

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/2022/266-270

Date: 19/01/2024

MINUTES OF THE MEETING HELD UNDER THE CHAIRPERSONSHIP OF Ms. ITI AGARWAL, DEPUTY SECRETARY(SERVICES) ON 15.01.2024 AND 17.01.2024 regarding completion of APAR for DSS and Steno Cadres on e-SPARROW portal.

Meetings were held in the Conference Number-3, B-Wing, 2nd Floor, Delhi Secretariat on 15.01.2024 and 17.01.2024 at 11:30 AM with 62 departments of GNCT of Delhi (as per schedule attached) on the above subject having high pendency in e-APAR filling. These departments were called to review their progress of e-APAR filling for DSS and Steno cadres under e-SPARROW project.

Deliberations:


1. At the outset, the chairperson welcomed the representatives of departments present in the meeting and apprised the representatives that the portal for e-APAR filling for DSS and Steno cadres will close soon and the last date for closure of e-APARs shall be 31.01.2024.
2. Further, the chairperson reviewed the pendency in the departments present and directed the representatives to close the pending APAR's as soon as possible.
3. The departments conveyed the problems being faced by them in the process of e-APAR filling which are detailed below:-
 - A. The Nodal Officers/PAR Central Custodian (Primary) for some departments have been transferred and new Nodal Officers have not been assigned the roles. These officers were directed to get their roles assigned from the IT Cell of the Services Department. The IT Cell of the Services Department was directed by the chairperson to assign the roles as per the requests received from these departments.
 - B. Some officers from the departments apprised the chairperson that they have not been trained as the person previously in their roles have been transferred out of the department. It was directed that all such nodal officers may get themselves trained immediately for the roles they have been assigned through the IT cell of Services Department.
4. The chairperson conveyed that some departments have not even generated blank APAR's of employees in their departments and gave directions to generate the blank APAR's of such employees immediately.
5. The chairperson conveyed the representatives that the PAR Central Custodian (Primary) /PAR Central Custodian (Alternate) / CR section of the respective department is responsible to generate APAR's of all the employees in their departments for any period during 2022-23 and conveyed that failure to generate APAR forms may call for action against them.
6. The chairperson conveyed that APARs pending at various stages like self-appraisal/ reporting/ review etc may be expedited and closed immediately. Wherever cases are pending due to some issues viz. retirements, suspensions or any other reasons beyond control, cases may be forwarded to next stage after due approvals from the HoD.

7. The Nodal Officers/PAR Central Custodian (Primary) of 20 departments failed to attend the meeting are detailed below:

Sr. No.	Name of the Departments which failed to attend the meeting
1	GNCTD-GURU TEG BAHADUR HOSPITAL
2	GNCTD-IRRIGATION AND FLOOD CONTROL
3	GNCTD-GOVIND BALLABH PANT INSTITUTE OF POST GRADUATE MEDICAL AND RESEARCH
4	GNCTD-GURU NANAK EYE CENTRE
5	GNCTD-DEEN DAYAL UPADHAYAY HOSPITAL
6	GNCTD-DR BABA SAHEB AMBEDKER HOSPITAL
7	GNCTD-ARUNA ASAF ALI HOSPITAL
8	GNCTD-BABU JAGJIVAN RAM MEMORIAL HOSPITAL
9	GNCTD-DEEP CHAND BANDHU HOSPITAL
10	GNCTD-DEPARTMENT OF AGRICULTRE AND MARKETING
11	GNCTD-DEPARTMENT OF LAW AND JUSTICE LEGAL AFFAIRS
12	GNCTD-DEPARTMENT OF SC ST
13	GNCTD-DIALOUGE AND DEVELOPMENT COMMISSION OF DELHI
14	GNCTD-DIRECTOR OF PANCHAYAT
15	GNCTD-DIRECTORATE OF VIGILANCE
16	GNCTD-HIGHER EDUCATION
17	GNCTD-INDIRA GANDHI HOSPITAL
18	GNCTD-LAL BAHADUR SHASTRI HOSPITAL
19	GNCTD-RAO TULA RAM HOSPISTAL
20	GNCTD-URBAN DEVELOPMENT DEPARTMENT

8. The Chairperson directed the IT Cell of the Services Department to call these absentee departments next week for a meeting along with the departments having high pendency in e-APAR filling.

#Meeting ended with Thanks to the Chair#


(Iti Agarwal)
Deputy Secretary,
Services Department

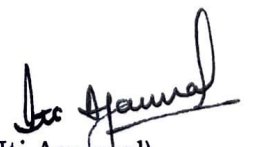
To: All the Heads of Departments, GNCT of Delhi

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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