



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



E-mail

No.6/1/2024-Vig./ 3314-50

Date: 11, April, 2025

15/04/25

OFFICE MEMORANDUM

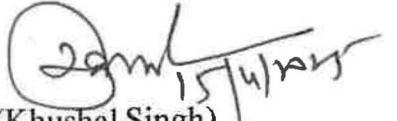
Subject: Timelines for Recording of Annual Performance Assessment Report (APAR) Online generation on SPARROW (Smart Performance Appraisal Report Recording Window) Portal of Group 'A', 'B', 'C', officers/ officials of NWDA for the year 2024-25- reg.

The undersigned is directed to refer to the above mentioned subject and to inform that the SPARROW Portal has been introduced for Online generation of Self-Appraisal, Reporting, Reviewing and Acceptance of APAR for the year 2024-25 through SPARROW Portal for all Group 'A', 'B', 'C', officers/ officials of NWDA

2.- 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's employees may login in SPARROW Portal by their e-mail ID. The time schedule of SPARROW Portal is as follows: -

Sl. NO.	Activity	Prescribed Timelines
1.	Submission of Self-Appraisal to the Reporting officer by officer to be reported upon	By 15 th May ,2025
2.	Submission of APAR by Reporting Officer to Reviewing Officer	By 30 th June, 2025
3.	APAR to be completed by Reviewing Officer and to be sent to NWDA (HQ)/ APARs Cell (field offices i.e. CE's offices)	By 31 st July,2025

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


(Khushal Singh)

Deputy Director (Admn.)

To

All Officers/Staff member, NWDA

Copy to:

1. Chief Engineer (Hq), NWDA, New Delhi.
2. Chief Engineer (South/North), Hyderabad/ Lucknow.
3. Director (Tech.)/(ADMN. & CVO)/ (Fin.)/(MDU), NWDA, New Delhi.
4. Superintending Engineer (North/South), NWDA, Palika Bhawan, New Delhi.
5. All Superintending Engineer, NWDA.

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6. All Executive Engineer, NWDA.
7. Assistant Director (OL), NWDA, New Delhi.
8. AE, ISD, NWDA, Panna /Jaipur.
9. Web Master, NWDA, Saket for uploading on Website.
10. Notice Board, NWDA, Saket/Palika Bhawan, New Delhi.