

**REMINDER-II**  
**TIME BOUND MATTER**  
**MOST-URGENT**

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

**F.No.2(70)/Admn.-II/2021/DSW/Estt./**

**Dated:**

**Sub.- Regarding development and implementation of SPARROW system for reporting of APAR in respect of all employees of GNCTD.**

Please refer to this Office circular No.2(70)/Admn.-II/2021/DSW/Estt./7814-7884 dated 18/08/2021 and subsequent reminder dated 28/09/2021, vide which it was requested to all DDs/DSWOs/DDO/HOO/Supdt./In-Charge of Homes/Institutions/Schools and All Dealing Assistant of Admn.I & II Branch to provide the details of all employees in the employee template form in 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 but the same has not been received till date. Non-furnishing of the requisite information causing inordinate delay in development of the SPARROW System for the employees of GNCT of Delhi.

It is, therefore, all DDs/DSWOs/DDO/HOO/Supdt./In-Charge of Homes/Institutions/Schools and all Dealing Assistant of Admn. I & II branch of this Department are once again directed to provide the details of employees in the prescribed employee template form in Soft Copy (Excel Sheet) followed by the hard copy of the same duly signed by the authorized Officer concerned to the this office, preferably within a week.

This may be given on Top Priority.

(Rahul Aggarwal)  
Dy. Director (Admn-I) / Nodal Officer (SPARROW)

To

1. ALL DDs/DSWOs/DDO/HOO/Supdt./In-Charge of Homes/Institutions /Schools.
2. All the concerned Dealing Assistant of Admn.-I & II Branch, DSW GLNS Complex, Delhi Gate, Delhi.
3. ✓ Sr. System analyst, DSW with the request to upload the circular on the website of this Department and also directed to provide the NIC email id of all the employees of this Department.

**F.No.2(70)/Admn.-II/2021/DSW/Estt./ 12537-12607**

**Dated:**  
**13 OCT 2021**

Copy for information to:-

- (i) PA to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
- (ii) PA to Spl. Secretary -cum- Director (SW), GLNS Complex, Delhi Gate, Delhi.
- (iii) PA to Jt. Director (SW), GLNS Complex, Delhi Gate, Delhi.

(Rahul Aggarwal)  
Dy. Director (Admn.I)/Nodal Officer (SPARROW)

*Abhishek*  
14/10/21

*429/ce*  
14/10/21

*Rahul Aggarwal*  
12/10/21