

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: IT CELL
5TH LEVEL, "B WING", DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI 110002

No.F.10(506)/Coord/IT Ccll/Misc/2022/343-348

Date: 22/05/2024

MINUTES OF THE MEETING HELD UNDER THE CHAIRPERSONSHIP OF Mrs. ITI AGARWAL, DEPUTY SECRETARY(SERVICES) ON 27.02.2024 & 28.02.2024.

A meeting was called on 27.02.2024 & 28.02.2024, to review their progress of e-APAR filling for DSS and Steno cadres under e-SPARROW project in the chambers of Deputy Secretary(IT Cell) and Conference Hall, B-Wing, 5th Floor, Delhi Secretariat of the 15 departments of GNCT of Delhi one by one as per schedule enclosed with the meeting notice No. F.10(506)/Coord/IT Cell/Misc/2022/326-330 dated 23.02.2024 conveyed earlier to you vide email.

The following points were discussed in the meetings which are detailed below:-

- A. The Chairperson reviewed the pendency of 11 departments having high pendency at the level of either Officer Reported Upon or Reporting/Reviewing Officer viz. the Revenue Department, Office of the CEO, Directorate of Education, Department of Food Supplies and Consumer Affairs Department, DSSSB, Department of Trade and Taxes, GTB Hospital, Department of Social Welfare, Rehabilitation Services, Forensic Science Laboratory and GAD. The representatives of these departments conveyed that they are actively working to close the remaining APAR's which are in process.
- B. The chairperson directed the representatives of these departments to get the APAR's in their departments to be closed soon and further directed that the Nodal Officer for e-SPARROW, PAR Central Custodian (Primary) and PAR Central Custodial (Alternate) are responsible for getting the APAR's of the employees of their departments closed failing which suitable action may be taken against them.
- C. The Chairperson further reviewed that 2 Departments have failed to generate APAR's of their employees viz. National Cadet Corps Department and Ambedkar Nagar Hospital.
- D. The representative of NCC Department conveyed that the Reporting and Reviewing Officers of employees of DSS and Steno cadre working in NCC Department are Armed Forces Officers who have not given their details due to which their accounts have not been created on the e-SPARROW portal. However, power was delegated to the NCC Department for migration of physical APAR's on to the portal. The representative of the NCC Department conveyed that they have migrated physical APAR's of all employees of DSS and Steno cadre onto the e-SPARROW portal. The Chairperson directed the representative of NCC Department to furnish a certificate in this regard that they have migrated APAR's of all employees of DSS and Steno cadre onto the e-SPARROW portal.

- E. The representative of the Ambedkar Nagar Hospital conveyed that they have generated the APAR's of their employees, however, they are not been showing on the portal. The chairperson directed the IT Cell to check the issue and get the matter sorted. The matter was checked and it was found out that the APAR's of employees of Ambedkar Nagar Hospital have been generated and already been closed.
- F. The Environment Department and Animal Husbandry Unit Department failed to attend the meeting.

#Meeting ended with Thanks to the Chair#


(Iti Agarwal)
Deputy Secretary,
Services Department

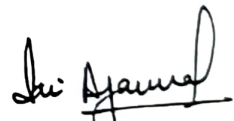
To: All the Heads of Departments, GNCT of Delhi

No.F.10(506)/Coord/IT Cell/Misc/2022/ 343-348

Date: 22/03/2024

Copy To:-

1. P.A. to the Staff Officer of the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi.
3. P.A. to the Special Secretary, Services- I, Delhi.
4. S.O.(Coordination Branch) to get this Minutes of Meeting uploaded on website of Services Department.
5. Guard File


(Iti Agarwal)
Deputy Secretary,
Services Department