

Reminder

Government of NCT of Delhi
Department of Women and Child Development
1st floor Maharana Pratap ISBT Building,
Kashmere Gate, Delhi-110006

No. F.16(25)/WCD/ADMN./SPARROW/2020 / 7707-10

Dated:

Circular

30 JUL 2021

In pursuance of services department circular no F.2(4)/2020/S.IV/CC/964-970 dated 29/06/2021 a circular was issued from DWCD vide . F.16(25)/WCD/ADMN./SPARROW/2020/6570-74 on dated 16/07/2021.

Wherein, all the DDOs/HOOs were requested to submit the required information in respect of all regular employees for implementation of SPARROW, for compilation after being verified from the services book of employees, but till date no information is received in Administration Branch.

Hence, it is hereby directed to send the required information to the **Administration Branch, DWCD (both in hard copy and soft copy) (@supdtadmnwcd@gmail.com) latest by 06/08/2021.**

Non compliance of this order will be viewed seriously.

Encl as above:


R. S Ruhil

Deputy Director (Admn.)


To,

All DDOs/HOOs
Department of Women and Child Development
GNCT Delhi

No. F.16(25)/WCD/ADMN./SPARROW/2020

Dated:

Copy forwarded to:-

1. PS to Director, DWCD GNCT Delhi
2. Sh. A. K. Soni, System Analyst, DWCD, GNCT Delhi for assisting the process of email ids creation at eforms.nic.in
- ✓ 3. IT cell, DWCD, GNCTD for uploading the order on website of the dept.
4. Guard File


R. S Ruhil

Deputy Director (Admn.)

165/17004
30/07/2021

S.No.	Employee Code	Application (Mr./Mrs./Dr./Shd./Smt.)	Employee Name	NIC Email ID	Grade	Father's Name	Date of Birth	Nationality	Religion	Category	Service	Cadre	Organization	Organization From date	Designation	Designation Suffix	Designation Joining Date	Designation Termination Date
Instructions for filling up the format:																		
	Employee Code	Personal Identification Number (PIN) as per pay roll which is unique code for each employee be mentioned.																
	Code	Mr./Mrs./Sh./Smt. required for each employee as the case may be.																
	Appellation	Name of Employee as per Service record																
	Employee Name																	
	NIC E-mail Id	Nodal officer shall get the e-mail of each and every employee of the department by applying for bulk subscription through NIC website.																
	Gender	As per service record																
	Father's Name	As per service record																
	Date Of Birth	As per service record																
	Nationality	As per service record																
	Religion	As per service record																
	Category	As per service record																
	Service	General Central Service or Central Civil Service etc as mentioned in the RRs of respective post.																
	Cadre	Name of Cadre viz. DASS, IT, Accounts etc. be mentioned. It may be ensured that the entry for one cadre should be same for each employee of the said cadre.																
	Organization	Name of present Department																
	Organization	Date of posting in Present Department																
	From date																	
	Designation	Present designation held by the employee (Do not use short forms)																
	Designation Suffix	Work assigned to designation viz. Admn., Care taking, Lega etc.																
	Designation	Date of Joining on present designation																
	Joining Date																	
	Type of	Appointment on present Grade whether by Direct or Promotion or any other mode																
	Appointment																	
	Appointment	Date of appointment order on present Grade																
	Order Date																	
	Allotment	Year of appointment to the Govt. Service																
	Year																	

S.No.	Employee Code	Appellation (Mr./Mrs./Sh./Smt.)	Employee Name	NIC E-mail ID	Gender	Father's Name	Date of Birth	Nationality	Religion	Category	Service	Cadre	Origin/Initial	Designation	Origin/Initial	Designation	Origin/Initial	Designation
Instructions for filling up the format:																		
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• Appellation	Mr./Mrs./Mrs./Sh./Smt. required for each employee as the case may be.																	
• Employee Name	Name of Employee as per Service record																	
• NIC E-mail Id	Nodal officer shall get the e-mail of each and every employee of the department by applying for bulk subscription through NIC website.																	
• Gender	As per service record																	
• Father's Name	As per service record																	
• Date Of Birth	As per service record																	
• Nationality	As per service record																	
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