

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATION BRANCH  
5 SHAM NATH MARG, DELHI-110054

Email: [admnlabour@delhi.gov.in](mailto:admnlabour@delhi.gov.in)

Ph. No. : 011-23963334

F.1/31/LC/Estt./Misc./1165/2023/2500-2505

Date: 07/07/2023

Circular

In pursuance of circular dated 05.04.2023, regarding Implementation of e-SPARROW (for DSS and Steno Cadre) it is to inform that the APARs of DSS and Steno Cadre officials have been generated and available on the e-SPARROW portal of the DSS and Steno Cadre officials for submitting Self-Appraisal. These officials may fill up their APAR by log in using their credentials i.e. Nic e-mail ID on the URL "<https://sparrow-gnctdss.delhi.gov.in>" and following these steps:-

**STAGE I ( for official reported upon):-** Login (using Nic email id & password) --->Go to Inbox( My PAR)& Click on "PAR id" ----> Fill Self Appraisal Form ---> Click on "Send to Reporting Officer".

**STAGE II ( for Reporting Officer):-** Login (using Nic email id & password) --->Go to Inbox (Assess PAR) & Click on "PAR id" ----> Fill Assessment Form ---> Click on "Send to Reviewing Officer".

**STAGE III ( for Reviewing Officer):-** Login (using Nic email id & password) --->Go to Inbox (Assess PAR) & Click on "PAR id" ----> Fill Assessment Form ---> Click on "Send to CR Section".

**STAGE IV ( for Custodian & Official Reported upon):-** The Custodian will forward the assessed PAR to the official reported upon. If the official is satisfied with the assessment then send to Custodian for final disposal otherwise, if not satisfied then raise a representation.

The Branch and District in-charges are requested to ensure that all the officials (DSS and Steno Cadre) posted in their branches and districts may fill up their APAR and forward it to their Reporting Officer within 15 days from the date of issue of this circular.

This may be treated as **Most Urgent**.



7.7.23

(VIJAY CHANDNA)

DY. LABOUR COMMISSIONER (ADMN.)

F.1/31/LC/Estt./Misc./1165/2023/2500-2505

Date: 07/07/2023

Copy for information & necessary action to:-

1. PA to Labour Commissioner, Labour Department, GNCTD
2. PA to Addl. LC, Labour Department, GNCTD
3. All Branch & District In-Charges, Labour Department, GNCTD with a request to use the above mentioned URL to report and review the APAR of the officials posted in their Branch and District.
4. Officials concerned through Branch & District In-charges.
5. System Analyst with the request to upload the above order on the website of Labour Department.
6. Guard File



DY. LABOUR COMMISSIONER (ADMN.)