

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).

CSSS Cadre Personal Assistant

Sl.No.	Emp.Code	Name(Sh./Smt./Ms.)	Desi.	DOB	DOA	Period	Reporting Officer(Sh./Smt./Ms.)	Remarks
1	1683	Prety Kumari	PA	12.03.1990	26.07.2018/ 01.07.2022	01.04.2023-16.06.2024 17.06.2024-23.09.2024	NRC Ajay Baksi, ADG (MI Stat)	
2	718	Neha Sharma	PA	30.06.1986	01.07.2022	01.04.2024-04.11.2024	Shalini Gupta US(GWE)	
3	720	Kirti-I	PA	09.04.1984	01.07.2022	01.04.2024-26.09.2024 27.09.2024-31.03.2025	Sitansu Mohan Routray, DS Ajay Baksi ADG, MI Stat	
4	721	Anit Kumar	PA	08.07.1990	01.07.2022	01.04.2024-31.03.2025	Anil Kumar, DD (OL)	
5	722	Sanjay Kumar	PA	08.07.1991	01.07.2022	01.04.2024-31.03.2025	MoS Vijay Singh Meena, Dir. (OL)	
6	719	Neha Sharma-II	PA	25.05.1985	01.07.2022	01.04.2024-31.03.2025	Vijay Kumar , Section Officer (O/o Hon'ble Minister)	

7	729	Afraj Khan	PA	12.10.1989	01.07.2023	01.04.2024-12.08.2024 13.08.2024-31.12.2024	Anil Kumar, AD (OL) Rajesh Kumar, Sr.JC(FM-II)	Reld from this department
8	723	Swati Mahajan	PA	03.11.1985	01.07.2023	01.04.2024-31.12.2024	Prashant Malik, US (Vig.)	Reld from this department
9	724	Vishal	PA	04.03.1983	01.07.2023	01.04.2024-31.03.2025	Lokesh Kumar Jain, DS (EA&IC)	
10	1580	Gaushe Alam	Steno	12.08.1991	17.07.2013	01.04.2024-31.03.2025	Awinash Chandra, US (EA & IC)	
11	730	Harish Kumar	Steno	11.04.1985	26.11.2014	01.04.2024-31.03.2025	Vijay Kumar, SO(M/o)	