

**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).

## MTS

Sl.No.	Name & SPARROW Emp. Code (Sh./Smt./ Ms.)	Designation	Posting	DOB	DOA	Period	Reporting Officer (Shri/smt./Ms.)	Remarks
1	Amit Kumar	MTS	GA Section	25.11.1989	03.11.2008	01.04.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA)	
2	Amit Ahlawat	MTS	DDG (stat)	31.07.1993	14.08.2014	01.04.2024-31.03.2025	Mukesh Chandra Kukreti, PSO	
3	Arjun Singh	MTS	CR	04.08.1965	26.09.1983	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	
4	Awadhesh Kumar	MTS	NWM	05.06.1973	04.01.2001	01.04.2024-31.07.2024 01.08.2024-31.03.2025	Taranjeet Singh, SO (NWM) Archana Varma, MD (NWM)	
5	Bagish Singh	MTS	O/o Secy. (WR)	01.07.1971	01.12.1998	01.04.2024-31.03.2025	Hemant Kumar Upreti, Sr. PPS	

6	Chintamani	MTS	SO (PP)	07.03.1968	27.12.1996	01.04.2024-31.03.2025	Md. Naseem, SO(P)	Promoted to JSA w.e.f 01.01.2025
7	Deepak Kumar	MTS	CR	23.03.1983	18.10.2004	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	
8	Dev Nath	MTS	US (E-IV)	20.10.1974	27.12.2000	01.04.2024-31.03.2025	Narayanan Bhattadiri K.P. US(E-IV)	
9	Gajender Singh	MTS	Indus Wing	10.04.1965	31.01.1992	01.04.2024-31.03.2025	Sumit Gupta, DC (Indus)	
10	Gokul Yadav	MTS	US (E-II)	21.04.1965	31.03.1988	01.04.2024-31.03.2025	Vinod Kumar Gupta, US (E-II)	
11	Jagpal	MTS	O/o JS & FA	06.04.1967	31.01.1992	01.04.2024-31.03.2025	Meenakshi Sharma, PPS	
12	Madhu	MTS	Hindi Section	05.03.1967	07.05.2012	01.04.2024-31.03.2025	Anil Kumar, DD (OL)	
13	Mukesh Chander	MTS	BM Section	05.05.1975	26.12.2000	01.04.2024-31.03.2025	Kanneluru Gautam, SO (BM)	
14	Mukesh Kumar-I	MTS	DS(E-IV)& DS(E-II)	30.03.1966	31.01.1992	01.04.2024-28.04.2024 @ 29.04.2024-31.03.2025	NRC Rahulji Cheena, PPS	
15	Mukesh Kumar-II	MTS	SO(E-I)	01.10.1975	01.12.1998	01.04.2024-31.03.2025	Deepak Verma, SO (E-I)	
16	Mukesh Kumar-III	MTS	O/o JS(RD & PP)	04.10.1983	14.02.2013	01.04.2024-31.03.2025	N.K. Sharma, Sr. PPS	

17	Naresh Kumar	MTS	Parl. Section	20.03.1974	01.12.1998	01.04.2024-19.08.2024 20.08.2024-22.11.2024 23.11.2024-31.03.2025	Mridul Sridhar, SO (Parl.) Bhuwan Bhasker Pandey, US Pawab Kumar, SO
18	Om Prakash-II	MTS	CR	03.07.1971	31.03.1994	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)
19	Parveen	MTS	CR	21.05.1992	14.08.2014	01.04.2024-03.06.2024 @ 04.06.2024-21.10.2024 22.10.2024-31.03.2025	NRC Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)
20	Pramod Kumar	MTS	SJC (FM)	10.04.1972	31.01.2001	01.04.2024-31.03.2025	Sharad Kumar Kaushal, SJC(FM)
21	Ravinder Kumar	MTS	O/o MOS (WR)	02.01.1969	27.12.1996	01.04.2024-31.03.2025	Bipin Kumar, PPS
22	Sachin Panchal	MTS	MI Stat	03.03.1991	26.08.2014	01.04.2024-26.09.2024 27.09.2024-31.03.2025	Soumya P Kumar, Dir (MI(Stat)) Pavan Kumar, Dir MI (Stat)
23	Shashikant Kumar	MTS	SJC (SPR-I)/ Parliament Section	22.02.1986	22.09.2014	<a href="#">01.04.2024-30.06.2024</a> <a href="#">01.07.2024-19.08.2024</a> <a href="#">20.08.2024-22.11.2024</a> <a href="#">27.12.2024-31.03.2025</a>	NRC NRC Bhuwan Bhasker Pandey, US Pawan Kumar, Section Officer
24	Shravan Kumar	MTS	Comm. (CAD)	12.06.1990	01.10.2014	01.04.2024-31.03.2025	R. K. Venkateswaran, PPS
25	Sombir	MTS	CR	03.06.1991	14.08.2014	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)

26	Sukhbir Singh	MTS	US(PP)	01.09.1967	31.01.1992	01.04.2024-03.06.2024 @ 04.06.2024-31.03.2025	NRC A.J. Soreng, US (PP)	
27	Sunita	MTS	US(EA&IC) & EA&IC Section	15.01.1970	04.10.1991	01.04.2024-31.03.2025	Anshu Kumar Barnwal, SO (EA&IC)	
28	Surender Kumar	MTS	Dir (OL)	10.07.1966	31.01.1992	01.04.2024-31.03.2025	Vijay Singh Meena, Dir (OL)	
29	Sunil Kumar Rana	MTS	IFD	26.06.1984	21.07.2014	01.04.2024-18.12.2024  19.12.2024- 31.03.2025@	H. Paulien Gangte, SO (IFD) NRC	
30	Triloki Prasad	MTS	SJC(PP)	01.06.1966	30.08.1989	01.04.2024-31.03.2025	O.P. Gupta, SJC (PP)	
31	Upin Sah	MTS	JS (Admn)	02.12.1973	08.01.2001	01.04.2024-31.03.2025	D.S. Tariyal, JS(Admin)	
32	Vijay Kumar	MTS	CR	11.07.1980	05.05.1999	01.04.2024-21.10.2024 22.10.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA) Arpan, SO (GA)	
33	Santosh Kumari	MTS	Comm.(B&B)	20.02.1970	05.02.2013	01.04.2024-31.03.2025	S.K Sinha, Comm (B&B)	
34	Urmila Devi	MTS	Admn. Section	19.11.1978	10.09.2015	01.04.2024-30.06.2024 01.07.2024-31.03.2025	Vikash Khichi, SO (A) Saurabh, SO(A)	
35	Vivek Chandra	MTS	Admn. Section	12.12.1991	05.02.2016	01.04.2024-30.06.2024 01.07.2024-31.03.2025	Vikash Khichi, SO (A) Saurabh, SO(A)	
36	Varun Mittal	MTS	Dir. (Stat)/ MI	11.06.1987	15.09.2016	01.04.2024-31.03.2025	Arvind Kumar, Dir (MI STAT)	
37	Deepti Gothwal	MTS	O/o Comm(Indus Section)	30.03.1995	23.03.2017	01.04.2024-31.03.2025	Sumit Gupta, DC (Indus)	

38	Vikash Kumar-I	MTS	O/o MD (NWM)	16.12.1990	16.08.2018	01.04.2024-31.03.2025	Y.K. Sharma, PPS	
39	Jal Singh Meena	MTS	Parl. Section	03.03.1993	20.08.2018	01.04.2024-19.08.2024 20.08.2024-22.11.2024 23.11.2024-26.12.2024	Mridul Sridhar, SO (Parl.) Bhuwan Bhasker Pandey, US NRC	Promoted to JSA w.e.f 27.12.2024
40	Sanjay Kumar	MTS	Cash Section	26.05.1998	23.08.2018	01.04.2024-30.06.2024 01.07.2024-31.03.2025	Rakesh Kumar, SO (Cash) Akash Ranjan Subudhi, SO (Cash)	
42	Vikash Kumar -II	MTS	NHP	08.10.1995	28.08.2018	01.04.2024-31.05.2024 @ 01.06.2024-31.03.2025	NRC	
43	Ramraj Bairwa	MTS	O/o JS (Admn)	20.06.1993	30.08.2018	01.04.2024-31.03.2025	D.S. Tariyal, JS(Admin)	
44	Ramlakhan Meena	MTS	MD (NWM)	16.06.1996	05.09.2018	01.04.2024-19.05.2024 @ 20.05.2024-31.03.2025	NRC Y.K. Sharma, PPS	
45	Vinay Kumar Singh	MTS	ADG (MI STAT)	16.04.1991	11.09.2018	01.04.2024-07.04.2024 @ 08.04.2024-31.03.2025	NRC Ajay Sahi, PPS	Promoted to JSA
46	Pooja	MTS	PR Section	14.07.1999	11.07.2019	01.04.2024-31.03.2025	Ankit Gupta, SO (PR)	
47	Prasant Verma(absconded)	MTS	O/o Economic Adviser,	30.04.1997	16.08.2019			
48	Ratna Singh	MTS	E-Gov section	03.03.1999	12.12.2022	01.04.2024-31.03.2025	Priti Yadav, SO (e-gov)	

49	Sushil Kumar	MTS	CR section	20.10.1993	05.12.2022	01.04.2024-31.03.2025	Sanjeev Kumar Tiwari, SO (GA)	
50	Anand Raj	MTS	DS(Admin)	07.06.1999	07.12.2022	01.04.2024-31.03.2025	Shankar Lal, DS (Admin)	
51	Manju Kumari	MTS	Coordination Section	15.06.1977	07.12.2022	01.04.2024-29.11.2024 30.11.2024-01.12.2024 02.12.2024-31.03.2025	Praveen Kumar, SO (Coord) NRC Ms Renuka Kumawat, SO (Coord)	
52	Akash	MTS	BWUE, NWM	01.10.2000	14.06.2022	01.04.2024-31.07.2024  01.08.2024-31.03.2025	Ramesh Kumar, SO (NWM(B))	
53	Amit Kumar-II	MTS	Dir(Atal Bhujal) & OCD to Secy.	13.04.1999	20.06.2022	01.04.2024-20.02.2025 21.02.2025-31.03.2025	Raghav Langer, Dir (Atal Bhujal) NRC	
54	Amit Pandey	MTS	US (PR)	21.12.1999	27.06.2022	01.04.2024-07.04.2024 08.04.2024-31.03.2025	NRC Abhiram Kumar, US (PR)	
55	Jyotish Kumar	MTS	Administration	14.08.1999	15.06.2022	01.04.2024-30.06.2024 01.07.2024-31.03.2025	Vikash Khichi, SO (A) Saurabh, SO(A)	
56	Arpit Anand	MTS	DS(Coordination)	02.08.1999	14.11.2022	01.04.2024-31.03.2025	G.S. Panwar, DS(Coord)	
57	Disha Nimesh	MTS	PSU Section	01.08.1999	01.12.2022	01.04.2024-31.03.2025	Chitra RaviKumar, SO (PSU)	
58	Pankaj Kumar	MTS	O/o JS&FA JD(Planning Unit)	10.03.2000	12.12.2022	01.04.2024-07.04.2024 08.04.2024-31.03.2025	NRC Arun C. Adatte, JD(Planning Unit)	
59	Praveen Kumar Meena	MTS	Comm. (SPR)	24.06.1999	12.04.2024 (FN)	12.04.2024-18.04.2024 19.04.2024-31.03.2025	NRC Reena Gurung, PPS	

60	Hariom Meena	MTS	DS(E-III)	01.06.1999	12.04.2024 (FN)	12.04.2024-18.04.2024 19.04.2024-31.03.2025	NRC Mahendra Nath, DS (E-III)	
61	Amit	MTS	Underposting	29.12.2002	18.06.2024 (FN)	18.06.2024-24.06.2024 25.06.2024-31.03.2025	NRC D.C. Bhatt, SJC(SPR-I)	