

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 CELL/MISC/2022/141-145 Dated: 06-04-2023

CIRCULAR

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

In continuation of the earlier Circular dated 24.03.2023, wherein comprehensive instructions were issued to Departments/HoDs regarding implementation of e-SPARROW (e-APAR) project, it is informed that the SPARROW portal is **NOW LIVE**.

The e-SPARROW Website URL is <https://sparrow-gnctdss.delhi.gov.in>

Theoretical and hands-on training sessions have been already organized by the Services Department on various occasions and all Nodal Officers have now been trained on the portal aspects.

Further, following roles have been assigned to the Heads of Department for initiating the online APAR generation for their respective departments:

Role Name	Role Description	Remarks
SPARROW - PAR Central Custodian (Primary)	PAR Custodian is an authorized individual responsible for generating the PAR, sending the PAR to the concerned officials and finally closing the PAR after completion.	All HoDs have been delegated the powers of PAR Custodian for the respective departments. Through their Govt. email id, they can create the workflows and generate the blank APAR forms for the individual employees (DSS and Steno cadres) for their department.
SPARROW PAR Manager	PAR Manager is responsible for creating the workflow of the officers. The vital responsibility of PAR manager is to set the channel of submission (Reporting/ Reviewing Authority) in workflow for PAR of the officer.	-do-

All Heads of department are now requested to initiate the process of PAR generation for their respective departments for all DSS and Steno cadre employees (including those on diverted capacity). The timelines for online generation and recording of APAR shall be similar to that approved by DoPT for IAS cadre (enclosed herewith). These timeline are to be strictly adhered to for recording of APAR for the assessment year 2022-23. It is once again re-iterated that **NO PAR shall be accepted in physical form for the entire period of assessment year 2022-23.**

Apart from the above, few more roles are to be assigned in the system for smooth operation of the portal as given below:

Role Name	Role Description	Remarks
SPARROW - PAR Central Custodian (Alternate)	This role is an alternate to PAR Custodian (as described above).	All HoDs are requested to share the details such as Name, Govt. email ID, designation and employee code of such officer who they desire to be an alternate Custodian. It is

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		requested that such officer may not be below the rank of Head of Office in the respective department.
PIMS Creator-EMD ADMINISTRATOR	Can create/ modify new and existing employees data in PIMS (Personal Information Management System)	All HoDs are requested to share the details such as Name, Govt. email ID, designation and employee code of such officer who they desire to be a PIMS Creator. Generally names of Nodal Officers appointed for the purpose of SPARROW implementation or from Admin section may be given.
PIMS Verifier-EMD ADMINISTRATOR	Can initiate joining/ transfer/ posting of officials from one organization to other	-do-

All Head of Departments are requested to share the above information as soon as possible on our email id services4rr@gmail.com so that the roles may be configured accordingly.

Further, HOD's are to ensure that the '**creation of workflow of blank APAR form, details of Reporting & Reviewing Authority is approved by the Competent Authority/ PAR custodian of the Department**'.

In case the department faces any problems while creating workflow, generating online APAR or any other technical/administrative issue, they 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**.

This issues with the approval of the Competent Authority.

Kinny
Dr. Kinny Singh, IAS
Special Secretary,
Services

All HODs concerned, 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.10(506)/Coord/IT CELL/MISC/2022/141-145 Dated: 06-04-2023

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

Kinny
Special Secretary,
Services

Timeline/Time schedule for preparation/completion of e-APAR
(Reporting year- Financial year)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e.- to Officer to be Reported upon where self-appraisal has to be given and to Reporting Officers where self- appraisal is not to be given)	31 st March
2.	Submission of self-appraisal to Reporting officer by Officer to be Reported upon (where applicable).	31 st May
3.	Appraisal by Reporting officer to Reviewing Officer.	31 st July
4.	Appraisal by Reviewing Authority to be sent to Adminstration or CR section/Cell or Accepting Authority, wherever provided	31 st September
5.	Appraisal by accepting authority, wherever provided (if any)	31 st December
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	31 st December
7.	Receipt of representation, if any, on APAR	15 days from date of disclosure.
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	15 days from date of disclosure.
9.	Disposal of representation by the the Competent Authority	Within One Month from the date of receipt of representation
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 days from the disposal