

Dated: 04.05.2023

CIRCULAR

Sub: Regarding Implementation of e-SPARROW(e-APAR) project.

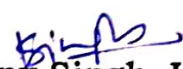
As you are aware that e-SPARROW project for generation of online APAR of DSS & STENO Cadre is now live. However, the progress of generation of e-APAR has been very slow. The Competent Authority has taken a serious view and has directed to issue the following instructions:-

1. The Nodal Officer for e-SPARROW of the department, PAR Central Custodian(Primary), PAR Central Custodian(Alternate) and the PAR Managers will be solely responsible for generation of e-APAR's and will ensure generation of e-APAR's of all employees of DSS and Steno cadre in time bound manner as per the timeline as mentioned on the e-SPARROW module (<https://sparrow-gnctdss.delhi.gov.in>)
2. A Google meet will be held every Tuesday and Thursday tentatively at 03:30 PM for reviewing the progress and discuss issues faced in generation of e-APAR's, for which the link will be shared two hours prior to the meet on whatsapp group of Nodal Officers named "Team E-HRMS/E-SPARROW". The PAR Central Custodian(Primary) and his team are directed to attend the meeting regularly. Absentation without the approval of the Services Department will be viewed seriously.
3. The Nodal Officer and the PAR Central Custodian(Primary) are directed to inform progress of their departments e-APAR's generation every Thursday in the Google meeting.
4. It is once again reiterated that *"e-APAR of an employee will be generated by the department in which he/she is physically posted and working. In the scenario when an officer/official have worked in more than one department, his/her e-APAR for respective period(including NRC period) will be generated by respective department in which he/she was physically posted"* which was communicated vide letter No.F10(506)/Coord/IT CELL/MISC/2022/153-158 dated 01.05.2023 and clarification issued vide letter No.F10(506)/Coord/ITCELL/MISC/2022/165-170 dated 03.05.2023.

All the Head of Departments are requested to monitor the progress of generation of e-APAR's of their departments through their departments PAR Central Custodian(Primary) and obtain reports of e-APAR generation of their department on regular basis.

In case the department faces any problems while creating workflow, generating online APAR or any other technical/administrative issue, it may reach out to Services Department (IT Cell) on 2nd floor, Delhi Secretariat. Assistance may also be sought through our helpline no. 011-23392521 or on our email services4rr@gmail.com.

This may be given **TOP PRIORITY**.


Dr. Kinny Singh, IAS
Special Secretary
(Services)


To: All HODs, Govt. of NCT of Delhi, with the request to bring the contents of this circular to the notice of all concerned for compliance.

No.F.21(5)/IT Cell/Services/2023/ 166-171

Dated: 04.05.2023

Copy To:-

1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi.
3. P.A. to the Special Secretary, Services- I, Delhi.
4. P.A. to the Special Secretary, Services- II, Delhi.
5. Guard File


Dr. Kinny Singh, IAS
Special Secretary
(Services)