

**A. 50013/44/2025-/Admn**  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(Admin Section)  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 12th March, 2025

**OFFICE MEMORANDUM**

**Subject: Timely Completion of Annual Performance Appraisal Reports (APARs) in SPARROW portal for year 2024-25-detailed instructions/timelines.**

The undersigned is directed to request all the officers/Officials of this Department upto the level of Director to go through the draft workflow/ channel of submission of APAR for the year 2024-25 uploaded on the intranet portal of this Department. Discrepancy, if any, in respect of APAR workflow may kindly be intimated by to the undersigned through e-mail at [usadmnmowr@nic.in](mailto:usadmnmowr@nic.in) latest by 14.03.2025.



(Raju)

Under Secretary to the Government of India  
Tel No. 23738126.

To,

1. All Division Heads/Branch Heads in the Department of Water Resources, RD & GR.
2. All Officers/Sections/Units in the Department of Water Resources, RD & GR.
3. For uploading on the circular page of Administration Section in the intranet (mowr.nic.in).

### Director & Deputy Secretaries (CSS)

Sl.No.	Name & SPARROW Emp. Code (Sh./Smt./Ms.)	Designation	Posting	DOB	DOA	Period	Reporting Officer(Sh./Smt./Ms.)	Reviewing Officer(Sh./Smt./Ms.)	Remarks
1	Shashi Pal	Dir	E-II	23.07.1965	24.02.2023 (FN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	
2	Mahendra Nath	DS	E-III	24.05.1967	03.04.2023 (AN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	
3	J.P. Singh CSL No. 6308	Dir	NWM	30.11.1968	07.11.2022 (AN)	01.04.2024-31.03.2025	Archana Varma, MD (NWM)	Debashree Mukherjee, Secy.	
4	Gulab Singh Panwar	Dir	Coord	30.04.1965	31.05.2019 (AN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	
5	Sitansu Mohan Routray	Dir	GWE-II	15.04.1967	04.05.2023(FN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	
6	Arvind Prasad Singh,	Dir.	NWM	25.04.1964	01.01.2024	01.04.2024-30.04.2024	NRC	NRC	Retd. From his services w.e.f. 30.04.2024

7	Narendra Kumar	Dir.	NDSA	28.09.1965	08.07.2024	08.07.2024-23.07.2024 24.07.2024-31.03.2025	NRC Richa Misra, JS	NRC Anil Jain, Chairman (NDSA)	
8	Dalbir Singh	DS	IEC & E-gov	06.10.1970	20.02.2023 (FN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	
9	Bhuvaneswari Hariharan,	DS	E-I	30.06.1967	03.04.2023(FN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	
10	Barjmohan Lal Meena	DS	Parliament & PSU	08.07.1972	31.01.2023(FN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy	
11	Shree B. Pandey	DS	GA	07.01.1971	30.06.2022	01.04.2024-25.09.2024	Anand Mohan, JS (RD&PP)	Debashree Mukherjee, Secy.	
12	Akshay Kumar Sahoo, CSL No. 7030	DS	IFD Finance	06.03.1970	30.06.2022	01.04.2024-31.03.2025	Richa Misra, JS&FA	Debashree Mukherjee, Secy.	
13	Kanchan Bala Hamza,	DS	NMCG	19.11.1964	30.06.2022	01.04.2024-30.11.2024	S.P.Vashishth , ED(Admn)	Rajeev Kumar Mittal, DG(NMCG)	Retd. From her services w.e.f. 30.11.2024
14	Awinash Chandra,	DS	NMCG	30.08.1965	13.09.2022(AN)	01.12.2024-31.03.2025	S.P.Vashishth , ED(Admn)	Rajeev Kumar Mittal, DG(NMCG)	