

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 25th February, 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 of this Department upto the rank of Deputy Secretary/Director to intimate their respective Reporting and Reviewing Officers vis-a-vis the reporting period in the prescribed proforma attached herewith latest by 07th March, 2025.



(Raju)

Under Secretary to the Government of India
Tel No. 23738126.

To,

All Wing Heads/Division Heads/Branch Heads in the Department of Water Resources, RD & GR.

1. All Officers/Sections/Units in the Department of Water Resources, RD & GR.
2. For uploading on the circular page of Administration Section in the intranet (mowr.nic.in).

APAR PROFORMA

Sl.N o.	Name & SPARROW Emp. Code (Sh./Smt./Ms.)	Designation	Posting	Period	Reporting Officer (Shri/smt./Ms.)	Reviewing Officer(Sh./Smt./Ms.)	Remarks

Signature
Date