IMMEDIATE
Reminder

F.No.28011/1/2021-Admn
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
***

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 1st March, 2021

OFFICE MEMORANDUM

Subject: **Timely completion of Annual Performance Appraisal Reports (APARs) in SPARROW portal for year 2020-21- detailed instructions/ timelines.**

The undersigned is directed to refer to this Department's letter of even No. dated 08.02.2021 regarding creation of workflow and generation of APARs for the year ending 31st March, 2021 which will shortly become due. The time-schedule prescribed by DOPT for completion of APARs is given in the enclosed Annexure. All officers are requested to kindly intimate the name of their respective Reporting and Reviewing Officers as per the proforma enclosed to this Section latest by **05.03.2021**, positively, so that the APAR in SPARROW portal can be sent accordingly.

Encl: As above

(Shashi Kumar)
Section Officer (Admn.)
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To

1. All Wing Heads in the Department of Water Resources, RD & GR.
2. All Officers/ Sections/ Units in the Department of Water Resources, RD & GR.
3. The Under Secretary (CSMRS), Olof Palme Marg, Hauz Khas, New Delhi.
4. APAR Section/CM&V/E-IX Section, CWC, Sewa Bhawan, R.K. Puram, New Delhi.
5. For uploading on the circular page of Administration Section in the intranet (mowr.nic.in).

PROFORMA

Sl. No	Name & Designation	Date of Birth	Wing/ Section	Reporting Officer	Reviewing Officer	Period of APAR