

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

F.No. 16(25)/WCD/Admn/Sparrow/2020/

1205-08

Dated:

20/07/2022

ORDER

In pursuance of the letter no. F.2(4)/2020/S.IV/CC/1205 dated 04.07.2022 (copy attached) issued by Dy. Secretary (Services) vide which it has been requested to provide service particulars and NIC email-id in respect of all employees of DSS (formely DASS) and Stenographer Cadre.

In this regard, the concerned DDOs/HOOs of the department under whose jurisdiction the employees (as per name mentioned in list attached) are drawing salary, are directed to submit the details in the enclosed proforma (Annexure-I) to the undersigned latest by 21.07.2022 04:00 PM through email on supdtadmnwcd@gmail.com without fail.

Encl: As above.

Section Officer (Admn.)

F.No. 16(25)/WCD/Admn/Sparrow/2020/

Dated:

Copy to:-

1. PA to Director (DWCD), Govt. of NCT of Delhi.
2. All District Officers, DWCD for monitoring the process.
3. Concerned employees of WCD whose name are mentioned in the attached list.
4. DPA/concerned dealing assistant, IT Cell, WCD for uploading the order on department's website.
5. Guard file.

Section Officer (Admn.)

Sl. No.	Name of the Official/Officer	Designation
1.	Maya Devi	SO
2.	Diwan	SO
3.	Arvind Prakash	SO
4.	Jitender Kumar	ASO
5.	Radha Krishan	ASO
6.	Virender Kumar	ASO
7.	Sanjay Kumar	ASO
8.	Malti Singh	ASO
9.	Satish Singh Aswal	ASO
10.	P. Nityachand	ASO
11.	Kawaljeet Singh Bindra	ASO
12.	Neetu James	ASO
13.	Shabana	ASO
14.	Kishan Singh	Sr. Asstt.
15.	Tribhuvan Kumar	Sr. Asstt.
16.	Nathan Singh	Sr. Asstt.
17.	Sonu	Sr. Asstt.
18.	Ramesh Chand	Jr. Asstt.
19.	Amit	Jr. Asstt.
20.	Hemant Singh	Jr. Asstt.
21.	Manish Sehwari	Jr. Asstt.
22.	Umesh Kumar	Jr. Asstt.
23.	Shiv Charan Meena	Jr. Asstt.
24.	Rameshwar Lal	Jr. Asstt.
25.	Rajveer Singh	Jr. Asstt.
26.	Tara Dutt	Jr. Asstt.
27.	Sahil Dabas	Jr. Asstt.
28.	Mohit Kumar	Jr. Asstt.
29.	Kamini Verma	Jr. Asstt.
30.	Ritu Raj	Jr. Asstt.
31.	Shatrughna Sharma	Jr. Asstt.
32.	Nitin Kumar	Jr. Asstt.
33.	Amrendra Mathur	Jr. Asstt.
34.	Jyoti Khatri	Jr. Asstt.
35.	Manoj Kumar	Jr. Asstt.
36.	Vinit Kumar	Jr. Asstt.
37.	Manish Kumar Meena	Jr. Asstt.
38.	Aman Kumar	Jr. Asstt.
39.	Akhiljeet Meena	Jr. Asstt.

0/352
Most Urgent
CS reference

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL
B-Wing, 5TH Level, Delhi Secretariat, New Delhi- 110002.

No. F.2(4)/2020/S.IV/CC/1205

To

All Heads of Departments,
Government of NCT of Delhi.



Dated: 04/07/2022

Diary No. 1028
Date 05/07/22
Director (WCD)

Sub: Development and implementation of online APAR (SPARROW) System for the employees of DASS and Stenographer Cadres of Govt. of NCT of Delhi.

This is with reference to the letter dated 28.06.2022 sent thorough e-mail to all the Departments of GNCT of Delhi with the request to provide the service particulars and NIC e-mail Id in respect of all employees of DSS (formerly DASS) and Stenographer Cadre by 30.06.2022. However, none of the departments has furnished the requisite information in the employee template form prescribed by NIC. All the departments are aware that e-SPARROW is to be implemented in time bound manner as per directions of Chief Secretary, Delhi. However, because of non-furnishing of information, by the departments, the development and implementation of the module is getting delayed.

Therefore, I am directed to request all the Heads of Departments to nominate a nodal officer (SPARROW) in their department and depute him to attend the meeting with Special Secretary (Services) as per the schedule annexed herewith. The nodal officer shall attend the meeting alongwith the particulars/information in respect of all DSS (formerly DASS) and Stenographer Cadre employees in the employee template form (copy enclosed) alongwith soft copy (in excel sheet) of the same without fail.

This may please be accorded "TOP PRIORITY".

Yours Faithfully,

Encl: As above

Nodal officer to attend

4/7/22
JD (Admin)

Amritabh Joshi

(Amritabh Joshi)
Dy. Secretary (Services)

8/8

DD (A)

7/7/22

S. P. (A)

- 4/3/17
37. Directorate of Higher Education
 38. Directorate of Information & Publicity
 39. Dte. of Small Savings & Lotteries
 40. Dte. Of Family Welfare
 41. Drugs Control
 42. Delhi Subordinate Services Selection Board (DSSSB)
 43. Dte. of Employment
 44. Department of excise, Entertainment & luxury

Date:- 08/07/2022, Time: 4:00 PM to 4:30PM

45. Food & Supplies
46. Deptt. of food safety
47. Delhi Health Services (DHS)
48. Forensic Science Laboratory
49. Forest & Wild Life
50. Industries Department
51. Irrigation and Food Control
52. L.G Secretariat
53. Labour Department
54. Land and Building

Date:- 11/07/2022, Time: 3:00 PM to 3:30PM

55. Legislative Assembly Secretariat
56. Lokayukta
57. N.C.C Department
58. OBC Commission
59. Police complaint Authority
60. Principal Accounts Office
61. Prohibition
62. Prosecution
63. Public Grievances Commission
64. Public Works Department

Date:- 11/07/2022, Time: 4:00 PM to 4:30PM

65. Rural Development
66. Registrar of Cooperative Societies
67. Revenue Department Divisional Commissioner
68. Tourism Department
69. Transport
70. Dte. Of Training (NTCS)
71. Weigh & Measurement
72. Women and Child Development
73. State election Commission
74. Horticulture
75. Education Department

Most Urgent
CS reference

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL
B-WING, 7TH LEVEL, DELHI SECTT.,
I.P. ESTATE, N.D- 110002.

No. F.2(4)/2020/S.IV/CC/1095-1096

Dated: 28/06/2022

To,

The Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HoDs
Govt. of NCT of Delhi.

Sub: Development and implementation of online APAR (SPARROW) System for
the employees of DASS and Stenographer Cadres of Govt. of NCT of Delhi.

Sir/Madam,

I am directed to draw your attention to the decision of worth Chief Secretary, Delhi conveyed vide minutes of meeting bearing No.OSD/CS/2022/7395-98 dated 31.05.2022 that the APARs of entire DASS and Steno Cadre be brought on the SPARROW portal and henceforth no physical APARs be generated by the concerned department for DASS and Steno Cadre. In this regard, the Services Department is in process of implementing online APAR (SPARROW) System for all the employees of GNCTDSS Cadre (erstwhile DASS Cadre), Adhoc DANICS and Stenographer Cadre of Govt. of NCT of Delhi.

Accordingly, all Addl. Chief Secretaries/Principal Secretaries/ Secretaries/HoDs of all the Departments are requested to look into it personally and arrange to provide the details/particulars in respect of all the Officers and Officials of GNCTDSS Cadre (including Adhoc DANICS) and Stenographer Cadre in the Employee Template Form (copy attached) as per service record in the Soft Copy (Excel Sheet) provided through e-mail to the concerned department. The duly filled Employee Template Form in Soft Copy (Excel Sheet) in respect of all Officers and Officials be provided to the Services Department through return mail at services4rr@gmail.com latest by 30th June, 2022. It is important to mention here that NIC-email is one of the mandatory particulars therefore it may kindly be ensured that NIC e-mail is created in respect of all Officers and Officials of the above referred Cadres.

Further, it is also requested to nominate an officer of the appropriate level as Nodal Officer for the purpose of SPARROW Project and his/her details (Name, Designation, Mobile Number, Office contact Number and e-mail address) may be provided through e-mail at services4rr@gmail.com, immediately, latest by 30th June, 2022.

This Issues with the approval of the Competent Authority.

(Signature)
(Amitabh Joshi)
Dy. Secretary (Services)

No. F.2(4)/2020/S.IV/CC/1095-1096

Dated: 28/06/2022

Copy to:

Section Officer, Monitoring Cell, Services Department with the request to follow up the status with the respective Department.

Daily No. 113
Date 4/7/22
Joint Director (WCD) ADMIN

Daily No. 997
Date 30/6/22
Director (WCD)

Most Urgent
CB reference

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT - BRANCH-IV/CONFIDENTIAL CELL
B-WING, 7th LEVEL, DELHI RECT.,
L.P. ESTATE, N.D-110002.

No. F.2(4)/2020/S.IV/CC/1095-1096

Dated: 28/6/22

Office of the Director
Branch-IV/Confidential Cell
28 JUN 2022
Dy. No. 634

The Addl. Chief Secretaries/Pr. Secretaries/Secretaries/In/Is
Govt. of NCT of Delhi.

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Accordingly, all Addl. Chief Secretaries/Principal Secretaries/ Secretaries/MoDs of all the Departments are requested to look into it personally and arrange to provide the details/particulars in respect of all the Officers and Officials of GNCTSS Cadre (including Adhoc DANICS) and Stenographer Cadre in the Employee Template Form (copy attached) as per service record in the Soft Copy (Excel Sheet) provided through e-mail to the concerned department. The duly filled Employee Template Form in Soft Copy (Excel Sheet) in respect of all Officers and Officials be provided to the Services Department through return mail at services4n@gmail.com latest by 30th June, 2022. It is important to mention here that NIC-email is one of the mandatory particulars therefore it may kindly be ensured that NIC e-mail is created in respect of all Officers and Officials of the above referred Cadres.

Further, it is also requested to nominate an officer of the appropriate level as Nodal Officer for the purpose of SPARROW Project and his/her details (Name, Designation, Mobile Number, Office contact Number and e-mail address) may be provided through e-mail at services4n@gmail.com, immediately, latest by 30th June, 2022.

This issues with the approval of the Competent Authority.

(Amritabh Joshi)
Dy. Secretary (Services)

No. F.2(4)/2020/S.IV/CC/1095-1096

Dated: 28/6/2022

Copy to:

Section Officer, Monitoring Cell, Services Department with the request to follow up the status with the respective Department.