

**Urgent**  
**Time Bound**  
**Reminder**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: BRANCH- IV**  
**7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,**  
**I.P. ESTATE, NEW DELHI- 110002**

No. F.2(4)/2020/S.IV/CC/1293-1300

Dated: 03.08.2021

To,

The all Pr. Secretaries/Secretaries/HoDs  
Government of NCT of Delhi

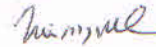
**Sub: Development and implementation of SPARROW System for all employees of various services/cadres of Govt. of NCT of Delhi.**

Kindly refer to this department's circular No.F.2(4)/2020/S.IV/CC/964-970 dated 29.06.2021, vide which it was requested to all the departments of Govt. of NCT of Delhi to provide the details of all employees under their administrative control in the employee template form in Soft Copy (Excel sheet) alongwith details of nodal officer of the Department (Name, Designation, Mobile No., Office contact No. and e-mail address).

However, none of the department has provided the requisite information till date. Non-furnishing of the requisite information causing inordinate delay in development of the SPARROW System for the employees of GNCT of Delhi.

All Pr. Secretaries/Secretaries/HoDs of the departments are therefore requested to look into it personally and arrange to provide the details of all employees under their administrative control in the prescribed employee template form in Soft Copy (Excel sheet) alongwith details of nodal officer of the Department (Name, Designation, Mobile No., Office contact No. and e-mail address) through e-mail at services4rr@gmail.com, followed by the hard copy of the same duly signed by the authorized officer/Nodal officer concerned to the Services Department, preferably within a week.

This issues with the approval of the Competent Authority



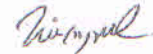
(Amitabh Joshi)  
Dy. Secretary (Services)

No. F.2(4)/2020/S.IV/CC/1293-1300

Dated: 03.08.2021

Copy for information to:-

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
2. Secretary, IT Department, Government of NCT of Delhi.
3. S.O. to Chief Secretary, Delhi.
4. SIO, NIC, 3<sup>rd</sup> Level, Delhi Secretariat, New Delhi.
5. P.A. to Secretary (Services), GNCT of Delhi.
6. P.A. to Spl. Secretary (Services), GNCT of Delhi.
7. S.O. (Co-ordination) for uploading the Circular on the website.



(Amitabh Joshi)  
Dy. Secretary (Services)