

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 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).

Canteen Staff

Sl.No.	Name & Designation(Shri)	DOB	DOA	Period	Reporting Officer(Shri)	Reviewing	Remarks
1	Naveen Kumar, Jr. Clerk (Coupon)/ Asst. Manager cum Store Clerk	14.09.1989	02.07.2024	01.04.2024-31.03.2025	Saurabh, SO Honorary Secretary	Ashish Kumar Sao, US (A)	
2	Balbir Singh, Halwai-cum-Cook	05.12.1965	01.11.2012	01.04.2024-31.03.2025	Saurabh, SO Honorary Secretary	Ashish Kumar Sao, US (A)	
3	Ravinder Kumar Asstt. Halwai - cum-Cook.	13.11.1978	27.02.2019	01.04.2024-31.03.2025	Saurabh, SO Honorary Secretary	Ashish Kumar Sao, US (A)	