

Urgent
Time Bound

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

No. F.2(4)/2020/S.IV/CC/ 964-970
CIRCULAR

Dated: 29/06/21

Attention of Pr. Secretaries/Secretaries/HoDs of all the departments of Government of NCT of Delhi is invited to the discussion held during the meeting held on 11.01.2021 regarding development and implementation of SPARROW system for reporting of APAR in respect of all employees of Government of NCT of Delhi.

It was unanimously decided in the said meeting that all the departments shall nominate a nodal officer who shall co-ordinate with the Services Department, IT Department and NIC as and when required in connection with the development and implementation of the SPARROW system. However, it is observed that some of the departments have not furnished the details of nodal officers and non-furnishing of the requisite information causing delay in development of the said module.

Further, it is informed to all the departments that NIC has prescribed an employee template form (copy enclosed) seeking information in respect of all employees in the soft copy (excel sheet) for implementation of SPARROW. It has also been informed that all the fields mentioned in the form are mandatory. As regard, NIC e-mail ID, name based NIC e-mail ID for all employees is required. In case of not having name based NIC e-mail ID the same can be applied at eforms.nic.in.

Further, in order to make it convenient for the user departments to fill up the information in employee template form, following instructions may be followed:-

S.No.	Name of Column	Instructions for filling up the details
1	Employee Code	Personal Identification Number (PIN) as per pay Roll which is unique code for each employee be mentioned.
2	Appellation	Mr./Ms./Mrs./Sh./Smt. required for each employee as the case may be.
3	Employee Name	Name of Employee as per Service record
4	NIC E-mail Id	Nodal officer shall get the e-mail of each and every employee of the department by applying for bulk subscription through NIC website at eforms.nic.in.
5	Gender	As per service record
6	Father's Name	As per service record
7	Date of Birth	As per service record
8	Nationality	As per service record
9	Religion	As per service record
10	Category	As per service record
11	Service	General Central Service or Central Civil Service etc. as mentioned in the RRs of respective post.
12	Cadre	Name of Cadre viz. DASS, IT, Accounts etc. as the case may be is required to be mentioned. It may be ensured that the entry for one cadre should be same for each employee of the said cadre.
13	Organization	Name of present Department
14	Organization From date	Date of posting in Present Department
15	Designation	Present designation held by the employee (Do not

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		use short forms)
16	Designation Suffix	Work assigned to Designation Viz. Admn., Care taking, Legal etc.
17	Designation Joining Date	Date of Joining on present designation
18	Type of Appointment	Appointment on present Grade whether by Direct or Promotion or any other mode
19	Appointment Order Date	Date of appointment on present Grade
20	Allotment Year	Year of appointment to the Govt. Service

All the departments of Government of NCT of Delhi are required 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) 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 within two weeks without fail.

All Pr. Secretaries/Secretaries/HoDs of the departments are requested to look into it personally and arrange to provide the requisite details within stipulated time.

This issues with the approval of the Competent Authority

Encls: Employee Template Form


(ANJU MANGLA)
Dy. Secretary (Services)


All Pr. Secretaries/Secretaries/HoDs
Government of NCT of Delhi

No. F.2(4)/2020/S.IV/CC/ 964-970

Dated: 24/6/21

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, 3rd 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.


(ANJU MANGLA)
Dy. Secretary (Services)

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