

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI- 110034
(ESTABLISHMENT – IV BRANCH)**

F.3 (10)/2023/TTE/E-IV/753-59

Dated: 22.11.2023

CIRCULAR

Sub: Reg. Completing the process of filing APARs of DSS and Steno cadres (who are physically posted in DTTE) under e-SPARROW project.

As per directions of the Services Department, the process of PAR generation for all GNCTDSS (DASS) and Steno cadre employees has already been started. Time and again, all the officers / officials have been informed about the process and timeline through messages but it has been observed that a large number of PARs pending with Officers for Self Appraisal.

In this regard, it is directed to all GNCTDSS (DASS) and Steno cadre employees (who are physically posted in DTTE) to fill their online PARs and get the same Reported / Reviewed upon by the respective officer and send it to the CR Section latest by 23.11.2023 at 3:00 PM through the e-SPARROW portal i.e. <https://sparrow-gnctdss.delhi.gov.in>.

Offline APARs may be submitted in E-IV Branch, DTTE (HQ) only in cases where the Reporting / Reviewing officers for the period 01.04.2022-31.03.2023 have been already retired/expired **on or before 23.11.2023 till 03:00 PM** positively.

In case of any issue, all GNCTDSS (DASS) and Steno cadre employees of this Department (who are physically posted in DTTE) may reach out to E-IV Branch, DTTE (HQ) in person on or before 23.11.2023 positively. This may be treated as last and final opportunity for submission of PARs as the portal will be closed on **25.11.2023** through NIC. All the concerned are directed to complete the process in due time, so that any adverse view is avoided.

This may be treated as **MOST URGENT**.

This issues with the approval of the Competent Authority.


(C SRI RAMAN)
SECTION OFFICER (ADMN.)

To,

For information and immediate necessary action to the following through e-mail:-

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