F.No.16(25)/WCD/Admn/Sparrow/2020 /13876-8)   Dated: 0 4 OCT 2021

CIRCULAR

Sub: - Meeting regarding submission of requisite information for Sparrow System Implementation for all regular employees of various services/cadres of GNCTD, to be held on 5.10.2021 at 11.30 am.

All the DDOs/HOOs are hereby directed to attend the meeting under the chairmanship of Deputy Director (Admn) which is to be scheduled on 5.10.2021 at 11.30 am venue Conference Hall, WCD (HQ) positively without fail, regarding submission of requisite information in the Sparrow System Google form for onward transmission to the Services Department for implementation of Sparrow System.

Further, it is directed to attend the above meeting along with the information/status report duly filled in and signed in the prescribed format (**performa is enclosed**).

Encl: As above

Deputy Director (Admn.)

To,

All DDOs/HOOs of ICDS/Homes/Institutions/HQ, DWCD.

F.No.16(25)/WCD/Admn/Sparrow/2020 /13876-8)   Dated: 0 4 OCT 2021
Copy forwarded to: -

1. OSD to Secretary, DWCD, Govt. of NCT of Delhi, New Delhi.
2. PS to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. Sh. A.K. Soni, DPA, DWCD, Govt. of NCT of Delhi.
4. Deputy Director (CTB), WCD, with the request to arrange 40 chairs.
5. Data Processing Assistant/Concerned Dealing Assistant, Computer Cell, DWCD (HQ), GNCTD for uploading the circular on website of the Deptt.
6. Guard file.

Deputy Director (Admn.)

Performa for Status Report in Sparrow System

Name of ICDS Project/Home/ Institution	Name of DDO/HOO	Contact No of DDO/HOO	Total no of employees whose salary is in this ICDS project/Home/Institution.	No of employees whose data have been filled in sparrow system Google form.	No of employees whose data is pending to fill for sparrow system Google form.	List of Names of total employees with post whose salary is in this ICDS project/Home/Institute.	List of Names of employees with post whose data have been filled in Sparrow System Google form.	List of Names of employees whose data have not been filled in Sparrow System Google form.	Reason for not filling details of employees in Sparrow System Google form