

A. 50013/44/2025-/Admn
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(Admin Section)

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 usadmn-mowr@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).

NWIC

S.NO.	NAME(Sh./Smt./Ms.)	DOB	DOA	POSTING	Period	REPORTING OFFICER(Sh./Smt./Ms)	REVIEWING OFFICER(Sh./Smt./Ms)	REMARKS
1	Raj Kumar Mishra, Dir. (JS Level), Indian Postal Service		01.12.2023 (FN)	NWIC	01.04.2024-31.03.2025	Debashree Mukherjee, Secy.	Hon'ble Minister	Cadre not handled by the custodian
2	Adhir Kumar Malik, US/DS MOM006	18.02.1965	07.01.2022 (AN)/ 05.06.2024	NWIC	01.04.2024-05.06.2024 06.06.202-28.02.2025	NRC Anmol Sharma, JD	NRC Raj Kumar Mishra, Director	Promoted as DS w.e.f. 11.06.2024
3	Kunwar Singh Rawat, Section Officer, 27061964 KUNW	27.06.1964	01.07.2019	NWIC	01.04.2024-30.06.2024	Adhir Kumar Malik, US NWIC	Anmol Kumar, JD	Retd.from his services w.e.f. 30.06.2024 (AN)
	Brijendra Singh, SO	17.09.1989	01.07.2024	NWIC	16.07.2024-28.02.2025 01.03.2025-31.03.2025	Adhir Kumar Malik, US NRC	Raj Kumar Mishra, Director NRC	
4	Ankit Chaurasiya, ASO, A*C035M95001	10.07.1995	15.06.2020	NWIC	01.04.2024-30.06.2024 01.07.2024-15.07.2024 16.07.2024-31.03.2025	Kunwar Singh Rawat, SO(NWIC) NRC Brijendra Singh, SO	Adhir Kumar Malik, US NRC Adhir Kumar Malik, US (NWIC)	

CSSS OFFICERS (NWIC)

S.NO.	NAME(Sh./Smt./Ms.)	DOB	DOA	POSTING	Period	REPORTING OFFICER(Sh./Smt./Ms)	REVIEWING OFFICER(Sh./Smt./Ms)	REMARKS
1	H. Govind, PSO	15.07.1969	01.06.2023	NWIC	01.04.2024-31.03.2025	Raj Kumar Mishra, Dir.	NA	
2	Kiran, Steno		27.09.2023	NWIC	01.04.2024-02.07.2024 03.07.2024-31.03.2025	Seema Pandey, JD H. Govind, PSO,	NA	
3	Md Javed, Steno		04.10.2023	NWIC	01.04.2024-31.03.2025	Anmol Sharma, JD	NA	