

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).

Ex-cadre post & Technical Staff

Sl.No.	Name & Designation(Sh./Smt./Ms.)	DOB	DOA	Period	Reporting Officer(Sh./Smt./Ms.)	Reviewing Officer(Sh./Smt./Ms.)	Remarks
1	Anil Kumar, AE MI (Stat)	15.08.1967	18.02.2008	01.04.2024-26.09.2024 27.09.2024-31.03.2025	Arvind Kumar, Joint Dir. Arvind Kumar, Joint Dir.	Soumya P. Kumar, Dir. Pavan Kumar, Dir	
2	Nand Kishore, Jr. Analyst (WS) O/o the MoS	01.04.1965	08.02.2016	01.04.2024-31.03.2025	K. Venkatesan, US	S.K. Jena, PS to MoS	
3	Balbir Singh Godhwal, Jr. Analyst (WS) Coord	15.08.1967	08.02.2016	01.04.2024-31.03.2025	Manish Uniyal, US	G.S. Panwar, DS (Coord)	
4	Vivek Bhushan Fuley, STA (CAD), (SC)	14.07.1978	11.12.2008	01.04.2024-31.03.2025	B.B. Saikia, SJC (CAD)	Anuj Kanwal, Comm (CADWM)	
5	Devi Das, Sr. Comp (FM/ Protocol (SC)	03.10.1966	09.11.2015	01.04.2024-31.03.2025	Awinash Chandra, US (EA & IC)	Lokesh Kumar Jain, DS (EA&IC)	

6	M.S. Jethwani, Head D'man, Indus	07.06.1964	29.12.2017	01.04.2024-30.06.2024	Sumit Gupta, DC (Indus)	Naveen Kumar, Sr.JC (Indus)	Retd.from his services w.e.f. 30.06.2024
7	Aditi, JSO, (Indus) 6707 Date of Entry in Govt. Service 10.12.2013 Date of Entry in SSS 10.12.2013 Qualifacation B. Ed.	20.02.1990	29.12.2017	01.04.2024-31.03.2025	Sumit Gupta, DC (Indus)	Naveen Kumar, SJC (Indus)	
8	Baidhar Swain, SSO 3911 Date of Entry in Govt. Service 25.09.1995 Date of Entry in SSS 08.06.2011 Qualifacation M.A. (Maths)	23.05.1967	18.01.2017	01.04.2024-30.06.2024 01.07.2024-31.03.2025	R.R. Sambharia, Sr. JC (FM) R.R. Sambharia, Sr.JC	Atul Jain, Comm. (FM) Sharad Chandra, Comm.(FM)	
9	Naveen Kumar Garg, JSO (FM) 7299 Date of Entry in Govt. Service 23.03.2016 Date of Entry in SSS 23.03.2016 Qualifacation B.Ed	21.11.1983	13.03.2018	01.04.2024-30.06.2024 01.07.2024-31.03.2025	Rajeev Singhal, Sr. JC Rajeev Singhal, Sr. JC	Shri Atul Jain, Comm. Sharad Chandra, Comm (FM)	

10	Heena Gulati (MI Stat)	08.02.1990	22.07.2022 (FN)	01.04.2024-27.10.2024 28.10.2024-31.03.2025	Niharika Singh, AD (MI) Smt Anshika Bhatnagar (DD)	Arvind Kumar, JD Vineetha O.K (JD)	
11	Shri Om Prakash Meena, JSO (Indus)	05.06.1965	02.01.2023 (FN)	01.04.2024-31.03.2025	Sumit Gupta, DC (Indus)	Naveen Kumar, Sr.JC (Indus)	
12	Mohit Mathur, Sr. Comp. (Indus)	20.12.1978	20.01.2023 (FN)	01.04.2024-31.03.2025	Sumit Gupta, DC(Indus)	Naveen Kumar, SJC (Indus)	
13	Kamal Kishore Meena, JSO Date of Entry in Govt. Service 13.08.2018 Date of Entry in SSS 13.08.2018	04.07.1994	19.07.2024	19.07.2024-31.03.2025	Sumit Gupta, DC(Indus)	Naveen Kumar, SJC (Indus)	