



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)



By e-mail

Immediate

Date: 4<sup>th</sup> October, 2022

No. 6/2/2022-Vig/ 6484-6516

OFFICE MEMORANDUM

Subject: - Implementation of 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 2021-22 onwards – reg.

The undersigned is directed to refer to the above mentioned subject and to inform that it has been decided with the approval of Competent Authority, NWDA that the SPARROW Portal has been introduced for online generation of Self-appraisal, reporting, reviewing and acceptance of APAR for the year 2021-22 through SPARROW portal for all Group 'A', 'B' & 'C' NWDA's officers / officials. Sparrow portal will be implemented w.e.f, 06.10.2022 in all field officers including NWDA(HQ) offices.

2. All officers/officials of the NWDA's offices 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 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 20 <sup>th</sup> October, 2022  |
| (ii)   | Forwarding of report by Reporting Officer to reviewing officer                                                                | By 30 <sup>th</sup> October, 2022  |
| (iii)  | Forwarding of report by Reviewing Officer to Vigilance Cell (NWDA headquarter) / APARs Cell (field offices i.e. CE's offices) | By 15 <sup>th</sup> November, 2022 |

3. All Officers/staff members are requested to take necessary action towards generation of APARs as per time-line.

  
(Rajesh Kumar)

Deputy Director (Admn.)

All Officers / Staff Members, NWDA

Copy to:-

1. CE(HQ)/(North)/(South), NWDA, New Delhi/Lucknow/Hyderabad.
2. Director (Tech.)/(Admn.)/(Fin.)/(MDU), NWDA.
3. All SEs, ICs, NWDA. SEs(N)/(S), NWDA, Palika Bhawan, New Delhi.
4. All EEs IDs, NWDA. EE(HQ), New Delhi.
5. AD(OL), NWDA. AEs, ISDs, NWDA.
6. Accounts Officer, NWDA.

Copy for information to:-

1. PS to DG, NWDA, New Delhi.