

**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).

## NRCD

S.NO.	NAME(Sh./Smt./Ms.)	DOB	DOA	POSTING	Period	REPORTING OFFICER(Sh./Smt./Ms.)	REVIEWING OFFICER(Sh./Smt./Ms.)	REMARKS
1	Shri Pradeep Kumar Agrawal, JS, IAS (PB: 2006), 01PB023800	21.11.1979	29.08.2006	NRCD	01.04.2024-31.03.2025	Sunita Yadav, Eco. Adv,	Ms. Debashree Mukherjee	
2	Nelapatla Ashok Babu, Dir., 8123	01.06.1974	31.10.2022	NRCD	01.04.2024-07.03.2025 08.03.2025-31.03.2025	Pradeep Kumar Agrawal	Rajeev Kumar Mital, DG	Cadre not handed by the custodian
3	Kamal Kishore, DS		03.06.2024	NRCD	03.06.2024-10.06.2024 @ 11.06.2024-31.03.2025	NRC Pradeep Kumar Agrawal, JS (NRCD)	NRC Rajeev Kumar Mital, DG	
4	Yogesh Kumar, US, 04675	30.08.1971	25.07.2023	NRCD	01.04.2024-11.06.2024 12.06.2024-31.03.2025	NRC Kamal Kishore, DS	NRC Pradeep Kumar Agrawal, JS	
5	Abhishek Goel, SO	25.05.1988	06.02.2024	NRCD	01.04.2024-19.06.2024 20.06.2024-31.03.2025	NRC Yogesh Kumar, US	NRC Kamal Kishore, DS	

6	Abhijeet Sinha,AS O	14.03.1989	01.07.202 3	NRCD	01.04.2024-31.03.2025	Abhishek Goel, SO	Yogesh Kumar, US	
7	Waseem Ahmed, ASO, W*A019M 94001	01.07.1994	15.06.202 0	NRCD	01.04.2024-31.03.2025	Abhishek Goel, SO	Yogesh Kumar, US	
8	Brij Kishore, ASO	01.07.1993	13.08.202 1	NRCD	01.04.2024-31.03.2025	Abhishek Goel, SO	Yogesh Kumar, US	
9	Sewa Ram			NRCD	01.04.2024-24.04.2024 25.04.2024-31.03.2025	NRC Abhishek Goel	NRC Yogesh Kumar, US	

### CSSS Officers (NRCD)

Sl.No.	Name(Sh ./Smt./M s.)	Desi.	DOB	DOA	Period	Reportin g Officer(S h./Smt./ Ms.)	Remarks	
1	Sanjay Dhawan, 767	PPS	26.04.1971	13.01.2021	01.04.2024-31.03.2025	Pradeep Kumar Agrawal, JS (NRCD)	NA	
2	Deepa Taneja,PS	PS	24.01.2019	NRCD	01.04.2024-31.03.2025	Sanjay Dhawan, PPS	NA	
3	Rajitta Katyal (SC), 735	PS	05.04.1982	31.12.2018	01.04.2024-30.03.2025 08.03.2025-31.03.2025	Ashok Babu Nelapatla, Dir. (NRCD) NRC	NA	
4	Rani Kumari	Steno	03.10.2023	NRCD	01.04.2024-31.03.2025	Sanjay Dhawan, PPS	NA	

5	Jatin Bharadwaj	Steno	27.09.2023	NRCD	01.04.2024-07.03.2025 08.03.2025-31.03.2025	Ashok Babu Nelapatla, Dir. (NRCD) NRC	NA	
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