

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).

Sr. Secretariat Assistant (SSA) (CSCS Cadre)

Sl. No.	Name(Shri.)	Desi.	Posting	DOB	DOA	Period	Reporting Officer(Shri/s mt./Ms)	Reviewing Officer(Shri/Smt /Ms.)	Remarks
1	Ganesh Dutt, Sr. SA, 1084	Sr. SA	O/o JS & FA	19.09.1964	08.03.2019	01.04.2024-30.09.2024	Meenakshi, PPS	Richa Misra, JS&FA	Retired w.e.f.30.09.2024
2	Amrish Kumar, 623	Sr. SA	FAX Operator	01.04.1966	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 Ashish Kumar Sao, US	
3	Jai Bhagwan, 672	Sr. SA	CR	01.01.1978	01.01.2021	01.04.2024-18.04.2024	NRC	NRC	Promoted as ASO w.e.f.19.04.2024
4	Manager Ram (SC), 1157	Sr. SA	EA Desk	03.12.1974	01.01.2021	01.04.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA)	Ashish Kumar Sao, US	
5	Upendra Sah (ST) , 1255	Sr. SA	GA	25.11.1979	01.01.2021	01.04.2024-18.04.2024	NRC	NRC	Promoted as ASO w.e.f.19.04.2024
6	Birander Singh	Sr. SA	Admn/BM/ GA	12.09.1978	01.07.2022	01.04.2024-20.05.2025	NRC	NRC	
7	Mohan Mehto	Sr. SA	O&M	24.02.1982	01.07.2022	01.04.2024-19.05.2025	NRC	NRC	
8	Nupur	Sr. SA	Admn	04.10.1989	13.06.2024	13.06.2024-31.03.2025	Nikhil, SO	Raju, US	

9	Vikrant Gill	Sr. SA	PSU	24.10.1980	20.05.2024	20.05.2024-10.09.2024 11.09.2024-31.03.2025	CSMRS Chitra Ravi Kumar, SO (PSU)	CSMRS Bhuvan Bhaskar Pandey, US (PSU)	
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