

**Most Immediate**  
**Through e-mail**

No. 37/01/2019-E.V  
Government of India  
Central Water Commission

324, Sewa Bhawan,  
R.K. Puram, New Delhi  
Dated 6<sup>th</sup> August, 2019

OFFICE MEMORANDUM

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

The undersigned is directed to say that as per DoPT O.M. dated 18.4.2019, the process of recording online APAR on SPARROW portal has to be completed latest by 31.12.2019. Accordingly the following action needs to be taken:

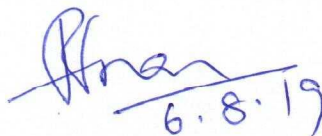
(i) All AD Gr II/ JEs should check the details in SPARROW (<https://sparrow-cwc.eoffice.gov.in/SPARROWCWES/LoginPage#no-back-button>) between 12<sup>th</sup> to 14<sup>th</sup> August, 2019 and ensure that their EMD has been created and work-flow has been generated. In case any officer finds any kind of discrepancy or wants any clarification, he/she may contact the following helpline phone numbers of SMD:

**011- 29583366, 29583377**

(ii) The cases where the basic information for SPARROW has not been sent by the officer concerned is mentioned at Annexure-I. In all cases, it will be responsibility of individual JE/AD Gr. II to send all basic information as per Annexure II in excel form by email i.e. through [egovernance-cwc@gov.in](mailto:egovernance-cwc@gov.in) on or before 9<sup>th</sup> August, 2019, failing which, his/her APAR will remain incomplete and the officer concerned will be solely responsible for all the consequences.

(iii) 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 8<sup>th</sup> August, 2019 through email or any other electronic / telephonic means.

(iv) The Junior Engineers, who have been promoted to the post of AD Gr. II between 1.4.18 to 31.3.2019, will record their period of Junior Engineer in SPARROW mode and

  
6.8.19

the period of AD Gr. II in hard copies. The blank APAR forms in respect of such AD Gr. II are being sent separately.

(v) A time line has been prepared for completion of APAR in SPARROW with approval of the competent authority, which is placed at ANNEXURE- III. If any officer is not able to record online APAR in SPARROW system by the given date, **it will be force forwarded** by the system to the next level.



(Ratnakar Yadav)

Under Secretary (E-V & E-VI)

011-29583304

To,

All Superintending Engineers (Co-ordination)  
Central Water Commission

Copy to:

1. Secretary, CWC
2. PPS to Chief Engineer (HRM), CWC
3. All Deputy Directors/ Ex. Engineers, CWC
4. SMD, for uploading in CWC website

### Annexure-I

S.No.	NAME	DESIGNATION	POSTING
1	GODBOLE AMIT UTTAM	ASSISTANT DIRECTOR2/SDE	B&BBO, SHILLONG
2	SOURAV MUKHERJEE	ASSISTANT DIRECTOR2/SDE	B&BBO, SHILLONG
3	RAJENDRA PRASAD YADAV	ASSISTANT DIRECTOR2/SDE	B&BBO, SHILLONG
4	KARYOM NYORAK	ASSISTANT DIRECTOR2/SDE	B&BBO, SHILLONG
5	NANI KHODA	ASSISTANT DIRECTOR2/SDE	B&BBO, SHILLONG
6	ANUJ VISHWAS	JUNIOR ENGINEER	B&BBO, SHILLONG
7	ASHISH DIWAKAR	JUNIOR ENGINEER	B&BBO, SHILLONG
8	PANKAJ KUMAR VERMA	JUNIOR ENGINEER	B&BBO, SHILLONG
9	RAJEEV RAJAN RATHOUR	JUNIOR ENGINEER	B&BBO, SHILLONG
10	RAM BABU	JUNIOR ENGINEER	B&BBO, SHILLONG
11	SIDDHARTH PATIL	JUNIOR ENGINEER	B&BBO, SHILLONG
12	SUMIT AGRAWAL	JUNIOR ENGINEER	B&BBO, SHILLONG
13	INDHU S.	JUNIOR ENGINEER	C&SR, COIMBATORE
14	SARANYA A. K.	JUNIOR ENGINEER	C&SR, COIMBATORE
15	SHRI VINOD BAICHABAL	JUNIOR ENGINEER	C&SR, COIMBATORE
16	G MONISHA	JUNIOR ENGINEER	C&SR, COIMBATORE
17	MARIA AROCKIA RABINSON	ASSISTANT DIRECTOR2/SDE	C&SR, COIMBATORE
18	AJIT KUMAR	ASSISTANT DIRECTOR2/SDE	GFCC, PATNA
19	AVINASH KUMAR SINGH	JUNIOR ENGINEER	GFCC, PATNA
20	MD. ANIS AHMAD	ASSISTANT DIRECTOR2/SDE	GFCC, PATNA
21	PRASHANT KUMAR SINGH	ASSISTANT DIRECTOR2/SDE	GFCC, PATNA
22	PRATIK RAJ	JUNIOR ENGINEER	GFCC, PATNA
23	RAMESH CHANDRA	ASSISTANT DIRECTOR2/SDE	GFCC, PATNA
24	SANTOSH KUMAR SAHOO	JUNIOR ENGINEER	GFCC, PATNA
25	SHRI VASHISHTHA PANDEY	JUNIOR ENGINEER	GFCC, PATNA
26	RAJINDER MOHAN SAXENA	ASSISTANT DIRECTOR2/SDE	HRM WING, CWC HQ
27	RAJAT SHARMA	JUNIOR ENGINEER	IBO, CHANDIGARH
28	B. NAGARJUNA	JUNIOR ENGINEER	KGBO, HYDERABAD
29	M. RAVINDRA BABU	ASSISTANT DIRECTOR2/SDE	KGBO, HYDERABAD
30	RAMARAJAN K.	JUNIOR ENGINEER	KGBO, HYDERABAD
31	V VYSAKH	JUNIOR ENGINEER	KGBO, HYDERABAD
32	ANKUR CHAUDHRY	JUNIOR ENGINEER	LGBO, PATNA
33	GOPAL KUMAR	JUNIOR ENGINEER	LGBO, PATNA
34	SAURABH DUBEY	JUNIOR ENGINEER	LGBO, PATNA
35	PRAKASH KUMAR BARIK	JUNIOR ENGINEER	M&ER, BHUBANESWAR
36	SANDEEP YADAV	JUNIOR ENGINEER	M&ER, BHUBANESWAR
37	M. KRISHNAIAH	ASSISTANT DIRECTOR2/SDE	MON.(C), NAGPUR
38	KURZEKAR PURUSHOTTAM DHANRAJ	ASSISTANT DIRECTOR2/SDE	MON.(C), NAGPUR
39	RIDHIN.P.K.	ASSISTANT DIRECTOR2/SDE	MOWR, RD & GR
40	SAURABH PATEL	JUNIOR ENGINEER	NBO, BHOPAL
41	VINIT KUMAR SHARMA	JUNIOR ENGINEER	NTBO, GANDHINAGAR
42	VIRENDRA SINGH RAJPUROHIT	JUNIOR ENGINEER	NTBO, GANDHINAGAR
43	UMA SHANKAR YADAV	ASSISTANT DIRECTOR2/SDE	RM WING, CWC HQ

**Annexure-I**

S.No.	NAME	DESIGNATION	POSTING
44	HANSRAJ KALWANIYA	JUNIOR ENGINEER	TBO, SILIGURI
45	HEMANT KASWAN	JUNIOR ENGINEER	TBO, SILIGURI
46	ALOK GUPTA	JUNIOR ENGINEER	UGBO, LUCKNOW
47	AMIT RAJ	JUNIOR ENGINEER	UGBO, LUCKNOW
48	ANURAG MISHRA	JUNIOR ENGINEER	UGBO, LUCKNOW
49	ARJUN CHAUDHARY	JUNIOR ENGINEER	UGBO, LUCKNOW
50	RAHUL SHARMA	JUNIOR ENGINEER	UGBO, LUCKNOW
51	SOBAN AHMAD ANSARI	JUNIOR ENGINEER	UGBO, LUCKNOW
52	VIVEK NANDAN	JUNIOR ENGINEER	UGBO, LUCKNOW
53	VINAY KUMAR KUSHWAHA	ASSISTANT DIRECTOR2/SDE	UGBO, LUCKNOW
54	ANUJ PANT	ASSISTANT DIRECTOR2/SDE	UGBO, LUCKNOW
55	PAWAN KUMAR NAGAYACH	ASSISTANT DIRECTOR2/SDE	UGBO, LUCKNOW
56	DEBASMITA BAL	JUNIOR ENGINEER	YBO, NEW DELHI
57	NAGENDRA KUMAR	ASSISTANT DIRECTOR2/SDE	YBO, NEW DELHI

## Annexure-II

S.No	Employee Code	Appellation	Official Name	Gender	Father's Name	Date of Birth
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

[illegible]

[illegible]

[illegible]



[illegible]

## **Annexure-III**

**TIME SCHEDULE FOR GENERATION AND RECORDING OF APAR FOR THE YEAR 2018-19 ONLINE**  
**THROUGH SPARROW WEB PORTAL FOR JUNIOR ENGINEERS AND A.D. GR. II OF CWC**

Sl. No.	Activity	Date by which the activity to be completed
1	Creation/ Generation of online APAR and transmission to officer concerned	14 <sup>th</sup> August, 2019
2	Submission of self-appraisal to the reporting officer	31 <sup>st</sup> August, 2019
3	Forwarding of report by reporting officer to reviewing officer	15 <sup>th</sup> September, 2019
4	Forwarding of report by Reviewing officer to Administration	30 <sup>th</sup> September, 2019
5.	Disclosure of APAR to the officer concerned	15 <sup>th</sup> October, 2019
6.	Receipt of representation, if any, on APAR	15 Days from the date of communication
7.	Forwarding of representation to the competent authority	10 <sup>th</sup> November, 2019
8	Disposal of representation by the competent authority	30 <sup>th</sup> November, 2019
9	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> December, 2019
10	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December, 2019