

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/ 104-110

Dated: 24-03-2023

CIRCULAR

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

As the departments are aware that the e-SPARROW project is set to be launched for the assessment year 2022-23. The project aims at digitizing the performance appraisals of DSS and Steno Cadres in the first phase. The project will be implemented across 110 departments covering close to 8200 employees.

In this connection, most of the technical works and specifications have been worked out and the Services Department is in the process of entering basic employee information in PIMS (Personal Information Management System). Once the entire data is entered in the system, the Custodians will be able to access the data through their NIC Email.

At this stage, Services department has identified following roles and responsibilities of different authorities related to implementation of the project:-

1) Head of Departments

- (i) The Head of Departments shall play the role of Custodian of the e-SPARROW database in their respective Departments.
- (ii) The HoDs shall appoint a Nodal Officer for e-SPARROW.

In this regard, Services department had already requested all the Departments to appoint Nodal Officers for e-SPARROW. However, following departments have not nominated Nodal Officers till date:-

- (a) Administrative Reforms Department
- (b) Ambedkar Nagar hospital
- (c) Aruna Asaf Ali hospital
- (d) Attar Sain Jain Eye & General hospital
- (e) Baba Saheb Ambedkar Medical College
- (f) Baba Saheb Ambedkar Hospital
- (g) Dialogue and Development Commission
- (h) Deen Dayal Upadhyaya hospital
- (i) Directorate of Home Guards

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- (j) Directorate of Panchayat
- (k) Department of Vigilance
- (l) Hedgewar Arogya Sansthan hospital
- (m) Public Grievances Commission
- (n) Sardar Vallabh Bhai Patel hospital
- (o) Women and Child Development

Therefore, these Departments/HoDs are once again requested to furnish the Information of Nodal Officer for e-SPARROW by 27.03.2023.

(iii) They shall ensure that a certificate is furnished by the concerned authorities of their departments completion of the following actions.

2) Departments

- (i) The Departments shall ensure that complete information of their employees of DSS and Steno Cadre including those working in other Departments in Diverted Capacity is available with them. This information needs to be shared with the Services Department (in the 22 point template already shared with the Departments), complete in all respects at email- services4rr@gmail.com.
- (ii) The Departments should ensure that each and every Officer/Official has the Government/NIC email ID.
- (iii) The Departments should ensure that they have the list of Reporting and Reviewing Authorities for all the employees of DSS and Steno cadres along with their NIC email-id's.
- (iv) The Departments should ensure that they have the data of Reporting and Reviewing Authorities of ex-Cadre such as Principals, MS of Hospitals, Engineers etc. This information needs to be shared with the Services Department (in the 22 point template already shared with the Departments), complete in all respects including Government/NIC email ID at email- services4rr@gmail.com, so that the blank APAR of the Officers/officials of DSS and Steno Cadre working in their Departments can be generated.
- (v) The Departments shall ensure that officers/officials are regularly deputed for training.

At present, a "Hands on Training" of all appointed officers/officials is being conducted by Services Department in coordination with NIC on 27th-28th March 2023 at UTCS. The Departments shall ensure that their departments appointed officers/officials attend this training.

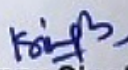
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- (vi) The Departments shall ensure Creation of Workflow in e-SPARROW portal for all employees when the e-SPARROW module goes live.
- (vii) The Departments shall ensure Creation of blank PAR form with filled Section-I for the all the employees of DSS and Steno Cadre within the specified timeline.
- (viii) The Departments shall ensure that the timelines for creation of PAR forms, Self-Appraisal, Assessment by Reporting Officer, Remarks by Reviewing Officer (if applicable), Disclosure and Closure of APAR are adhered to. These are being circulated shortly.

It is once again informed that all the rules/guidelines of APAR as followed in the Government with respect to DSS/Steno cadres will remain same as in the offline mode and there are no changes with respect to it.

Further, in this regard, the directions of the Competent Authority are reiterated that **"No Manual APAR will be accepted/entertained for the financial year 2022- 23 for DSS and Steno Cadre by the Services Department"**.

This issues with the approval of the Competent Authority.


Dr. Kinny Singh
Special Secretary
(Services)

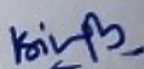
All HODs concerned, Govt. of NCT of Delhi, with the request to bring the contents of this circular to the notice of all concerned for compliance.

No.F.10(506)/Coord/IT CELL/MISC/2022/104-110

Dated: 24.03.2023

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- III, Delhi.
4. P.A. to the Special Secretary, Services- II, Delhi.
5. The S.O. (Coordination), Services Department, with the direction to upload the circular on the website of Services Department
6. Guard File


Dr. Kinny Singh
Special Secretary
(Services)