

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

No.F.3(10)/2023/TTE/E-IV/54

Dated: 17/01/24

CIRCULAR

Sub: Completing the process of filling APARs of DASS & Steno. Cadre under e-SPARROW project.

Vide this Department's Circular dated 22.11.2023, all GNCTDSS & Steno. Cadre employees of this Department (who are physically posted in DTTE) were directed to complete the process of self appraisal in the online e-PAR on sparrow portal at their own level.

In this regard, Services Department has informed that there are still 83 Officers/Officials of GNCTDSS & Steno Cadre posted physically in DTTE who have not submitted self appraisal in their e-PAR for the period 2022-2023 on the sparrow portal (list enclosed as "Annexure-A"). As per the details of pendency enclosed, it is clear that the work of self appraisal of e-PAR in online mode i.e. Sparrow Portal website, which was time bound process has not been taken seriously by the concerned officials whose names figure in the enclosed list.

In view of above, all the concerned GNCTDSS & Steno Cadre officers/officials are directed to complete the process of self appraisal till 22.01.2024 positively, failing which their salary shall be stopped till further orders. Further, concerned Head of Offices are also requested to look into the matter and ensure that the pending e-PARs for the period of 2022-2023 are finalized at the levels of concerned Reporting & Reviewing Officer before 25.01.2024 positively, after the self appraisal by the Officers/Officials.

This issues with the approval of the Competent Authority.

This may be treated as **"TOP PRIORITY"**.


(C. SRI RAMAN)
SECTION OFFICER (ADMN.)

No.F.3(10)/2023/TTE/E-IV/54

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Copy for information and necessary action to the following **through e-mail**:-

1. PS to Secretary (TTE) / Director (TTE).
2. All Branch Incharges of DTTE (HQ), Pitampura, New Delhi.
3. Accounts Officer, Accounts Branch, DTTE (HQ), Pitampura, Delhi.
4. Registrar, Delhi Skill & Entrepreneurship University (DSEU), IIT Complex, Sector-9, Dwarka, New Delhi-110077.
5. All Campus Directors of DSEU Campuses.
6. Registrar, Board of Technical Education, Pitampura New Delhi-110034.
7. All Principals/HOO & Section Officers of ITIs under DTTE.
8. All GNCTDSS & Steno. Cadre Officials / Officers through Head of Institutions / Branch Incharges.
9. System Analyst, DTTE (HQ) with the request to upload this Circular on the Departmental website.
10. Guard file.


(C. SRI RAMAN)
SECTION OFFICER (ADMN.)