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/

ORDER

Dated: 20/07/2022

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.

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

Section Officer (Admn.)

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.)

SI. 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.	Tribhuwan 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 Sehrawat	Jr. Asstt.
22.	Umesh Kumar	Jr. Asstt.
23.	Shiv Charan Meena	Jr. Asstt.
24.	Rameshwra Lal	Jr. Asstt.
25.	Rajveer Singh	Jr. Asstt.
26.	Tara Dutt	Jr. Asstt.
27.	Sahii Dabas	Jr. Asstt.
28.	Mohit Kumar	Jr. Asstt.
29.	Kamni Verma	Jr. Asstt.
30.	Ritu Rəj	Jr. Asstt.
31.	Shatrughna Sharma	Jr. Asstt.
32.	Nitin Kumar	Jr. Asstt.
33.	Amrender Mathur	Jr. Asstt.
34.	Jyot Khatri	Jr. Asstt.
35.	Manoj Kuma *	Jr. Asstt.
36.	Vinit Kumar	Jr. Asstt.
37.	Manish Kumar Meena	er. Asstt.
38.	Aman kumar	Ar. Assta.
39.	Abnijest Meena	Jr. Assrt.

Most Urgent CS reference

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL B-Wing, 5TH Level, Delhi Secratariat, New Delhi- 110002. Joint Director (WCD) Dated: 04/07/2022 NU. F.2(4)/2020/S.IV/CC/1205 05 JUL 2022 1028 05/07/2 Director (WCD)

All Heads of Departments, Government of NCT of Delhi.

TO

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 thorugh email 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 Cadro by 30 96, 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 (SPAFROW) in their department and depute him to actend 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 sixeet) of the same without fail.

Yours Faithfully,

Secretary (Services)

37.	Directorate of Higher Education	-
38.	Directorate of Information & Publicity	
39.	Dte.of Small Savings & Lotteries	
40.	Dte. Of Familily Welfare	
41.	Drugs Control	
42.	Delhi Subordinate Services Seclection Board (DSSSB)	
43.	Dte.of Employment	
44.	5 of audica Entortainment & UNITY	
47.	Date:- 08/07/2022, Time: 4:00 PM to 4:30PM	
A E	Food & Supplies	
45.	Deptt, of food safely	
46.	Delhi Health Services (DHS)	
47.	Forensic Science Laboratory	
48.		
49.	Forest & Wild Life	
50.	Industries Department	
51.	Irrigation and Food Control	
52.	L.G Secretariat	
53.	Labour Department	
54.	Land and Building Bate:- 11/07/2022, Time: 3:00 PM to 3:30PM	
	Date: - 11/07/2022, Time: 5.0077.	
35.	Legislative Assembly Secretariat	
56.	Lokavukta	
57.	N.C.C Department	
58.	OBC Commission	
59.	Police complaint Authority	
60.	Principal Accounts Office	
- Andrews	Fronibicioli	and an other section
62.	Prosecution	
63.	Public Grievances Commission	
64.	Public Works Department Date: - 11/07/2022, Time: 4:00 PM to 4:30PM	
	Diver- 11/0//2024, Illies. 4.00	
£5.	Rura, Davelouneat	(University of
65.	Registrat of Cooperative Societies	
€7.	Revenue Organit ment Divisional Commissioner	
68.	Jourism Department	
69.	Transport	
	Dte. Of Training (UTCS)	
71.	Weight & Measurement	
12	Women and Shirt Daveloph ent	
73.	State election Commission	
74.	Hordcultura	
75.	Education Denaitment	

Most Urgent CS reference

Dairy No. 1133 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: 20/06/2022

The Addll. Chief Secretaries/Pr. Secretaries/Secretaries/HoDs 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 drawn 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 Addll. 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 email 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.

Dy. Secretary (Services)

Dated: 28 06 2322

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

Copy to:

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

 Name
 As per service record
 Date Of Birth As per service record
 Nationality As per service record
 Religion As per service record
 Religion As per service record
 Central Civil Service
 Cadre GNUTOS OR STENOGRAPHER
 Organization Name of present Department
 From Alaro
 Date of posting in Present Department From date
 Designation
 Designation
 Suffix Appointment
 Appointment Date of appointment order on present Grade
 Order Date
 Allotment Year of appointment to the Govt. Service Instructions for filling up the format: 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 Code
 Personal identification Number (PIN) as per pay Roll which is unique code for each employee be mentioned.
 Appellation Mr./Ms./Mrs./Smt. required for each employee as the case may be.

Remployee Name of Employee as per Service record Designation Joining Date Work assigned to designation viz. Admn., Care taking., Lega etc.
Date of Joining on present designation Year of appointment to the Govt. Service Present designation held by the employee (Do not use short forms) Appointment on present Grade whether by Direct or Promotion or any other mode Company of Street ĝ Oran Don Assessed Com

DAS

Most Vragnt Ch reference

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DECHI BEHVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL B-WING, 7" LEVEL, DELIH RECIT., 1.P. ESTATE, N.D. 110007.

timent salue 1 2 47

2 8 JUN 2022

The Added Chief Sectotation/Pr. Becented ton/Secretarien/ifuffe

Dayslopment and implementation of unline APAH (SPANHOW) System for the employees of DASS and Slanogespines Callens of Gost, of NET of Delhi.

Sir/Haitaill,

I am disected to drawn your attention to the decision of exirth Chief Secretary, Delin conveyed vide minutes of inveting bearing his OSD/CS/2012/7395-98 dated 31.05 2022 that the APARs of entire DASS and Stend Cadre be frought on the SPARROW portal and henceforth no physical APARs for generated by the concerned department for DASS and Steno Cadis. In this regard, the Services Department is in process of Implementing pullies APAR [SPARROW] System for all the employees of GNC1055 Cadre [erstwhile DASS Cadre). Adher DANICS and Stenographer Codes of Govt. of NCT of Debt.

Accordingly, all Addil. Chief Secretaries/Principal Secretaries/ Secretaries/Hobs 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 artached) as per service record in the Soft Copy (Excel Sheet) provided through e-mizil 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 services tir figured, com latest by 30" June, 2022. It is important to mention here that VICE-email is one of the mandatory particulars transform it may kindly be ensured that NIC empiricular transformation and content of all lifteness and contents. mail in created in tespect of all Officers and Officials of the above referred Codres

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 frumber and e-mail address) may be provided through e-mail at services in Sumail.tom, immediately, latest by 30th Juno, 3022

This issues with the approval of the Computant Authority

(Amitabh Joshi)

Ha. F.2(4)/2070/5 IV/CC/ 1075-1476

Copy to:

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

Scanned with CamScanner