

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).

UNDER SECRETARIES (CSS)

Sl.No.	Name & SPARROW Emp. Code (Sh./Smt./Ms.)	Designation	Posting	DOB	DOA	Period	Reporting Officer(Sh./Smt./Ms.)	Reviewing Officer(Sh./Smt./Ms.)	Remarks
1	A.J. Soreng CSL No. 9971	US	PP	23.12.1974	01.01.2019 (FN)	01.04.2024-31.03.2025	O.P.Gupta Sr. JC (PP)	Anand Mohan, JS(RD & PP)	
2	Vinod Kumar CSL No. 9128,	US	NHP	08.08.1969	06.07.2016	01.04.2024-22.07.2024	Asis Banerjee, SJC(NHP)	Anand Mohan, JS (RD&PP)	Reld.to join his new assignment in NWDA w.e.f. 22.07.2024(A N)
3	Raju	US	Admn	02.11.1969	01.09.2023 (FN)	01.04.2024-31.03.2025	Shanker Lal, DS(Admn)	Subodh Yadav, AS (A)	
4	Prashant Malik 599,	US	Vig.	03.04.1983	22.12.2020	01.04.2024-31.03.2025	Lokesh Kumar Jain. Dir. Vig.	Subodh Yadav, AS (A)	
5	Jitendra Kumar Emp. Code 1780	US	Budget	04.09.1979	02.03.2021	01.04.2024-31.03.2025	A.K. Sahoo, DS (Finance)	Richa Misra, JS&FA	
6	Shambhu Nath Gupta 81001	US	NHP/NWM	14.11.1981	19.10.2022	01.04.2024-31.03.2025	JP Singh, NWM	Archana Varma, MD	
7	Shalini Gupta 1743	US	GWE	27.08.1979	30.06.2022	01.04.2024-31.03.2025	Sitansu Mohan Routray, DS(GWE)	Subodh Yadav, AS (A)	
8	Rajendra Kumar Sahu 77001	US	GW/NWIC	15.12.1977	30.06.2022	01.04.2024-22.01.2025 23.01.2025-31.03.2025	Vinayak Bhatt, Dir NRC	Subodh Yadav, AS (A) NRC	
9	Abhiram Kumar 2219	US	Pen. River	08.02.1979	30.06.2022	01.04.2024-31.03.2025	Manoj Kumar-II, Sr. JC	Anand Mohan, JS (RD&PP)	

10	Anil Kumar Sharma 5610	US	E-I	24.01.1974	30.06.2022	01.04.2024-31.03.2025	Bhuvaneshwari Hariham, DS(E-I)	Subodh Yadav, AS (A)	
11	Ajay Malik	US	IFD	14.12.1965	08.08.2023 (AN)	01.04.2024-02.12.2024	A.K Sahoo, DS(IFD)	Richa Misra, JS&FA	Trans. To CWC
12	Lalita Maini	US	IFD	23.07.1973	17.04.2023	01.04.2024-31.03.2025	A.K. Sahoo, DS(IFD)	Richa Misra, JS & FA	
13	Ashish Kumar Sao	US	GA	16.01.1979	26.08.2022	01.04.2024-31.03.2025	S.B. Pandey, DS (GA)	Anand Mohan, JS(RD & PP)	
14	Nisha	US	BM	17.05.1964	10.08.2022	01.04.2024-31.05.2024 @	NRC	NRC	Retd.w.e.f. 31.05.2024
15	Awinash Chandra,	US	EA&IC	30.08.1965	13.09.2022(AN)	01.04.2024-30.11.2024	Lokesh Kr. Jain, DS (EA&IC)	Subodh Yadav, AS (A)	Promoted to DS w.e.f 01.12.2024
16	Vinod Kumar Gupta	US	E-II	05.06.1969	01.10.2022(FN)	01.04.2024-31.03.2025	Shashi Pal, Dir(E-II)	Subodh Yadav, AS (A)	
17	Kundan Lal	US	NMCG	15.11.1968	17.11.2023(AN)	01.04.2024-20.02.2025 21.02.2025-31.03.2025	Binod Kumar, Dir. (NMCG) NRC	Brijendra Swaroop, ED (Project) NMCG NRC	
18	Shyam Sundar	US	FM	06.01.1976	17.11.2023(AN)	01.04.2024-31.03.2025	Rajesh Kumar, SJC-II	Sh Sharad Chandra Comm. (FM)	
19	Mahesh Kumar Kashyap	US	IEC & e-Gov	03.02.1970	17.11.2023(FN)	01.04.2024-31.03.2025	Dalbir Singh, DS (e-gov & IEC)	Subodh Yadav, AS (A)	
20	Narayan Bhattidiri K.P.	US	E-IV	23.03.1968	25.07.2023(FN)	01.04.2024-25.09.2024 26.09.2024-31.03.2025	S.B. Pandey, DS (GA) B.L Meena, (DS)	Subodh Yadav, AS (A) Subodh Yadav, AS (A)	
21	Manish Uniyal	US	Coord.	17.03.1978	08.11.2023(FN)	01.04.2024-31.03.2025	GS Panwar, DS (Coord)	Subodh Yadav, AS (A)	
22	Rakesh Kumar	US	Underposting	20.08.1983	05.07.2024 (AN)	01.07.2024-05.07.2024	NRC	NRC	Trnfd to Culture
23	Dilip Kumar	US	Underposting	25.12.1984	05.07.2024 (AN)	01.07.2024-05.07.2024	NRC	NRC	Trnfd to UPSC
24	Vikash Khichi	US	Underposting	31.12.1983	05.07.2024 (AN)	01.07.2024-05.07.2024	NRC	NRC	Trnfd to M/o Power
25	Srikant Singh Kushwaha	US	Underposting	15.02.1990	05.07.2024 (AN)	01.07.2024-05.07.2024	NRC	NRC	Trnfd to M/o Health & Family Welfare
26	P.M.V.S. Srikanth	US	BM		08.07.2024 (FN)	08.07.2024-31.03.2025	Pradeep Kumar SJC(BM)	Anand Mohan JS (RD&PP)	
27	Bhuwan Bhasker Pandey	US	Parl.with AC of PSU	29.11.1983	05.07.2024 (FN)	05.07.2024-31.03.2025	Barjmohan lal Meena, DS	Subodh Yadav, AS (A)	
28	Pankaj Sinha	US	NDSA	21.08.1988	08.07.2024	09.07.2024-31.03.2025	Narendra Kumar, Direcror (NDSA)	Richa Misra, JS&FA	

29	Vivek Kumar Mishra	US	NHP	05.05.1983	05.07.2024	05.07.2024-31.03.2025	Ashish Banerjee, SJC(NHP)	Anand Mohan, JS (RD&PP)	
30	Ashish Agrawal	US	Atal Jal	20.11.1985	01.07.2024	01.07.2024-08.07.2024 09.07.2024-31.03.2025	NRC Raghav Langer, Dir.	NRC Subodh Yadav, AS (A)	
31	Vishal Kumar	US	Underposting	13.12.1978	01.08.2024	01.08.2024-07.08.2024	NRC	NRC	Reld.from his services to join M/o Power w.e.f. 07.08.2024 (AN)
32	Ramesh Kumar	US	Underposting	15.02.1970	01.08.2024	01.08.2024-07.08.2024	NRC	NRC	Reld.from his services to join M/o Commerce w.e.f. 07.08.2024 (AN)
33	H. Paulien Gangte (ST) 1188	US	IFD	16.10.1982	01.07.2019	19.12.2024-31.12.2024	NRC	NRC	Promoted to US w.e.f. 19.12.2024
34	Taranjeet Singh	US	Underposting	18.02.1984	01.08.2024	01.08.2024-07.08.2024 @	NRC	NRC	Reld.from his services to join M/o Health & Family Welfare w.e.f. 07.08.2024 (AN)
35	Ravi Ranjan	US	E-III	24.11.1984	22.11.2024	22.11.2024-24.11.2024 25.11.2024-31.03.2025	NRC Mahendra Nath, DS	NRC Subodh Yadav, AS (A)	
36	Ravi Kumar	US	IFD	23.08.1983	14.01.2025	14.01.2025-31.03.2025	NRC	NRC	
37	Ravi Kumar Sinha	US	GW	05.11.1976	23.12.2024	23.01.2024-31.03.2025	NRC	NRC	