



राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
Ministry of Jal Shakti, Government of India  
(Department of Water Resources, River Development and Ganga Rejuvenation)

nwda.gov.in



No.6/1/2024-Vig./ 2305-37

Date: 27 March, 2024

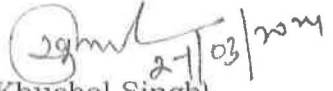
**OFFICE MEMORANDUM**

Subject:- Online generation and recording of Annual Performance Assessment Report (APAR) on SPARROW (Smart Performance Appraisal Report Recording Window) Portal of Group 'A', 'B', 'C', officers/officials of NWDA for the year 2023-24- onwards- reg.

All Officers/officials of the NWDA are therefore requested to submit their self appraisal in SPARROW portal and forward to their respective Reporting Officers. Reporting Officers will thereafter forward the same to Reviewing Officer immediately. NWDA employees may register in SPARROW Portal by their e-mail ID. The time schedule of SPARROW Portal is as follows:-

Sl. NO.	Activity	Prescribed Timelines
(I)	Submission of Self-Appraisal to the Reporting officer by officer to be reported upon	By 15 <sup>th</sup> April, 2024
(II)	Forwarding of report by Reporting Officer to Reviewing Officer	By 30 <sup>th</sup> June, 2024
(III)	Forwarding of report by Reviewing Officer to NWDA (HQ)/ APARs Cell (field offices i.e. CE's offices)	By 31 <sup>st</sup> July, 2024

2. All Officers/ officials are requested to take necessary action towards generation of APARs as per time-line.

  
(Khushal Singh)  
Deputy Director (Admn.)

To:-

1. CE (HQ) & CVO, NWDA, New Delhi.
2. CE (South)/(North), / Hyderabad /Lucknow.
3. Director (Tech.)/(Admn.)/(Fin.)/(MDU),NWDA, New Delhi.
4. SE(N)/(S), NWDA, Palika Bhawan, New Delhi.
5. All Superintending Engineer, NWDA.
6. All Executive Engineer, NWDA.
7. Assistant Director (OL), NWDA, New Delhi.
8. AE, ISD, NWDA, Panna/ Jaipur.

Copy for information to:-

1. PS to DG, NWDA, New Delhi.

