

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F.10 (335)/Admn-I/2016/DSW/Estt/1467-1470

Dated: 15/11/19

CIRCULAR

Please find enclosed herewith the copy of following letter(s) for information and necessary action as per the instructions contained therein:-

S.No	Name of the Ministry/Deptt./Organization	Letter No./ Date	Subject
1.	Services-IV Department/Confidential Cell, 7 th Level, 'B' Wing, Delhi Sectt, New Delhi-110002.	F.2(2)/2016/S-IV/CC/Vol.-i/2019-2020 dated 10/07/2019	Timeline for online filing and completion of APARs for year 2018-19 in SPARROW portal in respect of DANICS Officers - regarding further extension of timeline.
2.	Services-IV Department (Coordination Branch), 7 th Level, 'B' Wing, Delhi Sectt, New Delhi-110002.	F.No. 4(1)/2017/Misc/S-IV/081452118/5713 dated 08/11/2019	Regarding amendment in part 4(3) of APAR in respect of employees of GNCT of Delhi.


Section Officer (Admn-I)

To

1. ~~Sr. System Analyst, DSW for uploading the circular on the Departmental website.~~
2. Guard file.

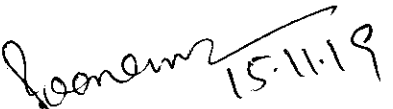
F.10 (335)/Admn-I/2016/DSW/Estt/

Dated:

Copy for information to:-

1. PS to Secretary (SW)
2. PA to Director (SW)


Section Officer (Admn-I)


15.11.19
Mr. Abhishek

542/CC
15/11/19

DIRECTOR SOCIAL WELFARE
11 NOV 2019
DY. NO. 2610

REMINDER-III

Secretary (SW/WCD)
Govt. of NCT of Delhi
11 NOV 2019
Dy. No. 5079

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (COORDINATION BRANCH)
B-WING, 5TH LEVEL, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002
(<http://services.delhigovt.nic.in>)

F. No. 4(1)/2017/Misc./S-IV/081452118/5713 Dated: 08-11-2019
To

Urgent

The All HoDs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi.

Subject:- Regarding amendment in part 4(3) of APAR in respect of employees of GNCT of Delhi.

Sir/Madam,

DBW/ DWCD

I am directed to refer to this department's circular of even no. dated 05.08.2019 and subsequent reminder dated 24.09.2019 & 11.10.2019 (copy enclosed) vide which approval of Hon'ble L.G. for the mandatory "Annual Health Check-up Scheme" in respect of all Govt. employees of GNCT of Delhi aged 40 years and above was conveyed. Summary of Health Report was accordingly, ordered to be incorporated in APAR of DASS/Steno Cadre in part 4(3) of the APAR. All HoDs of Govt. of NCT of Delhi were requested to make necessary amendment in APAR in respect of their Ex-Cadre employees and make available the action taken report to Services Department. However, it is seen that Departments have not complied with this.

It is therefore, once again requested to make available a report to the effect that APAR in respect of all the Ex-cadre employees has suitably been amended accordingly. This may be done by the 15th of November 2019.

Encls: As above

Advance copy

[Signature]
DY. SECRETARY (SERVICES)

2328
13/11/19

DD (Admin-I)
DD (Admin-II)
11/11/19
Shr. Sajay
13-11-19

REMINDER

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 SERVICES DEPARTMENT (COORDINATION BRANCH)
 B-WING, 5TH LEVEL, DELHI SECRETARIAT
 I.P. ESTATE, NEW DELHI-110002
 (<http://services.delhigovt.nic.in>)

F. No. 4(1)/2017/Misc./S-IV/081452118 / 4644-4646

Dated: 24-9-2019

To

The All HoDs/Pr. Secretaries/Secretaries,
 Govt. of NCT of Delhi.

Subject:- Regarding amendment in part 4(3) of APAR in respect of employees of GNCT of Delhi.

Sir/Madam,

I am directed to invite reference to this department's circular of even no. dated 05.08.2019 (copy enclosed) vide which approval of Hon'ble L.G. for the mandatory "Annual Health Check-up Scheme in respect of all Govt. employees of GNCT of Delhi aged 40 years and above" was conveyed. Summary of Health Report was accordingly, ordered to be incorporated in APAR of DASS/Steno Cadre in part 4(3) of the APAR. All HoDs of Govt. of NCT of Delhi vide referred circular were also requested to make necessary amendment in APAR in respect of their Ex-Cadre employees.

Now, I am directed to request to kindly make available the action taken report to the effect that APAR in respect of all the Ex-cadre employees has suitably been amended. The copy of the order issued by the respective Department in this regard may also please be made available to Services Department within fortnight's time.

Encls: As above

Yours faithfully,


24/9/19

(AJAY KUMAR CHAWALA)

 DY. SECRETARY (SERVICES)

Copy for kind information to:

1. PS to Principal Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
2. S.O. to Chief Secretary, Govt. of NCT of Delhi.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (COORDINATION BRANCH)
B-WING, 5TH LEVEL, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002
(<http://services.delhigovt.nic.in>)

F. No. 4(1)/2017/Misc./S-IV/081452118/4963
To

Dated: 11/10/2019

The All HoDs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi.

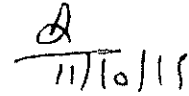
Subject:- Regarding amendment in part 4(3) of APAR in respect of employees of GNCT of Delhi.

Sir/Madam,

I am directed to refer to this department's circular of even no. dated 05.08.2019 and subsequent reminder dated 24.09.2019 (copy enclosed) vide which approval of Hon'ble L.G. for the mandatory "Annual Health Check-up Scheme" in respect of all Govt. employees of GNCT of Delhi aged 40 years and above was conveyed. Summary of Health Report was accordingly, ordered to be incorporated in APAR of DASS/Steno Cadre in part 4(3) of the APAR. All HoDs of Govt. of NCT of Delhi were requested to make necessary amendment in APAR in respect of their Ex-Cadre employees and make available the action taken report to Services Department.

It is therefore, once again requested to make available a report to the effect that APAR in respect of all the Ex-cadre employees has suitably been amended accordingly.

Encls: As above


11/10/19

(AJAY KUMAR CHAWALA)
DY. SECRETARY (SERVICES)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL
7TH LEVEL 'B' WING DELHI SECRETARIAT: NEW DELHI-110002

No.F.2 (2)/2016/S-IV/CC/Vol.-I/ 2019 - 2020

Dated: 10/07/2019

CIRCULAR

Sub: Time line for online filing and completion of APARs for year 2018-19 in SPARROW portal in respect of DANICS Officers - regarding further extension of timeline.

In continuation of Services Department Circular No. F. 2 (2)/2016/S-IV/CC/Vol.-I/1762 dated 14.06.2019 on the subject cited above, a copy of letter No. 14016/12/2018-UTS.II dated 03.07.2019 of Section Officer (UTS.II), Govt. of India, Ministry of Home Affairs alongwith Annexure-III, is forwarded herewith with the request to circulate the contents of the letter widely for the information of all the concerned officers of your department.

It is also informed that Officer Reported upon, Reporting / Reviewing Officer in order to have access to sparrow portal for DANICS has to log in to <https://sparrow-danics-danips.eoffice.gov.in/> through Firefox or Internet Explorer and if any end user finds any difficulty in generating or recording PARs online, they may contact the Assistant Programmer, IT Cell, UTS, MHA, on his Mobile No. 9818614910 or on Help Desk created for the purpose at 1800111555 or e-mail to <http://servicedesk.nic.in> for immediate solution of difficulty.

(ASHWANI KUMAR MEHTA)
DEPUTY SECRETARY-I (SERVICES)

Encls: As above.

To

- All Head of Departments
- All Local Bodies / Autonomous Bodies/ Public Sector Undertakings
- Government of NCT of Delhi, Delhi / New Delhi.

No.F.2 (2)/2016/S-IV/CC/Vol.-I/ 2019 - 2020

Dated: 10/07/2019

Copy to Section Officer (Coordination), Services Department, with the request to upload the letter on website of Services Department.

(ASHWANI KUMAR MEHTA)
DEPUTY SECRETARY-I (SERVICES)

Seq/19/15344

05/07/19

Immediate

No. 14016/12/2018-UTS.II
 Government of India
 Ministry of Home Affairs

North Block, New Delhi
 Dated: 3rd July 2019

To

1. Chief Secretary,
Govt. of NCT of Delhi,
New Delhi.
2. Commissioner of Police,
Delhi Police,
PHQ, New Delhi.
3. Chief Secretary,
A&NI Administration,
Portblair.
4. Administrator,
Lakshdweep Administration,
Kavaratti.
5. Administrator,
DD&DNH,
Moti Daman.
6. Advisor to Administrator,
Chandigarh Administration,
Chandigarh.

Subject: **Introduction of SPARROW for online filing of APARs in respect of DANIPS/DANICS officers extension of time line for completion of APAR for the year 2018-19.**

Sir,

The undersigned is directed to refer to this Ministry's letter of even number dated 3rd May 2019 on the above subject and to say that the prescribed time schedule for completion of APAR in respect of DANICS/DANIPS officers was revised as a one time measure to resolve the teething problems and taking into consideration the General Election to the Lok Sabha-2019 held during April 2019.

2. It has come to the notice that some of the UT Cadres are still facing practical difficulties in generation/filling up the APAR online in SPARROW system due to technical / internet issues, specifically Andaman & Nicobar Island Administration.

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3. In view of above, it has been decided, with the approval of Competent Authority that the target dates prescribed vide **Annexure-I**, as relaxed vide **Annexure-II** may be further extended as indicated in **Annexure-III**. It is informed that no further revision in the time schedule for preparation/completion of APAR for the year 2018-19 will be allowed.

4. This may please be brought to the notice of all concerned.

Yours faithfully,



{Beena Tanwar}

Section Officer (UTS.II)

Ph/fax No. 23094301

Copy to:

S.O., IT Cell, MHA-for uploading on MHA website in UT-DANICS/DANIPS

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ANNEXURE - III

One time relaxation in time schedule for generation and recording of APAR for the year 2018-19 only through SPARROW web portal for DANICS/DANIPS officers

S.No.	Activity	Date by which the activity to be completed
1.	Submission of self-appraisal to the Reporting Officer	15 th July, 2019
2.	Forwarding of report by Reporting Officer to Reviewing Officer	15 th August, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the Accepting Authority (wherever provided)	15 th September, 2019
5.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	30 th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the Competent Authority.	15 th October, 2019
8.	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority.
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 15 days of finalization of decision by Competent Authority.
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December, 2019

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