

**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).

**PS (CSSS)**

Sl.No.	Emp.Code	Name(Sh./Smt./Ms.)	Desi.	DOB	DOA	Period	Reporting Officer(Sh./Smt./Ms.)	Remarks
1	746	Anjana Patwal,	PS	14.09.1976	24.01.2019	01.04.2024-25.09.2024 27.09.2024-31.03.2025	S.B.Pandey,DS(Admn O/o Dir (GW))	
2	745	Dipti Chauhan	PS	15.09.1981	24.01.2019	01.04.2024-31.03.2025	Raghav Langer, Dir.	
3	747	Prabhat Kumar Sinha,	PS	01.01.1973	01.01.2021	01.04.2024-31.03.2025	S.K.Sinha, Comm. (B&B)	
4	742	Kamal Kumar Chakravorty,	PS	11.04.1967	31.03.2021	01.04.2024-30.09.2024	Vinayak Bhatt, Dir (GW)	transferred to MoSPI
5	736	Vinod Kumar Meena (ST)	PS	06.07.1981	01.07.2023	01.04.2024-31.03.2025	Reena Gurung, PPS	
6	750	Sudarshan Kumar (OBC)	PS	01.04.1981	01.09.2017	01.04.2024-03.04.2024 04.04.2024-31.03.2025	NRS Sunita Yadav, Eco Adviser	
7	738	Vikas Kumar,	PS	30.04.1980	01.07.2023	01.04.2024-31.03.2025	Hemant Kumar Upreti, Sr.PPS	
8	739	Akmal Ajaz Quraishi (OBC)	PS	02.12.1979	01.07.2023	01.04.2024-28.04.2024 @ 29.04.2024-31.03.2025	NRC Rahulji Cheena, PPS	
9	6118	Amit Kumar Verma	PS	31.12.1988	31.12.2024	01.01.2025-31.01.2025 01.02.2025-31.03.2025	NRC NRC	
10		Rajan Prajapati	PS	10.08.1984	31.12.2025	31.12.2024-30.01.2025 31.01.2025-31.03.2025	NRC O/o Director (E-II & GWE)	