

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI- 110034  
(E-IV/ADMINISTRATION BRANCH)

No.F.3(10)/2023/TTE/E-IV 2249-56

Dated 17/05/2023

**CIRCULAR**

**Sub: Regarding implementation of e- SPARROW (e-APAR) project.**

As per directions of the Services Department, the process of PAR generation for all GNCTDSS (DASS) and Steno cadre employees (including those on diverted capacity) has already been started and it has been emphasized that **NO PAR shall be accepted in physical form for the entire period of assessment year 2022-23.**

Please find enclosed herewith the E-APAR proforma (in Annexure-A & B) with the direction to submit the duly filled 'E-APAR proforma' in soft & hard copy to this office on 17.05.2023 positively, for the purpose of generating e-PAR in respect of GNCTDSS (DASS) and Steno cadre employees through Sparrow portal.

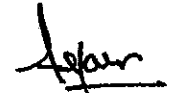
Furhter, it is again requested to send the details of Reporting and Reviewing Officer for the period of 01.04.2022 to 31.03.2023 in the prescribed proforma in excel sheet immediately (on email id [aoadmndtte1@gmail.com](mailto:aoadmndtte1@gmail.com) on or before 17.05.2023 at 05:00 PM positively, so that the roles may be configured accordingly.

In case of any issue, Officers/Officials of this Department may reach out to E-IV Branch, DTTE(HQ). Assistance may also be sought on Mobile No. 8178970252. All prescribed blank proformas (soft copies) have been sent to all Institutes through email.

This may be treated as TOP PRIORITY.

End: (a) E-APAR proforma (in Annexure-A & B)

(b) 22 point prescribed proforma in excel sheet.



(A. N. GAUR)  
DEPUTY DIRECTOR (ADMN.)

To,

1. The Registrar, DSEU
2. Controller, BTE / DCA
3. All Dy. Directors/Asstt. Directors/Sr.AOs/AAOs in DTTE (Hqs)/All Branch Incharges of DTTE (HQ)
4. All Campus Directors of Institutes of Technology under DSEU.
5. All Principals of ITIs.
6. System Analyst, DTTE (Hqs) for information and with the request to upload this circular on the departmental website of DTTE.
7. All DSS/Steno officials through head of Institutions/ Branch Incharges.

Copy to:-

1. PS to Secretary (TTE) / Director (TTE).

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
ESTABLISHMENT-IV, DTTE(HQ)**

**DSS & STENO CADRE PROFORMA FOR "E-APAR DURING THE PERIOD 2022-23"**

**1. Place of Physical Posting during the period 01.04.2022 to 31.03.2023**

S.No.	PERIOD		Name of Post and Grade(I,II,III,IV)	Place of Posting
	From	To		
1				
2				
3				
4				

**1.1 Detail of Reporting Officer during the period 01.04.2022 to 31.03.2023**

S.No.	PERIOD		Name of Reporting Officer	Designation and Cadre	Employee ID/Pay Roll PIN of the Reporting Officer(As given on Salary Slip)
	From	To			
1					
2					
3					
4					

**1.2 Detail of Reviewing Officer during the period 01.04.2022 to 31.03.2023**

S.No.	PERIOD		Name of Reporting Officer	Designation and Cadre	Employee ID/Pay Roll PIN of the Reporting Officer(As given on Salary Slip)
	From	To			
1					
2					
3					
4					

**2. Place of Physical Posting during the period 01.04.2022 to 31.03.2023**

S.No.	PERIOD		Place of Posting	Reason for not reporting
	From	To		
1				
2				
3				
4				

**Note: In case of any issue, Officers/Officials of this Department may reach out to E-IV Branch, DTTE(HQ). Assistance may also be sought through this Mobile No. 8178970252.**

Signature of Employee.....

Signature of Branch-In-Charge/H.O.O  
With stamp

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
ESTABLISHMENT-IV, DTTE(HQ)**

**DSS & STENO CADRE PROFORMA FOR "E-APAR DURING THE PERIOD 2022-23"**

1.	Name of the Employee (in capital letters)	
2.	Father's Name	
3.	Date of Birth (dd/mm/yyyy)	
4.	Designation	
5.	Employee Code (Pay PIN Number as given on salary Slip)	
6.	NIC E-mail ID	
7.	Mobile Number (as given in NIC mail ID)	
8.	Date of Appointment to the present post	
9.	Present place of Physical Posting	
10.	Department from Salary drawing	
11.	Category (SC/ST/OBC/GENERAL)	
12.	Period of absence from duty (on training leave etc.) during the year, If he has undergone training, specify	
13.	Date of last prescribed medical examination for officers 40 years of age and above. (Attach copy of the summary of the medical report)	
14.	Whether got promotion during the period 01.04.2022 to 31.03.2023 (Yes / No)	
15.	If Promoted during the period 01.04.2022 to 31.03.2023. Please fill following Details:	
	Name and Designation of the Previous Post	
	Date of Appointment on the Previous Post	

**Note: In case of any issue, Officers/Officials of this Department may reach out to E-IV Branch, DTTE(HQ). Assistance may also be sought through this Mobile No. 8178970252.**

Signature of Employee.....

Signature of Branch-In-Charge/H.O.O  
With stamp

Only for Revising & Reporting Officers.

S. No.		Appellation (Mr./Mrs./Dr./Sri./Smt.)	Employee Code	Employee Name	NIC Email ID	Gender	Father's Name	Date of Birth	Residential	Religion	Category	Service	Cadre	Organization	Organization From date	Designation	Designation on Suffix	Joining Date	Type of Appointment	Appointment Order	Appointment Year	Mobile Number
Instructions for filling up the form:																						
Employee Code		Personal Identification Number (PIN) or per pay Roll which is unique code for each employee be mentioned.																				
Appellation		Mr./Mrs./Mrs./Sri./Smt. required for each employee as the case may be.																				
Employee Name		Name of Employee as per Service record																				
NIC Email 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																				
Father's Name		As per service record																				
Date Of Birth		As per service record																				
Nationality		As per service record																				
Religion		As per service record																				
Category		As per service record																				
Service		Central Civil Service																				
Cadre		GNCTDSS OR STENOGRAPHER																				
Organization		Name of present Department																				
Organization From date		Date of posting in Present Department																				
Designation		Present designation held by the employee (Do not use short forms)																				
Designation Suffix		Work assigned to designation viz. Admn., Care taking, Lega etc.																				
Joining Date		Date of joining on present designation																				
Type of Appointment		Appointment on present Grade whether by Direct or Promotion or any other mode.																				
Appointment Order Date		Date of appointment order on present Grade																				
Assignment Year		Year of appointment to the Govt. Service																				