANNEXURE-II

Pro-Forma for generating work flow in SPARROW.

S.NO	Assessment Period	Reporting Officer Name	Reviewing Officer Name	Grade	Date of continuous appointment to the present grade	Period of absence from duty (on training/ leave etc.) During the year. If he has under gone training, specify.	Employee Code

ANNEXURE-III**Timescheduleforpreparation/completionofAPAR
(Reportingyear–Financialyear)**

S.No.	Activity	Date by which to be completed
1.	The creation of workflow and generation of APARs in SPARROW portal to all concerned	31.03.2020
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	30.04.2020
3.	Submission of report by reporting officer to reviewing officer	30.06.2020
4.	Report to be completed by Reviewing Officer and to sent to CR Section/ AdministrationSection or accepting authority, whereverprovided	31.07.2020
5.	Appraisal by accepting authority, wherever provided	31.08.2020
6.	a) Disclosure to the officer reported upon where there is no accepting authority	01.09.2020
	b) Disclosure to the officer reported upon where there is accepting authority	15.09.2020
7.	Receipt of representation in SPARROW, if any, on APAR	15 days from the date of receipt of portal
8.	Forwarding of representations to the competent authority	
	(a) where there is no accepting authority for APAR	21.09.2020
	(b) where there is accepting authority for APAR	06.10.2020
9.	Disposal of representation by the competent	Within one month from the date of authority
10.	Communication of the decision of the competent authority on the representation bythe APAR Cell	15.11.2020
11.	End of entire APAR process, after which theAPAR will be finally taken on record	30.11.2020