

**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).

## IES & ISS OFFICERS

10	Name & Designation	DOB	DOA	Period	Reporting Officer(Sh./Smt.)	Reviewing Officer(Shri/Smt.)	Accepting Authority(Shri/Smt.)	Remarks
1	Sunita Yadav, (IES), Eco. Adv.	03.12.1975	16.11.2023 (FN)	01.04.2024-31.03.2025	Debashree Mukherjee, Secy.	Hon'ble Minister	NA	
2	Ajay Bakshi, ISS, ADG (MI)	16.09.1966	12.03.2024 (FN)	12.03.2024-31.03.2025	Debashree Mukherjee, Secy.	Hon'ble Minister	Hon'ble Minister	
3	Priyanka Kulshreshtha, DDG 001014	14.06.1978	13.12.2021	01.04.2024-31.03.2025	Debashree Mukherjee, Secy. (JS)	Hon'ble Minister(JS)	Hon'ble Minister (JS)	
4	Pavan Kumar, (ISS:2011) Dir, (MI Stat)	20.10.1998		11.11.2024-31.03.2025	Priyanka Kulshreshtha, DDG (MI-Stat)	Debashree Mukherjee, Secy.	Hon'ble Minister	
5	Soumya P. Kumar, ISS, Dir. 6637	01.05.1983	15.03.2021	01.04.2024-26.09.2024	Priyanka Kulshreshtha, DDG (MI-Stat)	Debashree Mukherjee, Secy.	Hon'ble Minister	Transferred to CICD, CSO MoSPI

6	Anshika Bhatnager (ISS)151004 Evaluation Officer (MI Stat) DoE in Govt. Service & ISS 01.12.2015 Edu. Quali. PhD in Statistics.	12.10.1990	30.06.2020	01.04.2024-26.09.2024 27.09.2024-10.11.2024 11.11.2024-31.03.2025	Soumya P. Kumar, Dir. NRC Pavan Kumar, Dir	Priyanka Kulshreshtha, DDG NRC Priyanka Kulshreshtha, DDG	Debashree Mukherjee, Secy. NRC Debashree Mukherjee. Secy.	
7	Sant Ram, (IES-2016) DD (NMCG) 60083	10.07.1972	01.01.2021	01.04.2024-31.03.2025	Arun C. Adatte,	Sunita Yadav	NA	
8	Arvind Kumar, ISS, (111063) JD (MI Stat) DoE in Govt Service & ISS 29.12.2011 Edu. Qual. M.Sc. (Statistics)	23.03.1984	01.10.2020 (FN)	01.04.2024-28.10.2024	Priyanka Kulshreshtha, DDG	Debashree Mukherjee, Secy.	Debashree Mukherjee, Secy.	
9	Mohit Verma( IES:2014), JD (Planning Unit)	23.01.1988	23.09.2024	04.09.2024-31.03.2025	Sunita Yadav	Rakesh Verma, Add. Secy.	NA	
10	Vineetha O.K, JD	07.01.1985		06.11.2024-31.03.2025	Priyanka Kulshreshtha, DDG	Sh Ajay Bakshi ADG (MI Stat)		

11	Arun C Adatte, IES( Planning Unit)	31.05.1985	05.02.2024 (FN)	01.04.2024-02.08.2024 03.08.2024-31.03.2025	Sunita Yadav, Eco Adv NRC(Deputed for 1- year Masters in Public Administration Programme- Singapore)	Debashree Mukherjee, Secy. NRC	NA	
12	Brijesh Kumar, (IES), DD (NHP) 0168	01.09.1968	01.09.2020	01.04.2024-31.03.2025	NRC Asis Banerjee, SJC (NHP)	NRC Anand Mohan, JS	NA	
13	Chandrima Das, DS(ISS), DD Planning unit	26.12.1991	16.01.2024 (FN)	01.04.2024-01.11.2024	Sunita Yadav	Debashree Mukherjee, Secy.	Debashree Mukherjee, Secy.	Transferre d to
14	Niharika Singh, AD (MI Stat.), ISS	20.04.1998	14.08.2023 (FN)	01.04.2024-10.11.2024 11.11.2024-31.03.2025	Anshika Bhatnagar,DD(MI) Pavan Kumar, Dir	Soumya P. Kumar, Dir Priyanka Kulshreshtha, DDG (MI-Stat)		
15	Rahul Meena, AD (IES), Planning Unit	12.07.1993	01.01.2024 (FN)	01.04.2024-02.08.2024 03.08.2024-03.09.2024 04.09.2024-31.03.2025	Arun C. Adatte(JD) NRC Mohit Verma (JD)	Sunita Yadav(Eco Adv) NRC Sunita Yadav(Eco Adv)	NA	