

**A. 50013/44/2025-/Admn**  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(Admin Section)  
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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](mailto: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).

## Group A Officers belonging to other cadres.

Sl.No.	Name & SPARROW Emp. Code	Designation	Posting	DOB	DOA	Period	Reporting Officer (Shri/Smt./Ms.)	Reviewing Officer	Remarks
1	Richa Misra, IDAS-1996	JS&FA		16.10.1972	08.03.2022	01.04.2024-31.03.2025	Debashree Mukherjee, Secy	Hon'ble Minister (JS)	Cadre not handled by the custodian.
2	Bhaskar Dasgupta, CSS	ED (Finance)	NMCG	24.07.1970	21.03.2022 (AN)	01.04.2024-31.03.2025	Rajeev Kumar Mittal, DG (NMCG)	Debashree Mukherjee, Secy.	
3	Shanker Lal, DS (Admin), IRS	Dy. Secy.	Admin	20.06.1990	11.10.2023	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	Cadre not handled by the custodian.
4	Vinayak Bhatt, IRS (2009), Dir.	Director	GW	20.04.1984	29.05.2023(FN)	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	Cadre not handled by the custodian.
5	Lokesh Kumar Jain, IRS	Director	EA & IC with AC of Vigilance	26.06.1985	10.04.2023	01.04.2024-31.03.2025	Subodh Yadav, AS (A)	Debashree Mukherjee, Secy.	Cadre not handled by the custodian.
7	Shri D.P. Mathuria	Director (Engineer)	NMCG			01.04.2024-31.03.2025	Rajeev Kumar Mittal, DG (NMCG)	Debashree Mukherjee, Secy.	Informal basis PAR to be generated by CWC

8	Dr. D. Gnanasundar	working as Sr.JC III informal basis.	NHP		05.10.2020	01.04.2024-31.03.2025	Sh. Anand Mohan, JS (RD & PP)	Debashree Mukherjee, Secy. NRC	PAR generated by CGWB
9	Shiv Mohan Dixit (Lateral Recruitment Service) LE/21/06,	Adv. (Tech)	NWM	03.12.1978	28.12.2021 (FN)	01.04.2024-27.12.2024	Archana Varma, MD (NWM)	Debashree Mukherjee, Secy.	Hon'ble Minister (JS)
10	Saroj Kumar Jena	PS to MoS	O/o the MoS	03.02.1973	18.11.2021	01.04.2024-09.07.2024	Shri Bishweswar Tudu, MoS	Shri Bishweswar Tudu, MoS	Contract Basis, manual form will be given by Admin Section
11	Lalatendu Behera	Deputy Director	NHP	03.06.1994	31.08.2023 (AN)	01.04.2024-31.03.2025	Ashis Banerjee, SJC (NHP)	Anand Mohan, JS (RD & PP)	Cadre not handled by the custodian., PAR generated by CGWB
12	Dheeraj Joshi, (IRSE)	Dy. Secy.	NMCG	06.02.1986	09.03.2022	01.04.2024-31.03.2025	Nalin Kr. Srivastav	Rajeev Kr, Mittal,DG	Debashree Mukherjee

14	Binod Kumar, Dir. (IOFS-2001)		NMCG	15.05.1972		01.04.2024- 20.02.2025	Brijendra Swaroop	Rajeev Kumar Mittal, DDG(NMCG)	PAR generated by IOFS
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