

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: IT CELL
5TH LEVEL, “B WING”, DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI 110002

No.F.10(506)/Coord/IT CELL/MISC/2022/153-158

Dated: 01/05/2023

To,

ALL Heads of Departments,

Government of NCT Of Delhi.

(Kind Attention PAR Custodian and PAR Manager of Departments)

Subject:- Regarding generation of e-APAR of GNCTDSS & STENO Cadre.

Sir/Madam,

As you are aware that e-SPARROW project for generation of online APAR of GNCTDSS & STENO Cadre is now live. Vide Circular dated 06/04/2023 directions were issued to all the departments to generate e-APAR even for the officers/officials who were working on diverted capacity to other Department but drawing salary from their Department.

On the basis of feedback received from PAR CUSTODIAN/ PAR MANAGER /NODAL OFFICERS of various departments and on consultation with NIC it has been decided that e-APAR of an employee will be generated by the department in which he/she is physically posted & working.

Following Steps may be taken for the purpose:

1. To access e-SPARROW Website URL is <https://sparrow-gnctdss.delhi.gov.in>.
2. Log in into the portal with PAR MANAGER or PAR CUSTODIAN ALTERNATE ID.
3. Select GNCTD-B for STENO Cadre, GNCTD-C for GNCTDSS Cadre.
4. Click on workflow tab provided on left hand side. On drop down pane click on “Create Workflow”.
5. On the workflow page click on “WORKFLOW WITH ALL ORGANISATIONS”.
6. In Search Tab enter Employee Name.

In case of any issue, PAR Manager of the Department may reach out to Services Department (IT Cell) on 2nd floor, Delhi Secretariat. Assistance may also be sought through our helpline no. 011-23392521 or on our email services4rr@gmail.com before 03/04/2023.

Yours Faithfully



(Amitabh Joshi)
Deputy Secretary
(Services)

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Copy To:

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1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi.
3. Special Secretary, Services- I, Delhi.
4. Special Secretary, Services- II, Delhi.
5. Guard File



(Amitabh Joshi)
Deputy Secretary
(Services)