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No. F.32/1/2020-AC/Js/na/588-692  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE DEPARTMENT**  
**HUMAN RESOURCE DIVISION: CADRE CONTROL UNIT**

A' Wing, 4<sup>th</sup> Level, Delhi Secretariat,  
I.P. Estate, New Delhi 110002  
Ph: 22392133

Dated: 16/03/2023

To

All Pr. Secretaries/Secretaries/HoDs,  
Government of NCT of Delhi.

**Sub: Implementation of e-SPARROW System for Govt. of NCT of Delhi  
Accounts Cadre.**

Sir/Madam,

It is informed that vide letter No. F.21(1)/IT Cell/Serv./2023/58-62 dated 14.03.2023, Services Department informed that the Competent Authority has approved the inclusion of Government of NCT of Delhi Accounts Cadre Officers in e-SPARROW project in order to move forward to online APARs (e-SPARROW) system.

2. Further, it is informed that NIC has prescribed an employee template form (copy enclosed) seeking information in respect of all Accounts Cadre employees in the soft copy (excel sheet) for implementation of e-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-mail ID for all Accounts Cadre employees is required. In case of not having name based NIC e-mail ID, the same may be obtained by the concerned officer from NIC.

3. Further, in order to make it convenient for the user departments to fill up the information in employee template form, following instructions may be followed:-

S.No.	Name of Column	Instructions for filling up the details
1	Employee Code	Personal Identification Number (PIN) as per pay Roll which is unique code for each officer be mentioned.
2	Appellation	Mr./Ms./Mrs./Sh./Smt. Required for each officer as the case may be.
3	Employee Name	Name of Officer as per service record
4	NIC E-mail Id	In case of non-availability of NIC email id, Nodal officer of concerned department shall get the e-mail of Accounts Cadre officer of the department by applying through NIC website at eforms.nic.in.
5	Gender	As per service record
6	Father's Name	As per service record
7	Date of Birth	As per service record
8	Nationality	As per service record
9	Religion	As per service record
10	Category	As per service record
11	Service	Central Civil Service

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12	Cadre	Accounts Cadre
13	Organization	Name of present Department
14	Organization From date	Date of posting in Present Department
15	Designation	Present designation held by the officer (Do not use short forms)
16	Designation Suffix	Work assigned to designation viz. Admn., Accounts, Care taking, Legal etc.
17	Designation Joining Date	Date of joining on present designation
18	Type of Appointment	Promotion
19	Appointment Order Date	Date of appointment on present Grade
20	Allotment Year	Year of appointment to the Govt. Service


4. All the departments of Government of NCT of Delhi are required to provide the details of all Accounts Cadre officers under their administrative control in the employee template form in Soft Copy (Excel Sheet) through e-mail at [ao.cadre@gmail.com](mailto:ao.cadre@gmail.com), followed by the hard copy of the same duly signed to the undersigned, **within three days** without fail.

5. All the Pr. Secretaries/ Secretaries/HODs of the departments are requested to look into it personally and arrange to provide the requisite details within stipulated time.

6. This issues with the approval of Pr. Secretary (Finance).

Encl : As above.

Yours faithfully,

  
(P.V.S.S. SUBBA RAO)  
JOINT SECRETARY (HRD)

No.F.32/1/2018-AC/Pt. File/ JSF/na/588-692

Dated: 16/03/2023

Copy for information to:-

1. The Deputy Secretary (Services), IT Cell, Services Department, Govt. of NCT of Delhi, 5<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi w.r.t. letter No. F.21(1)/IT Cell/Serv./2023/58-62 dated 14.03.2023.
2. Website of Finance Department.

  
(P.V.S.S. SUBBA RAO)  
JOINT SECRETARY (HRD)