

**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 [usadm-mowr@nic.in](mailto:usadm-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).

**Section Officer (CSS)**

| Sl.No. | Name & SPARROW Emp. Code (Sh./Smt./Ms.) | Designation | Posting  | DOB        | DOA        | Period   | Reporting Officer (Shri/smt./Ms.)                   | Reviewing Officer(Shri/Smt./Ms)                   | Remarks                                   |
|--------|---|-------------|----------|------------|------------|--|---|---|---|
| 1      | MD. Naseem 1012,                        | SO          | Indus/PP | 01.03.1977 | 29.12.2018 | 01.04.2024-31.03.2025                          | A.J. Soreng, US (PP)                                | O.P. Gupta, SJC (PP)                              |   |
| 2      | Bachan Singh Pal 66001                  | SO          | RD& B&B  | 15.06.1966 | 14.05.2019 | 01.04.2024-31.03.2025                          | Dileep Singh Meena                                  | R.D Meena, SJC (B&B)                              |   |
| 3      | Rakesh Kumar 1180                       | SO          | Cash     | 20.08.1983 | 01.07.2019 | 01.04.2024-30.06.2024 @                        | Raju, US(A)   | Shanker Lal, DS (A)                               | Promoted to US w.e.f. 01.07.2024          |
| 4      | O.P. Katoch 1668                        | SO          | NHP      | 10.04.1964 | 27.02.2019 | 01.04.2024-30.04.2024 @                        | NRC   | NRC   | Retd. from his services w.e.f. 30.04.2024 |
| 5      | Dilip Kumar 1140                        | SO          | Vig.     | 25.12.1984 | 01.07.2019 | 01.04.2024-30.06.2024 @                        | Prashant Malik, US(Vig)                             | Lokesh Kumar Jain, DS                             | Promoted to US w.e.f. 01.07.2024          |
| 6      | Sanjeev Kumar Tiwari 1182               | SO          | GA/ BM   | 22.12.1978 | 01.07.2019 | 01.04.2024-21.10.2024<br>22.10.2024-31.03.2025 | Ashish Kumar Sao, US (GA)<br>Kumar Vaibhav ,DC (BM) | Dalbir Singh, DS(GA)<br>Rakesh Kumar, Sr. JC (BM) |   |

|    |                                   |    |        |            |            |  |                                |  |                                  |
|----|-----------------------------------|----|--------|------------|------------|--|--------------------------------|--|----------------------------------|
| 7  | Vikash Khichi (SC) 1178           | SO | Admin  | 31.12.1983 | 01.07.2019 | 01.04.2024-30.06.2024 @                          | Raju, US (A)                   | Shanker Lal, DS (A)                                  | Promoted to US w.e.f. 01.07.2024 |
| 8  | H. Paulien Gangte (ST) 1188       | SO | IFD    | 16.10.1982 | 01.07.2019 | 01.04.2024-18.12.2024                            | Ajay Malik, US (IFD)           | A.K. Sahoo, DS (IFD)                                 | Promoted to US w.e.f. 19.12.2024 |
| 9  | Srikant Singh Kushwaha (OBC) 1185 | SO | FM     | 15.02.1990 | 01.07.2019 | 01.04.2024- 30.06.2024 @                         | Shyam Sundar, US (FM)          | Rakesh Kumar, Sr. JC                                 | Promoted to US w.e.f. 01.07.2024 |
| 10 | Vishal Kumar (SC) 1184            | SO | SPR    | 13.12.1978 | 01.07.2019 | 01.04.2024-31.07.2024 @                          | Amit Kumar Jha, Sr.JC          | A.S. Goel, Comm                                      | Promoted to US w.e.f. 01.08.2024 |
| 11 | Taranjeet Singh (SC)1186          | SO | NWM    | 18.02.1984 | 01.07.2019 | 01.04.2024-30.04.2024 @<br>01.05.2024-31.07.2024 | NRC<br>Shiv Mohan Dixit. Adv   | NRC<br>Archana Varma, MD (NWM)                       | Promoted to US w.e.f. 01.08.2024 |
| 12 | Parveen Kumar (SC)1179            | SO | Coord. | 16.06.1975 | 01.07.2019 | 01.04.2024-31.03.2025                            | Manish Uniyal, US              | G.S. Panwar, DS (Coord)                              |                                  |
| 13 | Anupa Venugopal (SO) 406          | SO | E-III  | 23.12.1973 | 24.12.2020 | 01.04.2024-24.11.2024<br>25.11.2024-31.03.2025   | Raju, US(A)<br>Ravi Ranjan, US | Mahendra Nath, DS(E-III)<br>Mahendra Nath, DS(E-III) |                                  |
| 14 | Abhishek Kumar Bhadani 1256       | SO | GWE    | 24.07.1987 | 24.12.2020 | 01.04.2024-31.03.2025                            | Shalini Gupta, US (GWE)        | Sitansu Mohan Routray, Dir                           |                                  |
| 15 | Ramesh Kumar 720                  | SO | BWUE   | 15.02.1970 | 24.12.2020 | 01.04.2024-31.07.2024                            | Santosh Kumar, DD              | Ashok K. Jeph  | Promoted to US w.e.f. 01.08.2024 |

|    |   |    |                      |            |                               |  |  |  |   |
|----|---|----|----------------------|------------|-------------------------------|--|--|--|---|
| 16 | Deepti Singh<br>Laka (SC) 1296<br>CCL 02.08.2021-<br>30.06.2022 | SO | Indus/IEC            | 27.11.1982 | 24.12.202<br>0/01.07.20<br>22 | 01.04.2024-22.10.2024<br>23.10.2024-31.03.2025                       | NRC<br>Mahesh Kumar Kashyap,<br>US(IEC & e-Gov)                                    | NRC<br>Dalbir Singh, DS(IEC & e-<br>Gov)             |   |
| 17 | Kanneluru<br>Gautam,  | SO | BM/Indus             | 05.06.2020 | 05.06.198<br>9                | 01.04.2024-21.10.2024<br>22.10.2024-31.03.2025                       | Kumar Vaibhav ,DC (BM)<br>A.J. Soreng, US (PP)                                     | Rakesh Kumar, Sr. JC<br>(BM)<br>O.P. Gupta, SJC (PP) |   |
| 18 | Ashish Agrawal,<br>SO 856                                       | SO | CAD                  | 20.11.1985 | 23.08.202<br>1                | 01.04.2024-30.06.2024<br>(01.04.2024-14.06.2024-<br>election duty) @ | NRC  | NRC  | Promoted<br>to US<br>w.e.f.<br>01.07.202<br>4 |
| 19 | Vijay Kumar<br>1336   | SO | Minister's<br>Office | 05.02.1990 | 01.07.202<br>2                | 01.04.2024-31.03.2025  | Shri Chaudhari Uday<br>Gaurishankar  | Hon'ble Minister                                     |   |
| 20 | Jatin Kumar<br>1323   | SO | E-II/BWUE            | 26.01.1990 | 01.07.202<br>2                | 01.04.2024-18.08.2024<br>19.08.2024-31.03.2025                       | Vinod Kumar Gupta<br>Santosh Kumar, DD   | Shashi Pal, Dir. (E-II)<br>Ashok K. Jeph             |   |
| 21 | Deepak Verma  | SO | E-I                  | 26.06.1989 | 01.07.202<br>2                | 01.04.2024-31.03.2025  | Anil Kumar Sharma, US (E-I)  | Bhuvaneswari Hariharan,<br>DS(E-I)                   |   |
| 22 | Aman Bishnoi<br>1340  | SO | Atal Jal             | 01.09.1988 | 01.07.202<br>2                | 01.04.2024-31.03.2025  | Raghav Langer, Dir   | Subodh Yadav, JS (A)                                 |   |
| 23 | Sumit Gupta<br>1341   | SO | GW/E-IV              | 18.08.1989 | 01.07.202<br>2                | 01.04.2024-25.09.2024<br>26.09.2024-31.03.2024                       | Narayanan Bhattadiri K.P, US (E-<br>IV)<br>Narayanan Bhattadiri K.P, US (E-<br>IV) | S.B. Pandey, DS(GA)<br>B L Meena, DS                 |   |
| 24 | Amit Verma  | SO | E-I/IFD              | 24.12.1985 | 01.07.202<br>2                | 01.04.2024-27.10.2024<br>28.10.2024-31.03.2025                       | Anil Kumar Sharma US (E I)<br>NRC  | Bhuvaneswari Hariharan,<br>DS(E-I)<br>NRC            |   |
| 25 | M.Korangshing   | SO | Budget               | 04.01.1977 | 29.12.202<br>2                | 01.04.2024-31.03.2025  | Jitendra Kumar   | A.K. Sahoo, DS                                       |   |
| 26 | Arpan   | SO | IEC/GA               | 12.02.1989 | 29.12.202<br>2                | 01.04.2024-21.10.2024<br>22.10.2024-31.03.2025                       | Mahesh Kumar Kashyap,<br>US(IEC & e-Gov)<br>Ashish Kumar Sao, US (GA)              | Dalbir Singh, DS(IEC & e-<br>Gov)<br>B.L Meena, DS   |   |
| 27 | Chitra Ravikumar  | SO | PSU                  | 23.10.1968 | 29.12.202<br>2                | 01.04.2024-08.07.2024<br>09.07.2024-31.03.2025                       | A.J. Soreng, US<br>Bhuvan Bhaskar Pandey, US                                       | B.L. Meena, DS(PSU)<br>B.L. Meena, DS(PSU)           |   |
| 28 | Saurabh   | SO | Admin                | 30.07.1991 | 19.10.202<br>3                | 01.04.2024-31.03.2025  | Raju, US (Admin)   | Shanker Lal, DS (A)                                  |   |
| 29 | Anshu Kumar<br>Baranwal   | SO | BM/<br>EA&IC         | 02.02.1990 | 01.07.202<br>3                | 01.04.2024-31.03.2025  | Awinash Chandra, US (EA&IC)  | Lokesh Kumar Jain, DS                                |   |

|    |                        |    |               |            |                 |   |   |   |  |
|----|------------------------|----|---------------|------------|-----------------|---|---|---|--|
| 30 | Manpreet Singh Marwaha | SO | NMCG/<br>NDSA | 07.03.1991 | 15.12.2023      | 01.04.2024-31.05.2024 @<br>01.06.2024-31.03.2025                          | NRC<br>Pankaj Sinha, US (NDSA)                            | NRC<br>Pradeep Kumar<br>Srivastava, DS(NDSA)                            |  |
| 31 | Amod Kumar             | SO | NWM           | 10.10.1989 | 01.07.2023      | 01.04.2024-31.03.2025   | Shambhu Nath Gupta, US<br>(NWM)                           | J.P. Singh, Dir (NWM)   |  |
| 32 | Mridul Sridhar         | SO | Parl/SPR      | 09.09.1989 | 18.10.2023      | 01.04.2024-04.07.2024<br>05.07.2024-18.08.2024 @<br>19.08.2024-31.03.2025 | Narayan Bhattadiri, K.P. US<br>NRC<br>Amit Kumar Jha, SJC | Barjmohan Lal Meena,<br>DS(Parl)<br>NRC<br>Parveen Kumar, Comm<br>(SPR) |  |
| 33 | Ajay Kumar (SC) 1187   | SO | NDSA          | 20.01.1987 | 14.06.2023 (AN) | 01.04.2024-07.07.2024<br>08.07.2024-05.09.2024                            | R. Mahalaxmi, US (NDSA)<br><br>NRC                        | P.K. Srivastava,<br>DS(NDSA)<br><br>NRC                                 |  |
| 34 | Shikha Tyagi, 1687     | SO | GW            | 19.11.1990 | 15.12.2023      | 01.04.2024-22.01.2025<br>23.01.2025-31.03.2025                            | Rajender Kumar Sahu. US<br>(GW)<br>NRC                    | Vinayak Bhatt, Director<br>(GW)<br>NRC                                  |  |
| 35 | Priti Yadav            | SO | E-gov&ID      | 11.02.1992 | 05.01.2024      | 01.04.2024-31.03.2025   | Mahesh Kumar Kashyap,<br>US(IEC & e-Gov)                  | Dalbir Singh  |  |
| 36 | Ankit Gupta, 569       | SO | PR            | 19.06.1991 | 01.01.2024      | 01.04.2024-31.03.2025   | Abhiram Kumar, US   | Manish Kumar, SJC   |  |
| 37 | Varun Prakash,         | SO | NMCG          | 27.09.1991 | 06.02.2024      | 01.04.2024-05.05.2024<br>06.05.2024-30.11.2024<br>01.12.2024-31.03.2025   | NRC<br>Kanchan Bala Hamza, DS<br>Awinash Chandra, DS      | NRC<br>S.P. Vashishth, ED<br>S.P. Vashishth, ED                         |  |
| 38 | Sanjay Rao             | SO | NWM           | 10.03.1993 | 12.03.2024      | 01.04.2024-31.03.2025   | Shambhu Nath Gupta, US<br>(NWM)                           | J.P. Singh, Dir (NWM)   |  |
| 39 | Akash Ranjan Subushi   | SO | Cash          | 24.11.1992 | 03.07.2024 (FN) | 01.07.2024-31.03.2025   | Raju, US(A)   | Shanker Lal, DS (A)   | Promoted<br>to SO<br>w.e.f.<br>03.07.2024 (FN) |
| 40 | Nikhil, DoWR3411       | SO | Admin         | 29.12.1994 | 01.07.2024      | 01.07.2024-14.07.2024 @<br>15.07.2024-31.03.2025                          | NRC<br>Raju, US(A)  | NRC<br>Shanker Lal, DS(A)   |  |
| 41 | Brijendra Singh        | SO | Underposting  |            | 01.07.2024      | 01.07.2024-14.07.2024 @   | NRC   | NRC   | Trnfd.to<br>NWIC<br>w.e.f.<br>15.07.2024       |

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|----|-----------------|----|---------------|------------|------------|--|---|--|--|
| 42 | Renuka Kumawat  | SO | E-II/Coord.   | 02.11.1994 | 02.07.2024 | 02.07.2024-14.07.2024 @<br>15.07.2024-01.12.2024<br>02.12.2024-31.03.2025                          | NRC<br>Vinod Kumar Gupta, US(E-II)<br>Sh Manish Uniyal, US (Coord)        | NRC<br>Shashi Pal, DS(E-II)<br>Sh G.S. Panwar, Director<br>(Coord)   |  |
| 43 | Tanmay Dhyani   | SO | E-II/E-I      | 26.12.1992 | 01.07.2024 | 01.07.2024-14.07.2024 @<br>15.07.2024-27.10.2024<br>28.10.2024-31.03.2025                          | NRC<br>Vinod Kumar Gupta, US(E-II)<br>Anil Kumar Sharma, US               | NRC<br>Shashi Pal, DS(E-II)<br>Bhuvaneswari Hariharan,<br>DS         |  |
| 44 | Nirmit Ambawata | SO | E-I/Vigilance | 07.10.1993 | 01.07.2024 | 01.07.2024-15.07.2024 @<br>16.07.2024-31.03.2025   | NRC<br>Prashant Malik, US(Vig)  | NRC<br>Lokesh Kumar Jain, Dir.<br>(Vig)                              |  |
| 45 | Shashank Goyal  | SO | FM            | 20.09.1991 | 01.07.2024 | 01.07.2024-14.07.2024 @<br>15.07.2024-31.03.2025   | NRC<br>Shyam Sundar, US(FM)   | NRC<br>Rajesh Kumar, SJC(FM)   |  |
| 46 | Pooja Verma     | SO | GWE           | 12.12.1989 | 01.07.2024 | 01.07.2024-14.07.2024 @<br>15.07.2024-25.11.2024<br>26.11.2024-31.03.2025                          | NRC<br>Shalini Gupta, US(GWE)<br>Vindo Kumar Gupta, US                    | NRC<br>Sitansu Mohan Routray,<br>DS(GWE)<br>Shashi Pal, DS(E-II)     |  |
| 47 | Pawan Kumar     | SO | GWE/Parl      | 19.09.1973 | 01.07.2024 | 01.07.2024-14.07.2024 @<br>15.07.2024-21.10.2024<br>22.10.2024-22.11.2024<br>23.11.2024-31.03.2025 | NRC<br>Shalini Gupta, US(GWE)<br>NRC<br>Bhuwan Kumar Pandey, US<br>(Parl) | NRC<br>Sitansu Mohan Routray,<br>DS(GWE)<br>NRC<br>Mahendra Nath, DS |  |
| 48 | Divya Kadan     | SO | NDSA          | 26.06.1990 | 06.09.2024 | 06.09.2024-31.03.2025  | Pankaj Sinha, US (NDSA)   | Narendra Kumar, DS<br>(NDSA)   |  |
| 49 | Prasoon Dwivedi | SO | CADWm         | 06.08.1992 | 06.09.2024 | 04.09.2024-31.03.2026  | B.B. Saikia, SJC (CADWM)  | Anuj Kanwal,<br>Comm(CADWM)  |  |