

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 usadmn-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).

Stenographers belonging to CSSS Cadre

Sl.No.	Emp. Code	Name(Sh./Smt./Ms .)	Desi.	DOB	DOA	Period	Reporting Officer(Shri/Smt./M S.)	Remarks
1	726	Mandeep ,	Steno	08.08.1990	20.07.2015	01.04.2024-31.03.2025	A.K. Sahoo, DS(Fin)	
2	727	Arun Kumar	Steno	25.07.1994	12.01.2015	01.04.2024-31.03.2025	Anil Kumar Sharma, US(E I)	
3	728	Kirti-II	Steno	13.10.1989	12.01.2015	01.04.2024-31.03.2025	A.J. Soreng, US (PP)	
4	12	Neeru Panchal	Steno	14.02.1993	01.05.2017	01.04.2024-31.07.2024 01.08.2024-31.03.2025	Vaseem Ashraf, Sr. JC (B&B) Manish Kumar, Sr.JC (B&B)	
5	1608	Sheetal Kumari	Steno	11.09.1989	01.05.2017	01.04.2024-31.03.2025	Naveen Kumar, Sr.JC (Indus)	
6	731	Gulam Sabir Shaikh	Steno	22.03.1994	01.05.2017	01.04.2024-31.03.2025	Bipin Kumar, PPS	
7	732	Aditi Meena	Steno	19.01.1996	18.06.2018	01.04.2024-31.03.2025	Varalakshami Nagaraju, Sr. PPS	

8	734	Nishant Kumar	Steno	21.12.1994	18.06.2018	01.04.2024-31.03.2025	Asis Banerjee, SJC (NHP)	
9	1818	Urvashi	Steno	24.10.1994	05.04.2021	01.04.2024-31.03.2025	O.P. Gupta, Sr. JC (PP)	
10	1819	Kajal Mittal	Steno	04.11.1993	05.04.2021	01.04.2024-27.12.2024 28.12.2024-05.02.2025 06.02.2025-31.03.2025	Shiv Mohan Dixit NRC Shyam Sunder, US(FM)	
11	1820	Rupal Sharma	Steno	07.06.1996	05.04.2021	01.04.2024-31.03.2025	Abhiram Kumar	
12	1821	Vijay Kumar Gupta	Steno	25.02.1995	07.04.2021	01.04.2024-26.09.2024 27.09.2024-10.11.2025 11.11.2025-31.03.2025	Soumya P. Kumar, Dir. (MI Stat) NRC Pavan Kumar, Dir. (MI Stat)	
13	1824	Vinay Rawat	Steno	15.09.1993	13.04.2021	01.04.2024-22.07.2024 23.07.2024-31.03.2025	Vinod Kumar, US (NHP) Vivek Kumar Mishra, US	
14	1825	Bhavya Kaushik	Steno	27.12.1993	13.04.2021	01.04.2024-31.03.2025	Manoj Kumar -II, Sr. JC (Pen River-I)	
15	1827	Pawan Kumar Verma	Steno	19.01.1999	27.04.2021	01.04.2024-31.03.2025	Meenakshi Sharma, Sr. PPS	

16	1828	Vedpal	Steno	21.01.1995	23.04.2021	01.04.2024-31.03.2025	Vijay Kumar SO (O/o Hon'ble Minister)	
17	1845	Santosh Yadav	Steno	22.03.1992	01.07.2021	01.04.2024-31.03.2025	Daulat Singh Tariyal, Sr. PPS	
18	DoWR 1854	Aryan Verma	Steno	14.05.2001	14.09.2022	01.04.2024-16.04.2024 @	NRC	
19	1855	Anish Kumar,	Steno	08.12.1994	22.12.2022(FN)	01.04.2024-31.03.2025	Sunita Yadav, Eco Adv.	
20	1858	Sandhya Rani,	Steno	02.08.1997	14.12.2022(FN)	01.04.2024-31.03.2025	Kaushal Kumar, DC(NE)	
21	DOWR4273	Sarika Bhatt	Steno	07.05.1999	29.09.2023	01.04.2024-31.03.2025	Narayanan Bhattadiri K.P.	
22	17101998 DEEP	Deepak Kumar	Steno	17.10.1998	18.10.2023	01.04.2024-31.03.2025	N. Jiten Singh, DC (NPMU,NHP)	
23	DoWR5493	Mohit Lathwal	Steno	15.01.1999	27.09.2023	01.04.2024-31.03.2025	Deepak Chandra Bhatt, SJC(SCR-I)	

24	DoWR7803	Chanchal	Steno	17.05.2002	16.10.2023	01.04.2024-31.03.2025	Dileep Singh Meena, DC(B&B)	
25	01071998P	Pritam	Steno	01.07.1998	10.10.2023	01.04.2024-27.08.2024 28.08.2024-31.03.2025	Rajeev Singhal, SJC(FM) Varalakshami Nagaraju, Sr. PPS	
26	DoWR5463	Sahil	Steno	26.09.2001	27.09.2023	01.04.2024-31.03.2025	Lalita Maini, US (IFD)	
27	DoWR8427	Rinkita Rawat	Steno	09.12.2000	03.10.2023	01.04.2024-27.10.2024 28.10.2024-31.03.2025	Amit Verma, SO (E-I) Tanmay Dhyan, SO	
28	DoWR4880	Golu Kumar Prasad	Steno	20.10.2000	05.10.2023	01.04.2024-31.03.2025	N.Jiten Singh, DC (NHP)	
29	07072001 simr	Simran Chaudhary	Steno	07.07.2001	29.09.2023	01.04.2024-15.05.2024 @ 16.05.2024-31.03.2025	NRC Sunita Yadav, Eco Adviser	
30	DOWR6629	Nomit Ujjainiya	Steno	03.11.1998	09.10.2023	01.04.2024-30.04.2024 @	NRC	
31	22031998S	Shahwez Aalam	Steno	22.03.1998	29.09.2023	01.04.2024-31.03.2025	G.S. Panwar, DS(Coord)	
32	DoWR3036	Shubham Chauhan	Steno	01.07.1996	10.10.2023	01.04.2024-31.03.2025	S.L. Meena, SJC(MI)	

33	12121998 ROHI	Rohit	Steno	12.12.1998	13.10.2023	01.04.2024-09.04.2024 @ 10.04.2024-31.03.2025	NRC Barjmohan Lal Meena, DS (Parl. & PSU)	
34	DOWR8803	Ashima Munjal	Steno	09.03.1999	05.10.2023	01.04.2024-31.03.2025	Shanker Lal, DS (A)	
35	DoWR2796	Abhishek Kushwah	Steno	12.05.1998	29.09.2023	01.04.2024-17.07.2024 18.07.2024-31.03.2025	NRC P.M.V.KS Srikanth	
36	DoWR4275	Prabhat kumar	Steno	12.09.1992	27.09.2023	01.04.2024-22.08.2024 23.08.2024-31.03.2025	Ram Das Meena, SJC (B&B-I) Arpan, SO (IEC)	
37	DoWR6755	Ragani Singh	Steno	20.04.1999	03.10.2023	01.04.2024-31.03.2025	Dalbir Singh, DS(IEC&eGOV)	
38		Rajat Khansali	Steno	10.09.1996	19.02.2024	01.04.2024-02.08.2024 03.08.2024-03.09.2024 04.09.2024-31.03.2025	Arun C. Adatte, JD NRC Mohit Verna, JD	

39		Gurmeet Chaudhary	Steno	15.06.2000	03.05.2024	03.05.2024-06.05.2024 @ 07.05.2024-06.02.2025 07.02.2025-31.03.2025	NRC Shyam Sundar, US (FM) O/o JD,MI Stat Mahesh Kumar kashyap US (IEC)	
40		Amogh Bisht	Steno	12.10.1998	15.04.2024	15.04.2024-28.04.2024 29.04.2024-31.03.2025	NRC Rahulji Cheena, Sr. PPS	
41		Atul Singh	Steno	26.01.1994	12.04.2024	12.04.2024-28.04.2024 29.04.2024-31.03.2025	NRC B.B. Sakia, SJC (CAD)	
42		Manish Kumar Katare	Steno	10.03.2001	15.04.2024	15.04.2024-05.05.2024 06.05.2024-05.02.2025 06.02.2025-31.03.2025	NRC Shashi Pal, Dir (E-II) NRC	
43		Pavneet Kaur	Steno	07.03.2001	15.04.2024	15.04.2024-29.04.2024 30.04.2024-31.03.2025	NRC Pradeep Kumar, SJC (BM-II)	
44		Mohd Aman	Steno	17.04.2001	15.04.2024	15.04.2024-29.04.2024 30.04.2024-31.03.2025	NRC Priyanka Kulshreshta, DDG (MI STAT)	
45		Nishant Chauhan	Steno	05.08.2003	12.04.2024	12.04.2024-29.04.2024 30.04.2024-06.02.2025 07.02.2025-31.03.2025	NRC Shreyas Gune, DC (SPR) NRC	

46		Km Megha Kirtuniya	Steno	28.02.2002	30.04.2024	12.04.2024-29.04.2024 30.04.2024-31.03.2025	NRC Jitendra Kumar, US (Budget)	
47		Dheeraj Kumar	Steno	23.09.1993	10.04.2024	10.04.2024-15.05.2024 @ 16.04.2024-31.03.2025	NRC Raju, US (A)	
48		Nandini Nishad	Steno	14.09.2000	13.05.2024	13.05.2024-26.05.2024 @ 27.05.2024-31.03.2025	NRC Sanjay Kumar Singh, SJC (PR-I)	
49		Neha Kumar	Steno	02.06.1996	01.04.2024	01.04.2024-31.03.2025	Saurabh, SO (A)	
50		Jyoti Bala	Steno	15.10.1994	20.05.2024	20.05.2024-14.07.2024 @ 15.07.2024-31.03.2025	NRC Nikhil, SO(A)	
51		Meenakshi	Steno	22.01.1999		14.11.2024-31.03.2025	Manoj Kumar-III SJC, FM-IV	