

No.7/7/2015-APAR/58-67  
Central Water Commission  
(APAR Section)  
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Room No. 312(S), Sewa Bhawan  
R K Puram, New Delhi 110066  
Dated: 22.02.2017

OFFICE ORDER

In partial modification of earlier order of even dated 03.11.2015, the following allocation of work amongst the staff posted in APAR Section is hereby made with immediate effect :-

| S No. | Name & Designation<br>(DoJ in APAR Section)  | Work allotted  |
|-------|--|--|
| 1     | Shri S P Sharma, ASO<br>(30.04.1997)<br><i>23/2/17</i>                               | All APAR reports / folders of cadres dealt by Estt. VIII Section (other than MTS), Estt. XI Section and Estt. XIII Section. All weekly, bi-monthly, monthly and three monthly returns including handling of OL subject matters, indenting stationary, submitting telephone bills, opening of files etc<br>Additional responsibilities - all APAR reports / folders of Ministerial Cadres of Subordinate Offices of CWC dealt by Estt. VII Section till the joining of Mrs Nutan Ray, ASO presently on Maternity Leave. |
| 2     | Shri Sandeep Gupta, ASO<br>(13.01.2017)<br><i>Sandeep Gupta</i><br><i>23/02/2017</i> | All APAR reports / folders of cadre work of Junior Engineers (Civil & Mechanical) of Estt. VI Section who joined CWC <b>from July 2010 onwards</b> . Providing APAR folders to Estt. V Section for holding promotion DPC to AD-II/SDE. All APAR related infrastructure work relating to MTS cadre of Estt. VIII Section.   |
| 3     | Shri Gopal Chandra Das, ASO<br>(01.05.2015)<br><i>23/02/17</i>                       | All APAR reports (non-gazetted) of CS and OL cadres dealt by Estt. IX Section including Staff Car Drivers (SCD), CWC and Senior Draftsman Cadre dealt by Estt. X Section. All APAR reports / folders of JE (C&M) cadre who joined CWC <b>prior to July 2010</b> .  |
| 4     | Shri Ramesh Kumar, LDC<br>(11.06.2015)<br><i>23/2/17</i>                             | Diary, Dispatch, Photostat and Fax Operations  |
| 5     | Shri Lakhan, MTS<br>(20.02.2014)<br><i>23/2/17</i>                                   | Distribution of Dak, help in Photocopying, Preparation of Sets, Keeping the Section clean and coordinating with Watch & Ward Staff of PCP Dte. Collection of stationery items, and assisting all staff of Section and providing drinking water and refreshments.   |
| 6     | Miss Poonam, DEO<br>(On Contract)<br>(07.05.2015)<br><i>23/2/17</i>                  | Scanning and uploading of APAR reports of all non-gazetted cadres of CWC in CWC APAR Management System and CS cadres in cscms.gov.in. Typing of APAR records/folders for safe keeping and weeding out.   |

2. The undersigned is entrusted with the overall supervision of targets and achievements mandated to APAR Section in achieving organisational goals.

This issues with the approval of Dir (Estt.1)

*S M Sundaram*  
*22/02/2017*

(S M Sundaram)  
Section Officer (APAR)

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Copy to:-

1. To all staff of APAR Section

2. Dir (Estt.1)

3. US (APAR)

4. PS to CE (HRM)

5. Employee Corner of CWC website

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