

**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](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).

## Staff Car Drives

Sl.No.	Name(Shri)	DOB	DOA	Period	Reporting Officer(Shri)	Reviewing Officer(Shri)	Remarks
1	Ravinder Kumar Sharma, SCD, Spl Grade (SG)	18.11.1965	24.06.2015	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
2	Ramesh Chander, (SC), SCD (Gr. II)	16.08.1964	12.07.2010	01.04.2024-30.08.2024	Sanjeev Kumar Tiwari, SO (GA)	Ashish Kumar Sao, US (GA)	Retd.from his services w.e.f. 30.08.2024
3	Veer Pal Singh (SC), SCD (Gd-I)	01.10.1971	01.01.2021	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
4	Ram Kumar, SCD (OG) (SC) Grade-II	01.12.1974	24.11.2009	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
5	Mool Chand Gurjar, SCD Gd-I OBC	01.01.1979	01.04.2016	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
6	Deepak Kumar, SCD (Gd-II) OBC	30.09.1985	12.05.2010	01.04.2024-21.10.2024 22.10.2024-31.03.2026	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	

7	Sushil Kumar Bhadana, SCD (Gd-II) OBC	20.08.1985	14.05.2010	01.04.2024-21.10.2024 22.10.2024-31.03.2027	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
8	Lokendra Kumar, Despatch Rider (SC)	01.01.1976	05.07.2010	01.04.2024-21.10.2024 22.10.2024-31.03.2028	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
9	Anil Kumar Bhadana, SCD (OG) (OBC)	19.10.1986	11.10.2018	01.04.2024-21.10.2024 22.10.2024-31.03.2029	Sanjeev Kumar Tiwari, SO (GA)	Ashish Kumar Sao, US (GA)	joined from CWC, Designated as 3rd Protocol Ass. W.e.f. 26.10.2022
10	Avdesh Panwar, SCD (OG)	01.07.1989	17.10.2018	01.04.2024-21.10.2024 22.10.2024-31.03.2030	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
11	Simranjit Singh, SCD (OG) OBC	14.11.1986	11.10.2018	01.04.2024-21.10.2024 22.10.2024-31.03.2031	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	Ashish Kumar Sao, US (GA)	
12	Krishan Kumar Gujjar, SCD (OG)	02.12.1990	01.11.2024	01.11.2024-31.03.2025	Arpan, So (GA)	Ashish Kumar Sao, US (GA)	