

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
1<sup>st</sup> Floor, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, NEW DELHI-110006  
(Administration Branch)

F. No. 16(25)/WCD/Admn./Sparrow/2020/ 13590-93

Dated:

20 NOV 2023

To,

✓ All Branch In charges/Deputy Directors/Homes/Institutions,  
Department of Women & Child Development,  
Government of NCT of Delhi.

**Sub: Implementation of e-SPARROW (e-APAR) project-reg.**

Sir/Madam,

With reference to letter No.F.21(5)/IT Cell/Services/2023/240-245 dated 17.11.2023, all concerned are hereby informed that as per information received from Service Department, GNCTD that a report w.r.t pendency of E-APAR is to be submitted before Worthy Chief Secretary of Delhi.

So, all Branch In-charge/Deputy Directors/Homes/Institutions/Nodal Officer/Gazetted Officer are hereby informed and requested to immediately check that all Reporting and Reviewing Officers and all Employees who (i) worked in FY 01.04.2023 to 31.03.2023 under your office jurisdiction (ii) presently working under your office jurisdiction, they all must registered on PIMS/SPARROW portal for processing their online PAR.

In case of any Reporting Officer/ Reviewing Officer/Employee is not registered yet, than to process the PAR's immediately provide their Details in soft copy in excel sheet for their registration through E-mail on [supdtadmnwcd@gmail.com](mailto:supdtadmnwcd@gmail.com).

Your's faithfully,



Nodal Officer (SPARROW), DWCD

Dated:

20 NOV 2023

F. No. 16(25)/WCD/Admn./Sparrow/2020/ 13590-93

Copy to:-

1. PA to the Director, WCD.
2. PA to the Additional Director, WCD.
3. Joint Director (Admn.), WCD.
- ✓ 4. The Deputy Director, IT Cell with the directions to upload this "Letter" on the website of the Department.
5. Guard File.



Nodal Officer (SPARROW), DWCD

411/c

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: ITC CELL**  
**5TH LEVEL, "B WING", DELHI SECRETARIAT**  
**H.P. ESTATE, NEW DELHI 110002**

No. E21(5)/IIT Cell/Services/2023/240-245

Date: 17.11.2023

To,

**Heads of Departments,**

Government of NCT Of Delhi.

Subject:- Regarding completing the process of filling APARs of DSS and Steno cadres under e-SPARROW project.

Sir/Madam,

I am directed to inform you that the Principal Secretary, Services has reviewed the progress of e-SPARROW project and it was found that the generation of blank APARs for DSS and Steno cadres by most of the departments of GNCT of Delhi has been completed under the e-SPARROW project. As of now a total of 10352 blank e-APARs have been generated for DSS and Steno cadres out of which only 3208 APARs have been closed far, However, the progress of final closing of APARs is found to be very dismal. Despite, messages being circulated to the official/officers mobile numbers at each stage of e-APAR generation, there is still pendency at various levels of APAR generation for DSS and Steno cadre as below:-

Cadre	Officer's Posted	APARs Generated	APARs Closed	Pending with Officer for Self Appraisal	Pending with Reporting Officer	Pending with Reviewing Officer Authority	Pending with CR Section For Officer Disclosure	Pending with Officer after Disclosure	Pending with CR Section To Close
DSS	7192	9074	2665	2490	1380	1283	111	707	314
Steno	960	1276	534	224	277	1	35	115	71

Consolidated report of pendency at various levels of all Departments of GNCT of Delhi in respect of DSS and Steno cadre is enclosed with this letter.

As the departments are aware that the e-SPARROW project is a time bound project and the filled APARs were to be disclosed as per the approved Timeline to the officer/official concerned latest by 15.08.2023. In this respect there has been a delay of more than 2 months for disclosing the filled and completed APARs to the officer/officials.



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Therefore, you are requested to take note of your departments status of pendency at various levels of e-APAR generation and direct the Nodal Officer for e-SPARROW and PAR Central Custodian Alternate to monitor and to ensure that the Officers Reported Upon fill their self-appraisals, Reporting and Reviewing officers assess the APAR's pending at their level and send it to the CR Section of their department and the CR Section to close APARs received at their level latest by 25.11.2023 , so as the process of filling of APARs may be closed, failing which suitable action will be taken against the Nodal Officer for e-SPARROW and PAR Central Custodian Alternate.

This may be treated as most urgent.

This issues with the prior approval of the competent authority.

- Encl: 1. Consolidated report of pendency at various levels of DSS and Steno cadres of all the Departments.
2. Approved Timeline/Time Schedule for preparation/completion of e-APAR.

Yours Faithfully,



Amitabh Joshi  
(Deputy Secretary)  
Services

Dated: 17.11.2023

No.F.21(5)/IT Cell/Services/2023/ 240 -245

Copy To:

1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi.
3. P.A. to the Special Secretary, Services- I, Delhi.
4. Section Officer (Co-ordination), Services Department, GNCT of Delhi with the request to upload this letter on website of Services Department.
5. Guard File



Amitabh Joshi  
(Deputy Secretary)  
Services

S.No	Organization	Officer's Posted	PARs Generated	PARs Closed	PARs Generated but Not Sent	Workflow Created but Par Not Sent	Pending with Officer for Self Appraisal	Pending with Reporting Officer	Pending with Reviewing Officer Authority	Pending with CR Section For Officer Disclose	Pending with Officer for Disclosure	Pending with CR Section To Close	Pending with Representation-CR Section	Pending with Representation-Reporting Officer
68	GNCTD-DEPARTMENT OF ARCHAEOLOGY	4	6	1	0	0	2	0	3	0	0	0	0	0
69	GNCTD-DEPARTMENT OF FOOD SAFETY DELHI	18	25	9	0	0	2	8	3	0	3	0	0	0
70	GNCTD-DEPARTMENT OF LAW AND JUSTICE LEGAL AFFAIRS	33	46	33	1	0	2	3	3	0	4	0	0	0
71	GNCTD-DIRECTORATE OF PROSECUTION	22	37	30	0	0	2	1	1	0	2	1	0	0
72	GNCTD-DR. HEDGEWAR AROGYA SANSTHAN	13	19	10	0	0	2	1	3	0	0	0	0	0
73	GNCTD-DTE.GEN.HOME GUARDS	13	21	16	0	0	2	1	0	0	1	1	0	0
74	GNCTD-OFFICE OF LOKAYUKTA	8	11	1	0	0	2	0	0	0	6	2	0	0
75	GNCTD-PLANNING DEPARTMENT	14	15	0	0	0	2	0	1	12	0	0	0	0
76	GNCTD-A & U TIBBIA COLLEGE & HOSPITAL	13	15	10	1	0	1	1	2	0	0	0	0	0
77	GNCTD-BHAGWAN MAHAVIR HOSPITAL	8	12	1	0	0	1	0	1	9	0	0	0	0
78	GNCTD-DELHI COMMISSION FOR WOMEN	3	7	3	0	0	1	0	2	0	1	0	0	0
79	GNCTD-DELHI LEGISLATIVE ASSEMBLY	40	66	38	0	0	1	0	2	0	1	0	0	0
80	GNCTD-DEPARTMENT OF POWER, GNCTD	6	9	5	0	0	1	0	2	0	25	0	0	0
81	GNCTD-DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT	71	10	5	0	0	1	0	3	0	0	0	0	0
82	GNCTD-DIRECTORATE OF CIVIL DEFENCE	11	15	3	1	3	1	2	2	0	0	0	0	0
83	GNCTD-DIRECTORATE OF ECONOMICS AND STATISTICS	7	15	12	0	0	1	0	0	1	0	1	0	0
84	GNCTD-ENVIRONMENT (HORT.)	7	10	0	1	1	1	2	0	0	5	1	0	0
85	GNCTD-PANDIT MADAN MOHAN MALVIYA HOSPITAL	12	7	0	0	1	1	6	0	0	0	0	0	0
86	GNCTD-POLICE COMPLAINTS AUTHORITY	6	11	0	0	0	1	4	6	0	0	0	0	0
87	GNCTD-PUBLIC GRIEVANCES COMMISSION	7	23	21	0	0	1	1	0	0	0	0	0	0
88	GNCTD-RURAL DEVELOPMENT DEPARTMENT	7	11	4	0	0	1	1	4	0	1	0	0	0
89	GNCTD-SARDAR VALLABH BHAI PATEL HOSPITAL	7	5	4	0	0	1	0	0	0	0	0	0	0
90	DIRECTORATE OF HEALTH SERVICES, GOVERNMENT OF NATIONAL CAPITAL TERRITORY, DELHI	0	9	7	0	0	0	1	1	0	0	0	0	0
91	DR N C JOSHI MEMORIAL HOSPITAL	6	0	0	0	0	0	0	0	0	0	0	0	0
92	GNCTD-ACHARYA BHIKSHU HOSPITAL	9	11	4	0	0	0	1	6	0	0	0	0	0
93	GNCTD-AMBEDKAR NAGAR HOSPITAL	7	0	0	0	0	0	0	0	0	0	0	0	0
94	GNCTD-ANIMAL HUSBANDRY UNIT	7	0	0	0	0	0	0	0	0	0	0	0	0
95	GNCTD-ART, CULTURE AND LANUGAGES	1	8	1	0	0	0	0	7	0	0	0	0	0
96	GNCTD-ATTAR SAIN JAIN EYE & GENERAL HOSPITAL	3	0	0	0	0	0	0	0	0	0	0	0	0
97	GNCTD-CHIT FUND DEPARTMENT	6	9	0	0	0	0	2	7	0	0	0	0	0
98	GNCTD-COLLEGE OF ART	13	16	9	0	0	0	5	0	0	0	0	0	0
99	GNCTD-DELHI MINORITIES COMMISSION	8	8	8	0	0	0	0	0	0	2	0	0	0
100	GNCTD-DEPARTMENT OF DELHI ARCHIVES	5	10	2	0	0	0	0	6	0	0	0	0	0
101	GNCTD-DEPARTMENT OF ENVIRONMENT	7	12	8	1	0	0	0	1	0	2	0	0	0



e-SPARROW Consolidated APAR Report of Steno Cadre

S.No	Organization	Officer's Posted	PARs Generated	PARs Closed	PARs Generated but Not Sent	Workflow Created but Par Not Sent	Pending with Officer for self appraisal	Pending with Reporting Officer	Pending with Reviewing Officer Authority	Pending with CR Section For Officer Disclosure	Pending with Officer for Disclosure	Pending with CR Section To Close
78	GNCTD-DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT	6	1	0	0	0	0	1	0	0	0	0
79	GNCTD-DR BABA SAHEB AMBEDKER HOSPITAL	1	1	0	0	0	0	0	1	0	0	0
80	GNCTD-DR. BABA SAHEB AMBEDKER MEDICAL COLLEGE	1	1	0	0	0	0	0	1	0	0	0
81	GNCTD-DR B R SUR HOMOEOPATHIC MEDICAL COLLEGE HOSPITAL AND RESEARCH CENTRE	2	0	0	0	0	0	1	0	0	0	0
82	GNCTD-DRUGS CONTROL DEPARTMENT	3	7	7	0	0	0	0	0	0	0	0
83	GNCTD-DTE. OF AUDIT	4	4	1	0	0	0	0	0	0	0	0
84	GNCTD-DTE. OF VIGILANCE	14	0	0	0	0	0	3	0	0	0	0
85	GNCTD-EXCISE DEPARTMENT	7	10	6	2	4	0	0	0	0	0	0
86	GNCTD-FINANCE DEPARTMENT	1	13	9	0	0	0	2	0	0	0	0
87	GNCTD-GURU NANAK EYE CENTRE	3	0	0	0	0	0	4	0	0	0	0
88	GNCTD-HOMEOPATHIC WING (DTE. OF AYUSH)	0	1	1	0	0	0	0	0	0	0	0
89	GNCTD-INDIRA GANDHI HOSPITAL	7	5	0	0	0	0	0	0	0	0	0
90	GNCTD-IT DEPARTMENT	3	8	2	0	0	0	0	0	5	0	0
91	GNCTD-JAG PRAVESH CHAND HOSPITAL	4	3	0	0	0	0	3	0	0	0	3
92	GNCTD-LAL BAHADUR SHASTRI HOSPITAL	2	3	0	0	0	0	3	0	0	0	0
93	GNCTD-MAHARISHI VALMIKI HOSPITAL	1	1	1	0	0	0	0	0	0	0	3
94	GNCTD-MAULANA AZAD INSTITUTE OF DENTAL SCIENCES	2	0	0	0	0	0	0	0	0	0	0
95	GNCTD-NATIONAL CADET CORPS	2	0	0	0	0	0	0	0	0	0	0
96	GNCTD-NEHRU HEMEOPATHIC MEDICAL COLLEGE AND HOSPITAL	1	2	0	0	0	0	0	0	0	0	0
97	GNCTD-OFFICE OF THE CHIEF ELECTRORAL OFFICER, DELHI	15	23	12	1	0	0	5	0	1	3	1
98	GNCTD-OFFICE OF THE MINISTER 2	1	1	1	0	0	0	0	0	0	0	0
99	GNCTD-O/O STATE COMMISSIONER FOR PERSONS WITH DISABILITIES	3	4	0	0	0	0	0	0	0	0	0
100	GNCTD-PANDIT MADAN MOHAN MALVIYA HOSPITAL	2	0	0	0	0	0	0	0	0	1	3
101	GNCTD-PLANNING DEPARTMENT	12	8	3	0	0	0	0	0	0	0	0
102	GNCTD-POLICE COMPLAINTS AUTHORITY	4	8	0	0	1	0	4	0	3	0	1
103	GNCTD-PRINCIPAL ACCOUNTS OFFICE	9	6	6	0	0	0	0	0	0	1	3
104	GNCTD-PUBLIC GRIEVANCES COMMISSION	6	13	13	0	0	0	0	0	0	0	0
105	GNCTD-RAO TULA RAM HOSPITAL	2	1	1	0	0	0	0	0	0	0	0
106	GNCTD-REGIONAL FORENSIC SCIENCE LABORATORY	1	0	0	0	0	0	0	0	0	0	0
107	GNCTD-REGISTRAR CO-OPERATIVE SOCIETIES	12	13	0	0	2	0	5	0	7	0	1
108	GNCTD-SANJAY GANDHI MEMORIAL HOSPITAL	1	0	0	0	0	0	0	0	0	0	0
109	GNCTD-SARDAR VALLABH BHAI PATEL HOSPITAL	2	2	1	0	0	0	1	0	0	0	0
110	GNCTD-SATYAWADI RAJA HARISH CHANDRA HOSPITAL	2	4	0	0	0	0	2	0	2	0	0
111	GNCTD-UNION TERRITORY CIVIL SERVICES	8	16	12	0	0	0	2	0	0	0	0
TOTAL		960	1276	534	18	41	224	277	1	35	115	71