

**Government of India  
Central Water Commission**

**324, Sewa Bhawan,  
R.K. Puram, New Delhi  
Dated 8<sup>th</sup> May, 2020**

**OFFICE MEMORANDUM**

**Subject: Implementation of SPARROW w.r.t. Assistant Directors Gr. II/ SDE and Junior Engineers of CWC.**

The undersigned is directed to refer to Office Memorandum of even number dated 12<sup>th</sup> March, 2020 and to say that same vital information was not included in the proforma which was required w.r.t. AD Gr. II . Accordingly the revised proforma regarding generating the work flow for the period 01.04.2019 to 31.03.2020 on the SPARROW Portal has been attached, which may be filled up by all AD Gr. II and the same should be forwarded to concerned SE (C) through proper channel by 20.05.2020. After compilation of these data concerned SE (C) will send it in excel format to [estt5@nic.in](mailto:estt5@nic.in) by 27.05.2020. It is further clarified that no change has been done in the proforma for JE (C&M).

2. Apart from the above, it has been seen that establishment V and VI are receiving data from individual officer or their concerned reviewing officer which is not in accordance with the OM 37/0/2019-E.V/356-363 dated 12.03.2020. All information needed for generating work flow should be forwarded in single excel sheet through e-mail after verifying and compilation by the Superintending Engineer (Coord.) only.

**(RATNAKAR YADAV)**  
UNDER SECRETARY (E.V & VI)  
Tel. No. 011-29583304

**To,**

**All Superintending Engineers (Co-ordination),  
Central Water Commission**

**Copy to:**

- 1. Secretary, CWC**
- 2. PPS to Chief Engineer (HRML CWC**
- 3. All Deputy Directors/ Ex. Engineers, CWC**

