

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 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).

LIST OF OFFICIALS OF OFFICIAL LANGUAGE

Sl.No.	Name & Designation(Sh./Smt./Ms.)	DOB	DOA	Period	Reporting Officer(Sh./Smt./Ms.)	Reviewing Officer(Sh./Smt./Ms.)	Remarks
1	Vijay Singh Meena, Dir. (OL)	01.07.1965	01.09.2020	01.04.2024-31.03.2025	Sunita Yadav, Eco. Adv.	Debashree Mukherjee, Secy.	
2	Anil Kumar, DD (OL)	18.03.1965	20.11.2018	01.04.2024-31.03.2025	Vijay Singh Meena, Dir.	Vijay Singh Meena, Dir.	
3	Sangeetha T, AD(OL)	28.01.1978	05.11.2024	05.11.2024-31.03.2025	Anil Kumar, DD (OL)	Vijay Singh Meena, Dir	
4	Sanjay Kumar, Sr. Translation Officer	11.04.1979	19.07.2019 (AN)	01.04.2024-11.03.2025	Sajjan Kumar, AD (OL)	Vijay Singh Meena, Dir. (OL)	
5	Ravi Kant Minj, Sr. Translation Officer	28.12.1989	27.12.2019	01.04.2024-31.03.2025	Anil Kumar, DD (OL)	Vijay Singh Meena, Dir. (OL)	
6	Varsha,Jr. Translation Officer	22.12.1996	04.05.2021	01.04.2024-31.03.2025	Anil Kumar, DD (OL)	Vijay Singh Meena, Dir. (OL)	

7	Nidhi Anand, Jr. Translation Officer	19.06.1992	04.05.2021	01.04.2024-31.03.2025	Anil Kumar, DD (OL)	Vijay Singh Meena, Dir. (OL)	
8	Pooja Sharma, jr Translation Officer	30.07.1997	28.05.2024	28.05.2024-31.03.2025	Anil Kumar, DD (OL)	Vijay Singh Meena, Dir (OL)	