

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 usadmn-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).

Junior Secretariat Assistant

Sl.No.	Name(Shri)	Designation	Posting	DOB	DOA	Period	Reporting Officer(Shri)	Reviewing Officer(Shri)	Remarks
1	Rajender Singh Rawat	JSA	NMCG	10.03.1964	02.12.2022	01.04.2024-31.03.2025	Kundan Lal, US (NMCG)	Binod Kumar, Dir.	
2	Nand Kishore	JSA	NMCG	04.05.1964	02.12.2022	01.04.2024-31.05.2024 @	NRC	NRC	Retd. from his services w.e.f. 31.05.2024
3	Rajendra Prasad	JSA	Admn		10.05.2023 (AN)	01.04.2024-30.06.2024 01.07.2024-14.02.2025	Vikash Khichi, SO (A) Saurabh, SO(A)	Raju, US(A) Raju, US (A)	
4	Preeti Tripathi	JSA	Admn/ Cash	10.11.1991	14.02.2024 (FN)	01.04.2024-30.06.2024 01.07.2024-06.08.2024 07.08.2024-12.02.2025 13.02.2025-31.03.2025	Vikash Khichi, SO NRC Akash, SO(Cash) NRC	Raju, US(A) NRC Raju, US (A) NRC	
5	Naveen Kumar	JSA	CR Section	20.09.1992	12.06.2024 (FN)	12.06.2024-17.06.2024 18.06.2024-21.10.2024 22.10.2024-31.03.2025	NRC Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	NRC Ashish Kumar Sao, US (GA) Ashish Kumar Sao, US (GA)	
6	Monika	JSA	CADWM Wing/GW E	16.12.1994	05.2024(FN)	31.05.2024-17.06.2024 18.06.2024-21.01.2025 22.01.2025-31.03.2025	NRC Ashish Aggarwal, SO (CAD) NRC	NRC B.B. Saikia, SJC(CAD) NRC	
7	Vikash Kumar	JSA	NWM	16.12.1990	20.05.2024 (FN)	20.05.2024-17.06.2024 18.06.2024-31.03.2025	NRC Amod Kumar, SO(NWM)	NRC Shambhu Nath Gupta, US(NWM)	

8	Rohit Verma	JSA	Parl..Vig	10.10.1998	29.05.2024(FN)	29.05.2024-17.06.2024 @ 18.06.2024-02.02.2025 03.02.2025-31.03.2025	NRC Mridul Sridhar, SO(Parl) NRC	NRC Narayanan Bhattadiri K.P., US(Parl.) NRC	
9	Ashok Kumar	JSA	O&M	22.08.1987	22.11.2024	22.11.2024-31.03.2025	Balbir Singh Godhwal, Jr. Ananlyst	Manish Uniyal, US	
10	Nishant Ranjan	JSA	E-IV	22.10.1989	29.10.2024	29.10.2024-31.03.2025	Sumit Gupta, E-IV	Narayanan Bhattadiri K.P (US) E-IV	
11	Vishal Prateek	JSA	Admn	25.03.1993	03.10.2024	03.10.2024-31.03.2025	Saurabh, SO (A)	Raju, US(A)	
12	Krishna Ranjan	JSA	Admn	10.01.1994	03.10.2024	03.10.2024-31.03.2026	Nikhil, So (A)	Raju, US(A)	
13	Vinay Kumar Singh	JSA	FM	16.04.1991	30.09.202	28.10.2024-31.03.2025	Shashank Goyal, SO (FM)	Shyam Sunder, US, (FM)	
14	Lokesh Kumar	JSA	SPR/GA	13.08.1986		08.10.2024-21.01.2025 22.01.2025-31.03.2025	Mridul Sridhar, SO NRC	Narayan Bhattadiri, K.P. US NRC	
15	Dikhsa	JSA	GWE	31.07.1991		14.10.2024-31.03.2025	Pooja Verma, SO	Shalini Gupta, US	
16	Jal Singh Meena	MTS	Parl. Section	03.03.1993	20.08.2018	27.12.2024-31.03.2025	Pawan Kumar, SO	Bhuwan Bhasker Pandey, US	Promoted to JSA w.e.f 27.12.202
17	Chintamani	MTS	SO (PP)	07.03.1968	27.12.1996	17.12.2024-31.03.2025	Md. Naseem, SO(P)	A.J. Soreng, US (PP)	Promoted to JSA w.e.f 01.01.202