

MOST URGENT

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, DELHI-110006**

F.16(28)/DWCD/Admn/Status/2020/ 10508-12

Dated: 31 Aug 2021

ORDER

Please refer circulars dated 16.07.2021 and reminder dated 30.07.2021 vide which you have been requested to submit the requisite information in respect of all regular employees in the prescribed format as prescribed by the Services Department circular dated 29.06.2021 after verifying the same from the services book so that the compiled information may be forwarded to the Services Department, GNCTD for the implementation of SPARROW System.

In this regard, it is mentioned that some of the DDOs/HOOs have sent the above information but the same is incomplete (NIC email id of the employees are not mentioned in the proforma which is mandatory).

As regard to NIC email Id of employees, all the DDOs/HOOs will login on the portal <https://eforms.nic.in/> through their NIC email id and register for Bulk Subscription to generate the name based NIC email id in r/o all regular employees whose salary postings are under their jurisdiction.


Further, it is mentioned that the Services Department, GNCTD is pressing hard to submit the requisite information because non-furnishing of the requisite information causing inordinate delay in development of the SPARROW System for the employees of GNCT of Delhi and the Secretary (DWCD) is personally monitoring the progress of this matter on daily basis and a meeting will also be held in the coming days to check the progress.

Hence, it is hereby directed to All DDOs/HOOs to submit the requisite information by filling the specified google form at prescribed link <https://forms.gle/Si16z27n145V6LN87> latest by 03.09.2021 without fail.

Note: -

1. **For any query related to generation of NIC email id, the DDOs/HOOs may contact Sh. A. K. Soni, DPA, DWCD.**
2. **Do not fill the duplicate/wrong entries in the above mentioned google form. In case of any wrong entry, please do not fill the same entry again to fix it and kindly inform the same to the Admn. Br, WCD.**

Encl: As above.



Deputy Director (Admn)

F.16(28)/DWCD/Admn/Status/2020/ 10508-12

Dated:

Copy to: -

1. OSD to Secretary (DWCD), Govt. of NCT of Delhi.
2. PS to Director (DWCD), Govt. of NCT of Delhi.
3. Sh. A. K. Soni, DPA, DWCD, Govt. of NCT of Delhi.
4. All District Officers, DWCD for monitoring the process.
5. Data processing Assistant/Concerned Dealing Assistant, IT Cell, DWCD, Govt. of NCT of Delhi for uploading the order on website of the Deptt.


Deputy Director (Admn)